

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

DATE: Tuesday, February 18, 2020
TIME: 6:00 PM
LOCATION: Public Works Facility, 74 Lockehaven Road

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

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

OTHERS: Emily Curtis, recording secretary; Rob West, Kevin Davis (SymQuest), Carrie Flanagan-Sullivan (SymQuest); Mike Savery, Almon Savery, Linda Jones

CALL TO ORDER

Mr. Kluge called the meeting to order at 6:02 pm.

APPROVAL OF MINUTES – February 4, 2020 and February 11, 2020

The following amendments were requested for the February 4, 2020 minutes:

- Page 11: “Mr. Kluge: Noted he could live with the taxpayer ~~is~~-paying something...”
- Page 12: 12 lines down – correct spelling for ‘Mr. Kluge’
- Page 12: “Mr. Kluge: There are many problems with the man hole areas.”
- Page 14: “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.”

Mrs. Smith made a motion to accept the minutes from February 4th as amended and February 11th as printed. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

COMMUNICATIONS

NHDES Shoreland Permit Application Notice: David Cavannaugh, 47 Meadow Lane, Map 21 Lot 36

Mr. Aylesworth briefed the Board of Selectmen (BOS) regarding an NHDES Shoreland Permit for the excavation of a basement and reconstruction of the existing duplex located on the property.

Notice of Public Hearing from Lebanon City Council

Mr. Aylesworth presented a notice of public hearing from Lebanon City Council regarding the discontinuation of several Class VI roads including: Barden Hill Road, Durkee Road, Atherton Road, and McAllister Road. He noted that some of the roads run into Enfield.

It was noted that most of the roads listed are used for recreational use such as walking, biking, or snowmobiling. If the city discontinues maintaining the roads then the property will be turned over to the private owners and public access will be lost.

Mr. Kluge recommended putting something into writing in response that reflects the public access and environmental implications of discontinuing the roads.

Mr. Aylesworth added that the Conservation Commission may also have an interest in responding to the public hearings as well.

Mrs. Smith added that the Upper Valley Land Trust may have interest in the matter as well.

BOARD REPORTS

Planning Board

Mr. Kluge noted that a subcommittee of the Planning Board opened four proposals today with regard to developing a new Master Plan document.

Enfield Village Association

Mrs. Smith noted that she attended the annual meeting of the Enfield Village Association last week.

Mascoma Lakeside Park Committee

Mrs. Smith noted a Lakeside Park meeting will be held next week to continue discussion with Mr. Mirski regarding the plans for the pavilion.

TOWN MANAGER'S REPORT

- Mr. Aylesworth noted that the owner/operator of Kitchen56, which will be located at 56 Main Street (location of the former 56 Bar & Grill), is pursuing his liquor license for the new restaurant and wishes to also have a live musical performance on a weekly basis. He is asking the Town to formally indicate its concurrence. Serving alcohol and having solo musical performances is consistent with past practices at the site. Mr. Aylesworth informed the Board that the Town's Building Inspector and other appropriate local officials were being provided an opportunity to comment on the request as well. The Board signaled their comfort with the process.
- Mr. Aylesworth stated that the 2019 Annual Report has been finalized and submitted for printing. He noted Ms. Bonnette deserves kudos for the work she did to compile all the report's elements and finalize the document. Ms. Bonnette presented the BOS with a preliminary copy of the report.
- Mr. Aylesworth reported that the town's independent auditing team, Roberts & Greene, has begun field work regarding the 2019 annual budget. He noted that the town finances reflect continued improvement and is optimistic that the audit will be free from any negative findings for the first time in many years.

