

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN**

**DATE:** Monday December 16, 2019  
**TIME:** 6:00 PM  
**LOCATION:** Public Works Facility, 74 Lockehaven Road

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

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

**OTHERS:** Emily Curtis, recording secretary; Justin Skelly, DPC Engineering; James Rivers, DPC Engineering; Jon Warzocha, Horizons Engineering; Jamie Orr, Robert LaCroix, and other members of the public.

**CALL TO ORDER**

The meeting began at 6:02pm.

**APPROVAL OF MINUTES – December 2, 2019**

Ms. Stewart made a motion to put the November 18, 2019 minutes back on the table for amendment. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

Ms. Stewart recommended the following changes made to the November 18, 2019 minutes:

- Correct the section where motions were made to enter and come out of the two non-public sessions. Two of the motions were omitted in error and the motion to enter non-public session did not cite the RSA as required. They now match the motions as approved in the non-public session minutes.
- Adding sub-headings to the Board Reports and Public Comments sections to make it easier to find information at a later date.
- Under Administrative items add: “The Board reviewed and approved the following documents” to indicate the action taken on these items.

Ms. Stewart made a motion to approve the amendments to the November 18, 2019 minutes. Mrs. Smith seconded. Vote unanimous in favor of the motion. (3-0).

Mrs. Smith made a motion to approve the December 2, 2019 minutes as printed. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

**COMMUNICATIONS**

**Tax Collector’s Report as of 12/9/19**

Mr. Aylesworth reported that 94% of taxes have been collected as of four days past the due date. He reported that the betterment assessments stand at 84% and 91% collected.

**Wetlands Permit Application – Roger Rodewald, 16 Bassy Lane, Map 22 Lot 13 – repair and reface existing retaining wall (complete application available for viewing)**

Mr. Aylesworth presented the Board of Selectmen (BOS) with paperwork regarding the repair of a retaining wall that approved adding up to six inches in height and six inches in width to the current structure.

**Dorothy Tenney Correspondence, dated November 8, 2019 re: Route 4 Sewer Connection  
David and Judy Crate Correspondence, re: Route 4 Sewer Connection**

Mr. Aylesworth reviewed correspondence from residents regarding the Route 4 Sewer Connection that indicated they would pay the requested fee immediately, but would like to delay the ground work until the spring when it could be more easily completed. Mr. Aylesworth noted that the requested fees have been collected, and the property owners would therefore not be subject to any increases in the standard connection fee that are adopted after this date.

**Police Standards & Training Council Notifications re: Police Chief Three-Year Fitness Testing**

Mr. Aylesworth relayed information stating that Chief Holland is continuing to meet physical fitness standards.

**BOARD REPORTS****Budget Committee**

Mr. Aylesworth noted that the Budget Committee is meeting tomorrow, December 17<sup>th</sup>.

**Heritage Commission**

Mrs. Smith noted that the Heritage Commission met on December 5<sup>th</sup> with no immediate updates.

**Planning Board**

Mr. Kluge noted that the Planning Board met on December 11<sup>th</sup> which served as a planning meeting for the work on the master plan. He noted that the Planning Board developed subcommittees to work more expeditiously.

**TOWN MANAGER'S REPORT**

Mr. Aylesworth reported that the culvert work is completed and both lanes of traffic are open on Bog Road. He noted that the engineering firm will be submitting a letter to DES regarding the concerns for the timeline and process for permitting, including the impact on the budget of the project to complete it during the winter months.

Mr. Aylesworth reported that the town has received a proposal for hardware and software upgrades from the new IT company, SymQuest.

Mr. Aylesworth noted that the CIP Committee will be meeting Wednesday and will start putting together the preliminary recommendations for program funding during the six-year capital improvement plan.

Mr. Aylesworth and Mr. Taylor participated in a joint meeting with DBC Engineering to review highlights from the sewer asset management plan, as well as members of Horizons Engineering regarding the water asset management plan. He noted that though these are two separate systems, rather than submit separate applications for funding the two can be combined which will better represent the overall needs of the town.

**PUBLIC COMMENTS**

Mr. Kluge opened the meeting for public comment. No public comments were made.

**BUSINESS****Update: City of Lebanon Proposed Sewer Development Charge**

Mr. Aylesworth informed the BOS of current conversations regarding the proposed sewer development charges. He noted that Lebanon is interpreting the agreement in a way that supports their ability to extend fees to the Town of Enfield regarding any further expansion or change of use. Mr. Aylesworth will be looking to continue the conversation and noted that both parties wish to resolve any disagreements outside of litigation. He noted that all applications for permitted connections prior to the fee will be grandfathered in and will not be required to pay a fee to Lebanon. Mr. Taylor and Mr. Aylesworth are working on extending that communication to residents.

