

**ENFIELD BOARD OF SELECTMEN  
MINUTES**

**DATE:** Monday January 6, 2020  
**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; David Fracht, Planning Board Chair; Keith Thomas; Jim Bonner, videographer; David Beaufait

**CALL TO ORDER**

Mr. Kluge called the meeting to order at 6:00pm.

**APPROVAL OF MINUTES – December 16, 2019**

Mrs. Smith moved to approve the minutes of December 16, 2019 as printed, Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

**COMMUNICATIONS**

**Tax Collector's Report – Year End 2019**

Mr. Aylesworth noted that the betterment assessment collections for Shaker Landing Condos and Lakeview Condos are over the 90% collected threshold. Assessments were due a little over a month ago. We're hoping for improvement to closer to 100%. Lakeview Condo Association officers are staying on top of it, reminding property owners the effect late payment could have on the group as a whole.

The second issue property tax bill are at about 95% collected. Overall collections of 2019 property taxes are at 96.43%, in keeping with Enfield's historic high collection rates.

He added that fourth quarter water and sewer utility bills will go out next week.

Mr. Kluge questioned the gravel tax. Mr. Aylesworth explained that active gravel pits are taxed for materials removed.

**Town Clerk's Report – Year End 2019**

Town Clerk revenues in 2019 in the amount of roughly \$1,076,000 are just ahead of 2018, being about \$9,000 to the good. We don't know what 2020 will bring.

**NH DES notice of receipt of Expedited Minimum Impact Application: 16 Bassy Ln, Map 22, Lot 13 (Copy of Application received by Selectmen 12/16/2019)**

The Board of Selectmen (BOS) received notification of NHDES receipt of an expedited minimum impact application. The applicant apparently submitted an incorrect fee, likely due to a November 2019 fee change.

**NHDES Wetlands & Non-Site Specific Permit 2019-02402: Bog Road Culvert Replacement**

This project has been completed under trying weather conditions due to the amount of time it took to obtain State approval of the Town's application. It is hoped that information from the engineer will encourage NH DES to make more timely decisions.

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

Ms. Stewart noted that the Budget Committee would be meeting on January 7<sup>th</sup>.

**Mascoma Lakeside Park Committee**

Mrs. Smith noted that the Mascoma Lakeside Park Committee would also be meeting on January 7<sup>th</sup>.

**Planning Board**

Mr. Kluge noted that the Planning Board is scheduled to meet on Wednesday, January 8<sup>th</sup>.

**Capital Improvement Program Committee**

Mr. Aylesworth noted there will be a CIP Committee meeting the following Tuesday.

**TOWN MANAGER'S REPORT****2019 Budget**

Mr. Aylesworth informed the Board that the 2019 books will be open for another week or so to add remaining revenues and expenditures as needed. Revenues are \$120,000 to \$130,000 ahead of what was estimated for year-end at the time the 2019 tax rate was set. Ambulance revenues were stellar, with actual revenues coming in about 85% above what was budgeted. Last year ambulance revenues were in the \$20,000 range and increased in 2019 to about \$66,000.

On the expenditure side, subject to change based on unprocessed invoices that could still be expensed to 2019, we'll be closing with \$400,000 unexpended in the general fund budget.

Things can move around a bit with auditor's adjustments, but it appears we may be adding close to \$500,000 to our undesignated fund balance. A healthy range for undesignated fund balance is about \$1,700,000; we're at about \$600,000 now.

**January Newsletter**

The January issue of the Town newsletter went out on January 2<sup>nd</sup>

**Police Hiring**

The City of Lebanon received less than a ½ dozen applicants for a recently advertised police officer position. Enfield received about 40 applicants, 15 of which have already accepted an invitation to complete the physical fitness assessment.

