

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN**

**MINUTES**

**DATE:** Monday, April 1, 2019  
**TIME:** 6:00 PM  
**LOCATION:** Public Works Facility, 74 Lockehaven Road

**Board of Selectmen:** John W. Kluge, Chair; Katherine D. P. Stewart, Meredith C. Smith

**Administrative Staff:** Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager

**Others:** Dan Kiley, Jim Bonner (videographer), Kurt Gotthardt, Fred Cummings (Fire Chief), Jess Ovitt, Phil Shipman

**CALL TO ORDER**

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

Mr. Kluge announced that a public hearing would be held at 6:30 PM

**APPROVAL OF MINUTES**

• **March 18, 2019**

Ms. Stewart had the following corrections:

- Page 3, PUBLIC COMMENTS, Honoring Individuals, third sentence, replace “interested parties.” with “Fire Department.”
- Page 4, BUSINESS, Mascoma Lakeside Park: Donations, correct typo – “funs” to “funds”.

Ms. Stewart moved to approve the minutes of March 18 as corrected, Mrs. Smith seconded, vote unanimous in favor of the motion, 3-0.

**COMMUNICATIONS**

• **Fish & Game Correspondence to DES Wetlands Bureau – Bridge at Head of Cole Pond Trail**

Fish & Game is proposing to do some work on the bridge at the head of the Cole Pond Trail. The project will have minimal environmental impact.

• **David Tatham – Article 19: Streetlights**

Mr. Tatham wrote a letter expressing his opinion regarding 2019 Town Meeting Article 19 (Streetlights), advocating for reconsideration of decommissioning lights, in particular lights located on Shaker Boulevard.

• **Governor’s Correspondence - Governor’s Budget**

Governor Sununu summarized the budget he presented in February. He made special note of funding for reconstruction of the Goose Pond Dam.

Ms. Stewart wondered if the Governor knows Goose Pond Dam is located in Canaan.

- **Town Clerk's Reports – March 2019**

Year-to-date revenues (\$251,637) have caught up a bit to the prior year at this time (\$253,161).

- **Tax Collector's Report – March 2019**

Mr. Aylesworth voiced thanks to Wendy Huntley, Tax Collector, for making adjustments to the Tax Collector's report. It is now easier to read and clearly shows last year's percent collected and the percent collected of the remaining balance.

2018 Property tax second issue is 97-1/2% collected. 2018 Property tax first issue is 98-1/2% collected.

## **BOARD REPORTS**

- **Planning Board**

Dan Kiley, Planning Board Chair, reported the Planning Board had 2 conceptualls. One involved abandonment of a right-of-way with a change to a shared driveway. This project requires that the applicants redo the plat and put language in the deed. The second was for a 50' x 100' storage shed at Montcalm Golf Course. The shed would house golf carts. A public hearing will need to be held. They must show the boundary of the Conservation zone. They may include solar on the top of the shed.

- **Heritage Commission**

The Heritage Commission met March 28, 2019.

- **Mascoma Lakeside Park Committee**

The MLP Committee meets tomorrow, April 2, 2019.

## **TOWN MANAGER'S REPORT**

- **April E-newsletter**

The April E-newsletter has gone out.

- **Public Works Intern**

Six prospective interns, all from Plymouth State, have been interviewed. Each candidate possessed many of the qualities being sought. Ultimately, it was decided that Graham Smith would be the best fit. He is a strong writer and strong technical skills. He'll start in May.

Mrs. Smith asked if he was local. She was informed by Mr. Aylesworth that Mr. Smith is from Maryland. He's attending Plymouth State and has housing in Plymouth. He'll be commuting to Enfield.

- **Water/Sewer Operator**

Five candidates submitted applications for the water/sewer system operator position, which will become vacant as of May 1. In-person interviews with the Town Manager and DPW Director have been scheduled for April 3 and it is anticipated that a conditional offer of employment will be made by the end of the week.

- **Land Use Community Development Administrator**

There are two new candidates for the Land Use & Community Development Administrator position. Interviews with the candidates will take place on Friday of this week.

- **Fire Department Request – Air Pack/Air Cylinders**

Selectmen previously approved up to \$30,000 for air cylinders.

Fred Cummings, Fire Chief, reported that the Fire Department has taken delivery of 20 air cylinders (at a cost of about \$18,000). The Firefighters Association has spoken about replacing some air packs.

Firefighter Jess Ovitt has been working on this project. She reported the Department has consistently been sending out air packs for repair. Fire Tech can't guarantee they won't fail again.

