

**TOWN OF ENFIELD  
BOARD OF SELECTMEN**

DATE: December 2, 2019

TIME: 6:00 PM

LOCATION: Public Works Facility, 74 Lockehaven Road

**PRESENT:** Katherine D.P. Stewart (6:02pm); John W. Kluge; Meredith C. Smith

**ADMINISTRATIVE STAFF:** Ryan Aylesworth, Town Manager

**OTHERS:** Emily Curtis, recording secretary; Susan Brown, Brian Degnan

**CALL TO ORDER**

The meeting was called to order at 6:00pm.

**APPROVAL OF MINUTES**

**November 18, 2019 (Regular & Non-public Sessions)**

Mrs. Smith made a motion to accept the public and nonpublic minutes of November 18, 2019 as printed.

Mr. Kluge seconded. Vote unanimous in favor of the motion. (2-0)

**COMMUNICATIONS**

**Town Clerk's Report - November 2019**

Mr. Aylesworth reported that income has reached \$993,000 in revenue for the year. He expressed it would be ideal to match or surpass the income from 2018, which was \$1,066,000. He noted that the tax collectors report would be presented at the next Board of Selectmen (BOS) meeting on the 16<sup>th</sup>.

**2019 Revenue and Expenditure Reports (Year-to-Date)**

Mr. Aylesworth reported that revenues continue to exceed previous estimates, particularly with the help of the new ambulance billing services. He noted that there will be \$238,000 in revenue coming from the state for room and meals tax. Mr. Aylesworth noted that there will also be income from the auctioned Municipal Property which will result in about an extra \$30,000.

Mr. Aylesworth reported that there is about 14% of the budget so far unused, and with an anticipated 8% of usage in the month of December, there should be up to a 6% remainder for the year, which will be used to improve the current undesignated fund balance.

**BOARD REPORTS**

**Budget Committee**

Ms. Stewart reported that the Budget Committee met and heard from department heads and things are progressing well.

**Mascoma Lakeside Park Committee**

Mrs. Smith stated that the Lakeside Park Committee will be meeting on December 3<sup>rd</sup> to review plans by Mr. Mirski.

**Heritage Commission**

Mrs. Smith stated that the Heritage Commission will be meeting Thursday, December 5th.

Ms. Stewart noted that Hometown Holidays is this Saturday the 7th, which will be centered around the Community Building.

**TOWN MANAGER'S REPORT**

Mr. Aylesworth noted he will be attending a Lebanon City Council meeting on Wednesday the 4<sup>th</sup> regarding a proposed new sewer development charge. He noted to the BOS that he submitted a letter to the Lebanon City Council stating objection to the proposed charges and that he would be sure the concerns were reiterated during the meeting as well.

Mr. Aylesworth noted that a demand letter, which was been sent to Consolidated Communications regarding 19 utility poles, has resulted in action being taken by Consolidated Communications to remove the poles. He reported that the work began within 48 hours after receiving the letter from the town. As of the meeting, at least twelve of the nineteen poles from Shaker Boulevard have been removed as requested.

Mr. Aylesworth reported that the fire chief has promoted two firefighters to officer positions; Josh Wessells is now a Captain, and Kimberly Withrow is now a Lieutenant.

Mr. Aylesworth reported that he and the DPW Director held a meeting with Lakeview Condominiums regarding how connection fees will be set to be equitable between Lakeview and residents on Route 4A.

Mr. Aylesworth had a conversation with officials from the National Telecommunications Information Administration (NTIA), who are the overseers of high speed internet build outs. He discussed the current fiber infrastructure owned by FirstLight and confirmed that NTIA does not have the ability to regulate whether FirstLight offers the fiber infrastructure to residential usage because any enforceability they had evaporated years ago once the federal stimulus/grant dollars were disbursed to NH Fast Roads. Mr. Aylesworth is exploring other avenues to engage FirstLight with expanding the services they could and should offer to the community.