- Mr. Aylesworth reported that the town has been approved to have Level I and Level II environmental site assessments completed at the former DPW site on Shedd Street. The costs associated with retaining a qualified consulting firm to do this work will be covered by the Upper Valley Lake Sunapee Regional Planning Commission with funding they receive from the US Environmental Protection Agency.
- Mr. Aylesworth noted that, in light of the passing of Leroy Neily, a town water/sewer system operator position vacancy is currently being advertised. Candidates are encouraged to apply by March 16th.
- The “Assistance to Firefighters” Grant Program opened in February. Mr. Aylesworth has requested that the Fire Chief and appropriate command staff review the application requirements and begin preparation for submission as there is a potential to receive funding to cover up to 95% of the cost to purchase a new fire-rescue pumper, which would replace Engine 4. The application will require a significant amount of data and information and is due by March 13th.
- Mr. Aylesworth stated that the town will be working with a private consulting firm to update the town’s Hazard Mitigation Plan. The Town has received a grant to cover 75% (\$7,500) of the \$10,000 project cost. The plan is required to be updated every five years and is necessary to be completed to be eligible for federal funds, including disaster recovery funds administered by FEMA. A committee is being formed to complete the process with the assistance of a qualified consulting firm.
- Mr. Aylesworth noted that the members of the Enfield Police Department and volunteers from the Fire and Ambulance departments will be at Whaleback Mountain for a touch a truck/skiing event. This will also provide an opportunity for members of the Fire and Ambulance departments to mingle with prospective new members.
- Mr. Aylesworth updated the BOS on the Municipal Facilities Advisory Committee and their progress with the latest conceptual designs. He added that the Committee will be prepared to present a brief progress report at Town Meeting.
- Mr. Aylesworth noted that Chris Olsen of MRI was scheduled to present to the BOS; however, it was rescheduled to March to allow for the finalization of meetings.

PUBLIC COMMENT

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

BUSINESS

IT Hardware/Software Upgrades & Projects – CIP Capital Reserve Fund Withdrawal (\$45,000)

Mr. Aylesworth noted that the town had changed IT service providers in recent months. Once the transition occurred a full review of the current IT capacities were examined and found to have

deficits and gaps that should be addressed in the immediate future. He noted that the CIP Committee recommends and supports the utilizations of funds from the CIP Capital Reserve.

SymQuest representatives, Mr. Davis and Ms. Flanagan, were present to speak to the utilization of the funds, which included developing a hybrid server system (on site and remote), getting all Microsoft Office Suites up to date, and developing safety and security protocols. Mr. Davis noted that the lack of standardization from work station to work station is of particular concern, which could be solved by using Office 365 on a subscription basis, instead of purchasing software that needs ongoing upgrades. He noted that the recommendations supported increasing efficiency and productivity, as well as improving the cyber security for the town offices.

Mr. Aylesworth added that he had requested members of an ad-hoc committee, including Mike Diehn and Rob West, to review the SymQuest proposal prior to presenting the request to the BOS. He noted that the municipal offices have suffered periods of down time due to loss of internet connectivity, which interferes with major functions such as vehicle registrations.

Mr. West stated that in his professional and informed opinion, the proposed hardware and software upgrades were of critical importance from the standpoints of end user efficiency and data security.

Ms. Stewart made a motion to approve the withdrawal of up to \$45,000 from CIP capital reserve funds to implement the strategy presented, with any modifications that Mr. Aylesworth needs to make during his negotiations. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

PUBLIC HEARING- 6:35PM

Mr. Kluge opened the Public Hearing relative to Article 17 as appears on the 2020 Town Meeting Warrant for vote at the second session of Town Meeting on March 14, 2020.

Ms. Bonnette provided a written copy of the provisions of RSA 261:153 to members of the BOS and public.

Mr. Kluge noted that the additional fees would be collected from all vehicles, both passenger and commercial, with the exception for all terrain vehicles, and antique motor vehicles or motorcycles, for the purpose of supporting a municipal transportation improvement fund.

Mr. Kluge asked if any members of the public had questions with regard to the proposal.

Mr. West inquired as to how the proposed fees differ from the municipal portion of the current vehicle registration fees.

Mr. Aylesworth stated that Enfield, like other municipality, deposits revenue collected from motor vehicle registrations into the Town's general fund, which is used to offset the amount of revenue that would otherwise have to be raised in tax dollars to fund municipal programs and services. In recent years the revenue from motor vehicle registration slightly exceeded \$1 million

per year, and all of it is utilized to offset the tax rate in a general sense and not set aside to support Public Works project specifically. The concept behind the new \$5 registration fee is that it would be set aside in a Capital Reserve Fund which would be utilized to assist with making improvements to 'roads, bridges, bicycle and pedestrian facilities, parking and intermodal facilities, electric vehicle charging stations, and public transportation.'

Mr. Savery inquired as to what the annual net gain would be from the set fee.

Mr. Aylesworth estimated roughly \$30,000 or perhaps a little more based on the current number of registered vehicles in the community.

Mr. Savery inquired if there were plans that could not be met with the current funds.

Mr. Aylesworth noted that there are a large number of competing needs that draw on the CIP Capital Reserve Fund – which includes buildings, equipment, sewer, etc. He added that there are many communities that have adopted similar fees, and, with time, would build up to be a major funding stream for projects. There are statutes which state there is a ceiling of \$10 for the fee, but the Board of Selectmen is interested in pursuing the fee at the \$5 level.