Chief Cummings would like to replace 10 of the Department's 15 air packs now. Chief Cummings acquired a \$20,000 donation toward that. He's asking the Selectmen to approve the use of the remaining \$20,000 from the previous vote to go toward air packs instead of air cylinders.

Chief Cummings noted that one of the reasons for the change in the organization of the Fire Department was due to safety. The Department is spending thousands of dollars to repair air packs. If we have the money to replace 10 of the 15 packs they will do so and create a plan to replace the remaining 5 next year.

Ms. Ovitt explained that it costs \$107,000 for 15 air packs and each needs 2 cylinders. There was a recent incident at a fire where it took three tries to find a working air pack. The air packs are out of warranty. There's a \$50 flat fee, plus the cost of repairs. In 2016 air packs were sent 45 times. She is checking them every couple of weeks to make sure they're in good working order.

It will cost \$66,360 for 10 packs. There's the \$20,000 donation and remainder of the capital reserve funds (approximately \$12,000), and they think the Firefighters Association will help with the other ½ of the expense.

At the Town Manager's request they looked for other sources for air packs. Fire Tech & Safety gets them back with less delay, so a quote from the other company that sells air packs was not pursued. They need to be full at a fire scene.

Mrs. Smith stated we also need the firefighters safe.

Chief Cummings does not see repairing packs at this point. They will keep the 5 best packs and keep them on the reserve engine that is less often used. Jess Ovitt has done a lot of work on this and firmly believes this is the way to go.

Ms. Stewart asked if the Selectboard can get a copy of the quote.

Ms. Ovitt stated that excluding repair costs to the Department it would be \$1,400 just to look at 13 air packs.

Chief Cummings said this is just throwing money out the window.

Ms. Stewart stated that it's also a huge amount of Ms. Ovitt's time as well.

Ms. Stewart asked if we use serial numbers to track the equipment.

Ms. Ovitt replied that they do. She has a binder, each air pack has a number and the air cylinders are numbered as well.

Mr. Aylesworth asked Chief Cummings why he thought we'd be less likely to obtain a grant. Chief Cummings responded that a department that was more in compliance was recently rejected for the grant being sought. We can't apply until October so wouldn't be able to get the funds until next year. The money the Department is asking for is what remains of the \$30,000 to replace air packs rather than cylinders.

In answer to Ms. Stewart's question, Mr. Aylesworth confirmed this was a CIP Committee supported project.

Ms. Ovitt stated that in 5 years the NFPA (National Fire Protection Association) won't allow them any longer. Ms. Ovitt fears that if we wait Firefighters Association funds may not be available. She, herself, has spent many hours raising money for the Association. Ms. Ovitt said she is not certified and she doesn't want others to enter a building during a structure fire with equipment that may fail.

Mr. Aylesworth noted that 10 air packs at a cost of \$66,000, minus the \$20,000 donation and approximately \$12,000 remaining of the \$30,000 authorized for air cylinders, leaves about \$34,000 from the Association. Will they cover that? He was told that the Association didn't feel they should have to come up with the full \$66,000, but the Association is expected to pick up the remaining balance.

Mr. Aylesworth said that in late January, when we noticed the public hearing, it was written as air cylinders. He suspects we'll need to hold another public hearing. He suggested the Selectmen discuss and vote on this and we may need to have the Board revote after a public hearing.

Mrs. Smith asked what the turn-around time would be if the equipment was ordered tonight. Ms. Ovitt said she could have an answer before the end of the Selectboard meeting.

Ms. Stewart moved to support up to \$12,000 (\$30,000 less the amount of the original purchase of air cylinders) for the purchase of air packs, pending approval by the Firefighters Association; Mrs. Smith seconded, vote unanimous in favor of the motion, 3-0.

- **Municipal Facility Optimization Study**

Barrett Architecture made a public presentation on March 25<sup>th</sup>. A final report should be presented to Mr. Aylesworth in two to three weeks.

- **RFP – Fire/EMA Transition Planning**

An RFP has been issued. Mr. Aylesworth anticipates seeing a range of proposals, from very hands on, to less so.

- **Archaeological Phase II Survey – Mascoma Lakeside Park**

The Town is in the process of preparing an RFP related to archaeological Phase II survey services for the Mascoma Lakeside Park property. Because the property was previously owned by the state, and because the Town will be using federal grant funds in the course of performing planned improvements to the property, the Phase II survey is legally required before any work is performed at the site during the 2019 construction season.