Mr. Aylesworth reported that the Municipal Facilities Advisory Committee (MFAC) last met on November 19<sup>th</sup>, which focused on Bread Loaf presenting ideas regarding the library and town offices. Bread Loaf offered four different ideas regarding Whitney Hall, including one which involved expansion/renovations to and repurposing of the existing police station. He noted that the third floor of Whitney Hall was a topic of discussion regarding how it would be integrated in the process and its intended utilization. The committee also discussed an environmental site assessment for the property on Route 4, which has been noted as a site of interest for a safety complex.

Mr. Aylesworth reported that the CIP Committee will meet again on December 18<sup>th</sup> and will begin finalizing the latest iteration of the 6-year Capital Improvement Plan.

Mr. Aylesworth reported that MRI met again with fire and EMS on November 25<sup>th</sup> to continue to update operating procedures and guidelines.

**PUBLIC COMMENTS****Susan Brown – Lighting Issues**

Susan Brown of 15 Depot Street raised concern for the light on the fire station that shines onto Depot Street, the new light on the back of the police station, and a redundant street lamp on Depot Street that is

not necessary. She noted that the three lights contribute to a lot of light pollution on the street and requested solutions.

Chief Holland spoke to her concern about the police station light stating that the new light is brighter and that he would be happy to talk with Mr. Taylor about seeing if it could be adjusted. He stated that the fire department light was moved a year and a half ago, and when he consulted the impacted residents, they expressed satisfaction with the changes. It was noted that each property owner with concerns for light pollution on Depot Street should be present to speak for themselves to better understand the current issue.

Mr. Aylesworth stated that a meeting with the Fire Chief would be the best follow up regarding the light on Union Street.

Ms. Brown noted they should do it at night, and welcomed anyone to visit her home in the night time.

Mr. Aylesworth noted that Ms. Brown should speak with the Energy Committee regarding the second lamp on Depot Street to seek assistance in getting it decommissioned. He offered to give her the contact information for reaching a member of the Energy Committee to follow up.

#### **Susan Brown – Property Assessments**

Ms. Brown also stated that the property assessments were better, but noted that the timing for the new tax card, which was a higher cost as a result of property assessments, and the payment date was difficult.

The BOS discussed the tax increase and the timeline for which it is assessed and implemented.

Mr. Aylesworth noted that taxes are collected twice per year and he did not believe that they have the ability to defer the valuations to the following year or change the payment timeline, but he would follow up with the assessor to confirm this interpretation.

#### **Water / Sewer Accounts**

A resident expressed concern for the water system and how money was previously balanced between water and sewer accounts.

Mr. Aylesworth noted that there was a time when the revenue from the sewer fund did not keep pace with the expenditures, which created a deficit. He noted that money from the water fund has not been transferred to the sewer account to pay off the deficit; however, when monies from all funds are pooled into a single operating account, this does have the effect of masking a deficit in that surpluses in other funds enable the Town to pay its bills and maintain healthy cash flow. Now that sewer rates are keeping pace with expenditures, this phenomenon is no longer taking place.

### **BUSINESS**

#### **City of Lebanon Proposed Sewer Development Charge**

Mr. Aylesworth presented the BOS with a letter he submitted to the Lebanon City Council regarding the proposed sewer development charges. He noted he would be attending a meeting to provide testimony on behalf of the town of Enfield.

### **PUBLIC HEARINGS**

- 2020 Water and Sewer User Fees (this hearing will be opened on Dec. 2, but then continued to Dec. 16 where final action is taken)

- Unrestricted Municipal Aid (Unanticipated Revenue in 2019)

**2020 Water and Sewer User Fees**

This hearing will be opened on Dec. 2, but then continued to Dec. 16 where final action is taken.

Mrs. Smith moved to open public hearing number one, on the setting of municipal water and sewer rates and fees in accordance with RSA 35:7. Ms. Stewart seconded the motion. Vote unanimous in favor of the motion. (3-0).