Mr. Kluge inquired if the town had recently hired a police officer. Mr. Aylesworth explained that the Department has had 7 full-time officers and 1 or 2 part-time officers over the past 15 years. Officer Jeff Hunold is working part-time, and the second part-time slot was recently filled. This new part-time officer, Cameron Hill, is completing FTO training and is interested in pursuing a full-time position at some point in the future. He can wear a uniform and has all of the power, privileges and duties of a full-time officer. He recently submitted to voluntary TASing as part of his initial orientation so he'll know what a person is feeling should there ever be a need for him to use his TASER.

**Municipal Facilities Advisory Committee (MFAC)**

Mr. Aylesworth noted that MFAC will be meeting on January 13<sup>th</sup>. Bread Loaf continues to revise their design for Whitney Hall. The Committee continues to visit and review possible sites for a safety complex.

**Mascoma Lakeside Park**

Mr. Aylesworth noted that the Lakeside Park Committee is looking to schedule a conference call with Lou Barker and Paul Mirski with regard to getting the DOT to approve the latest conceptual plans. Mrs. Smith noted that the Friends of the Norther Rail Trail have endorsed the plan, but it awaits DOT approval.

**PUBLIC COMMENTS**

Mr. Kluge opened the meeting to public comment.

A resident noted that it can be difficult to hear a speaker's comments due to the noise from the overhead fan in the conference room.

Mr. Aylesworth offered to speak louder.

No other comments were made.

**BUSINESS****Master Plan Update**

David Fracht, Chair of the Planning Board, presented information about the Master Planning process to the BOS. He noted that he has lived in Enfield for 11 years, and within the Upper Valley for the last 32 years, and has experience being on Planning Boards in Vermont and New Hampshire. He has been on the Enfield Planning Board since 2015, and was elected chair of the board in 2019.

He has reviewed the original Master Plan which was last updated in 1995. It has good background data that we can draw from, but also contains things that are not helpful. The document is not user friendly and is in desperate need of an update. He has reviewed information prepared by the Southern NH Planning Commission, which gave information regarding the process to develop a new Master Plan.

Mr. Fracht noted that there are legal requirements, particularly regarding RSA 674, which assigns or delegates the task of a Town Master Plan to the Planning Board and only to the Planning Board. It requires a minimum of two sections, but can include many other sections including utilities, recreations, community design, implementation sections, etc.

Mrs. Smith inquired if the statutes designate a minimum number of public hearings required for the process.

Mr. Fracht stated he believes one is the statute, but he anticipates holding more than one public hearing. He added that there would be intensive public involvement via surveys online or on paper, and meetings. The first phase is pre-test, which is a baseline of how the community sees itself. The second phase is public visioning, and the third phase includes a draft of the planning document being presented to the public.

He added that the process will be intensive and public involvement over the roughly 12-18-month process will be essential. He stated that the Planning Board can delegate parts of the plan to other Committees or contractors. The Planning Board can opt to perform much or all of the work, or they can reach out to private planning consultants. He noted that the Planning Board has begun to meet with potential

consultants including: Steve Schneider of Upper Valley Lake Sunapee Regional Planning Commission, Randy Saxton who runs a Planning Firm, and Steven Whitman who runs a planning firm out of Plymouth, NH. The Planning Board will be coming up with a scope of work to present to the interested contractors to get their input and decide on a contractor in the next month or so. The Planning Board is considering all options at this time.

Mr. Aylesworth clarified that the meetings that have been held with prospective consultants to date have been purely with the intent of obtaining feedback that can help inform the development of a request for proposals (RFP) for master planning support services. Mr. Aylesworth said that the RFP would ultimately be posted to the NH Municipal Association classifieds to ensure a robust pool of potential consultants so that the Town can secure the services of the best possible firm.

Mr. Fracht noted that the Planning Board has reviewed the existing Master Plan, documents which give guidance to the Master Plan process, and Master Plans from several other NH towns. He noted that their goal is to make the new Master Plan readable and digestible by all residents. There are ideas to include charts and info graphics to present data, and have a series of appendices which will break information down further as necessary. He added that, ideally, the final document will be primarily web based, which will save the town money and will be interactive with hyperlinks to underlying data.