## **PUBLIC COMMENTS**

- **Kurt Gotthardt**

Mr. Gotthardt has two questions. Relative to the streetlight correspondence the Board received from David Tatham, was it stated which lights he was concerned about?

Mr. Aylesworth read from the letter;; Mr. Tatham is specifically concerned about pole #5.

Mrs. Smith asked if Jeff Hinman had asked for Shaker Boulevard lights to be left on.

Mr. Kluge pointed out that Mr. Tatham is against the whole decommissioning project.

Ms. Stewart noted that this is an instance when the property owner can be offered to take over the light that's located in front of their house.

Mr. Gotthardt's second issue relates to the Bicknell Brook property owned by the Town. Last winter he was walking the Bicknell Brook lot and the abutter is riding snowmobiles on the Bicknell Brook property. It seems to be the same person who did this in 2010; the trail starts and ends at this particular house.

The abutter was spoken to by the Police Department in 2010 and in the last few years use dies off. Last year there was little snow. This winter was a better snow year.

Mrs. Smith asked if this is part of the Upper Valley Land Trust (UVLT) property with a conservation easement and are they in violation of the easement.

Mr. Gotthardt responded yes, this is the land with a UVLT conservation easement. It's up to the owner (the Town) if we want to allow snowmobiles. To the best of his knowledge, that permission has never been granted. Mr. Gotthardt has spoken with Alan Strickland, Conservation Commission Chair. Mr. Strickland will raise the concern with the Conservation Commission. Mr. Gotthardt is bringing this up with the Board of Selectmen because it's Town property.

Mr. Kluge asked if snowmobiling is not allowed, why is it not posted?

Mr. Aylesworth requested clarification; it's not allowed unless voted so the default is it is not allowed.

Mr. Gotthardt stated the snowmobiler(s) need landowner permission by default.

Mr. Kluge asked if this is true of private landowners and he was assured by Mr. Gotthardt that, yes, it was.

Mr. Aylesworth asked if Mr. Gotthardt was looking for a specific action from the Board. Was he looking for action against this particular person, or was he looking to have motorized vehicles prohibited.

Mr. Gotthardt stated his preference is no motorized vehicles. Currently only this one person is using it as a private trail. He would first let this person know it's not allowed. Then if the Selectmen want to prohibit motorized vehicles it could be announced to the public.

Mr. Aylesworth stated he wants the Chief of Police to weigh in on this.

Ms. Stewart asked if the Enfield Police Department deals with this.

Ms. Bonnette stated in the past the Enfield Police Department did respond.

Mrs. Smith, as the owner of property with a UVLT conservation easement, when she had problems with someone dumping the Police Department asked them to clean it up and they did.

- **Phil Shipman – Emergency Services Building**

Mr. Shipman stated that before we get too far down the road, we need true numbers of size needed and true costs, as well as where it should be located relative to response time and population center. See what property is at the best location and maybe pay more, rather than choose an available site that may not be in the best location. He stated we should get what's best for the Town, what's real for the Town. If we take Barrett Architecture's current proposed footprint and shrink it, the building and associated parking areas can be located in more places. He understands Barrett Architecture was tasked with a certain thing. As the Selectmen and the Town Manager goes, we need real figures. We're talking about buildings we want to last 100 years; paying for it over 20 years. Let's not rush. We're looking at a couple of generations of buildings for the Town. What's best for the Town for the next generations?

Mr. Kluge replied the Board would be talking later about a Municipal Facilities Advisory Committee. This is just stage one.

Things to consider are places where the Town will be, will demographics shift? The Town center has moved from Lockhaven to Enfield Center to the current Enfield Village.

Mr. Shipman said the Master Plan has to encompass this.

### **PUBLIC HEARING**

The purpose of the hearing was to discuss the acceptance of donated funds in the amount of \$15,000 to be matched with Town funds, for Fire Department air cylinders/air packs.

Mrs. Smith moved to open the public hearing at 6:41 PM, Ms. Stewart seconded, vote unanimous in favor of the motion, 3-0.

Mr. Kluge read the public hearing notice.

Mr. Aylesworth had recently sent a letter to a private foundation asking for funding for half the cost of the equipment; the Foundation did just that.

Mrs. Smith moved to accept the donation of \$15,000 for Fire Department air cylinders/air packs, Ms. Stewart seconded, the motion.

The public was invited to comment.

