

**TOWN OF ENFIELD
BOARD OF SELECTMEN**

MINUTES

DATE: Tuesday, February 4, 2020
TIME: 6:00 PM
LOCATION: Public Works Facility, 74 Lockehaven Road

BOARD OF SELECTMEN: John W. Kluge, Katherine D. P. Stewart, Meredith C. Smith

ADMINISTRATIVE STAFF: Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager; Roy Holland, Chief of Police

OTHERS: Dan Kiley, videographer; John Carr, David Beaufait, Bob Cusick, Kurt Gotthardt, Lindsay Smith, Jerold Theis, Celie Aufiero, Gary Hutchins

CALL TO ORDER

Mr. Kluge: Called the meeting to order at 6:00 PM. Four public hearings will be held at 6:30 or later on bonds or notes, over \$100,000.

APPROVAL OF MINUTES

Ms. Stewart: Moved approval of the January 21, 2020 minutes as written, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

COMMUNICATIONS

Tax Collector's Report – January 2020

Mr. Aylesworth: Things look good. Betterment assessments are over 90 percent collected; figures that we're comfortable with. Water and sewer bills have a lower percentage collected because they're not due until the 14th. We are at 95 percent collected for the second issue property taxes and just over 98 percent collected for the first issue property taxes.

Town Clerk's Report – January 2020

Mr. Aylesworth: Last year, we got off to a sluggish start. Motor vehicle registration wise in the month of January, we were at about \$73,000 in revenue last year, and this year after a relatively torrid start we're at \$97,600. So hopefully that trend continues. Obviously it's just one month and not much of a trend to follow at this point in time.

Trustees of Trust Funds Report – Quarterly Report as of December, 2019

Mr. Aylesworth: No Surprises, the big number to report is that our CIP Capital Reserve Fund stands at \$1.2 million. That's about an \$80,000 net improvement over last year's end of the year totals by the time you factor in the money that was withdrawn, which was about \$340,000 and the amount of new tax dollars appropriated to the fund, which was approximately \$422,000.

NH Liquor Commission Notice of Application for Restaurant Bev/Wine/Liquor License

Mr. Aylesworth: This is the new owner/operator of the business. Jim Kelleher owns the building. But the new owner is Doug Langevin, who operated Bistro Nouveau at Eastman. He's basically taking his team from there to Kitchen56. So it should be an experienced team coming into Enfield. Hopefully they'll be very successful.

Mr. Aylesworth and Phil Neily spoke with Mr. Langevin today briefly and touched on what was needed and this as an opportunity for the Board of Selectmen to provide feedback. He is largely going to run the restaurant kind of as was; there's going to be some changes in seating arrangements and tables and that sort of thing. The live music he's looking to have in there will be a single performer, such as somebody and their guitar, so there's not going to be a big space requirement for a band. Discussion is needed with Roy Holland, in his capacity as police chief, to get his feedback. Mr. Neily has questions as fire inspector he wants to ask, but Mr. Langevin was informed this would be discussed tonight with the Selectmen to see if they had any concerns. No concerns about the proposal were expressed.

BOARD REPORTS**Mascoma Lakeside Park Committee**

Mrs. Smith: There will be a meeting tomorrow of the Lakeside Park. Mrs. Smith is meeting at 10:00 with Lisa Loosigian who is the point person for run-off from the DES.

Budget Committee

Ms. Stewart: The Budget Committee met and will meet again tomorrow. There's a public hearing scheduled for 7:00 p.m. tomorrow night. There will be discussion of a number of cuts that are covered in Mr. Aylesworth's report. A point of discussion that needs to be had was a non-operating cut was made to the selectmen's salaries. Ms. Stewart made the proposal for the cut because it was a non-operational item and it wouldn't impact the operations of the town per say. She understands it does affect the Selectmen and it needs to be discussed in a public meeting since we're bound to have all of our discussions in public. The cut would be half, so it would be \$1,500 a year for each member of the Selectboard. Mr. Aylesworth pulled some salary figures for the Budget Committee to consider. The question, of course, is what Selectmen put in for a time, what people think is fair. Ms. Stewart can go either way, but if the other members have strong feelings, she thinks it's fair to express them and tell the Budget Committee. The Budget Committee was looking for at least \$100,000 in cuts and Sam Eaton had asked for half a million in cuts. They've asked for significant cuts. So it was not made lightheartedly, but it was a case where they were looking to skim something out of everything. And it's a hard thing.

Mr. Kluge: So we gave them \$4,500 in cuts. Discussion followed regarding Ms. Stewart's recommendation for cuts, which Mr. Kluge understands was recommended for the full amount.

Ms. Stewart: Yes. It was her recommendation initially, because typically when you're having a budget discussion is you start with a larger cut and or smaller cut and you work your way in one way or another.

It was agreed to continue discussion later in the meeting during the budget discussion.

TOWN MANAGER'S REPORT**Leroy Neily**

The Board was informed of the passing of Leroy Neily, Phil Neily's brother and longtime employee in town as water & sewer operator. He was a dedicated employee and will be very missed. He was a character and will be very fondly remembered by a large number of people who have worked for the town. Mr. Aylesworth will convey the Board's condolences to Phil and to the Neily family.

February Newsletter

The February issue will be delayed until February 6, the day after the budget hearing.

Community Development

Mr. Aylesworth reported on three projects in town: Jim Kelleher, the owner of the old blue building, which is no longer there at 71 Main Street, next to the Holmquist building. Now that the old building has been taken down he's moving forward with his multi-unit apartment housing across from George's. Local landscaper, Mike Burns has expressed an interest in the Raphael's site for a landscaping business, so the floodplain wouldn't necessarily be a concern. Pellegrino's farm stand has moved into his new space at the old Family Pharmacy spot. It looks like there's a lot of active interest, among other would-be tenants for the other spaces in that plaza.

Police Officer Position

Of the robust candidate pool of 50 or so candidates for the full time patrol officer position, none remained after the physical fitness exam and some other due diligence was done. The search will continue for the right individual and a new advertisement will be generated.

Annual Performance Reviews

The Board was informed that the annual performance review process on which promotions and merit increases are based has begun and will be completed prior to April 1.

Municipal Facilities Advisory Committee (MFAC)

The MFAC met last Monday and met for the first time with the new architect that's been assigned, Jim Pulver. Mr. Pulver is Bread Loaf's Vice President of Architecture. The Selectmen were provided with a brief biographical sketch and Mr. Aylesworth informed the Board of his experience with a number of high profile projects and one he's currently working on a new base lodge at Killington. Mr. Pulver and Paul Wyncoop will be by on Friday to tour sites, get a lay of the land and regroup.

The committee did take two important votes at the last meeting. One is that there will not be any formal recommendations or actions that are presented to the Board of Selectmen in advance of this town meeting. The committee's goal is to furnish the Selectmen with detailed recommendations so they can decide what they'd like to do for the March 2021 town meeting. The goal is to prepare and present this report by the end of May so that, if the Board of Selectmen embrace the recommendations, public forums and other outreach efforts can be arranged throughout the summer, fall and into winter. This would provide ample opportunity to get public feedback and provide information on what's being proposed.

The Committee voted to renovate and expand Whitney Hall and to not pursue a standalone library, which obviously had been the Library Trustees' plan for many years. The Library Trustees seem very comfortable with the direction that things are going in terms of the renovated and expanded Whitney Hall concept. Mr. Aylesworth understands the Library Trustees plan to hold their own vote to formally embrace that recommendation and ultimately reset their fundraising campaign, focusing on a renovated and expanded Whitney Hall scheme. They will then, of course, follow up with donors, as needed, to explain the departure from the standalone library concept and ensure that donors support that project.

Master Plan

There's an active request for proposals for master planning support services. The deadline for contractors to submit their proposals is February 18th. A number of firms have expressed interest.

Enfield Center Town House

Mrs. Smith: Requested an update on the Enfield Center Town House.

Mr. Aylesworth: This past week, Mr. Aylesworth and the building inspector, who have been talking on and off with area contractors, had a meeting with another contractor. It seems that from a work methods standpoint the idea of filling in underneath the building and basically putting a slab under there, taking out all the dead air space would be an effective solution. Folks are working on numbers for us to figure out from a budget standpoint the cost effectiveness of this solution. Certainly from the standpoint of avoiding the constant fight being waged with water under the building, this would seem to address some of that, in lieu of being able to move in the building or some other solution.

Mrs. Smith: Noted that Wilmot had a similar issue and the same solution was proposed.

Mr. Aylesworth: We've been pretty open about the Town's limited project budget and what we're trying to do with the grants that we've received. And so hopefully there's a path forward on that.

Mascoma Lakeside Park

Mr. Aylesworth: Mentioned that architect Paul Mirski has provided the Mascoma Lakeside Park Committee with some updated site plans as well as construction level plans for the pavilion. Phil Neily and others have been asked to review those plans and provide feedback. It is hoped a request for proposals for the pavilion can be issued soon. Conversations with DOT are continuing in regard to the Town's request to get permission to make some adjustments to the emergency bypass road and surrounding grades on land that the town owns. Any alterations, rerouting, adjustments, etc., to that bypass road must be approved by DOT. DOT is asking that the Town confirm that our fire apparatus can get underneath the underpass and that the bypass road is not needed for emergency vehicles. When the road work on Main Street was done a couple of summers ago, about four or so additional inches of clearance were picked up. And while it might have been a tighter squeeze before, it's less tight squeeze now. DOT also informed us they're hiring a new engineer, and they think that person will require several weeks to get up to speed, so we should not expect a final response from DOT until the new engineer is settled in and has a chance to become familiar with the proposed project.

PUBLIC COMMENTS

David Beaufait – Municipal Facilities: Is relieved to hear that we're not rushing ahead and thanks the committee for that. As we move forward, because the focus of that committee has not been on financials, not nearly as much as the engineer and the logistics, a careful look at the finances will be needed.

