

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN**

**DATE:** Monday, November 18, 2019  
**TIME:** 6:00 PM  
**LOCATION:** Public Works Facility, 74 Lockehaven Road

**PRESENT:** Katherine D.P. Stewart; John W. Kluge; Meredith C. Smith

**ADMINISTRATIVE STAFF:** Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager

**OTHERS:** Emily Curtis, recording secretary; Rob Taylor, Land Use and Community Development Administrator; Carl Adams, Nancy Adams, Carol Cusick, and other members of the public

**CALL TO ORDER**

The meeting began at 6:02pm.

**APPROVAL OF MINUTES – October 28, 2019 & November 4, 2019**

Mr. Kluge made a motion to accept the October 28, 2019 minutes as printed. Mrs. Smith seconded. Vote unanimous in favor of the motion (2-0). Ms. Stewart abstained.

Ms. Stewart requested that a change be made on page 5 of the November 4, 2019 meeting minutes to read: Mr. Kluge raised questions and concerns for how long the annual increase in appropriations to CIP would continue.

Mr. Kluge made a motion to accept the November 4, 2019 minutes as amended. Ms. Stewart seconded. Vote unanimous in favor of the motion. (3-0)

**COMMUNICATIONS**

**Trustees of Trust Funds Report as of October 10, 2019**

Mr. Aylesworth informed the BOS of the current status of the capital reserve and trust fund investment portfolios managed by the Trustees of Trust Funds.

**Wetlands Minimum Standard Permit Application: Paul Albee, NH Route 4A (Map 18, Lots 3 & 48), Seasonal Dock**

Mr. Aylesworth presented a letter to the BOS informing them that Mr. and Mrs. Albee are proposing to construct a new six-foot-wide by sixteen-foot-long seasonal dock on Mascoma Lake.

Mrs. Smith asked if the dock permits are going through the Conservation Commission. Mr. Aylesworth noted that there was no CC to the Conservation on the letter and noted staff will be sure to forward it to them.

**NHDES Notice of Approval of Wetlands Permit Application 2019-02402: Town of Enfield, Bog Road Right-of-Way, Culvert Replacement**

Mr. Aylesworth reported on the failed 40-foot culvert on Bog Road, which had been caused by beaver activity. He noted that approval has been received for repairs to begin, but work cannot commence as there is a 20-day waiting period for appeals.

**BOARD REPORTS****Planning Board**

Mr. Kluge reported that the Planning Board met on Wednesday the 13<sup>th</sup>. He noted that they approved a site plan for Mr. Kittle of MK Fine Cabinetry to build a 5,000 square foot custom wood working shop on Smith Pond Road.

Mr. Kluge added that the Planning Board had discussions regarding the Master Plan process and notes they received from the Center for Strategic Governance focus group.

**Mascoma Lakeside Park Committee**

Mrs. Smith reported that the Lakeside Park Committee met with Mr. Mirski regarding an updated site plan for the pavilion. She noted the group has gone to great lengths to ensure the site is ADA compliant.

**Enfield Village Association**

Mrs. Smith attended the Enfield Village Association Economic Development Committee meeting with Rob Taylor.

**Budget Committee**

Ms. Stewart noted that the Budget Committee is continuing their meetings with department heads.

Mr. Aylesworth noted that the Budget Committee has had time to review the Town Manager's preliminary budget recommendations and that the next three Budget Committee meetings will largely finalize the remainder of the work on the 2020 operating budget.

**TOWN MANAGER'S REPORT**

Mr. Aylesworth reported that an electrician has been hired to replace the floodlight on the rear of the police station and that a new floodlight is also being installed in the rear of Whitney Hall. The Town has been working diligently to get an electrician deployed for some weeks, but, contractors were booked out into late-November.

Mr. Aylesworth noted that after the last BOS meeting, at the request of the Town Manager, the Department of Public Works went to Mr. and Mrs. Adams' property with an excavator to increase the depth and width of the drainage ditch which was reported to be problematic at the previous BOS meeting.