Chief Cummings asked about the procedure for accepting the air packs. In the past the Selectmen had to accept equipment purchased by the Firefighters Association.

It was recommended that the Town make the purchase and the Firefighters Association make a donation to the Town toward the purchase. This way it can be a single order even though there are several sources of funding.

The Board voted unanimously in favor of the motion to accept the donation, 3-0.

Ms. Stewart moved to close the public hearing at 6:44 PM, Mrs. Smith seconded, vote unanimous in favor of the motion, 3-0.

### **BUSINESS**

- **Surplus Equipment – Transfer Station Office Trailer**

The plan is to decommission the existing office trailer that is located at the Transfer Station. The current attendants recommend using the attendant building and using the Public Works building for the rest of their administrative needs. We need to dispose of the existing trailer either. In order to do so, the Board needs to declare it surplus.

Ms. Stewart moved to declare the Transfer Station office trailer surplus property, Mr. Kluge seconded, vote unanimous in favor of the motion, 3-0.

- **Board/Committee Appointments**

The Board reviewed board and committee appointments. A couple of corrections to the list are needed

**CIP Committee** – Mr. Aylesworth has had some discussions with Dominic Albanese (whose term expires May 1). Mr. Albanese is interested in continuing. He's also been talking to Eric Crate and Eric's interest and skillset and knowledge of heavy equipment, would make him an asset. Also Dimitri Deseranno is interested as well; so two individuals are interested in participating. No action needs to be taken on this tonight. As far as he knows there's no cap on the number of CIP Committee members, so we can grow the size of that committee.

Mrs. Smith said the Heritage Commission recommends Linda Jones as a member of the Planning Board. If we pursue Certified Local Government status it is required that a member of the Heritage Commission

serve on the Planning Board. Linda Jones has been doing all of the heavy lifting relative to Certified Local Government.

Dan Kiley noted that one member of the Planning Board hasn't shown up in a year.

Creating a policy relative to removal of appointed board and committee members who are not attending meetings was discussed. A policy will be drafted for discussion by the Board at a meeting in the near future.

Ms. Stewart also requested clarification as to whether Linda Jones would have to be a full member vs. an alternate member of the Planning Board to satisfy the needs to the Certified Local Government program.

The TIF District Advisory Committee has just 2 members on a 5 member board. They have not met for quite some time due to lack of a quorum and now lack of staff support (previously Scott Osgood, Town Planner). Ms. Stewart expressed interest in serving on the TIF Committee.

Committee appointments were tabled until the next meeting.

- **Municipal Facilities Advisory Group**

Mr. Aylesworth spoke about the next phase of the study of municipal facilities. He proposed the formation of a committee for this purpose. He believes there's consensus of the Board that it's a good idea to have some form of team/group/committee, some sort of body, that represents a number of skill sets, perspectives, backgrounds, expertise, and shared interest in making sure they collectively arrive at sensible recommendations that will be in the best interests of the Town. The committee would look at the ability of current buildings and alternative options to enable the various departments to meet their missions and provide high quality services. At the same time, the Town must live within its means and make sure whatever proposals are advanced at Town Meeting are financially practical. Mr. Aylesworth has received a lot of feedback about how to potentially go about doing this. While State law is fairly black & white when it comes to roles and responsibilities of the Town Manager with respect to buildings and facilities, this is an act of good faith on his part by proposing a more inclusive approach that he hopes will help build critically important community buy-in. It is important that we have a wide range of perspectives at the table and that everyone understand that there's no predetermined outcome. While the Barrett Architecture study will help put some parameters on what we're looking at initially, we may well end up pursuing things that are totally taking an off-ramp from anything Barrett Architecture initially came up with.

Mr. Aylesworth proposed a committee be established in the coming weeks and to exist for about a year, with the goal of having recommendations to present to Town Meeting next year. That's the goal. He envisioned the committee consisting of 9 members:

- Selectboard Member (ex-officio member) (1)
- Town Manager (ex-officio member)
- Library Trustee (1)
- Budget Committee Member (1)
- CIP Committee Member (1)
- Heritage Commission Member (1)
- At-large Enfield Residents (3)

Boards and committees may formally recommend a representative on the facilities committee, but the appointments will be made by the Board of Selectmen and Town Manager. The at-large Enfield residents would be individuals who do not serve on a board or committee and have no status as a local official.

Mrs. Smith, given that she's seen the energy audit for Whitney Hall, wondered if we shouldn't have someone representing Energy, even if it's one of those citizens. She was thinking of Charlie Clark. Mr. Kluge noted that with any new building we might construct, energy is going to be one of the architectural and design elements.