Mr. Kluge: Is sure a careful look of the finances will be done by the Town's management. There are also some strategic decisions that need to be made, as those projects move forward. One of those is whether they should be separate proposals or linked in some way.

Discussion ensued regarding the timing of projects and dependency on available spaces for operations during the projects.

Ms. Stewart: Expressed that she does not think the Committee has come up with a final plan or recommendation. She thinks that is something we need to be very careful not to tell people, because there are a lot of options on the table and under active consideration. When we start telling people that there is a plan in place when, in fact, there is not, that will create unnecessary confusion and misunderstanding. But it's also part of what the Committee was charged with doing - reviewing all the possibilities. The Board selected people very carefully for this committee. Many of them are professionals with a lot of experience. She is happy with the careful work they're doing.

Mr. Aylesworth: As Town Manager, whether we're talking about facilities or something else, the town's finances and the fiscal implications of projects are always at the forefront of anything that's being

discussed, whether it's a discussion about facilities, equipment, personnel or projects. While the committee's not ready to furnish any formal recommendations at this time, there has been a lot of investigation; looking into funding streams, both grants and favorable loans. Everybody shares the desire to ultimately move forward with a series of recommendations that address current needs and reasonably projected future needs. Everyone's trying to be as lean and pragmatic as possible. Of course you have to be realistic about construction costs these days, and analysis of finances will become more of a focus of the discussion moving forward. There may be a desire to bring in some additional people with experience in capital project funding and management that have not necessarily stepped forward yet. He has no doubt that everything will be looked at from all the right angles.

Mr. Cusick – Undesignated Fund: He understands there's always pressure to use the undesignated fund to reduce the tax burden of the town, taking funds out or not adding to it. He cautioned against doing anything until we are up to the point where we're feeling comfortable with the level of undesignated funds. He understands there's always the desire to reduce the tax burden, but to start giving away that money again we may end up going down the same slippery slope that we went down before. He believes the Town Manager has done a great job improving the Town's finances.

Mr. Cusick – Master Plan: The master plan remains uncompleted. He's spoken with realtors and there's a perception that Enfield is a very inhospitable place to construct, to do anything. There are all kinds of new developments being made elsewhere. There's a need for housing, workforce housing. The completion of the master plan should be pushed very heavily. Let's not be sitting back on our laurels.

Mr. Kluge: As the Selectmen's representative to the Planning Board, Mr. Kluge assured Mr. Cusick the Planning Board is working very diligently on that and making really good progress. The Planning Board is looking for something shorter, more usable, more friendly to people wanting to come into Enfield. The Planning Board is going to have to have a lot of public meetings, public hearings, and public information sessions as part of the process.

Ms. Stewart: Thinks the Planning Board has made a really nice move forward with the RFP for graphic design services because that makes it visually available to people in a way that's cohesive. And the Planning Board Chair made a nice presentation about that.

It was noted how crucial it is to engage people from both sides and inform those who don't want development and those who would like to entice businesses to Town. There's a need to get people talking to each other, have meetings and discussions and maybe compromise down the road, but progress is being made.

Mr. Cusick – Enfield Center Town House: While he thinks the Enfield Center Town House is a wonderful thing that we have, he cautioned the Board that many people are concerned about spending money on that building. It's his understanding that when you start changing the character of the building, i.e., putting a concrete floor in, you might make a difference with regard to it being a historic building. He admitted he could be wrong, but recommended checking because of its historic designation, you have to get approval of.

Mrs. Smith: Responded that it's moving the building it that is an issue. She explained that the Town has \$20,000 in grant funding and the plan is to utilize that \$20,000 just to stabilize the building, so no further rot will happen. Several years ago Dave's Glass Barn restored all the windows. The search for a resolution dates back to when April Whitaker was town manager. At this point in time, we just want to stabilize it so the rot won't go any further.

Mr. Cusick: Expressed acceptance of spending \$20,000 for stabilization, but not spending a lot of extra money on the building.

BUSINESS

Acceptance of Petitioned Warrant Articles

Mr. Aylesworth: One petition was received. Mr. Aylesworth read the petitioned article:

“New Hampshire Resolution to Take Action on Climate Pollution”

“We the town of Enfield hereby call upon our State and Federal elected representatives to enact carbon-pricing legislation to protect New Hampshire from the costs and environmental risks of continued climate inaction. To protect households, we support a Carbon Fee and Dividend approach that charges fossil fuel producers for their carbon pollution and rebates the money collected to all residents on an equal basis. Enacting a Carbon Cash-Back program decreases long-term fossil-fuel dependence, aids in the economic transition for energy consumers, and keeps local energy dollars in New Hampshire’s economy. Carbon Cash-Back has been championed by US economists (Jan 17, 2019 WSJ) as the most effective and air way to deliver rapid reductions in harmful carbon emissions at the scale required for our safety”

“We expect our representatives to lead in this critical moment for the health and well-being of our citizens and for the protection of New Hampshire’s natural resources upon which we rely.”

“The record of the vote approving this article shall be transmitted by written notice to Enfield’s State Legislators, to the Governor of New Hampshire, to Enfield’s Congressional Delegation, and to the President of the United States, informing them of the instructions from their constituents, by Enfield’s Select Board, within 30 days of this vote.”

The signatures have been verified; they got the required 25 signatures.

Mrs. Smith: Moved to place the petitioned article on the Town warrant, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

PUBLIC HEARINGS

Mr. Kluge: Read the public hearing notice:

The Board of Selectmen will hold four public hearings in succession, in accordance with RSA 33:8-a, regarding bonds or notes over \$100,000, Tuesday, February 4, 2020, 6:30 PM, Public Works Facility, 74 Lockhaven Road, Enfield. Hearing #1: for a capital lease (without escape clause) of four Police cruisers in the amount of \$190,000; Hearing #2, to be held immediately following Hearing #1, for replacement of the Oak Hill Road bridge in the amount of \$150,000; Hearing #3, to be held immediately following Hearing #2, for improvements to the municipal water system in the amount of \$1,900,000; Hearing #4, to be held immediately following Hearing #3, for improvements to the municipal sewer system in the amount of \$1,900,000. All four hearings are relative to articles which will appear on the 2020 Town Meeting Warrant for vote at the second session (business meeting) of Town Meeting on March 14, 2020.

Public Hearing #1 Capital Lease of Four Cruisers

Mrs. Smith: Moved to open the public hearing at 6:35 PM, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Chief Holland: The Town Manager charges him each year with looking at the Police Dept. budget. And ensuring that the department is spending our money wisely and efficiently. He has to answer the question “are we providing the best services for the town of Enfield that we can within our budget?” One of the things that came to his attention after he took over as Chief was cruiser rotation, when to replace our cruisers, how we utilize our cruisers. Currently we have a cruiser fleet of five cars. Chief Holland made a PowerPoint presentation that illustrated the advantages of increasing the fleet to seven cruisers, including reduced mileage on cruisers, cost savings both in terms of upfront cost and long-term operating cost, no need to transfer cruiser equipment (lights, radios, cages, etc.) on an annual basis, etc. (presentation attached).

Costs of a new cruiser include transferring of equipment at \$5,000, lettering and painting \$1,600. Now, the hybrid is the base model car for Fords. You actually have to special order the non-hybrids.

There's been talk over the last couple of years about increasing the fleet. Chief Holland explained the heavy use of five cruisers in a department doing back to back patrols.

Chief Holland provided information relative to the average increase in the cost of cruisers over time, current replacement schedule, proposed replacement schedule, the cost savings due to reduced maintenance costs and reduced equipment transfer costs, and other benefits of a new 7 year replacement schedule. Savings will also be realized in fuel costs due to the new cruisers being hybrids. Other departments have had good experience with the hybrids.

The cruisers will be assigned to individual officers. Assignment provides a sense of ownership of the car.

Officers who live in Enfield who are assigned a cruiser will have the opportunity to take the cruiser home. So, if a call comes through the officer is on duty the moment they leave the house to answer that call. Response time should decrease as well. There is also something to be said about the presence of cruisers spread out in the town. The visibility of cruisers is beneficial. Just as Chief Holland doesn't use his cruiser for personal use, that would be the same policy through throughout the department.

Chief Holland: Why now? The department is in the unique situation that it has a couple of low mileage cars that would allow us to carry those over for the seven years.

Mrs. Smith: Asked if there is a requirement that police officers live in town. She was informed the department does not. A little more than half the department live in town. Only those officers who live in Enfield would have the ability to take the car home. If they do not live in Enfield they wouldn't take the car home.

Mr. Kluge: Does this sort of policy sort of assume seven cars, seven officers and that that is going to be the size of the police department for the foreseeable future?

Chief Holland: It assumes we're going to have seven cars. If the department were to have eight officers, Chief Holland expects that all officers would not live in town. If all of the officers did live in town a rotation of cruisers would have to be worked out. The cars that are kept at the station would be in the rotation of officers who live out of town.

Ms. Stewart: We've had an experience with having a vehicle totaled, how would that play into the cycle?

Chief Holland: We've talked about replacing all seven at the same time, but say in year five a car gets totaled and has to be replaced. Then it would be based off the mileage, so we'd probably replace six instead of seven because that car based off the mileage would not be worth replacing with only two or three years of use. Seven years was chosen as the ideal timeline based off mileage calculations. That's a good point to replace cars. After that we start spending a lot of money on maintenance. But the reality is, at the end of seven years, we're probably going to step back and look at this again and if we have three cars that are at eighty thousand miles, which means that we can go another year to get 110,000, we may go to a staggered replacement. They would not be replaced simply for the sake of replacing them, but replacement would be based on performance and mileage.

Chief Holland: In answer to Ms. Stewart's question, Chief Holland explained this is a capital lease purchase. So we actually own the vehicles and they would be paid for in five years, so we have no payment for two years out of the 7 year cycle. And if we did get rid of all seven, we'd have seven to sell off.