Mr. Aylesworth reported that he and Ms. Bonnette have reviewed the proposals submitted in response to an RFP for municipal financial auditing services. It has been determined the town will remain with the current auditing firm, Roberts & Greene, as they have provided quality services to the Town for many years and their fee will precisely match that of the other competing firm.

Mr. Aylesworth noted that he and Chief Holland continue to work on establishing a corporal position within the department. Multiple patrol officers within the department have expressed interest in this advancement opportunity. He noted that the current budget will remain the same but the command structure will shift from two sergeants to a lieutenant and a corporal.

Mr. Aylesworth noted that the DPC Engineering will be attending the BOS meeting on December 2<sup>nd</sup> as part of the rate setting hearing.

Mr. Aylesworth noted that the Municipal Facilities Advisory Committee met last week with Bread Loaf, the Town's architecture firm, regarding conceptual designs for a public safety building as well as possible renovation and expansion options for the library and town offices.

Mr. Aylesworth reported that he attended the NH Municipal Association annual conference last week and he co-led a well-attended session on strategic planning and governance.

## **PUBLIC COMMENTS**

### **Adams – Road Drainage**

Mr. and Ms. Adams noted that there is still water collecting on their property after the town came and dug the ditch wider and deeper. They inquired as to what the next steps would be.

Mr. Aylesworth noted that since work has been done following the last BOS meeting, he would like to do another site visit to see what is happening with water flow and consult with Mr. Taylor, DPW Director. The matter can be revisited with the BOS as appropriate in December.

Ms. Stewart noted that the topography indicates it is a flat parcel and that makes it difficult for water movement.

Ms. Adams thanked Mr. Aylesworth and the BOS for the efforts.

## **BUSINESS**

### **Master Plan / Focus Group**

Mr. Aylesworth provided a brief summary of the Master Planning Focus Group that was conducted with several town residents on November 9<sup>th</sup>.

Mr. Rob Taylor, Land Use & Community Development Administrator reviewed the discussions that took place during the meeting, which were led with the assistance of Mike Akillian and Carol Ogilvie of the Center for Strategic Governance. Mr. Taylor discussed how the focus group was formed and the themes that were identified in the discussion.

Ms. Stewart suggested adding a visual element to the document and include the content on the town website to promote public awareness and engagement.

Mr. Aylesworth noted that there will be a need to continue promoting public participation from now to the town meeting, where there will be a warrant article specific to funding for developing the master plan.

### **Enfield Food Pantry Hours of Operation**

Mr. Aylesworth informed the BOS that back in October, a decision was made to change the day of the week the Town Clerk's office would be open late. He noted that the DMV hotline is open late on Tuesday nights, which would allow the Town Clerk's office to get help with troubleshooting and improve efficiency of operations in relation to car registrations if the Town Clerk's office conducted its evening hours concurrently with the DMV. Mr. Aylesworth noted that there were internal conversations that led to the decision to change the evening hours to Tuesday instead of Thursdays as of January 1, 2020.

Mr. Aylesworth noted that it was not expected that the pantry would feel it needed to change its hours to align with the Town Clerk's schedule change and offered that the group would still have access to the municipal offices to operate the pantry on Thursday evenings even if the Town Clerk's office was closed. He acknowledged that, with the benefit of hindsight, there could have been better communication between the Town and the food pantry prior to the shift to Tuesday hours for the Town Clerk being announced. Mr. Aylesworth reached out and spoke with the Executive Director of the Friends of Mascoma Foundation regarding the needs of the pantry and what would be the best approach.

Ms. Cusick, a member of the Friends of Mascoma Foundation, reviewed the food bank schedule of operations to be able to deliver food to the three pantries that they operate in Enfield and Canaan. She acknowledged that changing the pantry hours to Tuesday does work with their schedule and will offer fresher food to residents and potentially decrease the food waste.