Ms. Jones inquired as to who brought the idea forward for the Warrant Article and what are the arguments for and against it.

Mr. Aylesworth noted that town staff had been following actions in the legislature regarding increasing the maximum fee, which is when they discussed the possibility introducing this at Town Meeting to see whether residents supported the approach in Enfield. He expressed it was important to be presented at town meeting to give the residents a voice as to how they would like to fund public infrastructure given that essentially all residents consider maintaining these assets a significant priority.

Ms. Jones inquired if there might be a level where a fee would not be assessed and expressed concern for people who cannot afford an additional fee.

Mr. Aylesworth responded that he did not believe there was an option to base the fee on the value of the vehicle, but noted he would do further research to clarify. He noted that it is up to the town to decide on the monetary value of the fee, but that the fee is not assessed based on the value of the vehicle being registered.

Mr. Savery inquired about why the fee would be separate from the general reserve fund and what it costs to manage.

Mr. Aylesworth noted that the law requires the town to create a dedicated Capital Reserve Fund for the fees to be deposited into. He noted that there is minimal cost to implement as the elected members of the Trustees of Trust Fund are the managers of all investment portfolios, and they are paid a set stipend.

Mrs. Smith moved to close the public hearing at 6:48pm. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Set Public Hearing Date for NH Route 4A Sewer Connection Fees

Mr. Aylesworth presented a memo to the BOS which would be mailed to residents on NH Route 4A between Landing Road and Lakeview Condos regarding changes which will begin on April 1, 2020. He noted that the rate settings had not changed in a long period of time and that there would be information at the public hearing regarding the updating of the rate and how it has been assessed.

The BOS was amenable to holding a public hearing for NH Route 4A Sewer Connection fees at the March 2nd meeting.

Preliminary Review of Proposed Changes to Sewer Connection Guide and Associated Connection Fees

Mr. Aylesworth noted a significant portion of the connection guide updates were relevant to information presented in the connection fee memo, as well as what will be presented at the hearing. He added that other small changes were made to ensure the policy utilizes functional titles instead of staff names.

Mrs. Smith inquired about progress with the City of Lebanon regarding newly assessed fees.

Mr. Aylesworth noted that a meeting is scheduled to review Lebanon's financial assessment of the fees.

ADMINISTRATIVE ITEMS**Current Use Penalty Appeal (Malz)**

Ms. Bonnette confirmed that the penalty appeal was not finalized and will be presented at a later meeting.

OTHER BUSINESS**Certificate of Posting of 2020 Town Meeting Warrant**

Mr. Aylesworth presented the BOS with minutes and a certificate of posting of the Town Meeting Warrant for their signatures.

Mr. Almon Savery presented himself as a member of Hanover Troop 45 and noted he is working on a communications merit badge, as well as an emergency preparedness badge. He inquired about the current Community Emergency Management Director.

Mr. Aylesworth stated that Roy Holland, the Chief of Police, is the appropriate contact, and invited Mr. Savery to consider serving on a Hazard Mitigation Planning Committee. He invited Mr. Savery to discuss further information with the Chief of Police.

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 6:56PM. Mrs. Smith seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 6:56PM.