Chief Holland: Clarified that the huge savings in the first cycle seven year cycle is we have three low mileage cars that are already outfitted, so in the first cycle we only have to purchase 4 instead of 7, but in the second cycle, years eight through fifteen we're replacing 7. Where we see a savings is, in year one of that second cycle, we're paying year one prices on all seven cruisers. Prices increase an average of \$1,000 a year and we don't have to pay that over the seven year cycle. You're buying them all at year one and that's where your savings comes in.

Lindsay Smith: Ms. Smith understands that increasing the fleet and doing less wear and tear allows a cruiser to stay in service for more years, but is there a way to stagger replacements like reintroducing a replacement cycle vs. hitting people in eight years with a huge price tag? She was informed it all equals out to the same amount of money. Chief Holland went on to explain how the savings is realized over the seven year cycle as proposed.

Lindsay Smith: Anticipating questions others may have, Ms. Smith asked about the logic of going to seven cars vs. 6, 8 or 9? Chief Holland explained that if we had eight or nine cars we'd have one or two cars just sitting around. With six cars the replacement cycle would have to be shorter due to the extra patrol miles on those cruisers. Based mileage and vehicle life, seven years is optimal.

Gary Hutchins: Stated, you're buying a Ford hybrid that Ford makes at 35 miles per gallon. And a Tesla is one hundred and thirty five miles per gallon. Tesla's designed for half a million mile lifecycle. Their aim is for fleets. You can save five to seven thousand dollars per car per year on fuel costs by going with Tesla. Believes they do hold up. They're a million mile car. Taxicabs are buying them. He recommended the Town get a Tesla charger so that you can actually try one out.

Chief Holland: People who we've utilized for outfitting our cruisers won't touch Teslas. Chief Holland is not comfortable with a Tesla. He doesn't want Enfield, at \$80,000-\$100,000 per car, to be the one to test and see if they hold up.

Kurt Gotthardt: Asked if the CIP Committee was asked to add a certain number of dollars per year so at year seven we have enough funding.

Chief Holland: Recommends seven cruisers, not a specific dollar amount. He does give the CIP Committee the same information he has shared this evening.

Ryan Aylesworth: For years we've been appropriating money to CIP and taking money out on a sustainable path, basically one cruiser a year. Because the net effect is actually marginally better, this is not going to make it harder on CIP, this will make it ever so slightly easier. When you look at it over years, we're currently taking a one year break every 4 years (equivalent to a 2 year break over 8 years) instead of a 2 year break over 7 years.

Ms. Stewart: Speaking as the former Board rep to CIP, CIP does not fund things based on what you need each year. It's cost average and is planned forward. So the net effect of cost averaging that \$323,000 is actually lower because you're planning forward not reacting to the plan.

Mr. Aylesworth: In response to an inquiry from Mr. Gotthardt, Mr. Aylesworth explained that with online auction GovDeals we're finding that we're getting superior value as compared to what we see from trade in or a sealed bid.

Celie Aufiero: Why do you have to have seven SUV's with their higher cost? She was informed they don't make the Ford hybrid Interceptor sedan any longer. Discussion ensued as to why the Chief Holland has chosen Ford over other cruiser makes and models.

There were no further questions.

Mrs. Smith: Moved to close the Public Hearing at 7:09 PM, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Public Hearing #2 Oak Hill Road Bridge in the amount of \$150,000

Ms. Stewart: Moved to open the public hearing at 7:10 PM. Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Mr. Aylesworth: This is the bridge near the intersection with Grafton Pond Road that spans the Grafton Pond brook outlet. It's a large diameter corrugated metal culvert that was installed in 1994. The condition of the culvert is rated serious on the State of New Hampshire Municipal Bridges Inspection Program. It's been added to the Red List Bridges. It's one of 241 municipal bridges across the state that is rated as being in poor, serious or critical condition. The middle of the culvert is rusted or nonexistent where it's in contact with the water. In order to avoid costly wetlands permitting, the proposal is to replace the culvert with a bridge similar to the ones that have been recently installed on Boys Camp Road and Lovejoy Brook Road. Those also replaced failed culverts. Those are timber framed bridges. While it is not guaranteed the Oak Hill Road Bridge would be a timber frame bridge, that's the leading candidate at this point. The proposed bridge would be two lanes wide and long enough to span the brook while leaving an adequate stream bed and stable base underneath. We're looking to finance this with a 15 year loan. We've already gotten at least one rate from a local bank at a little over 3 percent.

Mr. Kluge: Invited questions from the public.

Celie Aufiero: She hopes this is as good as the Boys Camp Road bridge; that's a good one.

Mr. Aylesworth: A question he's been asked is about taking advantage of the state's bridge program. They have grant money that is available. While money is available, the extent to which you'd have up-size the project, and pay 50% of that up-sizing, you're actually far better off financially to pay 100% of this smaller project. An up-sized bridge with State funding is not necessarily better, nor does it have fewer wetland impacts. Because these things kind of go in in a modular fashion, the installation piece is relatively straightforward. So you're able to do it in a more environmentally sensitive way than a

conventional bridge. While it will be a bridge vs. a culvert, it won't be up-sized to qualify for State funding.

Jerold Theis: The people who put up the Boys Camp Road bridge did a good job of putting up netting to keep debris from construction contained. When the Town puts this out to bid, he feels the Town should insist that be a part of their construction process. Mr. Theis was informed, from a permitting standpoint, this is one of the kinds of conditions that would be set.

Jerold Theis: Insists there are different qualities of netting used. Sometimes they just put it against the banks. It is better to have it also underneath the construction site so it catches whatever is dropped during the actual establishment of the bridge. That's what the people who installed the Boys Camp Road bridge did.

Mrs. Smith: With no further questions, Mrs. Smith moved to close the public hearing at 7:14 PM, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Public Hearing #3 Improvements to the Municipal Water System in the Amount of \$1,900,000.

Ms. Stewart: Moved to open the public hearing at 7:15 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Mr. Aylesworth: Last spring, working with Horizon Engineering and utilizing state grant money, we did a water system asset management plan. As part of that process there were some public presentations there and there was a level of service workshop; a preliminary plan was prepared and represented at that point. And then the final plan was submitted to the town and has been the basis of a number of different funding applications that we've already pursued. What this work is and what was laid out in considerable detail in the asset management plan, the first phase of the work being funded by this article would include the drilling and installation of a new production well. We have very real water supply concerns when you take into account that our biggest producer, the McConnell well, has serious water quality issues. So we have to be very measured in how we mix that water so we don't exceed any contaminants. Mr. Aylesworth explained the current Pryor and Marsh wells are under-producing. We believe the most cost effective measure is, rather than try to rehabilitate the existing wells and likely not produce any more gains, to drill a new well. Between design and construction, the well costs would be about \$250,000. The remainder of the project costs would be geared towards replacing about 5,500 linear feet of 1903 era water distribution main, specifically in the areas of Maple Street and May Street. This evaluation was done as part of the asset management plan to look at the condition of our system. So phase one is looking at replacing a third of the existing main that has the highest consequence of failure and is in pretty rough shape already. While we would seek the funding authority for the full amount if needed, the hope would be that 45% would ultimately be offset with a grant so the actual borrowing would be substantially less.

Mr. Aylesworth: In response to Mr. Kluge's questions of the likelihood of getting a grant, Mr. Aylesworth explained that it's a very good possibility. Based on a conference call with USDA rural development this past week, it's a competitive process but this is exactly the type of project that they want to fund. So we can feel pretty good about the prospects of getting the funding. Mr. Aylesworth explained we would submit an application, which we are working on with Horizons, in April, the filing deadline. We are not sure how quick the turnaround would be.

Jerold Theis: Asked what the contamination is in the McConnell well. He was informed there is uranium. It's also very hard water, about which the town receives constant complaints. Discussion ensued regarding the location of a new well; avoiding the same aquifer as the one tapped into by the McConnell

well. Currently the area being looked at is in the general area of the existing Marsh and Prior wells. We've never had any water quality issues there and don't believe drilling in that area would generate concerns.

Discussion ensued regarding the payment of the loan by the water ratepayers, as the article is currently written, or with some sort of split, the logic being that even those people not on municipal water see a benefit. Mr. Aylesworth made inquiries on the municipal manager's listserv and an overwhelming majority would place any capital project on the ratepayers, because they get the direct benefit. There are some towns that when it comes to expansions of a system or additions, for a variety of reasons, might work out a split. So there was a town that built a new wastewater treatment plant, and they didn't have a plant before, did a split of 20% paid by taxpayers, 80% by ratepayers.

Mr. Kluge: Noted he could live with the taxpayer paying something if that's the way it went at town meeting. This is something that town meeting would have to have a say in.

Ms. Stewart: Not sold one way or another, she thinks it is up to town meeting to discuss that.

Mr. Kluge: Sees it more, more likely in the sewer realm, because that that can be more hazardous and troublesome when things start falling apart.

There is a benefit received as a taxpayer in having sewer, as the alternative is questionable water quality because you have private septic systems failing, so the benefit goes beyond those actually tied into the system.

Mr. Cusick: Pointed out the tax payers who aren't on sewer system already got slammed with the failure to keep the sewer and water rates up with the actual cost. Mr. Cusick pointed out that maybe 2/3 of the people living in Enfield are drilling their own wells. The Selectmen should determine who is going to pay this back.

Mr. Kluge: Would like to leave it up to the people at town meeting to make that decision.

Mr. Aylesworth: The water and sewer article mirror each other in structure; both are currently worded to be paid by the ratepayers. The users of the sewer system would pay for the sewer projects and the users of the water system would pay for the water projects. Both of these essentially represent replacement of existing components. In other towns, of which there were dozens who weighed in, with projects where it is replacing existing components, even if they're somewhat substantial dollar figures, tend to be paid for by the ratepayers. The difference is when they got into expansions of a system or major upsets, that's when some sort of proportionate amount is really worked out.

Mr. Aylesworth: The most recent rate increases that the Board acted on in December, which were significant corrections to rates, were made in anticipation of this debt service. Even with those increases, our water rates are still significantly below state average.