**Municipal Wastewater Systems Asset Management Plan**

Justin Skelly and James Rivers of DPC delivered a PowerPoint presentation regarding the Wastewater Systems Asset Management Plan to the BOS and members of the public. DPC noted that the town owns: 8 miles of gravity sewer, 230 man holes, 6 pump stations and their respective force mains; approximately \$40 million value. They also evaluate the performance and condition of the assets. They noted that the estimated valuation helps set sustainable rates to maintain the system and prolong the life of the assets.

The engineering firm used flow meters to monitor infiltration and inflow (also called I/I), completed manhole inspections, and used sonar to assess the flow of pipes within the system. They noted that the I/I rate is important to monitor as Enfield pays Lebanon for processing that water. DPC found that 64,000 gallons per day of I/I, which is paid at the rate of approximately \$11.37 per gallon. They noted that I/I is normal, but the levels found in Enfield were higher than normal levels. They proposed solutions which would set the goal to decrease the I/I rate by 10% over a five-year period.

DPC presented an asset management model that projected 20 years forward that included two phases. The first phase would include updates to the current system and a second phase to maintain it.

Mr. Aylesworth also introduced Mr. Jon Warzocha of Horizons Engineering, who assisted DPC Engineering. Mr. Warzocha noted that issues were found with the water system, which is a little different than the sewer system. He specifically noted that the age, condition, and breakage history of the line are cause for concern with the main water line. Enfield has a diverse set of water sources, but there are concerns for the quality of water available at some sites. The system is in average condition, but it would be advantageous to try to get ahead of the curve, before there are major system failures, and having a steady rate of maintenance, which is more economical than doing piece-meal projects.

**PUBLIC HEARING**  
**2020 Water and Sewer Use Fees**  
**6:30 pm**

Mrs. Smith made a motion to open the hearing on the 2020 water and sewer fees. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Mr. Aylesworth presented the public with a packet related to the discussion. He reviewed each document including details regarding current fee schedules, the proposed new fee schedule, and projected financial statements for water in 2020 and sewer in 2020.

The documents included costs for phases of system improvements as proposed by DPC and Horizons. He discussed how fees can be utilized to build up capital reserves which allows the work to be done with fewer loans, thereby decreasing the overall cost of the work. He reviewed the proposed increases and the associated upgrades within the respective systems.

Mr. Aylesworth noted that there is a perception that multi-family homes and renters end up paying higher fees based on the usage. Mr. Aylesworth broke down different scenarios based on the individual meter charges, fixed fees, and consumption fees to demonstrate how equitable charges currently are amongst each type of user.

Mr. Aylesworth noted that the proposed fee changes reflect the necessity to improve the water system infrastructure.

Mr. Kluge invited public comment.

Mr. Orr inquired as to the logic of a graduated rate system.

Mr. Aylesworth discussed how the meters and classification of usage help break down the usage into an equitable billing system for multiple users.

Mr. Orr inquired as to why each person could not just be charged the same for each gallon of water used.

Mr. Aylesworth noted that 75 to 80% of maintaining the water system is based on fixed costs, which is a cost incurred before a gallon of water is used. He noted that reducing fixed fees and increasing fees for usage could still cause the town to run into budgetary problems when it comes to maintaining the system. He added that historically the approach to capital improvements for the water and wastewater systems was very reactive. The Town would only make an investment after an asset failed. This makes budgeting for upgrades exceedingly challenging. In contrast, the new proposal for an Asset Management Plan can help keep pace with major capital investments necessary to maintain the infrastructure.

Mr. Warzocha of Horizons Engineering noted that many clients have different rate structures, but that it poses a challenge for a water system if too much of the system is weighted toward a per gallon cost because there is a high degree of fixed costs and it can cause a constant state of 'catch up' with the budget.

Mr. Kluge noted that at one time there was a three or four tier system, but that it got too complicated. The effort was made to be accommodating of people who did not use as much water or who faced economic difficulty, but it did not work as well as intended.

Ms. Stewart noted that the previous system was cumbersome and she noted that the outcome of compressing to one rate would also increase the costs for many as well.

Mr. Kluge noted that not increasing rates for many years has caused some of the problems with maintaining the current system.

A resident inquired if they could disconnect their home from the town system to utilize a private septic system. It was noted that there are state regulations that require a house to be hooked up if there is a town line that is accessible within a certain maximum distance.

Mr. Aylesworth noted that a major effort was made by DPC and Horizons to assist in cataloguing the town water and sewer infrastructure and developing insight regarding the revenue needed to maintain the system.

Mr. Lacroix inquired about the associated costs and why they are so much higher than previously and inquired why town personnel can't perform more of the work to reduce the fees due to contractors.