John W. Kluge, Chairman

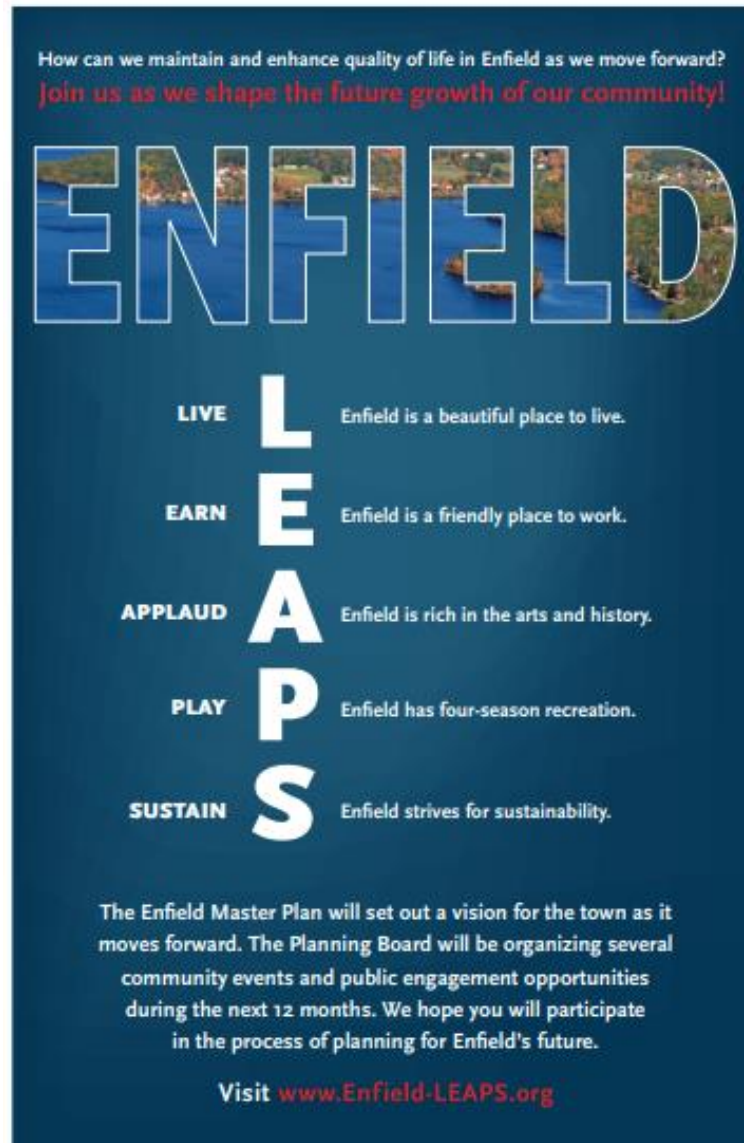
Katherine D. P. Stewart

Meredith C. Smith
Enfield Board of Selectmen

TOWN MANAGER REPORT – FEBRUARY 18, 2020

General Information and Updates from Departments

- The 2019 annual report has been finalized, reviewed, and transmitted to the printing company. Special thanks to Alisa Bonnette who for many years has done a very impressive job compiling the myriad components that comprise the town's report. It should be noted that this year's annual report will include an attention-grabbling "ad" of sorts for the master planning process.



- The Town Manager has been invited by the Executive Board of the NH Municipal Association (NHMA) to join one or more NHMA policy committees. These committees include:
 - Finance & Revenue
 - General Administration & Governance
 - Infrastructure, Development & Land Use.

- The Town's independent auditing company, Roberts & Greene, conducted field work associated with the 2019 annual audit this past week. Based on preliminary feedback received from Tim Greene (principal) and the associates that met with staff during the field work, the Town's finances show signs of continued improvement, our internal controls and procurement practices are sound, and the Town is likely to receive a 2019 audit free from any negative findings.
- The Town's request for technical assistance to conduct a Level I and Level II Environmental Site Assessment of the Shedd Street property (former DPW garages) has been officially approved. The full scope of work is valued at approximately \$30,000 and all cost will be covered by funding providing by the U.S. Environmental Protection Agency. Services will be performed by a highly experienced Portland, ME-based environmental engineering firm that has been contracted by the Upper Valley Lake Sunapee Regional Planning Commission. We anticipate that the firm's review and analysis of property records and certain components of the field work will commence shortly. The remainder of the field work will continue into spring and summer due to current ground conditions.
- The Town has prepared a memorandum regarding sewer connection fees that will be surface mailed to all residents and property owners along NH Route 4A between Landing Road and Lakeview Condominiums. A copy of this memorandum has been separately enclosed in the Board's information packet for the February 18 meeting.
- With the recent passing of Leroy Neily, the Town is in search of a new water/sewer system operator. The position was formally advertised this past week and interested candidates are encouraged to apply by March 16 for full consideration. A complete job announcement can be found here: https://www.enfield.nh.us/sites/enfieldnh/files/uploads/water-sewer_system_operator-secondary.pdf
- The DPW Director recently met with his counterparts in Hanover, Lebanon and Norwich to discuss sidewalk plowing and equipment. During this meeting the conversation turned to how each community was currently doing with respect to usage of winter treatment materials. Like Enfield, each of the other municipalities have consumed a normal year's worth of winter treatment materials with nearly two months of winter weather left to go.
- DPW personnel have completed site inspections of existing problem/hazard trees in proximity to public roadways. We will be doing some tree work in the next couple of weeks both to remove problems and to help set up summer road work.
- DPW has been having issues with two newer vehicles. The 10-wheel dump truck that was replaced approximately one year ago is having an issue with the engine coolant and an F-550 that was replaced just in the last few months is having an issue with its high beams. Both vehicles are under warranty and we anticipate they will be back in service soon.
- The DPW facility conference/training room and high-traffic areas of the Enfield Community building are scheduled to be painted over the course of the next week. The work will be completed by Steve Stebbins.

