

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MINUTES**

DATE: Tuesday, January 21, 2020
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; Jim Bonner, videographer; Jim Taylor, DPW Director; David Beaufait

CALL TO ORDER

The meeting began at 6:00pm.

APPROVAL OF MINUTES – January 6, 2020

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

COMMUNICATIONS

Property Tax Payment Plan Update (No Action Required – Information Only)

Board members noted they reviewed communications regarding a property tax payment plan.

Grafton County FY 2020 Supplemental Appropriation Request

Mr. Aylesworth presented the Board of Selectmen (BOS) with a letter from the Grafton County Commissioners. It reported that in 2015 the state received funding through Medicaid to begin a five-year program to provide mental health and substance misuse services to New Hampshire residents. All 10 NH counties are responsible for contributing to the funding, which is then matched by the federal government. Grafton County is responsible for \$651,498, which is being proposed to be taken out of the county's available Fund Balance.

BOARD REPORTS

Planning Board

Mr. Kluge reported that the Planning Board met last Wednesday. He noted that there was a Crystal Lake Road lot merger which would be referred to the Zoning Board of Adjustment. There was also discussion about reopening a boarding kennel located on Smith Pond Road. He added that two apartments have been approved to be built at 11 Blacksmith Alley. The Planning Board also did work on master planning.

Enfield Village Association (EVA)

Mrs. Smith attended the EVA Board meeting last Wednesday where she proposed that EVA consider partnering with the town to find a solution for the townhouse. She noted that the group could be eligible

for funds that the municipality would not be eligible for, which would open more opportunities for funding.

Budget Committee

Ms. Stewart noted that the Budget Committee met last week and that Mr. Aylesworth provided information from the meeting in the Town Managers Report supplied to members of the BOS.

TOWN MANAGER'S REPORT

Mr. Aylesworth updated the BOS regarding the current vacancy for a fulltime patrol officer position, including 12 applicants who are currently going through the screening process.

Mr. Aylesworth noted that he and Jim Taylor will be joined by Town Counsel in pre-mediation with Lebanon's City Manager, DPW Director, and City Counsel, on January 29th with regard to new Sewer Development Charge recently enacted by Lebanon.

Mr. Aylesworth stated that he and Mr. Taylor have been examining the possibility of households separating food scraps from household waste. He noted that many local communities have developed systems to remove food materials through composting or other practices, which can decrease the cost to the town for disposal of trash.

Mr. Aylesworth noted that he and the Assistant Town Manager are working with SymQuest to review the current recommendations for IT hardware and software upgrades for 2020. They are looking to determine the possibility of moving to either cloud based or hybrid (physical/remote) solutions.

Mr. Aylesworth reported that a contractor being funded with monies from the U.S. Environmental Protection Agency will soon be performing a Level I & II Environmental Site Assessment completed for the former DPW garage property on Shedd Street. It was noted that this is an important step in either selling the property, as recommended by the Municipal Facilities Advisory Committee, or redeveloping it for public use.

Mr. Aylesworth noted that the Planning Board met to continue its work on the master plan and involved discussions regarding proposed amendments to the Enfield Zoning Ordinance as well as an RFP to solicit consulting support services for the master plan project.

Mr. Aylesworth updated the BOS regarding the conference call he participated in with Architect Paul Mirski and NH DOT officials relating to the Mascoma Lakeside Park Property. He noted that while the DOT officials appeared amenable to the plan, it was requested that Mr. Aylesworth submit an official request for the bureau administrator to act on. Mr. Aylesworth provided a copy of the request letter to the BOS in their information packet for the January 21st business meeting.

PUBLIC COMMENT

Mr. Kluge opened the floor for public comment.

David Beaufait – Municipal Facilities/Municipal Facilities Advisory Committee (MFAC)

Dr. Beaufait stated that he has attended recent MFAC meetings he feels quite strongly that the projects are not ready to be voted on at Town Meeting.

Mr. Aylesworth noted that in the last meeting, the Committee would like to reconvene with Bread Loaf and the new lead architect on the project prior to making further decisions regarding the Town Meeting warrants.