Ms. Stewart made a motion to table the hearing to December 16<sup>th</sup> at 6:30pm at the public works facility. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

Mrs. Smith made a motion to close the public hearing. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

**Unrestricted Municipal Aid (Unanticipated Revenue in 2019)**

Mrs. Smith made a motion to open the public hearing regarding the acceptance of unanticipated revenue from the State of NH in the amount of \$54,834.35 in accordance with RSA 31:95/B. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Mr. Aylesworth stated that because the budget has already been set for 2019, the state is allowing the town to receive its 2019 allotment as unanticipated funds. He noted that the money received in 2019 will be used to continue to improve the town's undesignated fund balance. He also noted that the Town will receive an additional allotment of the same amount in 2020, and decisions will then have to be made regarding whether those one-time funds are used to reduce the 2020 tax rate or another purpose.

Mr. Degnan asked if the town has any outstanding debts that have interest.

The BOS confirmed that there are current outstanding loans with interest.

Mr. Degnan suggested that the town use the unanticipated revenue to pay debts down instead of putting in an undesignated fund balance.

Mr. Aylesworth acknowledged that paying off loans is a good practice; however, he noted that there is concern for raising the level of reserve funds for the town which is not as high as it should be for the current operating budget. He noted that by raising the amount in reserve funds the town can then pay for improvement projects and potentially avoid borrowing in the future. He noted that the current fund is about 1/3 of the total for what the state recommends.

Ms. Stewart added that fund accounting is very different from financial accounting.

Mrs. Smith made a motion to accept the unanticipated revenue from the State of New Hampshire in the amount of \$54,834.35. Ms. Stewart seconded the motion. Vote unanimous in favor of the motion (3-0).

Ms. Stewart made a motion to close public hearing number two. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

**US Route 4 Sewer Connections**

Mr. Aylesworth updated the BOS with regard to Route 4 sewer connections. He noted that two of the outstanding properties have submitted payment for the requested connection fees, but requested to wait until the spring for the work to be completed due to issues posed by current ground conditions.

Mr. Aylesworth presented the BOS with a letter and documentation provided by property owner Robert LaCroix regarding two of the properties being requested to connect to the sewer system, located at 427 and 439 US Route 4.

Mr. Kluge recalled a waiver being given to the previous owner and her ill health, and that it was not intended that the waiver be extended to another owner after the sale of the property. It was understood that all waivers granted to any property owner would be rescinded at such time as a property is sold.

Mr. Aylesworth confirmed that the BOS had voted to approve of a waiver that did not extend beyond that property owner.

After discussing details of the previous waiver, Mr. Aylesworth received confirmation from Board members that they wish to follow through with the initial request, as written in the letter mailed to Route 4 residents in October, for properties on Route 4 to connect to the sewer system.

#### **Appointment of new Trustee (Trustees of the Trust Funds)**

Mr. Aylesworth presented the BOS with a letter requesting to add a member to the Trustees.

It was noted that the Ms. Huntley, the Town Tax Collector, recommended Ms. Chase to become a member of the Trustees of the Trust Funds.

The BOS discussed other members of the community that might also be a good fit for the Trustees of the Trust Funds.

Ms. Stewart made a motion to accept the trustee's recommendation for Marge Chase to become a member of the Trustees of the Trust Funds. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

#### **Expenditures from and Transfers to Capital Reserve Funds – PD Base Station Radio Reimbursement**

Mr. Aylesworth updated the BOS on documentation presented by Ms. Bonnette at a previous meeting regarding the purchase of a base station radio. He noted that there was a miscommunication on the transactions in that it was believed that the base station radio would be returned and refunded at the time; however, there was a separate transaction that involved receiving the correct time and paying for it, and requires a vote for approval.

Ms. Stewart made a motion for the Trust of Trustees Fund to be authorized to reimburse the General Fund in the amount of \$4,974.32 for the PD base station radio. Mrs. Smith seconded. Voted unanimous in favor of the motion (3-0).

#### **Property Tax Payment Plan Update**

None

#### **Annual Report - Cover, Dedication**

The BOS discussed recommendations for the dedication and the cover of the Annual Report.