Mrs. Smith feels it's an important part of the discussion.

Mr. Aylesworth said it's a reasonable suggestion. At the same time, residents and committee members who aren't on the committee can attend meetings and provide input since these will all be public meetings.

Chief Cummings felt the Committee should include a representative from public safety: police, fire, or EMS, since one of the major buildings being talked about is a public safety complex.

Mr. Aylesworth explained that all three public safety chiefs and members of their departments will absolutely be involved and their opinions actively sought. Mr. Aylesworth originally thought about a representative from public safety, building inspection, and public works (because they're responsible for building maintenance), but ultimately decided that it would not be best to reserve committee seats for these individuals. His expectation will be that appropriate department heads, depending on the topics being covered at a given meeting, will be at the table, they just won't be official members of the committee. Their input will be solicited and incorporated throughout. But you have to keep the committee size manageable. He knows there will be a lot of public interest and we want to get fresh perspectives from residents who may not currently sit on any committees.

Chief Cummings is not advocating for a member from each agency, but he feels there should be one representative from public safety on the working group.

Mr. Aylesworth responded that they will be represented without being a member of the committee.

Ms. Stewart wondered if, in the notes, we indicated that department heads will be invited into the meetings on their respective buildings, or something like that.

Mr. Kluge did note there is a Library Trustee on the committee.

Chief Cummings agreed, there's a Library Trustee, but no public safety representative.

Mr. Aylesworth explained the reason is the Library Trustees, by State law, have complete control of library facilities; they are the only ones in Town that have any jurisdiction over them. As Town Manager he, and the governing body, have control over all other Town facilities, so all other buildings are going to be represented. If the recently proposed changes in Fire Department governance had not been approved at Town Meeting, it would have been logical to have a member of the Firewards sit on the committee.

Chief Cummings feels it isn't right to not have a voting member of public safety on the committee.

Ms. Stewart stated that the public safety members, as employees, report to the Town Manager. It's a different relationship than the Trustees. The Trustees report to the public just as the Selectmen and Town Manager report to the public. That was how she understood it. You otherwise get into inviting the head of every single department and the committee would become huge.

Chief Cummings said one of the three public safety chiefs does not yet report to the Town Manager.

Ms. Stewart thinks that as a show of good faith they, the Fire Department, would want to collaborate.



Ms. Aylesworth explained the goal at the end isn't to have a 5-4 vote on a particular proposal and have that be what advances as a recommendation to Town Meeting; this is a consensus-based process. While it may be difficult to get there, since there will be a number of different perspectives and not everyone will see the world the same way (we're talking about a group that has 9 people), the goal is to get, if not unanimous, at least super-majority support of any given proposal. From the beginning, public safety departments have been heavily involved in the input that shaped Jay Barrett's recommendations. They will continue to have a seat at that table, whether or not they are members of the committee. This would be similar to Mr. Aylesworth's role with the Budget Committee; he is not a member, but his counsel, feedback and recommendations have shaped the operating budgets; same with the CIP Committee. He envisions the relationship of department heads and the committee would be the same whether it's the DPW Director, Building Inspector or any of the public safety chiefs. He expressed willingness to talk to Chief Cummings further if he has concerns he wants to talk about.

Phil Shipman had a question about the master plan. He's looking at efficiency. It seems like a lot of the same information will be looked at; that the committee and Master Plan are going to track parallel. Where is the Master Plan at as far as coming to its conclusion? He believes the Master Plan is the foundation; then we build upon that foundation with these other things. Without that foundation he feels we are we wasting time, are we wasting money, rather than saying here's where the Town is, here is where we're going. If we don't use the Master Plan as the foundation, and follow that track, we're going off in several different tangents. So we do this project, the Master Plan comes in subsequent to that and potentially turns this on its head, it's nothing like what we planned.

Mr. Aylesworth understands what Mr. Shipman is saying. From Mr. Aylesworth's perspective, the strategic governance process, on the first cycle through, that's what really needed to happen before we got into facilities work. That's a comprehensive look at all municipal department programs and functions. The Master Plan is far broader than that. It gets into disciplines that are far beyond the scope of what a municipality has direct control over. They're related, one thing does relate to the other, sometimes directly, sometimes indirectly. Even if the Master Plan were to be updated at the standard interval of every 10 years, and we're looking now at a plan that is 25 years old, there will be any number of needs and visioning the Town will have to do between those cycles, so this really is enough of a standalone project that not only can, but should be, acted upon in the near future rather than wait for the Master Plan to play out. The Master Plan, as it stands, is just getting started. Optimistically we're looking at an 18 month process. So to go through all that before we really start to put pen to paper regarding facilities planning, to him, makes the Town incur significant delays that will lead to negative consequences.