Mrs. Smith: Followed up on a comment made by Mr. Cusick; those on their own well and septic maintain those systems and none of it is free.

Discussion followed regarding the payment of the TIF District water and sewer extensions from the TIF Fund and how the taxes from improved properties within the TIF District go into the TIF Fund.

David Beaufait: Asked what the breakdown was on the sewer directional bore by the lake. He was informed it was a 50/50 split. The reason for the split is because there wouldn't have been changes made

to the sewer main there had there not needed to be work done on the bridge. Because the bridge and the road is a general project and the general fund project was causing us to do work on the sewer main, it made sense to share that cost.

Mr. Kluge: Asked the feeling of the Board members.

Ms. Stewart: Is fine with the article. She feels it's good for our community to have these discussions. She would like to see this go forward unchanged.

A brief discussion ensued regarding the Marsh well and the rehabbing of this existing well having a lower likelihood of success than drilling a new well. .

Mrs. Smith: Moved to close the public hearing at 7:33 PM, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Public Hearing #4 Improvements to the Municipal Sewer System in the Amount of \$1,900,000

Ms. Stewart: Moved to open the public hearing at 7:34 PM Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Mr. Aylesworth: Mr. Kluge noted that many of the same arguments come into play with this article. Mr. Aylesworth went on to explain that the town used a different engineering firm and similar asset management planning process. That project is in the final stages. The Board has recently heard from DPC engineering who walked the Board through the work that's been done and looking ahead to what might be done. Unlike water, these numbers are a little harder to pinpoint, only because there's an upfront diagnostic piece. They're going to do a lot of closed caption TV work to figure out where we have inflow and infiltration (I&I), basically groundwater penetration coming into the system. We pay Lebanon for any flow, water, matter or otherwise, that goes through our collection system, into Lebanon's collection system and Lebanon's wastewater treatment plant. There are times of the year during heavy runoff and flooding events where 30% to 50% of that flow is unintended water getting in from the ground; we're being billed for that, so in the long run it behooves us to fix that. This is a ballpark figure, in a sense, because we don't know exactly, until we start scoping, what's down there and exactly how much pipe needs to be replaced. So we've put an upper level ceiling on how much pipe rehabilitation work could happen. All the other project budget components are basically well-known being about a \$1 million. The closed caption TV work would be basically system wide, but the sections that need to be replaced would be determined once we actually complete that diagnostic.

Mr. Kluge: There are many problems with the manhole areas.

Mr. Aylesworth: Concurred, including raising and uncovering manholes. There are components of the system that in the previous phase of the study they weren't able to gain access to because, in some cases, there sections of road where state contractors have paved over manholes. In the last phase they evaluated everything they could gain access to, but they evaluated in a less in depth way than they would with CCTV work, a whole new level of tool and diagnostic evaluation.

Mr. Aylesworth: And the financing, again, USDA rural development, hoping again for up to 45% grant funding. It's also possible that we will set these up together as an integrated funding package to USDA rural development. Whether they're intertwined or they're separate, the big thing is we need to make sure the USDA rural development understands all our needs, because if they look at the water projects in isolation, they might not think you're as needy, but if they look at the water projects in combination with the sewer work (and a lot of these are the same customers and so they're paying for both) it's different.

Mr. Aylesworth: As with the water article funding we'd apply in April. There is no exact date but we should know the results by September. So engineering would happen in the fall and winter and it wouldn't be until the following year that any work would be done on the earth.

Celie Aufiero: Mentioned how building can cause runoff that goes down to the road since it has no place to go; that's going to happen when you get new development that doesn't allow the soils to take up the water.

John Carr: Asked that the financing be reviewed again. He was informed the total cost for each is \$1.9 million. \$1.8 million on the water side would come in the way of debt service paid for by the ratepayers with the remaining \$100,000 coming from existing water system capital reserves. So in this case \$1.8 would be borrowed with up to 45% grant funding used to offset that. The hope is that something like \$800,000 comes in the form of a grant and we're only borrowing \$1 million. But you don't know until you pursue it.

On the sewer side, no capital reserve funds are being brought to bear. So it's \$1.9 million in debt service less whatever we can get in grants. That debt service too would be paid by the users of the sewer system, as the article is currently worded. If these go forward as worded it would require an amendment at town meeting to come up with a different split. USDA is a 30 year loan and right now it's about a 2 percent interest rate, a rate Mascoma Bank can't really compete with.

Mrs. Smith: As there were no further questions, Mrs. Smith moved to close the public hearing at 7:42 PM, Mr. Stewart seconded, vote unanimous in favor of the motion.

By consensus, the Board agreed this article should move forward as presented.

Finalize 2020 Annual Town Meeting Warrant & Review of Draft Budget (MS-737)

Mr. Aylesworth: Updated the Board on the budget as it currently stands. At the last Budget meeting a fair amount of time was spent talking about the undesignated fund balance in the General Fund. There is a concern among some members of the Budget Committee that while we want to get to our target, we want to get healthy, we want to get to the board established level, which is 12 percent of our operating budget, that we may be growing the fund balance too quickly. Having a different perspective on that, Mr. Aylesworth feels once we hit our target it becomes a very different conversation about how much we are adding to fund balance on an annual basis. But until we get there, Mr. Aylesworth is comfortable with the general trajectory the Town is on. The Board was provided a handout that illustrates the fund balance change over the years and the trajectory we're on now. We're getting back up to where we were circa 2013. The Board recently established a policy based on the review of best practices and what the vast majority of municipalities are doing. Twelve percent was set as the target, inclusive of school payments, so anything that we pay out, not just our general fund budget. Right now the total operating budget is around \$18 million, so 12 percent of that is a little over \$2 million. We've had a number of discussions in the Budget Committee about how quickly we're getting there. There's been more discussion of late about using our undesignated fund balance for things that are appropriate uses of fund balance. We're still adding to the balance at a faster clip than we're taking funds out, so we may want to be a little less conservative about what we take out for one-time projects and purchases, so the rate of growth in the fund balance is a little slower.

Mr. Aylesworth: The general fund, it's little less than 2 percent increase in budgeted amount over last year. The projected new tax rate is anywhere from 1.3% to 2.3% increase. 2.3% would be the correct number if we assume no increase in overall valuation. A 1% increase in net valuation during a non reval year is not unusual. Even if you assume a conservative approach with no increase in net valuation it's

still only about 2 percent increase in the tax rate. And that's funding our needs and increasing the amount of the appropriation to the CIP capital reserve fund.

Ms. Stewart: Thinks Mr. Aylesworth characterized fairly the budget committee's sentiments and the challenges of the discussions.

Mr. Aylesworth: Mr. Aylesworth further discussed the fund balance graph that illustrates our goal and where we are currently. Discussion ensued regarding how the Town got to the point that the fund was depleted years ago and importance of restoring it to a healthy level, which has been happening steadily since Mr. Aylesworth became Enfield's Town Manager. Our bookkeeper provides a monthly summary to Mr. Aylesworth; sort of a snapshot of our operating account bank balance with a year-by-year comparison.

David Beaufait: Right now we are still experiencing a fairly good economic boom over the past decade, and we're still below the recommended range for fund balance. That's concerning because sooner or later there will be a downturn in the economy that will affect us.

Mr. Kluge: Expressed his displeasure over the Budget Committee cutting the Selectmen stipends by 50 percent. He recognizes the reason we all do this is that it is a public service. We're not doing it for the money; it's not that much. However, to have it taken away without discussion, in particular to have a another board member remove it, it is sort of a slap in the face to him. What the Selectmen do is not just what they do here at this table in front of that video camera. Each is on at least one other committee; some are on two other committees. The Selectmen are held responsible for the plowing of roads, grading of roads, water and sewer issues and sign legal documents. The Selectmen have final responsibility for those things. The cut is purely symbolic. It's symbolic because somebody or another four or five people on the Budget Committee decide they needed to save a little more money somewhere.

Ms. Stewart: The Budget Committee went through and made quite a few cuts; looking for money everywhere. They went right down the line and there was a lot on the table. Some of them felt maybe car washing wasn't appropriate. There was a lot of discussion on whether we pay out small amounts to some of the nonprofits. So it was a pretty challenging. And the initial proposal for cuts was half a million dollars, it was pretty serious. It wasn't that the Committee had specific areas they wanted to cut that amounted to \$500,000, but it was \$500,000 across the board. A motion was made for \$100,000, and to direct the Town Manager to go back and look for areas to make cuts and he did his best, she feels, to make reasonable proposals. You don't want to affect operations when you've made a reasonable budget.

The Budget Committee had discussions about the need for the requested budget when money is going into the undesignated fund.

Ms. Stewart: If you are careful with money and you don't need it, that's fine, but you shouldn't budget to not put it in an undesignated fund just to make people happy.

Members of the public showed their support for an amendment to restore the \$4,500 in cuts to the Selectmen's stipends.

Ms. Stewart: In support of the Budget Committee and the fact that it's a non-operational expense, Ms. Stewart wouldn't support it. She feels if we're being asked to cut so much and we're asking people for 1.9 million dollars in water and sewer, sometimes you have to make concessions.

David Beaufait: Thinks Ms. Stewart makes the point that the leadership has to take a part of cuts, but Mr. Kluge's points are well taken.

Discussion ensued regarding the hours of work done by the Selectmen, the fact that the \$100,000 figure for cuts was an arbitrary number, that the Budget Committee didn't identify particular areas they thought should be cut, and the pressure to spend money so budgets aren't cut the next year. The guidance provided to Mr. Aylesworth by the Budget Committee was to find \$100,000. Mr. Aylesworth came back with about \$35,000 in cuts and the Budget Committee identified another \$22,000 or \$23,000 resulting in a mid \$50,000 reduction. That includes the \$4,500 which could be reinstated. Discussion continued relative to the \$4,500 cut and Mr. Kluge's displeasure that it was done without the Selectboard knowing about it.