#### **ADMINISTRATIVE ITEMS**

The Board reviewed and approved the following documents:

#### **Current Use/Land Use Change Applications**

- The Vermeer Group subdividing land located on Property Map 31, Lot 1A and on 45 Flanders Street
- RVM Real Estate Holdings, Property Map 9A Lot 7 on Bog Road

- Serendipity Lane property that was subdivided, and the remaining lot qualifies for an adjusted land value

**Elderly/Disabled Property Tax Deferral Application**

A resident, who has been given a hardship abatement in the past, is requesting a 2019 tax year deferral in the amount of \$27.06.

Mr. Aylesworth noted that the resident will still have to pay the amount, but by deferring it will avoid the property having a lien.

Ms. Stewart inquired if the deferral is open ended or if it had an end date.

The BOS discussed the terms of deferrals and current timelines. Mr. Aylesworth noted that there the document needed to be approved prior to when the taxes are due to avoid penalties and interest.

Approve pending additional information from the assessor (RSA 72:38A).

Mr. Kluge made a motion to approve the elderly/disabled property tax deferral application from Bob Cavalieri and his property on 437 Oak Hill Road. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

**Veteran's Tax Credit Applications  
Property Tax Abatements****OTHER BUSINESS**

Ms. Stewart made a motion to seal the non-public minutes from November 18<sup>th</sup>. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

**ADJOURNMENT**

Mrs. Smith made a motion to adjourn at 7:33 pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:33 pm.

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John W. Kluge, Chairman

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Katherine D. P. Stewart

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Meredith C. Smith  
Enfield Board of Selectmen

## TOWN MANAGER REPORT – DECEMBER 2, 2019

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### *General Information and Updates from Departments*

- The December issue of the Town's monthly newsletter will be published on December 2 or 3.
- Although a public hearing relative to the setting of water and sewer rates/fees for 2020 was set for the December 2 Board of Selectmen meeting, it was subsequently determined that additional review and evaluation of alternative rate structures with the engineering firm (DPW Engineering) assisting the Town with the comprehensive wastewater asset management plan would be beneficial. DPC Engineering plans to attend the Board meeting on December 16 to present many of the highlights of the asset management plan, and, as such, the Town Manager recommends that the Board of Selectmen's scheduled public hearing on December 2 be continued to December 16 to ensure that new rates/fees are based on complete information.
- With assistance from Town Counsel, the Town Manager prepared a letter to the Lebanon City Council laying out the rationale for why the Town of Enfield should not be subject to the City's proposed new Sewer Development Charge, which the Council proposes to have apply in Enfield in the same manner that is applied in the City of Lebanon. This fee is imposed on any new connection or an existing structure that undergoes a significant change/expansion of use. The Town's Manager's letter has been separately enclosed in the Board's information packet for the December 2 meeting and the Town Manager and DPW Director will attend the City Council's December 4 meeting in which a public hearing is being held regarding the proposed new fee.
- Approximately two weeks ago, the Town prepared a demand letter to Consolidated Communications relative to the removal of 19 decommissioned utility poles located along Shaker Boulevard. This notice was then duly executed by the Board of Selectmen. Consolidated's failure to remove these poles over the past two years has resulted in the delay of significant planned upgrades to the roadway. Pursuant to RSA 231:177, Consolidated is 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. Consolidated crews have been observed diligently moving the overhead wires from the decommissioned poles to the new poles and this project appears to be nearing completion. Once Consolidated has finished moving the wires to the new poles, the decommissioned poles will be removed and this will allow planned roadwork to be completed during next construction season.
- As was previously reported, the Police Chief is establishing a corporal position and multiple patrol officers within the department submitted applications. The Town Manager joined Chief Holland, Lieutenant Frye and the Town's prosecutor to interview those patrol officers that had applied for the post. All candidates are highly capable individuals and a real asset to the department. Ultimately, it was determined that Officer Cortland Smith was the best fit based on the depth and breadth of his law enforcement and military experience. The promotion went into effect this week. 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.