Ms. Stewart sees the committee and Master Plan working in parallel. You have department heads who will be giving input to this, this committee is designed to take input from department heads and their recommendations will be addressed in conjunction with all of the other data we already have. They're tasked with determining: who a building is going to serve, who the building could reasonably serve in the future, etc.; those evaluations all need to be done. We need to do some collaboration, build a coalition and get it down on paper, so it's not just the Town Manager, or Town Manager and the three Selectboard members, making the proposal. Even though it may be the Town Manager's prerogative under State law she feels this is a better approach because it promotes buy-in. It consolidates feedback through channels. You can argue what the channels are but she thinks it does give channels and avenues and the charge of the Committee is pretty specific.

Chief Cummings requested clarification; the goal with the municipal facilities committee is to have recommendations go to Town Meeting with next year? What does the Board envision going to Town Meeting with next year; a plan to build? He wonders what will be accomplished in a year.

Ms. Stewart stated the Town is looking at possibilities. We aren't even close to having a plan. So you go through this process. You don't take a plan to Town Meeting to build something. You have to take a plan to get money for an architect, money for design and construction plans.

Mr. Aylesworth added, the objective is to go to Town Meeting with a conceptual plan for design and (re)construction and a “not to exceed number” associated with carrying out the plan. Hopefully, after being bid out it would come in less than that. If, despite the committee’s best efforts, if we aren’t there yet, there’s nothing that says we have to bring a proposal to Town Meeting, but that is what the objective is. If it’s not ready, it’s not ready.

Ms. Stewart stated this committee isn’t all about building, that’s what’s really important here. We’re going through each of the buildings, to ask about each existing Town building what should we do: maintain, renovate/expand/consolidate, replace or sell. That’s an important distinction. We’re not just focused on building and adding. She cited the issue of maintenance of the Public Works building and its roofing and foundation needs.

Mrs. Smith noted Barrett Architecture’s charge was called a facilities study and it included the structural integrity of each building and also, recommendations about disposal.

Mr. Aylesworth explained the scope of the original study.

Discussion ensued regarding location of a public safety facility and the need to determine the best location, not necessarily the least expensive location.

The proposal for this committee was on the Board’s agenda for discussion to be sure it was a concept the Board supported. Potential committee members now need to be identified. This issue was tabled.

Phil Shipman suggested that when it comes to the choice of members, that the question be answered beforehand, why a Library Trustee is included on the committee.

- **Mascoma Lakeside Park: Donations to Mascoma Lakeside Park Expendable Trust Fund: \$3,000 in aggregate – Vote Required**

Ms. Stewart moved to accept the \$3,000 in donations with gratitude, Mrs. Smith seconded, vote unanimous in favor of the motion 3-0.

- **Arbor Day Proclamation – April 26, 2019 (an important piece of maintaining Tree City status)**  
Mrs. Smith moved and Ms. Stewart seconded the motion to adopt the following proclamation:

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| Whereas, | In 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees, and  |
| Whereas, | this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, and  |
| Whereas, | Arbor Day is now observed throughout the nation and the world, and  |
| Whereas, | trees can reduce the erosion of our precious topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen, and provide habitat for wildlife, and |
| Whereas, | trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and countless other wood products, and   |
| Whereas, | trees in our town increase property values, enhance the economic vitality of business areas, and beautify our community, and  |
| Whereas, | trees, wherever they are planted, are a source of joy and spiritual renewal.  |

Now, Therefore, we, John W. Kluge, Katherine D.P. Stewart and Meredith C. Smith, Board of Selectmen, do hereby proclaim **April 26, 2019** as Arbor Day in the Town of Enfield,

New Hampshire, and we urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, and

Further, we urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

The Board voted unanimously in favor of adopting the proclamation designating April 26, 2019 as Arbor Day in the Town of Enfield, 3-0.

## **OTHER BUSINESS**

- **Chief Cummings – Fire Department Equipment Storage at Shedd Street**

Chief Cummings informed the Board that over the next month or two the Fire Department is preparing to clean out the Fire Station and declare as surplus some equipment that is no longer needed, such as old air cylinders. The plan is to get a metal dumpster and a trash dumpster.