Article 8: (Lease without Escape Clause) To see if the Town will vote to authorize the Board of Selectmen to enter into a long term lease/purchase agreement in the amount of \$190,000 payable over a term of five (5) years for the purpose of leasing four police cruisers. The Capital Improvement Program Capital Reserve Fund, which the Board of Selectmen is agent to expend, will be used for the annual principal and interest payments for the life of the lease.

Ms. Stewart moved to recommend Article 8, Mr. Kluge seconded. Ms. Stewart & Mrs. Kluge voted in favor, Mrs. Smith abstained, motion carried by a vote of 2-0.

Article 9: To see if the Town will vote to raise and appropriate the sum of **\$150,000** to replace a bridge on Oak Hill Road, to authorize the issuance of not more than \$150,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. The first interest payment will be due in 2020. The Capital Improvement Program Capital Reserve Fund, which the Board of Selectmen is agent to expend, will be used for the annual principal and interest payments for the life of the loan. Should both Articles 9 & 14 be approved, it is the intent of the Board of Selectmen to pursue integrated funding opportunities.

Articles 9 & 14 (sidewalks) are two separate articles as they're separate questions, but if both are approved they'll be combined into one financing package.

Ms. Stewart moved to recommend Article 9, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Article 10: To see if the Town will vote to raise and appropriate the sum of **\$1,900,000** to make improvements to the municipal water system (including preparation of a funding application to USDA, hydrogeological work, design and construction of a new well to increase drinking water supply, and replacing approximately 5,500 linear feet of water distribution main) to authorize the issuance of not more than \$1,800,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33), to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to authorize the withdrawal of up to \$100,000 from the undesignated fund balance of the Municipal Water Fund to reduce the amount borrowed. It is the intent of the Board of Selectmen to make associated future principal and interest payments from the Municipal Water Fund operating budget for the life of the loan. Should both Articles 10 & 11 be approved, it is the intent of the Board of Selectmen to pursue integrated funding opportunities while insuring that all future principal and interest payments are made from the appropriate fund on a proportionate basis.

The intent is to use the Municipal Water Fund to cover the costs of any debt service associated with this project.

Ms. Stewart moved to recommend Article 10, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Article 11: To see if the Town will vote to raise and appropriate the sum of **\$1,900,000** to make improvements to the municipal sewer system (including preparation of a funding application to USDA, improved access, infiltration and inflow removal, manhole rehabilitation, CCTV inspection, pipe rehabilitation), to authorize the issuance of not more than \$1,900,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. It is the intent of the Board of Selectmen to make associated future principal and interest payments from the Municipal Sewer Fund operating budget for the life of the loan. Should both Articles 10 & 11 be approved, it is the intent of the Board of Selectmen to pursue integrated funding opportunities while insuring that all future principal and interest payments are made from the appropriate fund on a proportionate basis.

This would have a similar funding mechanism to Article 10, except the funding would come from the Municipal Sewer Fund operating budget for the life of any loan. Upon Mrs. Smith's inquiry, it was explained that the presentation of this article at Town Meeting will touch on the possibility of a 45% grant. The possibility of a grant is also included in the Warrant Narrative that will be included in the 2019 Annual Report.

Mrs. Smith moved to recommend Article 11, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Article 12: To see if the Town will vote to raise and appropriate the sum of **\$75,000** for wastewater planning related to recommended follow-up sewer system investigations from the 2019 Wastewater Asset Management Project, and to authorize the issuance of not more than \$75,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon; said borrowing to be from the NHDES Clean Water State Revolving Fund of which 100% of the principal is to be forgiven. There will be an interest payment due in 2020. The Municipal Sewer System Capital Reserve Fund, which the Board of Selectmen is agent to expend, will be used for the interest payments for the life of the loan.

Article 12 relates to work that would be done to mitigate inflow and infiltration on the municipal sewer system. Here there is a smaller pot of money within the NH DES Clean Water State Revolving Fund (SRF). We've gotten monies here in the past for the Water Asset Management Project and the Wastewater Asset Management Plan and other recent efforts, with 100% principal forgiveness. So if we're accepted, this funding could be used to help mitigate inflow and infiltration. Worst case scenario, if that work was completed over one year and disbursements were made over one year, we're talking about \$1,000 in interest, which is a pretty good ratio to get \$75,000. It's more of a stretch that we'll obtain this funding, but this article authorizes the Town to seek the funding.

Mrs. Smith moved to accept Article 12 as written, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Article 13: (Lease without Escape Clause) To see if the Town will vote to authorize the Board of Selectmen to enter into a long term lease/purchase agreement in the amount of **\$48,000** payable over a term of seven (7) years for the purpose of leasing one Public Works one-ton pickup truck. The Capital Improvement Program Capital Reserve Fund, which the Board of Selectmen is agent to expend, will be used for the annual principal and interest payments for the life of the lease.

The 2003 Ford F-350 is a truck with a 10 year estimated lifespan; it's now in its 18th year of service. The truck is used for road checking and parking lot plowing, cold patching, sign work, towing road rakes and light trailers. The truck had its body replaced several years ago due to rust issues, which are now showing

up in the cab and frame. The 2003 truck is equipped with a six liter diesel engine and is well documented that this particular model is having problems since the manufacturer put it in the production line. The replacement truck will be set up with a flatbed body and a plow. It's the opinion of the Director of Public Works that delaying replacement of this vehicle has the potential to result in increased vehicle maintenance costs and reduced efficiency of both summer and winter road maintenance operations. And just like the two police cruisers would be our intent to use govdeals online auction to sell the old truck.

Mrs. Smith moved to recommend Article 13, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Article 14: To see if the Town will vote to raise and appropriate the sum of **\$40,000** to replace sidewalks in the village area, and to authorize the issuance of not more than \$40,000 of bonds or notes in accordance with the provision of the Municipal Finance Act (RSA 33) and to authorize the municipal officials to issue and negotiate such bonds or notes and to determine the rate of interest thereon. The first interest payment will be due in 2020. The Capital Improvement Program Capital Reserve Fund, which the Board of Selectmen is agent to expend, will be used for the annual principal and interest payments for the life of the loan. Should both Articles 9 & 14 be approved, it is the intent of the Board of Selectmen to pursue integrated funding opportunities.

Ms. Stewart moved to recommend Article 14, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0).

Article 15: To see if the Town will vote to raise and appropriate the Budget Committee recommended sum of **\$6,931,960** for general municipal operations. This article does not include appropriations contained in special or individual articles addressed separately.

This is the operating budget proposed as of the close of the last Budget Committee meeting. It's possible that there could be additional tweaks proposed at tomorrow's budget hearing. So if the Selectmen vote on this article, they're voting on it as printed. If that number changes at the budget hearing, it will be necessary to have the Selectmen vote on the new number.

Ms. Stewart moved to recommend Article 15, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Article 16: To hear the report of the Municipal Facilities Advisory Committee relative to the evaluation of existing facilities and an examination of alternative options and conceptual designs that meet the Town's municipal facility needs.

The MFAC wanted to have this article on the warrant as they feel it's really important to provide a progress report and while there will be informational meetings, there's a large audience that regularly attends Town Meeting that may not attend other meetings.

Ms. Stewart moved to include Article 16 on the warrant as printed, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Article 17: Shall the Town vote to adopt the provisions of RSA 261:153 to collect an additional motor vehicle registration fee of \$5.00 per registration for the purpose of supporting a municipal transportation improvement fund. Said fund shall be a capital reserve fund established for this purpose and governed by the provisions of RSA 35, and the Board of Selectmen shall be appointed as agent to expend from said fund. All fees collected will be deposited in the newly created Municipal Transportation Improvement Capital Reserve Fund to fund, wholly or in part, improvements in the local transportation system

including roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities, electric vehicle charging stations, and public transportation.

The additional fee shall be collected from all vehicles, both passenger and commercial, with the exception of all terrain vehicles as defined in RSA 215-A:1, I-b and antique motor vehicles or motorcycles, as defined in RSA 259:4.

Currently the CIP capital reserve fund (CRF) is our only mechanism for funding major roads projects. The idea here is to create a dedicated funding stream. Towns that do have this type of fund are using the equivalent of our CIP CRF more for equipment, apparatus and vehicles and less so for roads, bridges, etc. Based on about 6,000 vehicles registered annually, that would be about \$30,000 a year into the fund.

Mrs. Smith moved to recommend Article 17, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Article 18: To see if the Town will vote to raise and appropriate the sum of \$35,000 for community master planning with said funds to come from unassigned general fund balance.

Mr. Kluge: It's pretty essential for us to hire some expert help with this process. It's a complicated, cumbersome process and the Planning Board needs help in designing public meetings and putting together the language, and helping them come to the conclusions they need to come to, and helping to do research. The past has proven that if it's left up to the Planning Board, they just get distracted by the work of the Planning Board and it doesn't get done as it has not been done for many years. He acknowledged that it sounds like a lot of money, but thinks the \$35,000 is important.

Mrs. Smith: Finds a problem with it because the Town has a full time planner and while she can understand getting some help she thinks \$35,000 is a large sum of money.

Mr. Aylesworth: Communities that have outsourced 100% of these projects because didn't have a staff planner have paid considerable sums, often six figures over the course of a 12 to 18 month process. Even those communities that do have a planner on staff, such as Lebanon and Hanover, still have consulted with an outside firm for this sort of project. This project cost figure, which is a significant number, would be substantially higher without the benefit of an in-house planner to take on some of the labor and ultimately offset some of the cost.

Mr. Cusick: Thinks if you get somebody that has a wide range of knowledge that helps you when you present it to the town; they can answer questions having knowledge of a wide range of topics including, conservation, sewer and water, how these things affect the how your town is valued and how you how you structure it? The Town doesn't necessarily have that kind of expertise, even if we do have a town planner.

Mr. Kluge: Noted we have a staff member with the title of town planner, who is a great guy, works hard and has made incredible progress in his fund of knowledge, but he is not an experienced planner.