BUSINESS

Review Updated Draft 2020 Annual Town Meeting Warrant

Mr. Aylesworth presented the BOS with a draft of the 2020 Town Warrant articles.

Mr. Aylesworth requested feedback on Article 9. The Selectmen expressed support for establishing a registration fee that will support a transportation improvement fund.

Mr. Aylesworth brought the Board's attention to Article 10, with regard to leasing four police cruisers, and discussed the potential capital and operating cost savings associated with this approach, operational benefits to an increased fleet, reduction of wear and tear on vehicles, and the intent to purchase new hybrid vehicles which will not burn gas while idling.

Mr. Taylor spoke to Article 11, which requests replacing a culvert, which is currently on the state's 'red list', on Oak Hill Road with a bridge. He noted that replacing the culvert with a bridge will reduce the wetlands permitting costs. He added that there were specific sections of sidewalk, such as High Street, that are in need of upgrades and repairs. The Board and Mr. Taylor also discussed other possible areas where sidewalks that could be added to encourage foot traffic.

Mr. Aylesworth reviewed Articles 12, 13, and 14, with regard to improvements to the municipal water and systems. It was noted that information from the 2019 Asset Management Projects were utilized to understand the improvements and costs related to each of these articles. He added that there is a grant being pursued with regard to Article 14.

Mr. Taylor noted that Article 15 is a request for the capital lease of a one-ton pickup truck as a replacement for a current vehicle which is at the end of its life.

Mr. Aylesworth noted that Article 16 will require no action, but will serve as a point of update from the Municipal Facilities Advisory Committee.

Mr. Aylesworth noted that Article 19 is the current working dollar amount for hardware and software upgrades, but has not been finalized as of yet. Mr. Aylesworth noted that it was unclear if the funds could be utilized from the CIP fund and he and Ms. Bonnette are seeking further clarification from DRA.

Mr. Aylesworth noted that Article 22 could pertain to commercial or industrial (re)development, and the town has to specify how much the exemption would be and for what period of time. It is possible to set a specific amount for the five years, or to set a descending amount over the course of five years. He added that a specific geographic area can be defined or it can be made town wide.

With respect to a proposed power purchase agreement with a private contractor, Mr. Aylesworth noted that the Town Administration negotiates an agreement with a firm; which is then presented at the town meeting to ratify. He added that he intended to reach out to the Energy Committee to further discuss the details, which could include a 'not to exceed' clause. He also noted that he is reviewing local power purchase agreements from Hanover and Lebanon for further guidance.

Mr. Aylesworth encouraged Board members to reach out to him over the course of the next week should they have any specific comments or concerns relative to the draft Town Meeting warrant.

Review of the Town's Snow Removal and Ice Control Policy (Adopted in 2004)

The Board members were each provided a copy of the Town's Snow Removal and Ice Control Policy. Mr. Taylor stated that while the policy is old and outdated in some areas, the crew is doing a good job adhering to the policy. He noted that the staff numbers mentioned are no longer valid and salt use guidelines have changed, so the policy may be worth revisiting and updating in some capacities.

The policy was brought up as recent weather has been particularly challenging and some residents expressed concerns to Ms. Stewart regarding road conditions and treatment. Mr. Taylor, Mr. Aylesworth, and members of the BOS discussed the parameters of what the town should be providing for services and how the conversation may be opened up to residents for discussion and some education on particular conditions. Mr. Taylor also noted that there have been challenges the DPW has faced in the last two months with regard to staffing availability and operational hours of snow clearing and removal.

Mr. Taylor noted that there are also trainings for salt use that he and his staff attend which impacts how the roads are treated. He noted that it may be beneficial to pass along some of the information they learned to the public for clarification on current practices. It was also discussed that the town could look into other town snow removal policies for comparison as well as extend a public survey to get anonymous feedback from residents with regard to snow clearing.

Mr. Taylor noted he was open to talking with residents about road conditions, and noted that having a place for residents to come and ask questions and learn about different conditions may be helpful in the process. Mr. Taylor and Mr. Aylesworth noted that they would look into other town policies, think of public surveys for feedback, and coordinate with the highway supervisor.

It was agreed that Town staff would complete a top-to-bottom review of the current policy and come back to the Board in the near future with specific recommended revisions.