Mr. Aylesworth recommended Chief Cummings talk to Jim Taylor, Public Works Director, about possible value.

Chief Cummings will ask the Selectmen to declare surplus the old Engine 3, also a small boat and the old forestry unit. The boat was purchased by the Firefighters Association and he suggested the Selectmen donate it back to the Association so they can dispose of them.

Chief Cummings wants to move the two vehicles to the Public Works Facility. His plan is to have the Shedd Street property empty.

Ms. Stewart asked if the trucks would be moved to Public Works until moved elsewhere. Chief Cummings informed her that they would remain there until sold.

Chief Cummings will develop specifications for a fire truck for Town Meeting next year. His recommendation is to replace the old engine; Engine 5 becomes reserve, and reduce the fleet to two engines based on call volumes.

Mr. Aylesworth said that Jim Taylor and Scott Johnston are optimistic that the old Engine 3 could be a hot ticket item for landscapers, farmers, etc.

- **Jess Ovitt – Air Packs**

As promised, Jess Ovitt had an answer for the Selectboard regarding how quickly air packs could be obtained once ordered. The turn-around time from order to delivery is four to six weeks.

## **ADMINISTRATIVE ITEMS**

The Board reviewed and approved the following documents: Blind Exemption application for Nylund; blind exemptions are \$15,000 and the 2019 MS-232 Report of Appropriations Actually Voted

## **NEXT MEETING**

- Monday, April 15, 2019, 6:00 PM, Public Works Facility, 74 Lockehaven Road

**ADJOURMENT**

Mrs. Smith moved to adjourn at 7:25 PM, Ms. Stewart seconded, vote unanimous in favor of the motion, 3-0, meeting adjourned.

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John W. Kluge, Chairman

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Katherine D. P. Stewart

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Meredith C. Smith  
Enfield Board of Selectmen

## TOWN MANAGER REPORT – APRIL 1, 2019

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### *General Information and Updates from Departments*

- The April issue of the Town newsletter will be published on April 1.
- The Town Manager and DPW Director interviewed a total of six prospective interns for the inaugural Public Works Summer Internship Program over the course of the past two weeks. All of these students are rising seniors at Plymouth State University in either their Environmental Planning or Geography degree programs. Most students were also pursuing a certificate in Geographic Information Systems (GIS). Each candidate possessed many of the qualities being sought. Ultimately, it was decided that Graham Smith would be offered the internship and he has since accepted. Graham has a 3.89 GPA possesses interesting work experiences, including spending summers as a plumber's assistant and serving as a writing consultant at the Plymouth State Writing Center. Graham will begin the internship in either late-May or early-June, and the program will run 12 weeks. As a reminder, the internship program will center primarily on completing a comprehensive assessment of all town-owned roads and collecting field data on other public infrastructure features that we wish to incorporate into the Town's online geographic information system (GIS). Findings will be compiled into a detailed report and presented in the fall.
- Five candidates submitted applications for the water/sewer system operator position (which will become vacant as of May 1 when Jason Darling officially takes over the duties of the Grounds Crew Leader position). In-person interviews with the Town Manager and DPW Director have been scheduled for April 3 and it is anticipated that a conditional offer of employment will be made by the end of the week.
- There are two new candidates for the Land Use & Community Development Administrator position. Interviews with the candidates will likely be arranged for the week of April 8.
- Annual performance evaluations have been completed for all full-time employees. Annual performance evaluations have completed for many part-time employees as well (with the exception of "call employees" other than the Ambulance Chief). Looking ahead to next year, new performance evaluation expectations will be in place for call employees as well, although the format of these evaluations will likely be different given that the nature of the employment relationship with the Town is different than other full-time or part-time employees who work a more set/structured schedule.
- Multiple employee job descriptions are being substantively updated following annual evaluations due to these descriptions being highly incomplete or outdated.
- As has been discussed in prior Board of Selectmen meetings, the Fire Department has requested \$30,000 to replace aged air cylinders. The Board approved this request (the funds will come from the CIP-CRF) at a public hearing in January, and the Byrne Foundation subsequently agreed to offer \$15,000 to offset 50% of the associated cost. However, over the last two weeks, the Town Manager has been informed by the Fire Chief that the department may prefer to replace fewer air cylinders and instead replace up to 15 air packs. Air packs contains two air cylinders