- The latest round of the “Assistance to Firefighters” Grant Program (administered by the federal Department of Homeland Security) opened in early-February. As a reminder, the Town has the potential to receive funding that would offset up to 95% of the cost of purchasing a fire rescue pumper to replace Engine 4 (an approximately 30 year old apparatus, which is housed in the Union Street Fire Station and serves as a secondary/backup apparatus to Engines 3 & 5). The Town Manager has requested that the Fire Chief and appropriate Fire Department command staff review the application requirements and assembling the required components. This is an information-intensive grant application, and it will take time to compile all the requisite data and prepared a compelling narrative. Applications are due by March 13.
- The Police Chief, in his capacity as the Town’s Emergency Management Director, has initiated the process of updating our Hazard Mitigation Plan. The Town is required to update this plan every five years in order to be eligible for a wide range of federal funds, including disaster recovery funds administered by FEMA. The Board will recall that we have received a \$7,500 grant that will be matched with \$2,500 from the Town to complete this process with the assistance of a qualified consulting firm. A committee is being formed for this process and it will meet regularly over the coming months. The committee will consist (at a minimum) of the Town’s Emergency Management Director (Police Chief), Deputy Emergency Management Director (Assistant Fire Chief), Fire Chief, Building & Fire Inspector, Planning & Zoning Administrator, DPW Director, Human Services Director, Town Manager, and EVS Principal.
- On February 23, members of the Enfield Police Department and volunteers from the Fire and Ambulance departments will be at Whaleback Mountain Ski Area for a touch a truck/ski event.
- The Mascoma Lake “Winter WingDing” took place the afternoon of February 15. Activities included roasting marshmallows on an open fire, decorating a sea serpent (not a real one... one made out of snow), ice fishing, broomball, sledding, riding “fat bikes” and several others. Despite the cold air temperatures, the abundant sunshine and lack of wind made the conditions very enjoyable. Participation was pretty strong and organizers are already looking forward to next year.
- The Town Manager, Land Use & Community Development Director, and Conservation Commission Chair recently received complaints from a resident of Smith Pond Road regarding an ongoing logging operation on land owned by Mr. Matt Knittle, who recently obtained approval from the Planning Board to construct and operate a 5,000 square foot custom wood-working shop at 26 Smith Pond Road (Map 6, Lot 43). The site has since been visited by the Conservation Commission Chair and it is his determination that the work is being completed in accordance with applicable state and local laws/regulations. That said, he provided recommendations regarding additional erosion controls and reseeding approaches that he believes will ultimately help stabilize the site and improve aesthetics.
- The Town is ready to move forward with the execution of a comprehensive IT solution as developed by its managed service provider, SymQuest. The approach has the strong support of a group of IT professionals that the Town Manager asked to evaluate it and participate in subsequent meetings with SymQuest. In summary, the vision is to move forward with a “hybrid”



cloud solution by migrating email and file/data storage to the cloud and merely maintaining on “on-prem” server for certain applications that are necessary for the function of municipal government. Additionally, significant enhancements will be made from a hardware and data security standpoint. The proposed strategy is detailed in the supplemental materials that have been enclosed separately will be discussed at the Board’s February 18 meeting.

Project Updates

- Copies of the final Town Meeting warrant, warrant article narratives/explanations, proposed 2020 budget, and other materials have been posted to the Town’s website so that residents can begin becoming more familiar with the information in advance of the March Town Meeting.
- The CIP Committee and Town Manager will meet again on February 25 to continue finalizing the current 6-year CIP Plan (2020-2025).
- The Budget Committee met on February 5 to hold the annual budget hearing. A draft MS-737 (“Proposed Budget” as filed with the NH Department of Revenue Administration) was subsequently executed.

The proposed 2020 operating budget, including the general government (funded from a combination of property taxes, other local receipts, and state aid) and operation of the municipal water and sewer systems (which are funded from fees assessed to the users of these systems), is \$6,936,460, or an increase of 3.87% 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 is approximately 2.6%. With respect to the General Fund, the proposed operating budget calls for an appropriation of \$5,621,091 (an increase of 2.03% 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.