Mr. Kluge motioned to approve the change for the food pantry to take place on Tuesday evenings. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

### **Rail Trail Crossing Agreement**

Mr. Aylesworth briefed the BOS regarding the rail trail crossing agreement between the Town of Enfield and the NH DOT.

Ms. Stewart made a motion to approve the Crossing Agreement as printed. Mrs. Smith seconded. Vote unanimous in favor the motion (3-0).

### **Consolidated Communications – Utility Pole Removal**

Mr. Aylesworth presented the BOS with a letter he drafted to Consolidated Communications with regard to the removal of utility poles. The letter mandates the company to remove the poles located near the intersection of NH Route 4A and Shaker Boulevard. Mr. Aylesworth noted that this letter did not address all of the poles that are of concern, but it does cover all of the decommissioned poles on Shaker Boulevard and is a beginning of the process to ensure accountability by Consolidated Communications.

### **Expenditures from and Transfers to Capital Reserve Funds**

Ms. Bonnette led the BOS through a document which outlined the utilization of Undesignated Fund Balance versus use of CIP Capital Reserve Fund withdraws.

After review of the document, the BOS performed votes for approval on the following motions:

Mr. Kluge made a motion to deposit \$25,000 from the Municipal Water Department operating budget into the Municipal Water System Capital Reserve Fund. Ms. Stewart seconded. Vote unanimous in favor of the motion, (3-0).

Mr. Kluge made a motion to withdraw an additional \$355.41 from the CIP CRF for the Municipal Facilities Optimization Study. Mrs. Smith seconded. Vote unanimous in favor of the motion, (3-0).

Mr. Kluge made a motion to withdraw from the CIP CRF up to \$19,478.70 for the totaled cruiser pay off. Mrs. Smith seconded. Vote unanimous in favor of the motion, (3-0).

Mr. Kluge made a motion to withdraw from the CIP CRF the sum of \$8,320 for Unanticipated Infrastructure Expenses, i.e. Bog Road. Mrs. Smith seconded. Vote unanimous in favor of the motion, (3-0).

The BOS discussed the utilization of CIP funds versus Undesignated Funds Balance for unplanned needs and emergencies.

Mr. Kluge made a motion to withdraw up to \$25,000 from the CIP CRF for the grader overhaul. Mrs. Smith seconded. Vote unanimous in favor of the motion, (3-0).

Mr. Kluge made a motion to authorize the expenditure of up to \$20,000 from the CIP CRF for the Municipal Facilities Project. Ms. Stewart seconded. Vote unanimous in favor of the motion, (3-0).

Mr. Kluge made a motion to authorize the expenditure of up to \$11,500 from the CIP CRF for a new Town Office File Server. Mrs. Smith seconded. Vote unanimous in favor of the motion, (3-0).

#### **2020 Water/Sewer User Fees – Scheduling a Public Hearing (December 2, 2019)**

Mr. Aylesworth noted that the proposed meeting is contingent on having a finalization of the asset management plan.

Mr. Aylesworth noted that, while not a legal requirement, it is best practice to disclose the need for a public hearing during a public meeting, such as the BOS.

#### **Unrestricted Municipal Aid (Unanticipated Revenue in 2019) - Scheduling a Public Hearing (December 2, 2019)**

#### **Donations to Regional Recreation Cross Country and Track Program “2019 Tiger Run”: \$1,450 in Aggregate – Vote Required**

Ms. Stewart moves to accept the donations. Mrs. Smith seconded. Vote unanimous in favor of the motion, (3-0).

#### **Annual Report – Cover, Dedication**

Ms. Bonnette suggested using the artwork of the town flower for the cover of the town report.

It was agreed that the dedication would be discussed at the next BOS meeting. Ms. Bonnette noted she would send a list of past dedication recipients to the BOS for reference.

#### **ADMINISTRATIVE ITEMS**

The Board reviewed and approved the following documents: Veteran’s Tax Credit Application, Additional Property Tax Warrant, Property Tax Abatement, Property Tax Refunds

#### **OTHER BUSINESS**

Mr. Aylesworth noted that the only other matter was for non-public regarding RSA 91-A.