He noted that the Planning Board will work with The Center for Strategic Governance to refine the process and develop an organizational framework. He encouraged the Planning Board to think of topics in terms of themes. He noted that current themes include: defining the character of Enfield, the relationship between residential living and small businesses, municipal services, and protecting and preserving the physical environment of Enfield. It was suggested by the BOS that the Planning Board form a task force who can help bring certain areas of expertise and community affiliations to the table.

The Planning Board has discussed having a public education component termed Enfield LEAPS (Live, Earn, Acknowledge, Play, Sustainability). They will be looking for a graphic designer to create a logo to be used on the web site and on printed material throughout the process. Mr. Fracht noted that it is important to have a different look and feel than the town web site and that it should have a unique URL (EnfieldLEAPS.org), which could also be used as an economic development website for the town going forward.

Mr. Fracht informed the BOS that initial public outreach is anticipated to begin after the NH Primary. He noted there will be posters around town and mailers sent which will explain the process and scope of the project and will provide information to get votes to support the funds necessary to complete the process.

Mr. Kluge asked Mr. Fracht what the Planning Board needed from the Board of Selectmen.

Mr. Fracht noted that \$4,700 had been encumbered and inquired if it is tagged for specific vendors or if it can be used to begin the process by hiring a graphic designer and preparing mailings and posters for public information.

Mr. Aylesworth and Ms. Bonnette discussed the terms and usage of the encumbrance. It was agreed that they would revisit the wording from previous meetings to clarify the usage of the encumbrance and reach out to the Planning Board with further information.

Ms. Stewart stated concern for ensuring that the plan writing is done by someone with significant experience.

Mr. Fracht stated that the Planning Board agrees with her concern and noted they have requested that current contractors being considered provide documents and work produced for previous clients.

Ms. Stewart inquired if it is possible to purchase the URL being considered and engage a designer very soon to engage the public at the primary elections, versus pursuing after. She noted that with the residents that come to the Town Hall to vote, there would be a great marketing opportunity to get the message out to residents. She added that the person who designed the Friends of Mascoma logo was Lara Maville from Canaan.

A member of the community asked about utilizing the Enfield web site and Listserv. He noted that as the Planning Board finishes sections of the report, updates could be posted to the web site so people can take a look and give feedback instead of waiting until the end.

Mr. Fracht acknowledged the idea and noted that it depends on what consultant or contractor is used as there are different styles of work. He added that survey results should be immediately available on the future web site which will reflect a real time development of what people are thinking about. He noted they plan to make it as interactive as possible.

Dr. Beaufait added that there is a significant set of the community that is not computer savvy and will be necessary to provide hard copy materials.

Mr. Aylesworth encouraged the BOS to hold a new vote on the prior approved encumbrance for master planning to clarify its intent.

Ms. Stewart made a motion to clarify previous motion in regard to the encumbrance made; the encumbrance for master planning may be used for only for master planning purposes without restriction to a specific vendor. Mrs. Smith second. Vote unanimous in favor of the motion (3-0).

#### **NH Dept. of Safety, Homeland Security and Emergency Management Grant Agreement**

Mr. Aylesworth reviewed with the Board the NH Dept. of Safety, Homeland Security and Emergency Management Grant Agreement, including the total project cost and Town match.

Mr. Kluge made a motion to acknowledge the community's acceptance and approval of the Pre-Disaster Mitigation Grant Program agreement terms as presented, for the town of Enfield Local Hazard Mitigation Plan Update, with a total project cost of \$10,000, a local match of 25% (\$2,500) and the remainder covered by grant funding (\$7,500). Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

#### **Employee Personnel Policy**

Mr. Aylesworth presented a revised working document for an Employee Personnel Policy. He noted that legal counsel had made many notes and proposed edits to the document, and that staff had similar identified a number of additional needed modifications.