The 2020 budget projects total revenue to the general fund in the amount of \$1,874,584 from “non property tax” sources (a roughly 3% decrease from the \$1,930,453 in actual non-property tax revenue in 2019). Although a conservative approach to estimating revenues was used, it should be noted that actual revenues could fall short of estimated revenues for reasons that are beyond the Town’s control. This will necessitate raising a total of \$4,348,209 from the municipal property tax levy. We would therefore anticipate the municipal portion of the 2020 tax rate to be between \$7.44 and \$7.51 per \$1,000 of assessed valuation. This represents an estimated increase of roughly 1.45% to 2.47% from the 2019 municipal tax rate of \$7.33 per \$1,000 of assessed valuation. The range is based on an assumed “net valuation” of between approximately \$580 million (the net valuation in 2019, following completion of the 5-year town wide revaluation) and \$585 million (a 1% increase in net valuation, which is possible within the context of incremental adjustments in home values – up or down – that take place in a “non-reval” year). Finally, the property tax rate will ultimately be set lower 4 should actual revenues prove to be on pace to exceed estimated revenues by October 2020. Similarly, the property tax rate will ultimately be set higher than presently estimated should actual revenues fall short of estimated revenues by October 2020.

Erik Russell, Budget Committee member, will present the operating budget at Town Meeting.

- The Municipal Facilities Advisory Committee (MFAC) last met on February 10 and will be meeting again on February 24. During this meeting principals from Bread Loaf provided the Committee with updates from the site visits and stakeholder meetings they completed on February 7 and 10. These visits and meetings focused on the facility needs of the Town's public safety agencies (Police, Fire and Ambulance) and municipal offices. Bread Loaf will be meeting with library officials to review facility needs in more depth prior to the February 24 meeting. During the meeting the MFAC had an opportunity to review and comment on the most recent conceptual designs Bread Loaf has prepared relative to a renovated/expanded Whitney Hall and a new public safety facility. The MFAC also allotted time during the February 10 meeting to discuss questions/feedback members have been receiving from local residents as well as determine which members would present the Committee's brief progress report during Town Meeting. This presentation will be made by Phil Shipman (Chair) and Erik Russell.
- As part of state's funding requirements for the recently completed wastewater system asset management plan, DPC Engineering (the consulting firm who has been serving as the lead on this effort) will be convening a final public forum/informational meeting during the Board of Selectmen's March 2 business meeting. Interested residents will be encouraged to attend this meeting which will also help inform voting on warrant articles at the March 14 Town Meeting that pertain to proposed upgrades to the municipal sewer system.
- Chris Olsen of Municipal Resources, Inc. (MRI) had intended to meet with the Board of Selectmen on February 18 to present the preliminary findings of the report he has prepared as part of the fire/EMS transition planning process, however, due to an important meeting with the Fire Department's command staff being postponed at the request of the Fire Chief, it will be necessary to reschedule Mr. Olsen's presentation for one the Board's March meetings.
- As was previously reported, the Town recently issued an RFP relative to the master planning process. The deadline for submissions is February 18 at 4:00 PM. Although it will take time to thoroughly review and evaluate each proposal, the summary information on each of the bidding firms will be shared with the Board of Selectmen at its February 18 business meeting. Copies of the RFP can be retrieved here:
https://www.enfield.nh.us/sites/enfieldnh/files/uploads/rfp_-_community_master_plan-final_1.pdf
- With pro bono assistance from Architect Paul Mirski, the Town has prepared quasi-final plans for the Mascoma Lakeside Park pavilion and reissued a corresponding invitation to qualified contractors to transmit a letter of interest by March 6. A subcommittee will then review the letters of interest and identify 3-4 contractors to invite to prepare a proposal in response to a more detailed request for proposals that includes all the relevant technical specifications. A copy of the current solicitation can be found here:
https://www.enfield.nh.us/sites/enfieldnh/files/uploads/mascoma_lakeside_park_pavilion_-_inviting_letters_of_interest-final.pdf

- With feedback provided from respective local contractors, local officials continue to refine the scope of work regarding structural repairs to the Enfield Center Town House that can be achieved within the project budget as established by two Moose Plant grant awards.

Recent/Upcoming Meetings

- The Town Manager participated in the bi-monthly meeting of the UVLSRPC full commission on February 12. The Town Manager will take part in the monthly meeting of the UVLSRPC Executive Committee on February 26.
- The Budget Committee met on February 5 to convene the statutorily-quired annual budget hearing.
- The Municipal Facilities Advisory Committee last met on February 10, and will next meet on February 24.
- The CIP Committee will be meeting again on February 25.
- 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.