- In recent weeks, Fire Chief Cummings informed the Town Manager that he was considering promoting two current firefighters to officer positions. Chief Cummings subsequently arranged for these firefighters to interview with himself and Chris Olsen from Municipal Resources, Inc. Subsequent to these interviews, Chief Cummings decided to promote Firefighter Josh Wessells to the rank of Captain and Firefighter Kim Withrow to the rank of Lieutenant. Both Kim and Josh are active members of the Fire Department, Level 1 certified in firefighting, and are certified EMTs with the Ambulance Department. Kim will be assisting Assistant Chief Jeremy Ford with training and Josh will now be in charge of pre-plans for the department.
- The Town Manager and DPW Director recently engaged in a follow-up meeting with multiple officers from the Lakeview Condominiums homeowner's association. The purpose of this meeting was to allow representatives from Lakeview to share their latest thinking regarding the connection fees the Town would impose to "non-Lakeview" residents along the NH Route 4A corridor who elect to connect to the municipal sewer system. Lakeview indicated support a somewhat reduced connection fee to help incentivize a larger number of connections, and the meeting included discussion of alternative means in which these connection fees might be administered, and alternative means in which the proceeds could be used to ensure the arrangement was perceived as being equitable to Lakeview. The Town Manager is working with legal counsel regarding various options and another meeting with Lakeview Condos officers and other stakeholders along NH Route 4A will take place in the coming weeks.
- The deadline for interested contractors to submit proposals for stabilization work on the Enfield Center Town House was this past Wednesday (November 27). Although six different contractors completed site visits and signaled an intention to submit a proposal, only one proposal (prepared by Trumbull Nelson) was ultimately received by the Town. Unfortunately, the amount of the bid was significantly higher than the previously contemplated project budget. The Town's building inspector is following up with those contractors who did not submit proposals to obtain additional information. This feedback will help inform the direction the Town takes with regard to further modifying the scope of work or simply reissuing the request for proposals as previously prepared.
- The Town Manager recently engaged in a conference call with National Telecommunications and Information Administration (NTIA) officials regarding ongoing frustrations with FirstLight's opposition to connecting more residential customers to the existing fiber network that was constructed as part of a statewide initiative to bring highspeed internet to rural areas. Federal stimulus funds were used to build the network's "middle mile" several years ago, and the understanding at the time – when the network was still owned by FastRoads (who subsequently sold it to FirstLight) – was that residential customers would be able to have fiber brought from roadside into their home indefinitely. This is not FirstLight's position, and it appears coordinated efforts will be needed to apply pressure on FirstLight to honor the spirit of the initial agreement. Enfield will benefit enormously if less densely populated areas of the community are able to access fiber and promote telecommunicating and other uses.

### ***Project Updates***

- The Municipal Facilities Advisory Committee last met on November 19 and will be meeting again on December 9. Bread Loaf (architecture firm) has been meeting regularly with the committee



and other key local officials (i.e., Library Trustees and department heads) and recently presented 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. At the most recent meeting, Bread Loaf provided the committee with four different broad options with regard to library and municipal office renovations/expansion. Three of these options solely focused on renovations and expansion of Whitney Hall. The fourth option involved the Town offices moving into a renovated/expanded variation of the existing police station and Whitney Hall (with renovations) remaining the home of the library. Although precise cost estimations were not available at this time, Bread Loaf was able to rank order each of the options in terms of price so that the committee could get a sense of where each option would fall relative to one another. During this portion of the meeting, there was a significant amount of discussion about the Shaker Bridge Theatre. The general opinion was the upper level should be renovated to become an open multi-purpose area that would be designed and managed/maintained in a manner that allows multiple functions accommodating those activities – which could include Shaker Bridge Theatre – deemed in the overall best interest of the Town. The committee provided Bread Loaf with feedback on what they saw as pros and cons of each layout from the standpoint of program delivery. Bread Loaf incorporate this feedback when creating more detailed conceptual designs for those options that will receive additional consideration because they are in line with the needs of Town personnel/officials and the residents of the community.