It was noted that the Town has had a town planner for many years and we're still working with the 1995 Master Plan. Some work was done in 2003 on a few chapters but they were never adopted.

Ms. Stewart: Chairman Fracht from the Planning Board came and gave a thorough presentation about the components and the reasoning behind what is being proposed. He did a very nice job from graphic design, to communications, to the desire to do surveys and to take in community input, and to make this more of a living document. Changing the format of the master plan was one of the points of discussion and it's a

significant format change they're proposing. This isn't just like changing a couple of words here and there. It takes somebody who has dedicated experience in this area. Many are asked to take something on that's kind of outside of what they do, but maybe they could get it done. And the same thing happens with volunteers. Volunteers are asked to do things and have wholeheartedly tried, but then life gets in the way. When you pay someone, it is their job to hand over a deliverable.

Mr. Cusick: Stated, with all of the funding for different facilities the Town, the Planning Board is not going to get it done in time without some help.

Mr. Kluge moved to recommend Article 18, Ms. Stewart seconded. Mr. Kluge and Ms. Stewart voted in favor, Mrs. Smith was opposed, motion carried by a vote of 2-1.

Article 19: To see if the Town will vote to raise and appropriate the sum of \$30,000 to be placed in the Employee and Retiree Benefits Expendable Trust Fund. This appropriation will come from unassigned fund balance.

This fund was created a few years ago. The idea was to fund it on annual basis. When a staff member retires from service and they've accrued certain amounts of vacation or payables, sick leave, etc., rather than take that out of the respective department's operating budget we're taking it from the trust fund, a dedicated funding source for this purpose. That way when there is an unexpected retirement or departure, events which are not always easy to predict, we're not on the hook for a large expense that wasn't budgeted. The first year that was funded at the \$25,000 level we had one retirement and one unexpected unplanned departure that zeroed out that entire appropriation. We appropriated \$25,000 this past year and there hasn't been any draw on it for employee retirements. So basically we've kept that intact. Looking ahead to 2020, we're anticipating one very long term employee will be retiring and very early in 2021, another one. And there may be others retirements or departures, unbeknownst to us now, that could happen. This is a dedicated funding source to allow us to do that without having an employee separation cause a budget problem. Policies are in place in terms of a cap on vacation and sick time that one can accrue, as well as the amount of sick time paid out upon separation. It is being proposed to take this from fund balance rather than appropriating it from tax dollars, because we have been able to make improvements in our fund balance and this is a relatively nominal amount. Mr. Aylesworth feels this is an appropriate use of fund balance because this is something that, unlike an operating expense, we can choose to fund or not fund in a given year. And once the fund reaches a certain level, we may very well have years when we don't fund it because we don't have to put further amounts in.

Mr. Kluge moved to recommend Article 19, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

Article 20: To see if the Town will vote to raise and appropriate the sum of **\$448,368** to be placed in the Capital Improvement Program Capital Reserve Fund.

This is in keeping with past tradition and is exactly \$26,200 above last year's appropriation. At one point in time this represented a nickel on the tax rate, but is actually 4-1/2 cents on the tax rate now because of increased property value.

Mrs. Smith moved to recommend Article 20, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Brief discussion ensued regarding clarifying the warrant narrative relative to capital project funding, whether that be from CIP capital serves or water or sewer capital reserves.

Article 21: To see if the Town will vote to adopt, pursuant to RSA 72:81, a new construction property tax exemption for commercial and industrial uses (as defined in RSA 72:80). The intent of the exemption is to provide incentives to businesses to build, modernize, or enlarge within the Town. The exemption shall apply only to municipal and local school property taxes assessed by the Town. State education and county taxes are excluded from the exemption. The exemption shall be granted for a maximum of 50% of the increase in assessed value attributable to the improvements, and shall remain in effect for a maximum period of ten (10) years. If adopted, the exemption shall apply to all properties within the municipality for which a proper application is filed. The percentage rate and duration of the exemption shall be granted on a per case basis based on the amount and value of public benefit provided, as determined by the Board of Selectmen. For the purpose of this exemption, in order to satisfy the public benefit requirement a minimum of one of the following must be provided: enhance economic growth and increase the Town's tax base; creation of needed services or facilities not currently available in the Town; redevelop and revitalize commercial or industrial area; prevent or eliminate blight; or, retain local jobs, increase local job base, and/or provide diversity in the job base. If approved this exemption shall take effect in the tax year beginning April 1, 2020 and shall remain in effect for a maximum of five (5) tax years.

The maximum of five tax years might confuse people because there is a reference to 10 years above that. If adopted, the statute is in place for five years. So that means hypothetically, if in year one there was an enterprise that wanted to come to town and the Board felt that what they were doing justified the partial exemption and it was awarded for the maximum of 10 years, even if this came off the books in five years that enterprise that received the 10 years of exemption would be grandfathered in and would get five more years of benefit.

This article was reworded from a previous version based on advice from the town's legal counsel because the statute allows for case by case flexibility and it also allows it to be longer than five years. Because of this greater flexibility it will be imperative to come up with some guidelines that ensure consistency of how this is applied. We wouldn't want an applicant in one year to get a certain consideration and then another applicant, who's pretty much the same thing, be treated differently. It should be spelled out in a pretty explicit fashion.

Mrs. Smith: Called out the term "industrial" which brings to mind smoke stacks and coal mines.

Mr. Aylesworth: Explained the RSA's define what is commercial and what is industrial. The Board can choose to present it either for commercial or industrial or both, but cannot narrow the definition of what qualifies for an industrial exemption. As Mr. Aylesworth understands it, town meeting is not permitted to adopt it in a way that says only light industrial. As a Selectboard, on a case by case basis and evaluating what's appropriate, that's where some of those considerations come in, but it wouldn't be in the language of the article.

Discussion ensued regarding the TIF District where the town would most likely see commercial or industrial growth, certainly commercial, maybe less so at the industrial level. So does this make it ill-advised for us to adopt it? The conclusion that Mr. Aylesworth drew is that we've had the TIF district for a while, we've extended the water and sewer systems, and we've gotten the amount of development or redevelopment that we've gotten. It's been a certain number of years and the fact is we've seen only a certain amount of slow growth which suggests that additional incentives may be needed to help us. This exemption could serve as that incentive.

Mr. Cusick: Having done a lot of development in his life he sees this as a real enticement for people to come in. We put in the sewer and water line and people worried about getting a big box store, but we've gotten very little from that. He stressed the importance of guidelines.

Ms. Stewart: Thinks in conjunction with the master plan, assuming that we pay a little bit of money for some help, a nice flowchart could be created of who you go to, what steps you need to take and make it very accessible for people. Right now, things are going towards White River, but why can't they come to Enfield?

Celie Aufiero: Cautioned against too much growth.

Mrs. Smith: Shared Enfield Village Association efforts to have the zoning changed on Main Street to maintain the ground floor of buildings as commercial space. Since then property owners were allowed to convert the commercial space to residential space.

David Beaufait: The purpose of this seems to him to very much be incentive for startups and he questioned whether it really requires a 50% reduction for 10 years. It was explained to him that these are maximums that are set and the amounts and duration can be set on a case by case basis based on the benefits anticipated. The current wording provides the maximum flexibility

Dan Kiley: You want to keep the flexibility. If a large employer in Lebanon wants to expand but doesn't have a place to do it and they want to come to Enfield, 50 percent off their taxes for a \$10 million project, that's a lot to them. It's also a lot to the town. That's the other thing about commercial properties is they don't add kids to the school. It's gravy money. If it's in the TIF District, all it means is half of what would have gone to the TIF is now exempt, but it's only going to lower the TIF for a finite period of time.

Mr. Aylesworth: The idea is that this is going to help attract enterprise that would not have otherwise happened, so you're getting 50% or 25% or another percentage of dollars you would not have otherwise gotten. All of the existing land use controls still apply.

Ms. Stewart moved to put Article 21 on the warrant as printed, Mr. Kluged seconded, vote unanimous in favor of the motion (3-0).

Article 22: To see if the Town will vote to authorize the Board of Selectmen to enter into an electricity power purchase agreement of up to 25 years with a qualified third party that will install, own and maintain a solar energy system on the Department of Public Works salt and sand shed, and to grant a lease and easement for access to the location of the system. The Town will purchase the local solar energy at a cost of not more than \$0.120/kWh the first year, with an increase of not more than 2% in each subsequent year, and includes an option to purchase the system for no more than the depreciated market rate (as determined by an independent appraiser) during the term of the agreement. The Board of Selectmen would be authorized to negotiate terms and enter into said agreement through December 31, 2020, at which time the authorization would expire and necessitate additional Town Meeting approval.

Mr. Aylesworth: With this article we're setting a ceiling on what that rate could be. Because it would go out to competitive bid, if a firm wants the town's business they still have a very strong incentive to come in with their best offer. We do not have an offer or agreement at this time. The Selectmen don't have to make any agreement if they don't get terms that seem suitable. The Board of Selectmen has the option of just saying no.

Ms. Stewart moved to put Article 21 on the Warrant as printed, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Article 23: Submitted by petition, has already been accepted.

Article 24: To hear the reports of agents, auditors, committees, or any other officers heretofore chosen and pass any vote relating thereto.

Ms. Stewart moved to put Article 24 on the warrant as printed, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

2019 Annual Report/Selectmen's Narrative

Approved, by consensus of the Board, as written.

Update: City of Lebanon Proposed Sewer Development Charge

Mr. Aylesworth: Reported a pre-mediation meeting was held, which was not as successful as hoped for, and another pre-mediation meeting is scheduled for February 25th. If progress isn't made there, then we'll be going for mediation.

Schedule Meeting with Municipal Resources, Inc. – Fire/EMS Transition Planning

Mr. Aylesworth: Chris Olson from MRI, the project lead, would like to come and have an audience with the Selectmen. The report is nearly final, and he would provide an overview of what has been done and MRI's observations; a preliminary "report on the report." We'll see if there's any additional action that needs to be taken at that point. The meeting is proposed for the second meeting in February which will be Tuesday, February 18th due to the Presidents' Day holiday. The Board concurred.