Mr. Kluge moved to enter non-public session at 7:32 PM, RSA 91-A:3 II (d), Mrs. Smith seconded. Roll call vote: Mr. Kluge – aye, Mrs. Smith – aye, Ms. Stewart – aye, vote unanimous in favor of the motion (3-0).

Mr. Kluge moved to come out of non-public session at 7:40 PM, Mrs. Smith seconded, roll call vote unanimous in favor of the motion.

Ms. Stewart moved to enter non-public session at 7:40 PM, RSA 91-A:3 II (c), Mrs. Smith seconded. Roll call vote: Ms. Stewart – aye, Mrs. Smith – aye, Mr. Kluge – aye, vote unanimous in favor of the motion (3-0).

Mrs. Smith moved to come out of non-public session at 7:47 PM, Ms. Stewart seconded, vote unanimous in favor of motion (3-0).

## **ADJOURMENT**

Following the conclusion of additional review and signing of administrative documents, Ms. Stewart made a motion to adjourn at 7:55 pm. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:55 pm.

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John W. Kluge

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Meredith C. Smith

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Katherine D. P. Stewart  
Enfield Board of Selectmen

## **TOWN MANAGER REPORT – NOVEMBER 18, 2019**

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### ***General Information and Updates from Departments***

- The Town has prepared a duly noticed demand letter to Consolidated Communications relative to the removal of 19 decommissioned utility poles located along Shaker Boulevard. As was discussed at previous Board meetings, Consolidated's failure to remove these poles over the past two years has resulted in the delay of significant planned upgrades to the roadway. This notice to Consolidated, which was separately enclosed, will be reviewed and executed by the Board of Selectmen at the November 18 business meeting. Pursuant to RSA 231:177, Consolidated will be required to remove the decommissioned poles within 10 days of the issuance of the notice. If Consolidated fails to take the required action, the Town can remove the poles and bill Consolidated for any and all associated expenses.
- The floodlight mounted on the rear of the police station that suffered a catastrophic failure of its control panel in recent weeks is scheduled to be replaced by a licensed electrician (Nate Harp) on November 19. In addition to replacing the floodlight on the rear of the police station, a floodlight will be installed on the rear of Whitney Hall. This will result in the parking lot being better illuminated than it was prior to the police station flood light experiencing failure.
- Shortly after the Board of Selectmen's November 4 meeting in which Carl and Nancy Adams expressed concerns over the condition of the drainage ditches running along the front of their property on Maple Street, the Town Manager inspected the site and subsequently directed the Department of Public Works to widen and deepen the ditch to increase its capacity to hold/transport water during significant storm or runoff events. The ditches appeared to be in good working order at the time of inspection, but the maintenance work was completed in a good faith effort to help address the water issues that the Adams's have been experiencing in their basement as a result of water in the ditch entering the home via a foundation drain that discharges directly into the drainage ditch.
- The Fire Chief has solicited detailed price quotes from four vendors regarding a fire-rescue pumper that would ultimately replace Engine 4 (which has been in service since approximately 1990), and he has received responses from three of these vendors. These quotes will soon be shared with the CIP Committee and will inform that body's deliberations over the coming weeks.
- The Assistant Town Manager has compiled a table detailing purchases executed during the 2019 budget year that require reimbursement from one of the Town's various capital reserve funds. This has been separately enclosed for review and discussion at the Board of Selectmen's November 18 business meeting. Once finalized, the Trustees of Trust Funds will take appropriate action on this request during its December meeting.
- After reviewing the two proposals submitted by NH-based firms for municipal financial auditing services, it was found that the two firms both possessed considerable relevant experience and their respective fee structures were very similar over a 3-5 year time horizon. Enfield's current auditing firm, Roberts & Greene, submitted a proposal that included a slightly higher fee with respect to the single audit that is required for any year in which the Town receives \$750,000 or more in funding from the federal government. Roberts & Greene were told that the Town was

inclined to continue working with them if they were able to match the fee quoted by the competing firm. Roberts & Greene graciously agreed to do so, and this is a favorable outcome.