Ms. Stewart made objection to specifically noted men in the sexual harassment policy. She noted that the language should be changed to 'anybody' instead of assuming one gender.

Mr. Aylesworth encouraged the BOS to reach out to him with further feedback regarding the most recent updates.

#### **Transfer Station Fees - Check Payments**

Mr. Aylesworth noted that since the punch card system was voted to be enacted, check payments have been continued to be accepted at the Enfield Transfer Station. He noted that there is potential risk to

continue the practice and that while there have been no problems to date, there is still a risk of the checks being accidentally mishandled or an attendant being ambushed by someone trying to steal them. He added that the utilization of the punch card system came about on advisement from the town's annual audit, in that cash is not as easily tracked when collected at the station. By utilizing the punch cards, which are purchased at Town Hall, the town can better manage the cash flow at the transfer station, while also creating less burden on the transfer station workers for cash management. It was noted that there may be a difference between convenience for employees versus convenience for residents. It was added that if the town moved to punch cards only, and no checks being accepted at the transfer station, that there would need to be more locations and more convenient times of day to get a punch card.

Mr. Aylesworth noted that the punch card system is working well and transfer station operators are finding it very helpful.

Mr. Kluge noted that if the current system where checks are being accepted is still working well for residents and employees, then they should continue the current practice for three more months and then revisit it.

A resident noted that changes to the acceptance of cash or checks should be noted in the Town Newsletter as well as the Listserv, where it may reach more residents.

#### **Draft 2020 – Annual Town Meeting Warrant**

Mr. Aylesworth presented preliminary information to the BOS regarding what is taking shape for the Annual Town Meeting. He wanted to present information for review to ensure nothing was omitted.

Mr. Aylesworth specifically requested the Selectboard's attention to Article 16; placeholder, RSA 72-82. Mr. Aylesworth noted that he attended a session on economic development which talked at length about this new provision. Properties can receive a benefit of a reduction in the increase of taxable value as a result of constructing new structures or rehabbing existing structures. This is for the purpose of encouraging development. He noted that the law is specific to commercial and industrial development and if it is to be included it will require further development and discussion given that town can adopt the statute in a customized manner.

Ms. Stewart expressed concern that it may get lost in the other discussions happening and may require further development prior to inclusion. She added that the Master Planning process may provide insight as well.

Mr. Aylesworth brought attention to the articles related to the work the Municipal Facilities Advisory Committee (MFAC) is currently working toward and noted that the articles represent very closely how it would be worded. He added that there is an ongoing debate about direction of what the Committee will recommend. He noted that there is an increased likelihood that the committee will not elect to recommend final action at the Town Meeting in March; but to put them forward with hope or expectations that Town Meeting can be recessed to a date certain, which would allow the Committee to reconvene and finish work on those articles and carry out the necessary public outreach activities. He added that while the Whitney Hall piece is closer to being finalized, it is appropriate to have both proposals at the same time with the full picture instead of presenting one in 2020 and another in 2021.

Dr. Beaufait raised concern for the purpose of holding off on the vote for those articles. He added there was secondary concern for having low turnout at a June meeting versus March town meeting.

Mr. Aylesworth noted that there would have to be specific stipulations that are adhered to in order to properly recess the meeting in favor for completing action on the articles at a future date.

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

Mr. Aylesworth presented communications prepared by town council. It was proposed that a mutually agreeable mediator will be involved in further discussions between Lebanon and Enfield regarding the proposed sewer development charges.

**ADMINISTRATIVE ITEMS**

Mr. Aylesworth reviewed the following documents with the BOS and requested their signatures for each item:

- MS-1 (Previously Approved) Signatures Required
- Property Tax Refunds due to Overpayments
- Land Use Change Taxes

**OTHER BUSINESS**

None.