With respect to ongoing conceptual planning relative to a new public safety facility, at the recommendation of Bread Loaf, the committee also determined it would be an appropriate time for the Town to move forward with an environmental site assessment for a particular parcel of interest on US Route 4. The Town Manager has been in communication with the listing agent for the property and informed them of the Town's interest in the parcel, pending a number of conditions – including suitable findings from an environmental site assessment. Town officials met with a respected civil and environmental engineering firm in regards to the needed services, and this firm is in the process of developing a cost proposal and associated scope of work.

- Department heads began presenting their 2020 budgets to the Budget Committee on November 19. A meeting was also held the morning of November 23. The Town Manager has also presented the preliminary 2020 revenue budget. Department presentations will be completed at the Budget Committee's December 3. The Budget Committee is on track to complete its work in earnest by the end of the month and have a finalized 2020 operating budget in place well in advance of the February 5 annual budget hearing.
- The CIP Committee held its third meeting of the 2020 budget season on November 26. The meeting focused on capital requests submitted by the police, fire, and ambulance departments for 2020-2025. The Police Chief and Fire Chief participated in this meeting and provided additional information and rationale to explain the need for each proposed project or equipment upgrade/replacement. The Police Department's requests include constructing a secure front entrance to the Police Station and transitioning from a 5-car fleet to a 7-car fleet to add several years of life to each cruiser, promote officer accountability for the condition of each cruiser, improve response times, and reduce long-term operating expenses. The Fire Department's requests include replacing Engine 4 with a rescue pumper that is a more versatile apparatus, replacing a large number of portable radios (approximately five per year over the course of five years), and procuring an additional seven SCBAs (airpacks) to outfit the proposed

new rescue pumper. The possibility of obtaining an Assistance to Firefighter's grant for the apparatus replacement was discussed. The CIP Committee will next meet on December 18 and the focus of this meeting will be making preliminary decisions as to what capital requests will be programmed for funding so that the 6-year CIP Plan can in turn be appropriately updated.

- After obtaining valuable information from 10 residents who participated in a recently administered focus group on November 9, the Planning Board continues to move forward with the "pre-planning" process for the Town's master plan. This includes working with Mike Akillian and Carole Ogilvie from the Center for Strategic Governance on the outline of a communications plan, brainstorming individuals who would be a good fit for the interdisciplinary "task force" that will oversee the planning process in earnest in 2020, determining an appropriate project budget, and beginning to develop a request for proposals to solicit professional consulting services in support of the plan.
- Chris Olsen of Municipal Resources Inc. (MRI) met with the Town Manager and members of Fire-EMS Working Group on November 25 to review the Town's most recent ISO rating in detail and identify areas of improvement. A community's ISO rating has a number of implications, including the cost of insurance coverage to homeowners and businesses. Needed updates to standard operating procedures/guidelines, training requirements, requiring that all firefighters become First Aid/CPR certified, and possible recruitment efforts were also discussed. Subsequent to the meeting, it was agreed that the Fire Chief would issue a directive to all members of the department requiring that they complete the online certification for the National Incident Management System (NIMS) to improve the Town's competitiveness for federal grant funding.
- NH DOT officials continue to review the proposed site plan (prepared by architect Paul Mirski for no fee) submitted by the Mascoma Lakeside Park Committee that would entail alterations to the existing sidewalk/emergency vehicle bypass road (Phase 1) to allow for the siting and construction of an open air pavilion, as well as a reduction in the height of the Rail Trail to improve pedestrian walkability/access to the site. DOT officials have suggested that they will complete their review before the end of the calendar year, and, pending the outcome of these discussions, the Town can move forward with the development of a request for proposals relative to the construction phase of the project.

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

- The Budget Committee will meet again on December 3.
- The Municipal Facilities Advisory Committee will next meet on December 9.
- The Town Manager will take part the UVLSRPC's full commission meeting on December 4 and Executive Board meeting on December 18.
- The Town Manager will attend the Lebanon City Council's public hearing regarding the disputed sewer development charge on December 4.
- The CIP Committee next meets on December 18.