- As has been previously reported on and discussed, the Town of Norwich (VT) was recently scammed out of approximately \$250,000 (<https://www.vnews.com/Norwich-discusses-policies-after-scam-30104042>). Given that Norwich's property and casualty insurance company has stepped up and reimbursed the Town for the amount lost, this gave rise to questions about why the Town of Enfield's property and casualty insurance company (Primex) did not approve a claim related to the \$300,000 investment for which the Town of Enfield was defrauded in the last five years. The Town Manager is pursuing this matter with Primex as it is not completely clear at present what steps previous members of Town administration may have taken to properly file a claim with Primex at the time the fraud transpired.
- The Police Chief recently established a corporal position and three of the department's patrol officers have submitted applications. The Town Manager and Police Chief will soon meet to review applications and interview the candidates. As a reminder, creation of the corporal position does not add any cost to the budget or result in additional staffing. Instead of a command structure in which two sergeants report to the Police Chief, the department will have a lieutenant and a corporal.
- As was previously reported, the Town is seeking a qualified and experienced contractor to stabilize and perform structural repairs to the historic Enfield Center Town House. At present, two different contractors have expressed interest in the project and have met with Town officials to tour the site. This work would be completed using funding from two Moose Plate grants. The Town House has suffered from moisture and improper drainage in the basement area of the building. A complete/detailed copy of this RFP, including relevant pictures of the building and surrounding property, can be accessed here:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps>

### ***Project Updates***

- Some months ago, after sharing proposed changes with the Board of Selectmen, the Town Manager's Office shared a copy of the updated draft personnel policy to Town Counsel for review and feedback. Earlier this week, a red-lined copy was transmitted back. Staff will work with Town Counsel to incorporate revisions where appropriate, as well as reconcile areas of disagreement/misunderstanding. Once this process is completed, a "final" version of the personnel policy will be again shared with the Board of Selectmen for adoption prior to the end of the calendar year.
- DPC Engineering, in consultation with DPW personnel and other Town officials, has prepared a complete working version of the wastewater asset management plan that has been in development for nearly one year. This document has been separately enclosed in advance of the Board's November 18 meeting. The 398-page report, which includes a proposed capital improvement program specific to the municipal wastewater system, is a substantial document to digest. The Town Manager and DPW Director will be completing their review of the materials and will identify any areas of needed revisions prior to DPC Engineering attending the Board of



Selectmen's December 2 meeting to present highlights of the plan and provide feedback and guidance relative to 2020 sewer usage rates and connection fees (which will be formally acted on by the Board during a public hearing on December 2).