Set Public Hearing Date for Additional Motor Vehicle Registration Fee for Purpose of Supporting a Municipal and Transportation Improvement Fund

The Board set the public hearing date to discuss the proposed additional motor vehicle registration fee for purposes of supporting a Municipal Transportation Improvement Fund that will be voted on at Town Meeting. The Board set the hearing date for February 18, 2020 at 6:30 PM at the Public Works Facility.

ADMINISTRATIVE ITEMS

The Board reviewed and approved veteran's tax credits, elderly exemption applications, property tax refunds due to overpayment, and property tax abatements.

Restoration of Involuntarily Merged Lots (Severance)

Anthony and Nancy Severance purchased two tracts of land. However, the town at some point started taxing them as one lot. The Severances claim they never requested the lots be merged and our assessor cannot find any documentation of a merger or annexation. So the Severances are requesting the Board of Selectmen to restore the lots as separate parcels, which is allowed by state statute.

Mr. Kluge moved to support the reversal of the involuntary merger, Ms. Stewart seconded, vote unanimous in favor of the motion (3-0).

OTHER BUSINESS

Letter to Board of Selectmen regarding Railroad land at 18 Depot St.

Mr. Aylesworth: Some months ago, Lou Barker, from DOT Rails and Transit, called and we started talking about the Depot Street property. We started talking about Depot Street in part because other private property owners on Depot Street are having boundary line issues. So this got them into rooting around and looking at documents and DOT discovered that the Town owns the Depot Street building, the train station that's now our ambulance building, but the State owns the land and there's no agreement in place. The Town has known this all along, but it appears to have been forgotten or overlooked by the

state. DOT is now saying that we need to have a use agreement for the land itself. DOT hasn't necessarily said they're expecting any financial consideration for this.

Donation of Surplus Office Furniture

Chase's Auto Salvage suffered a pretty catastrophic fire. The Board was presented and approved a pro-rated abatement of taxes because of the fire damage.

The Town has some surplus office furniture of very limited value that Chase's might be able to use.

Ms. Stewart moved to authorize the Town Manager and Assistant Town Manager to donate excess furniture that the Town has in storage, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Application for Sewer & Water Connection: Randy Howe

Mr. Howe is planning to put in a car wash down by Hales. The car wash will likely start off with a three bay automated system and may later have an addition of another couple of bays for people who want to manually power wash their cars, etc.

Ms. Stewart moved to approve the application as presented, Mr. Kluge seconded, vote unanimous in favor of the motion (3-0).

Norm Bernaiche – Assessor

Norm Bernaiche has been hired to be the new assessor in Hanover. He will continue to do assessing contractually for Enfield. This new employment will begin in a few months.

ADJOURNMENT

Mr. Kluge moved to adjourn at 8:59 PM, Mrs. Smith seconded, vote unanimous in favor of the motion (3-0). Meeting adjourned

John W. Kluge, Chairman

Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen

Enfield Police Department Vehicle Rotation

Chief Roy Holland

Current Vehicle Cost

- Ford Interceptor SUV: \$35,274 (Hybrid)
- Equipment installation: \$5,000
- Lettering/Paint: \$1,600
- Total per cruiser: \$41,874*

*Additional charges apply for new cruiser equipment



Current Inventory

- 2013 Unmarked Miles: 126,895
- 2016 Patrol Miles: 140,541
- 2017 Unmarked Miles: 31,612 (Chief)
- 2018 Patrol Miles: 25,877
- 2018 Patrol* (2019) Miles: 8,033 (Lt.)
- Patrol vehicles average 72,000 miles per year/1,500 miles per patrol officer a month.

Current replacement cycle

Year	2020	2021	2022	2023	2024	2025	2026	Total
Cars	2	0	1	1	1	1	1	7
Price	\$82,000	\$0	\$42,000	\$43,000	\$43,000	\$44,000	\$44,000	\$298,000
Year	2027	2028	2029	2030	2031	2032	2033	Total
Cars	1	2	0	1	1	1	1	7
Price	\$45,000	\$90,000	\$0	\$46,000	\$47,000	\$47,000	\$48,000	\$323,000
Year	2034	2035	2036	2037	2038	2039	2040	Total
Cars	1	1	2	0	1	1	1	7
Price	\$48,000	\$48,000	\$49,000	\$0	\$98,000	\$50,000	\$50,000	\$343,000

Proposed new replacement cycle

Year	2020	2021	2022	2023	2024	2025	2026	Total
Cars	4	0	0	0	0	0	0	4
Price	\$38,000	\$38,000	\$38,000	\$38,000	\$38,000	0	0	\$190,000
Year	2027	2028	2029	2030	2031	2032	2033	Total
Cars	7	0	0	0	0	0	0	7
Price	\$63,000	\$63,000	\$63,000	\$63,000	\$63,000	0	0	\$315,000
Year	2034	2035	2036	2037	2038	2039	2040	Total
Cars	7	0	0	0	0	0	0	7
Price	\$67,200	\$67,200	\$67,200	\$67,200	\$67,200	0	0	\$336,000

\$964,000 [current] - \$841,000 [proposed new] = \$123,000 in purchase savings

Upfront Cost Savings

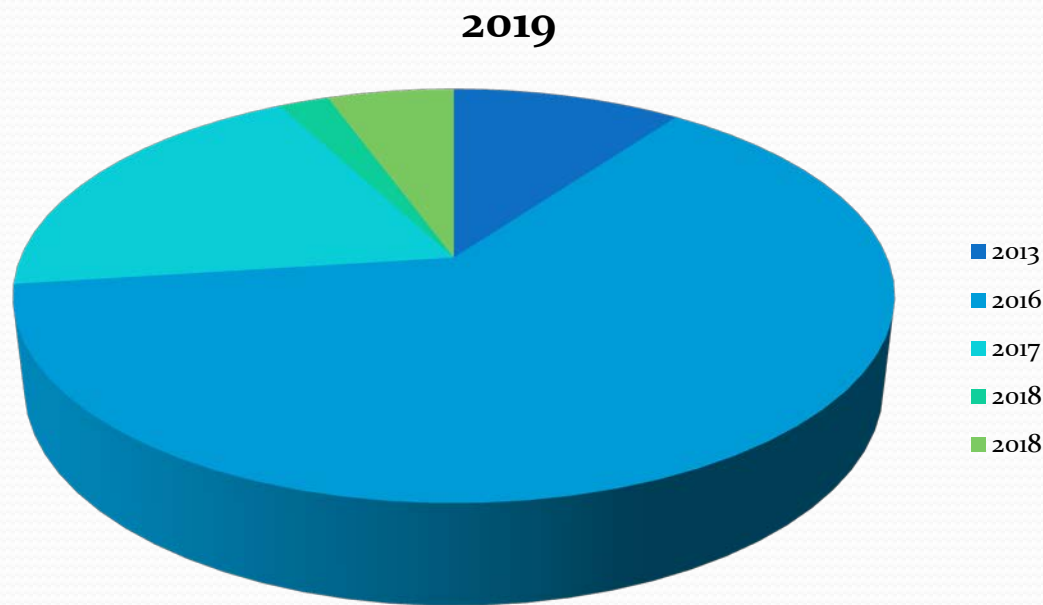
- The Town of Enfield purchases the same number of cruisers (7) over a seven-year period.
- Net savings of \$123,000 over 21-year period
- Largest cost saving in first cycle as a result of not having to replace 3 existing cruisers.
- There is a cost savings associated with not removing and reinstalling the equipment into each of the replaced cruisers. (+/- \$5,000 per cruiser)
- Will be able to keep vehicles in service longer due to spreading out mileage/use

Other savings

- Replacing 4 vehicles this year will allow the department to begin converting to a Hybrid cruiser fleet faster.
- The Ford Interceptor Utility Hybrid averages 7 mpg more than standard utility (26 mpg vs. 19 mpg).
- The Ford Interceptor Utility Hybrid's most significant fuel savings is in the elimination of gas use while idling. The projected savings for the department is over 700 gallons of gas per year. $\$2.50 \times 700 = \$1,500$

Current maintenance expenses

- More than 50% of maintenance budget in 2019 was spent on cruisers with over 110,000 miles.



Assigned Cruisers

- Better maintained vehicles.
- Accountability for damage and service needs, and quicker recognition of issues with vehicle.
- Quicker response time to major incidents by enabling direct response (officers will no longer need to first drive to the station to obtain a cruiser).
- Enhances law enforcement presence in the community (both real and perceived).
- Assigned cruisers are for DUTY USE ONLY.

Why now?

- We are in a unique situation where we have several low mileage cars. This allows for replacing 2 vehicles and adding 2 vehicles this year while extending the useful life of the remaining vehicles.
- 2013-2019 - \$204,000 spent on 5 car rotation.
- 2020-2026 - \$298,000 projected spending on 5 car rotation due to increase in cruiser pricing.
- 2020-2026 - \$190,000 would be spent on 7 car rotation.