**ADJOURNMENT**

Ms. Stewart made a motion to adjourn at 7:37 pm. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:37 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 – JANUARY 6, 2020

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### *General Information and Updates from Departments*

- The January issue of the Town's monthly newsletter was published on January 2.
- The Police Department ultimately received over 40 applications for the Patrol Officer post that became vacant when Officer Jared Scholand accepted an appointment with the NH State Police. This is a very robust applicant pool with multiple candidates being certified full-time police officers in the State of NH (and several others being certified in another state). 15 of these candidates have already accepted an invitation to complete the physical fitness assessment.
- On December 29, the Enfield Police Department was the focus of a pancake breakfast hosted by Whaleback Mountain. The breakfast gave guests an opportunity to meet with officers and learn more about the workings of the police department. Members of the Ambulance Department also participated and shared information with potential new recruits. In the month of January, the Police Department will be hosting or participating in several events around Enfield. There will be a "Coffee with a Cop" at Jake's Market as well as a touch a truck event at Whaleback on January 26<sup>th</sup> (it is anticipated that the Fire Department will participate in this as well).
- The Fire Chief recently transmitted a memo to the Town Manager suggesting that the warrant article that was approved (90% margin) at the 2019 Town Meeting relative to the dissolution of the Firewards should be nullified on procedural grounds. The matter has since been discussed with Town Counsel. To the extent that the Town's handling of any procedural aspects relative to the warrant article review process can be improved in the future, we will make the necessary adjustments. For the past year, the Town has expended funds (all of which were also approved by the voters) for the express purpose of working with a qualified consulting firm to navigate this voter-approved change in department governance. To challenge the legitimacy of a deliberative process and ultimately the Town Meeting vote/outcome approximately a year after the matter has been put to rest is simply a case of too little, too late. In any case, the Fire Chief's objections notwithstanding, the planned transition in Fire Department governance will proceed and oversight of the Fire Department will transfer to the Town Manager following the March 2020 town elections.
- As was previously reported, 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 Manager provided testimony at the City Council's December 4 meeting in which a public hearing was held regarding the proposed new fee. Unfortunately, the City Council ultimately voted to proceed with the Sewer Development Charge. The Town Manager and City Manager have subsequently met to discuss the matter and see if there is a way in which to resolve the matter to everyone's satisfaction without proceeding with a formal legal dispute. After consulting with Town Counsel, it was subsequently determined that the Town should exercise its right to demand nonbinding mediation pursuant to the Intermunicipal Agreement (IMA) that governs Lebanon's collection and treatment of Enfield's wastewater. Town Counsel has issued a letter to



the City of Lebanon (separately enclosed) and we are in the process of selecting a mediator and a date for the mediation.

- 2019 fourth quarter water and sewer bills will be mailed the second week of January. This will be the last billing subject to the 2019 rates.
- It has been approximately three months since the Enfield transfer station punch cards were officially introduced and the attendants ceased accepting cash for the disposal of bulky waste. Participation in the punch card program appears to be steadily increasing and transfer station personnel are passing along very favorable reports. Patrons are able to get in and get out much more efficiently without the need for an attendant to record their information and prepare a receipt. To make it easier for residents to obtain punch cards at times when municipal offices are closed, the Town will explore the possibility of select local businesses being permitted to sell the cards. The transfer station has continued to accept checks over these past few months, and the DPW Director is recommending that residents be permitted to pay by check for at least three more months before a final decision is made regarding whether a transition will be made to accepting punch cards only.
- Don Lashua, Heavy Equipment Operator in the DPW Highway Division, earned his Master Road Scholar certification as administered by the University of New Hampshire.
- The DPW Highway Division is presently a little short-handed due to the Highway Supervisor (Scott Johnston) and a Light Equipment Operator (Steve King) currently being on short-term disability for medical reasons. It is presently anticipated that both employees will return to full duty by the end of January.
- The Town Manager and Assistant Town Manager recently convened a follow-up meeting with the Town's new managed service provider (MSP), SymQuest, to review the proposed IT hardware and software upgrades for 2020. The Town Manager also invited two individuals with a professional background in IT to take part in this meeting. The meeting was productive and we are moving closer to a consensus direction. However, we must first obtain some additional information relative to certain specialized electronic applications to determine the feasibility of migrating from the existing physical file and application server to a cloud-based solution. Because IT hardware/software replacement is not an eligible use of CIP-CRF funds, it is likely that the proposed funding source (to be voted on at Town Meeting) will be available undesignated fund balance.
- As was previously reported, the Fire Department has requested that the CIP Committee recommend Engine 4 be replaced in 2020. This apparatus is 30 years old and replacement costs will run \$550K-\$600K for the department's preferred apparatus (a fire-rescue pumper that serves the functions of both a fire engine and rescue vehicle). The Fire Chief has indicated a concern that delaying replacement of Engine 4 will result in accelerated wear and tear on Engine 5, which would continue to be the Union Street Fire Station's sole fire engine due to concerns over the reliability of Engine 4 at its present age. At the CIP Committee's request, the Fire Chief obtained cost estimates for overhauling both Engine 4 & 5 to prolong their useful life, so that these aggregate costs can be weighed against the cost of procuring a new fire-rescue apparatus. The vendor who performed this evaluation concluded that Engine 4 was not a candidate for refurbishment. Engine 5 would be, but it would likely cost approximately \$250,000. At its