- The Municipal Facilities Advisory Committee last met on November 12 and will be meeting again on November 19 and December 3. Bread Loaf (architecture firm) has been meeting regularly with the committee and other key local officials (i.e., Library Trustees and department heads) and has developed conceptual designs for (1) a public safety facility that houses police, fire, and EMS, and (2) renovation and expansion of the Whitney Hall and existing police station facilities to provide enhanced space for the library and municipal offices. An electronic copy of the current conceptual design for a public safety facility is separately enclosed. The facility would include approximately 15,000 usable square feet and be constructed on a concrete slab. The Municipal Facilities Advisory Committee has been working diligently to build consensus with regard to forthcoming recommendations, and marked progress is being made. In terms of recent progress, the Committee has:
  - Voted unanimously in favor of housing all three public safety departments in one facility that will ideally be sited along the US Route 4 corridor (there initially had been some disagreement over the merits of constructing a facility that only housed fire and EMS, but there is now strong consensus support for co-locating the police department with the other two departments for numerous reasons.
  - Voted nearly unanimously in favor of removing Shedd Street from additional consideration as a possible site for the construction of a new public safety facility (instead supporting the sale of the property to generate revenue that can in turn offset the cost of purchasing more advantageous property)
  - Voted to recommend that the Town Manager (with the support of the Board of Selectmen), in coordination with real estate brokerage representation as appropriate, begin officially engaging the representatives of a particular property for sale on the US Route 4 corridor that the committee has deemed to be the most advantageous site for the construction of a public safety facility.
- Now that the Town Manager has submitted preliminary 2020 operating budget recommendations (both expenditures and revenues) to the Board of Selectmen and Budget Committee, the next three Budget Committee meetings will primarily entail department heads presenting their respective budgets. Concurrently, the Town Manager is in the process of reviewing department-level strategic governance plans. In addition to updating departmental dashboards and revising goals and initiatives for the period 2020-2023, these plans will also add a fifth year of goals for 2025. Once finalized, these plans will be shared with the Budget Committee and Board of Selectmen. This is anticipated for the month of December.
- The CIP Committee held its second meeting of the 2020 budget season on October 29. The meeting focused on capital requests submitted by the Department of Public Works for 2020-2025. The DPW Director participated in this meeting and provided additional information and rationale to explain the need for each proposed project or equipment upgrade/replacement. The CIP Committee will next meet on November 26 and the focus of this meeting will be capital requests submitted by the public safety departments (Police, Fire, Ambulance).
- On November 9, Mike Akillian and Carole Ogilvie from the Center for Strategic Governance facilitated a roughly two-hour focus group session with 10 individuals from a diverse set of

backgrounds that were selected from a field of over 30 interested Enfield residents. The session, which is part of a “pre-planning” process, was intended to obtain feedback regarding the themes that the Planning Board had previously identified as being areas of priority/focus for the upcoming reboot of the master plan. In addition to providing valuable corroboration of many of the assumptions the Planning Board had previously made, focus group participants also suggested that another theme – sustainability and resiliency – be added as an important area of focus for the master plan. A summary of the feedback provided during the focus group has been separately enclosed for the Board’s review.

- Members of the Municipal Resources Inc. (MRI) team met with the Fire Chief on November 4 to delve into some individual performance coaching/mentoring topics. MRI is scheduled to meet with the 7-member Fire-EMS Working Group again on November 18 from 6:30-9:30 PM. These meetings continue to be focused on fleshing out much needed updates to standard operating procedures/guidelines, training requirements, and possible recruitment efforts.
- The Mascoma Lakeside Park Committee met on November 5 and reviewed the latest iteration of site plans that Mr. Paul Mirski (architect) had prepared for the Lakeside Park property. The focus of the discussion was on the pavilion and the site work that would be completed in various phases to achieve the desired final grades and ADA-compliant access from both the parking area and the Rail Trail. Consensus support for a particular site plan and architectural design seems to be emerging, and, once these plans are tentatively finalized by the committee, it will be necessary to contact the Northern Border Regional Commission to obtain approval for the modified scope of work approved as part of the matching grant award. The Town Manager has been in further communications with NH Department of Transportation officials to continue the process of obtaining the needed approval to reroute the bypass road to accommodate the construction of the pavilion in the location preferred by the Mascoma Lakeside Park Committee. The final result will result in reducing the heights of certain existing elevations and smoothing grades in a manner that will improve access to the site for individuals with disabilities or other mobility limitations. At present, NH DOT appears to be increasingly “warming” to what the Town is proposing, and the proposal is also attracting support from various external stakeholders, including members of the Northern Rail Trail Alliance.

### ***Recent/Upcoming Meetings***

- The Town Manager attended the annual conference of the NH Municipal Association on November 13 and 14. During the conference the Town Manager delivered a presentation at a well-attended session on strategic planning and governance.
- The Budget Committee will meet again on November 19, November 23 and December 3.
- The Municipal Facilities Advisory Committee will next meet on November 19.
- The Town Manager will take part the UVLSRPC’s Executive Board meeting on November 20.
- The CIP Committee next meets on November 26.