Mascoma Community Health Center Request for Funding Support

Mr. Aylesworth presented communication from Tim Jennings requesting to speak with the BOS regarding a request for funding support. In discussion regarding support requests, it was noted that the deadline for funding request in 2019 was not met; however, it was requested that Mr. Aylesworth present the request to the Board of Selectmen for approval.

It was noted by members of the BOS that the Budget Committee reached out to MCHC to remind them of the application deadline for 2019. The BOS agreed that they should follow through with the procedure for applications that is in place and that the procedures should be followed as outlined.

2020 Operating Budget & Capital Improvement Plan Update

Mr. Aylesworth updated the BOS regarding current Budget Committee requests for budget proposals, which included his final recommendations for the budget.

The Budget Committee reviewed information regarding the undesignated fund balance, which appears to be approaching \$1 million as of the conclusion of the 2019 budget year. Mr. Aylesworth was asked by the Budget Committee to reduce his proposed budget recommendation by another \$100,000 which, with current cuts already made prior to proposal, could be challenging to uphold without potentially significantly impacting the quality of services being provided. Mr. Aylesworth noted he has made earnest effort to make further cuts, but his proposed budget was made with the intent of maintaining the same level of service and that further cuts could prove to be of more detriment than benefit to operations.

The BOS expressed agreement with Mr. Aylesworth's approach to the budget proposals and supported his process and recommendations that restraint be used with any additional cuts.

2020 Census Boundary Validation Program (BVP)

Ms. Bonnette asked the BOS to sign paperwork which reflected agreement to the boundaries of Enfield. The Selectmen concurred with the boundaries as presented. Mr. Kluge executed the paperwork.

Set Public Hearings Date – February 4, 2020, 6:30 PM, Proposed

Hearing number one will be in regard to police cruisers, hearing number two will be in regard to Oak Hill Road bridge, and the final two will be related to water and sewer improvements. The hearings will be held on February 4th, one after the other, and completed prior to the budget hearings on February 5th.

It was noted that the Select Board meeting was rescheduled from Monday, February 3rd to Tuesday February 4th as this is the last day for submission of petitioned warrant articles,

Mr. Aylesworth noted that the Budget Committee hearing will be taking place the following night on Wednesday, February 5th. BOS members were encouraged to attend. A meeting of the Selectboard will be posted accordingly.

ADMINISTRATIVE ITEMS

Members of the BOS reviewed and approved a Veterans Tax Credit.

OTHER BUSINESS

Mr. Aylesworth presented a draft of an RFP to the BOS regarding Community Master Planning Development Services.

Ms. Stewart inquired if there would be an MRI update prior to the meeting on February 4th. Mr. Aylesworth noted that his discussion with Mr. Olson indicated that an update to the process could be expected by the second week of February.

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 7:53PM. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:53PM.

John W. Kluge, Chairman

Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen

TOWN MANAGER REPORT – JANUARY 21, 2020

General Information and Updates from Departments

- On January 18, the Police Department conducted a physical fitness test for 12 applicants for the vacant fulltime patrol officer position. Those individuals who successfully passed the fitness test will be invited to proceed to the next phase of the candidate screening process.
- 2019 fourth quarter water and sewer bills were mailed the week of January 13. This will be the last billing subject to the 2019 rates.
- The Town Manager, DPW Director, and Town Counsel will be taking part in a pre-mediation meeting with Lebanon's City Manager, DPW Director, and City Counsel with respect to the Sewer Development Charge recently enacted by the City of Lebanon. This meeting will take place on January 29. As has been previously reported, it is the Town of Enfield's position that we should not be subject to the City's proposed new Sewer Development Charge for a variety of reasons (which were spelled out in previous correspondence with the City). This fee is imposed on any new connection or an existing structure that undergoes a significant change/expansion of use. If both parties are not able to reach a resolution to the dispute during the pre-mediation meeting, a formal mediation session will be arranged. Enfield and Lebanon have already identified a mutually agreeable mediator, Attorney William Drescher. Attorney Drescher has practiced municipal law for quite some time and has also argued a number of court cases relative to water and sewer disputes.
- As was previously reported, the DPW Highway Division has been a little short-handed due to the Highway Supervisor (Scott Johnston) and a Light Equipment Operator (Steve King) being on short-term disability for medical reasons. The good news is that Steve received clearance to return to duty as of this past week with some limitations. Scott's recovery appears to be progressing as planned as well, and anticipates returning to duty by the end of January.
- Certain local officials and Enfield residents have voiced concerns during the winter of 2019/2020 regarding the condition of the road surfaces both during and immediately following snow/ice storm events. The DPW Highway Division's current approach/practices relative to winter road maintenance activities are guided by an official snow removal and ice control policy that was adopted by the Board of Selectmen in 2004. Given that it has been over 15 years since this policy was last updated (meaning that it is a bit overdue for a review), and the needs and expectations of members of our community may have evolved during this time period, the policy has been added to the agenda for review and discussion at the Board's January 21 business meeting.
- In the interest of reducing expenditures relative to the hauling and disposal of rubbish, the Town Manager has requested that the DPW Director begin researching programs that other communities have developed relative to separating food scraps from other household waste. It has been estimated that food scraps account for slightly more than 20% of a typical household's waste (not including recyclables).