December 18 meeting, the CIP Committee deliberated on the various options and ultimately decided against recommending the replacement of Engine 4 at this time. The general feeling was that it would be in the Town's best interest to first aggressively pursue an Assistance to Firefighters Grant that has the potential to offset up to 95% of the replacement cost. The Fire Chief has subsequently prepared a written rebuttal to the CIP Committee's recommendation, and this rebuttal has been enclosed separately in the Board of Selectmen's meeting packet.

### ***Project Updates***

- Following the presentation that was provided to the Board of Selectmen this past fall regarding proposed changes to the Town's Personnel Policy, the document was shared with Town Counsel for review and additional revisions. A copy of the current working version, which reflects all the proposed redline changes, has been provided to the Board of Selectmen as part of the information packet for the January 6 business meeting. Although more work will be needed before the document can be finalized and presented to the Board of Selectmen for final action, progress has been steady and the final product will represent significant improvements on a number of important fronts.
- The Town Manager submitted final 2020 operating budget recommendations to the Budget Committee and Board of Selectmen on December 12. The final proposed 2020 operating budget, including the general government (funded from a combination of property taxes, other local receipts, and state aid) and operation of the municipal water and sewer systems (which are funded from fees assessed to the users of these systems), is \$6,906,705, or an increase of 3.43% above 2019 (\$6,677,736). The General Fund, which represents the largest component of the overall operating budget, would see a net increase of 2.99%. The "bottom line" operating budget does not include vehicle replacements, infrastructure projects, or other non-recurring expenses funded from capital reserves.

The 2020 budget projects total revenue to the general fund in the amount of \$1,851,584 from "non property tax" sources (a roughly 6.7% increase in the \$1,736,050 budgeted in 2019). Although a conservative approach to estimating revenues was used, it should be noted that actual revenues could fall short of estimated revenues for reasons that are beyond the Town's control. This would result in the need to raise a total of \$4,413,320 from the municipal property tax levy, and would in turn place the tax rate in 2020 at between \$7.54 and \$7.62 per \$1,000 of assessed valuation. This represents an estimated increase of roughly 2.87% to 3.90% from the 2019 municipal tax rate of \$7.33 per \$1,000 of assessed valuation. The range is based on an assumed "net valuation" of between approximately \$580 million (the net valuation in 2019, following completion of the 5-year town wide revaluation) and \$585 million (a 1% increase in net valuation). Finally, the property tax rate will ultimately be set lower should actual revenues prove to be on pace to exceed estimated revenues by October 2020. Similarly, the property tax rate will ultimately be set higher than presently estimated should actual revenues fall short of estimated revenues by October 2020.