Mr. Warzocha noted that base costs for improvements, which include paving, are getting higher and higher.

Mr. Skelly of DPC Engineering stated that small repairs can be completed by the town, but when a larger amount of pipe needs to be replaced there will be a larger amount of state or federal funding necessary to pursue, which also add stipulations to how it is performed. He added that the State DOT has specifications that must be followed with regard to state roadways which can increase the costs as well.

Ms. Herman discussed details about having multiple water meters in a two-unit dwelling with a single line coming in.

Mr. Aylesworth reviewed the costs regarding water bills: base fees, fixed fees, and usage fees. He noted that the fixed fee is based on the usage and the base fees are the fees assessed on a per meter basis simply for being connected to the system.

Mrs. Lacroix inquired if Enfield had a zone evaluation of the sewer and the water.

Mr. Aylesworth noted that the best assessment of the age and condition of the pipes were completed as a part of the current project.

Mr. Aylesworth noted that the sewer fees would be an 8% increase, which reflect Lebanon's increased fees, as well as adding to the capital reserves, in an effort to borrow less when improving the current systems. He added that the current connection fee has not been updated in 13 years and an increase is proposed. He added that there is a possibility to extend the fee out 90 days instead of having immediate effect on January 1, 2020.

The BOS unanimously agreed that 90 days would be appropriate as an effective date for the increased connection fee.

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

Mrs. Smith made a motion to accept the water and sewer rates as printed. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Ms. Stewart made a motion to establish the connection rate of \$2,500 per connection beginning April 1, 2020, with the current connection fee in place until that point in time. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

### **Town Manager's 2020 Operating Budget Recommendations**

Mr. Aylesworth presented highlights of the budget recommendations that would be discussed in the upcoming budget meeting. He noted he proposed an increase of 3.4% across all funds, adding that a lot of the increase is driven by a 10% increase in the sewer budget. He noted that there would be a 2.99%

increase in the general fund. He added that all of the details would be provided to the Budget Committee for discussion and invited questions regarding the income or expenditures as presented.

### **2019 Year End Encumbrances**

Mr. Aylesworth presented the BOS with a list of five encumbrances, and two added encumbrances that were not on the list.

- Mr. Aylesworth noted that the library wishes to encumber \$2,377.15 for book shelf supports and tops, which was encumbered to one line 01-4550-01-822, which is special projects. Mr. Aylesworth noted that he believed that line did not have the full amount of funds to cover the project so the lines would need to be adjusted.
- Mr. Aylesworth noted a wish to encumber \$1,766.00 from 01-4150-06-347 for a new Library computer.

Ms. Stewart inquired as to if all of the encumbrances have quotes that comply with the purchasing policy in place.

Mr. Aylesworth confirmed that they do.

Ms. Stewart made a motion to approve seven encumbrances, including five as printed and the amendments to include line 6 in the amount of \$2,377.15 across multiple accounts, and line 7 in the amount of \$1,766.00 from line 01-4150-06-347. Mrs. Smith seconded. Vote unanimous in favor of the motion. (3-0)

### **Sewer Connection Request**

Mr. Aylesworth informed the BOS that a resident on route 4A, Charles Wyman of Meadow Lane, has requested to connect to the town sewer and pay the \$1,500 connection fee immediately and pay the remaining fee at such time that it is determined.

Mrs. Smith made a motion to approve the request. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

### **Donations to Mascoma Lakeside Park Trust Fund: \$1,100 in aggregate (\$1,000 of which Keith Thomas donated in memory of Margene Thomas) – Vote Required**

Ms. Stewart made a motion to accept as printed. Mrs. Smith Seconded. Vote unanimous in favor of the motion (3-0).

### **Donation to Huse Park Improvement Trust Fund: \$1,000 donation by Keith Thomas in memory of Margene Thomas – Vote Required**

Ms. Stewart made a motion to accept as printed with thanks. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

### **Donations to Regional Rec. Cross Country & Track Program: \$600 in aggregate – Vote Required**

Ms. Stewart made a motion to accept with thanks. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

### **Property Tax Payment Plan Update – Statement of Account as of 12/12/19**

Ms. Bonnette informed the BOS that the town has not received payments with regard to the agreed payment plan. She noted that no payments have been received since September 2019 and in accordance with the agreement will enter the normal lien process.

Mr. Aylesworth noted that attempts have been made to reach the resident, but they have received no response.

**Annual Report – Dedication**

The BOS discussed possible candidates for dedication of the Annual Report.

**ADMINISTRATIVE ITEMS**

Property Tax Abatements were reviewed and approved.

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Mrs. Smith made a motion to adjourn at 7:55 pm. Mr. Kluge 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, Chairman

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Katherine D. P. Stewart

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Meredith C. Smith  
Enfield Board of Selectmen