- As was previously reported, the Town Manager and Assistant Town Manager recently convened a meeting with the Town's new managed service provider (MSP), SymQuest, to review the proposed IT hardware and software upgrades for 2020. Following the meeting, SymQuest began to obtain some additional information relative to certain specialized electronic applications to determine the feasibility of moving away from a more traditional "on prem" approach to IT (i.e., maintaining physical servers) to either a cloud-based or hybrid solution. A follow-up meeting is now being planned for January 30 to review the latest information and hopefully finalize the direction we will follow moving forward.
- The Town was previously informed by the UVLSRPC that our request to have a Level I & II Environmental Site Assessment completed for the former DPW garage property on Shedd Street has been approved. UVLSRPC with federal funds from the U.S. Environmental Protection Agency. The assessments will be complete by a qualified environmental engineering firm who has been retained by Having this assessment completed will be an important first step toward either selling the property (as has been formally recommended by the Municipal Facilities Advisory Committee) or redeveloping it for a new public use. At this time, we have not been informed precisely when the field work will be performed or what the timeline is for the assessments to be finalized. Additional information will be shared with the BOS as it becomes available.

Project Updates

- The CIP Committee and Town Manager met on January 14 and will meet again on January 27. The focus of the January 14 meeting was making final decisions as to what capital requests will be programmed for funding in 2020 so that the 6-year CIP Plan can in turn be appropriately updated. A summary of what equipment and projects have been approved for funding in 2020 has been separately enclosed as part of the BOS' information packet for the January 20 meeting.
- At its January 7 meeting, the Budget Committee reviewed and discussed the final budget recommendations that the Town Manager submitted to the Board of Selectmen and Budget Committee approximately one month prior. The Budget Committee expressed its appreciation for the work completed by the Town Manager and Department Heads to date, and collectively signaled support for where things stood with the working version of the 2020 operating budget. After additional discussion about the significant improvement the Town has made over the past few years in transforming an undesignated fund balance that was in a considerable deficit to a much healthier positive balance (approximately \$570,000 at the end of 2018) that appears will grow by at least another \$400,000 following the 2019 independent audit, the Chair of the Budget Committee suggested that it should be possible to reduce proposed spending in the General Fund by \$100,000 while still continuing to grow the undesignated fund balance. Although he respectfully disagreed with this conclusion, the Town Manager pledged to complete another intensive review of the budget and identify potential additional reductions for the Budget Committee's consideration at its January 28 meeting.
- The Municipal Facilities Advisory Committee (MFAC) last met on January 13 and will be meeting again on January 27. The MFAC is deeply saddened by the tragic and unexpected passing of Mr. John Dale, Bread Loaf's Principal Architect who had been the lead on developing conceptual designs for both the renovation and expansion of Whitney Hall as well as a public safety facility.

Mr. Dale's passing will of course have implications for the timeline in which this important project is ultimately completed. It is anticipated that Bread Loaf will have a new architect assigned to the project by the week of January 20, but, we must exercise patience and understanding for obvious reasons.