The Town Manager's recommendations represent a balanced budget that does not rely on the use of undesignated fund balance or reserves to fund operational costs while maintaining and enhancing the high-quality services Enfield residents expect from town government.

- The Municipal Facilities Advisory Committee (MFAC) has continued to meet multiple times a month with the goal of finalizing recommendations relative to the facility needs of public safety, town offices and library. The committee last met on December 16 and will be meeting again on January 13. 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 4 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 an updated conceptual design regarding library and municipal office renovations/expansion. The committee provided Bread Loaf with feedback on what they saw as pros and cons of the proposed layout from the standpoint of program delivery. Bread Loaf will incorporate this feedback when refining the conceptual design to ensure alignment 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, Bread Loaf has prepared a conceptual design for an approximately 15,000 square foot facility that is capable of housing police, fire and ambulance departments. This design will continue to be refined based on stakeholder feedback, the characteristics of the site selected for construction, and cost considerations.

A Whitney Hall renovation/expansion project appears to be a strong candidate for LCHIP funding, which could approach \$500,000. In order to be eligible for LCHIP funding, a qualified professional must prepare an historic building condition assessment. This would be beyond the scope of work Bread Loaf is currently completing, and the firm is preparing a separate proposal for the Town's consideration. This would likely be a \$2,500-\$3,000 project. Even if the Town's future LCHIP grant application is unsuccessful, the findings of the detailed historic building condition assessment would still be useful for a variety of other purposes.

The Town Manager recently met with senior staff from the office of Congresswoman Kuster to more actively explore the full array of federal funds that could potentially be brought to bear on new municipal facilities projects. Congressional staff have asked the Congressional Research Service to prepare a comprehensive report of all federal, state, or private/foundation funding sources that could be brought to bear on these projects. A meeting with senior staff from Senator Shaheen's state office may also be arranged in the near future.

- 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.
- Chris Olsen of Municipal Resources Inc. (MRI) will be convening his next meeting with members of Fire-EMS Working Group on January 6. To date, the department has prepared or significantly updated 16 policies. These policies officially went into effect on January 1.
- The Planning Board next meets on January 8 to continue its work on the master plan. As was previously report, the Board met on Wednesday, December 11<sup>th</sup> for a work session on the Master Planning efforts. The Board reviewed the recent work completed by Mike Akillian and the Center for Strategic Governance (CSG) as part of a scope of work designed to assist with key "pre-planning" detail. This work included facilitation of Focus Group #1 and the preparation of some documents outlining the recommended master planning "themes" that were developed in

conjunction with Mr. Akillian. On December 11 the Planning Board reviewed a document entitled “Final Guidance” from the CSG, which included a framework for an outreach and communications strategy. A document was developed by the Land Use & Community Development Administrator and Chairman Fracht titled “Planning for the Plan” that detailed five possible sub-committees of the Planning Board that would divide up some key tasks to keep moving the process forward. The board agreed these sub-committees will include: 1. Venues and Events Planning, 2. Master Planning Taskforce Member Selection, 3. Communications, 4. Contractor Selection and 5. Data Sets and Sources. Members of the board picked their sub-committees to join and committed to get to work between the December and January meetings. Arrangements have been made for multiple prospective contractors (including the Regional Planning Commission) to meet with the contractor selection subcommittee so that we can begin to get a better sense of these firms in advance of preparing a formal RFP for community master planning support services.

- 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 January 7 to review and discuss the Town Manager’s final 2020 operating budget recommendations and move toward concluding its own work on the budget.
- The Planning Board will meet again on January 8 to continue its work on the master plan.
- The Municipal Facilities Advisory Committee will next meet on January 13.
- The CIP Committee next meets on January 14 and will continue finalizing funding recommendations for capital items requested for 2020-2025.
- The Town Manager will take part in a UVLSRPC Executive Committee meeting on January 22.