TOWN MANAGER REPORT – FEBRUARY 4, 2020

General Information and Updates from Departments

- The February issue of the Town's monthly newsletter will be issued on February 6 (so as to include a final report on the proposed 2020 budget and Town Meeting warrant).
- It was busy this past week in the Land Use and Community Development office. Here are some of the highlights:
 - Local landscaper Mike Burns has expressed interest in the former Rafael's Cucina site. He is aware of the floodplain and floodway challenges of the site, but does not seem deterred. He wants a site to operate his business out of (think bark mulch, stone and pavers) and most likely would like to rent additional space for income. He and I also looked at alternate locations in Enfield. The Hawthorne site, Brownie's, LaCroix land and Rt. 4A sites are all being considered.
 - Jim Kelleher- 71 Main Street- Five town houses proposed and designed for the site across from George's. He has removed the old buildings (Hammond) and is scheduled for a conceptual discussion with the PB in late February. He will need ZBA variance relief and major site plan approval to make this happen, but it could end being the first new construction on Main Street in quite a while.
 - Randy Howe (of Randy's Sunoco in WRJ) is designing a three bay "touch free" carwash business for the Hale property near the Canaan line on Rt. 4. He has provided drawings and plans and will be in for a conceptual discussion with the PB on Feb. 26th. He would also propose vacuum cleaners and a future expansion of "you wash" bays.
 - Tom Hersey is interested in the commercial property on Old Route 10. The site was approved for a 10,000 square foot building/business in 2007. Tom is interested in pairing the site with his equipment business already approved and in operation on Rt. 4 in the CB zone.
 - Jody Roberts who has purchased the former Brookside Plaza (Movie Market and Family Pharmacy) has gained a new tenant in the form of Pellegrino's. I have Pellegrino's on the PB agenda for a site plan review in Feb. They will be adding an Italian deli and grocery to complement their farmer's market. Mr. Roberts is busy adding more tenants to round out the plaza. He is looking for a butcher and a baker (but no candlestick maker).
- Unfortunately, despite having a very robust pool of initial applications (approximately 50), the Police Department's search for a full-time patrol officer to fill the current vacancy did not yield a selection. As a result, a new position announcement was published in a number of different venues on February 3 with the hopes that a second search will be successful. A copy of the position announcement, as advertised in the NHMA classifieds, can be found here:
 - <https://www.nhmunicipal.org/classified/police-officer-63>
- On January 29, the Town Manager, DPW Director, and Town Counsel took 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. 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. Unfortunately, this pre-mediation meeting did not result in progress toward a resolution that Enfield would support. 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. The Town Manager and DPW Director have agreed to a follow-up meeting (pre-mediation) with Lebanon officials to review financial information relative to Lebanon's sewer system and treatment works. This meeting will be taking place on February 25.

- The Highway Supervisor (Scott Johnston) continues to make progress with his rehab from knee replacement surgery and is expected to be back working on February 10. However, his return to work will be of a short duration as he is scheduled to have surgery on the other knee at the end of the month.
- After a much longer delay (caused by the vendor) on the body work than had been initially anticipated, the DPW Highway Division took delivery of the new F-550 last week. Decals are being applied and the vehicle will go into service very shortly. The F-550 pickup truck is equipped with plow, wing, and sander and is replacing an existing 2009 F-550 (similarly outfitted) that is used to plow and treat the streets and parking lots in the Enfield Village Area.
- Every five years the entire fleet of municipal vehicles must be re-registered (all Town and state fees are waived as municipal vehicles are exempt), and this is currently in process.
- On January 30, the Town Manager and some IT professionals met again with the Town's new managed service provider (MSP), SymQuest, to review a modified proposal for IT hardware and software upgrades for 2020. This new proposal would involve the Town's IT environment moving from a conventional "on prem" approach to IT (i.e., maintaining physical servers) to a hybrid on-prem/cloud computing solution. This updated proposal appears to be relatively close to what the Town will ultimately execute, but some final adjustments are expected. The CIP-CRF is the recommended source of funding (total project cost is presently estimated to be approximately \$40,000) for the proposed IT hardware/software upgrades.

Project Updates

- Copies of the draft Town Meeting warrant article narratives/explanations have been separately enclosed in the informational packet for the February 4 BOS business meeting. These narratives are intended to help inform the final decisions that both the Board of Selectmen and Budget Committee reach on the articles presented at the 2020 Town Meeting.
- The CIP Committee and Town Manager met on January 14 and will meet again on either February 11 or 13. 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. An updated summary of what equipment and projects have been recommended for funding in 2020 has been separately enclosed as part of the BOS' information packet for the February 4 meeting.

- At its January 28 meeting, the Budget Committee further reviewed and discussed the *adjusted* final budget recommendations that the Town Manager developed in accordance with the Budget Committees feedback and directives conveyed at the January 7 meeting. As was previously reported, 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 asserted that reducing the General Fund appropriation by this amount would likely have implications on the ability of municipal departments to maintain the desired level of service, the Town Manager completed another intensive review of the budget and identified an additional roughly \$35,000 in additional reductions at the Budget Committee's January 28 meeting. After considerable discussion and review of individual department budgets, the Budget Committee ultimately voted to reduce the budget by an additional roughly \$20,000.

The Budget Committee's present 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 \$6,931,960, or an increase of 3.81% above 2019 (\$6,677,736). It should be noted that a significant portion of this increase is attributable to budgeting for an additional roughly \$82,000 payment on the US Route 4 water/sewer system extension loan (which is paid out of the TIF Fund). If this added debt service payment were set aside, the year-over-year increase would be approximately 2.6%. With respect to the General Fund, the proposed operating budget calls for an appropriation of \$5,616,591 (an increase of 1.95% above the 2019 budget of \$5,509,069). The "bottom line" operating budget does not include vehicle replacements, infrastructure projects, or other non-recurring expenses funded from capital reserves. Once presently forecasted levels of non-property tax revenues are factored in, it is anticipated the municipal portion of the 2020 tax rate will be between \$7.43 and \$7.50 per \$1,000 of assessed valuation. This represents an estimated increase of roughly 1.35% to 2.36% from the 2019 municipal tax rate of \$7.33 per \$1,000 of assessed valuation.

The Budget Committee next meets on February 5 to hold the annual budget hearing. A draft MS-737 ("Proposed Budget" as filed with the NH Department of Revenue Administration) has been prepared and will be amended as needed following the February 5 budget hearing.

- The Municipal Facilities Advisory Committee (MFAC) last met on January 27 and will be meeting again on February 10. During this meeting the MFAC cast official votes to recommend that the Town formally embrace the concept of a renovated and expanded Whitney Hall, which would house Town Offices and the Library. The Library Trustees were in attendance and signaled their own support for this approach. As such, previously developed conceptual plans for a standalone library at the rear of the Whitney Hall parcel are being officially scrapped in favor of the new concept is Bread Loaf is developing. Additionally, the MFAC discussed the overall project timeline and the group reached consensus that the best course of action is to allot additional time for refinement of the conceptual designs and associated cost estimates contemplated to date, with a goal of presenting formal recommendations to the Board of Selectmen in the spring (likely May 2020). The Board of Selectmen can then reach its own determination on what it wishes to present to residents for action at the March 2021 Town Meeting.

Aside from these activities, a large portion of the meeting was dedicated to providing members of the MFAC and municipal department heads an opportunity to become acquainted with the

new architect that Bread Loaf has assigned to the project as a result of John Dale's completely unexpected passing. The Town will be working with Jim Pulver, who is Bread Loaf's Vice President of Architecture. A brief biographical sketch for Jim has been enclosed separately. The meeting also provided an opportunity for Jim to begin getting up to speed on the project and posing a significant number of questions to members of the MFAC and department heads. Jim and Paul Wyncoop (Project Manager) are scheduled to return to Enfield on February 7 (Friday) to complete more in-depth visits to pertinent sites and visit with local officials. They will then return again for the MFAC's next business meeting on February 10.

- As has been previously reported, 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. MRI will be joining the Fire Chief and other FD command staff for an officers meeting on February 16. A final/close-out meeting with members of the Fire/EMS Working Group will take place in early-March upon return of one of the members from some out-of-state travel. MRI's lead consultant on the project, Chris Olsen, is in the process of compiling his final report and other deliverables, and plans are tentatively being made for him to present some of the highlights to the Board of Selectmen at the February 18 business meeting.
- The Town recently issued two requests for proposals (RFP) relative to the master planning process. One of these RFPs related to graphic design services and the other for master planning consulting services. The deadline for submissions for graphic design services was January 30 and the Town received two proposals (which are currently being reviewed). The deadline for submissions for master planning support services is February 18. Copies of these RFPs can be retrieved here:
 - https://www.enfield.nh.us/sites/enfieldnh/files/uploads/request_for_proposals_-_graphic_design_services.pdf
 - https://www.enfield.nh.us/sites/enfieldnh/files/uploads/rfp_-_community_master_plan-final_1.pdf
- Architect Paul Mirski recently provided the Town Manager with updated site plans and construction designs relative to the planned to open-air pavilion and other Mascoma Lakeside Park improvements. These plans will subsequently be shared with members of the Mascoma Lakeside Park Committee for review/feedback. It will be necessary to finalize these plans and publish a request for proposals for construction services as soon as possible if the Town is going to be able to secure a qualified contractor during the summer 2020 construction season. As a reminder, the Town Manager previously submitted an official request to NH DOT for the Bureau of Rail & Transit administrator to act on. Once written confirmation of DOT's approval has been granted, the Town can move forward with issuing a new RFP for construction services. The Town is still awaiting a formal response from DOT, and have been informed this is forthcoming.
- The Town Manager and Building Inspector have been in communication with multiple local contractors relative to the needed repairs for the Enfield Center Town House. The perspectives and insights provided by these contractors will help inform necessary adjustments to the scope of work that has served as the basis for previously issued RFPs. A new possibility that is being considered is filling in the entire foundation with earth and concrete to reduce/eliminate the potential for floodwater from the brook to continue to get underneath the building and cause future damage (i.e., wood rot, support separation, etc.).

Recent/Upcoming Meetings

- The Town Manager participated in a meeting of the UVLSRPC Executive Committee on January 22. The Town Manager will take part in the UVLSRPC bi-monthly full commission meeting on February 12.
- The Budget Committee met 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 annual Budget Hearing is February 5.
- The Municipal Facilities Advisory Committee last met on January 27, and will next meet on February 10.
- The CIP Committee will be meeting again on February 11 or 13.
- The Town Manager, DPW Director and Town Counsel joined officials from the City of Lebanon in a pre-mediation meeting relative to Lebanon's recently enacted sewer development charge on January 29. A follow-up meeting has been scheduled for February 25.