During its last meeting the MFAC discussed next steps for the project and the merits of continuing this work into 2020 with the intention of making recommendations to the Board of Selectmen in the summer. This would mean that any Town Meeting action on these recommendations would not take place until March 2021. Ultimately, the MFAC decided it would be appropriate to refrain from making any financial decisions until Bread Loaf could be present. The January 13 meeting also involved conversations with Mr. Bill Koons (Producing Artistic Director) of Shaker Bridge Theatre as well as Ms. Eula Kozma (Executive Director) and others from Friends of Mascoma to have an open dialog about the needs of these respective organizations. A considerable amount of valuable information was obtained during these discussions. It is understood that any renovations and expansion of Whitney Hall must first and foremost meet municipal needs (i.e., town offices and public library), and that the cost estimates shared by Bread Loaf to date are consideration. However, there is a shared desire to develop a plan and path forward that meets the needs of both the Theatre and FOM to the fullest extent possible. All members of the MFAC signaled a belief that both of these organizations are important to the community.

- The Fire and EMS transition planning work that Municipal Resources, Inc. (MRI) was contracted to assist with over the past year is drawing to a conclusion. The Fire/EMS working group was scheduled to hold the final in-person meeting of this process on January 20, but the meeting had to be rescheduled due to the changing availability of multiple members. Unfortunately, Lieutenant Kimberly Withrow will be out of state for the entire month of February, so it will be necessary to reschedule the meeting for March. MRI has also asked to schedule a meeting with all officers of the Fire Department, but the Fire Chief has not been able to accommodate this request despite the fact that the project has been taking place over a roughly 7-month period. MRI's lead consultant on the project, Chris Olsen, is in the process of compiling his final report and other deliverables.
- The Planning Board met on January 8 and January 15 to continue its work on the master plan as well as hold a duly noticed public hearing relative to proposed amendments to the Enfield Zoning Ordinance (which will be voted on at Town Meeting). The master plan discussions were wide ranging, and included an in-depth discussion of the RFP that will be issued to solicit consulting support services for this important project. A copy of the present working version of the RFP has been enclosed separately in the Board's information packet for the January 21 business meeting. This document is still undergoing final editing and it is anticipated that the RFP will be issued by January 24 with a due date for responses of February 17.
- The Town Manager and Architect Paul Mirski recently participated in a conference call with NH Department of Transportation (DOT) officials regarding the improvements currently envisioned for the Mascoma Lakeside Park property. In particular, the conversation gave the Town an opportunity to talk DOT through its plans to lower the height of the existing emergency bypass road and reroute the road to allow for the construction of an open-air pavilion on a site where the road is currently located. Based on his analysis of the property, Mr. Mirski believes this is the most advantageous location to site the pavilion. Although all of the work would take place on

land owned by the Town, per deed restrictions, it is necessary for the Town to obtain DOT authorization before any alterations are made to the existing bypass road. DOT officials appeared generally amenable to what is being proposed with respect to the siting and construction of the pavilion, and subsequently asked the Town Manager to prepare an official request for the bureau administrator to act on. A copy of this letter has been separately enclosed in the Board's information packet for the January 21 business meeting. Once written confirmation of DOT's approval has been granted, the Town can move forward with issuing a new RFP for construction services.

Recent/Upcoming Meetings

- The Town Manager and Land Use & Community Development Administrator met with Mrs. Amanda Isabella, Superintendent of MVRSD, on January 9. The topics discussed were wide ranging, and the intent is to convene more frequent meetings between municipal and school district personnel to explore issues of mutual interest.
- The Town Manager will participate in a meeting of the UVLSRPC Executive Committee on January 22.
- The Budget Committee will meet again on January 28 to review and discuss the Town Manager's final 2020 operating budget recommendations and move toward concluding its own work on the budget.
- The Municipal Facilities Advisory Committee last met on January 13, and will next meet on January 27.
- The CIP Committee met on January 4 and will be meeting again on January 27.
- The Town Manager, DPW Director and Town Counsel will join officials from the City of Lebanon in a pre-mediation meeting relative to Lebanon's recently enacted sewer development charge on January 29.