and other life-supporting instruments. The air packs cost approximately \$7,000 a piece, and the Enfield Firemen's Association (the 501(c)(3) organization that helps to raise money to benefit the Fire Department) recently convened a meeting and voted in favor of contributing \$56,000 toward the replacement of air packs (these funds would be sufficient to cover approximately eight packs). The Association is asking the Town to consider matching these funds up to \$49,000 so that an additional seven packs can be procured. It is important to note/remember that the Fire Department has already procured approximately \$18,000 worth of air cylinders, which means that there is effectively \$12,000 available of the original \$30,000 approved by the Board of Selectmen to be withdrawn from the CIP-CRF. The Town Manager has been in communication with the Fire Chief to inquire as to why the Firemen's Association wishes to purchase the air packs at this time as opposed to applying for a federal grant ("Assistance to Firefighters") later this year (October) once additional member training has been completed to make the department more competitive for the grant. It is the Fire Chief's opinion that the department will not be competitive for the grant even after additional training is completed. The matter requires additional review. The Board will receive updates as these conversations continue.

- The Town of Enfield will celebrate Arbor Day on April 26, 2019 by planting a tree. Last year the Town planted an evergreen tree at Huse Park to serve as the holiday tree. Ideas are being accepted for where this year's tree should be planted. The Board of Selectmen will be issuing an official Arbor Day proclamation at the April 1 business meeting.
- The Enfield Police Department and Canaan Police Department will be co-hosting a Rape Aggression Defense (R.A.D.) class. The class is free to women of all ages.
- The Police Department will be hosting an Enfield Citizens Academy in May. This course will be an 8-week in-depth look at what it is like to be an Enfield police officer. The class will be free to Enfield residents 16 and older.
- We have been informed that the newly constructed Jake's Market & Deli will be officially opening its doors on April 3.

### ***Project Updates***

- In accordance with the recent vote of support at the annual Town Meeting, the Town has published a request for proposals (RFP) relative to transition planning services for the Fire and Ambulance departments. A copy of this RFP has been included in the informational packet provided to the Board of Selectmen for the April 1 business meeting. Qualified firms have until April 19 to furnish proposals. At this time, it is anticipated that formation of the previously discussed "transition team" (comprised of pertinent local officials and 1-2 interested members of the general public) will likely be deferred until we have a clearer picture of which firm the Town will be working with on this important project.
- Barrett Architecture is close to completing the Municipal Facilities Optimization Study that commenced in the fall of 2018. In addition to the public presentation of associated findings and recommendations that was made on March 25, a detailed written report is expected to be finalized and furnished to the Town Manager within the next two to three weeks. With the final

report being released in the near future, we must begin formalizing the next steps in the process. In recent weeks there has been discussion of forming a “Municipal Facilities Advisory Committee” (a relatively small, yet diverse group) comprised of a range of local officials and certain at large members of the general public. Included with this report is a proposal that overviews the possible mission, composition, and objectives of said committee. This is on the agenda for group discussion at the April 1 Board of Selectmen business meeting.

- The Town’s water asset management plan must be completed by the end of May in accordance with strict guidelines issued by NH-DES when the Town received an associated matching grant. Horizons Engineering (project consultant) is working diligently with the DPW Director and Town Manager to ensure that the plan is finalized in advance of this deadline.
- After taking a break from field data collection due to winter conditions, DPC Engineering has resumed its work on the wastewater asset management plan and will be back in Town to finish its inspection of manhole covers and evaluate groundwater penetration in the Town’s sewer system resulting from the spring thaw (this is called an infiltration/inflow or “I&I” analysis). A public forum (level of service workshop) will be scheduled later in the spring. At this time, we anticipate the sewer asset management project to be completed by June 1. As a reminder, now that the funding request was approved at the 2019 Town Meeting, the Town will be submitting an application for a \$75,000 loan (with principal forgiveness) from the NH-DES to working with DPC Engineering on a rate study and wastewater treatment plant feasibility analysis. This phase (Phase II) of the project would likely commence in mid-/late-summer and be completed during the second half of 2019 and early-2020.
- The Town Manager’s Office is in the process of preparing an RFP related to a computer network assessment. In recent months, questions and concerns have been raised about the level of service and overall guidance the Town is receiving from its current independent IT contractor (Twin Bridges, LLC.). This it not to say that the Town is not currently receiving quality service and guidance, but there appear to be enough unanswered questions and areas lacking consensus that a second opinion would be sensible. If a detailed computer network assessment generates findings that suggest a fundamentally different approach would result in better network performance (i.e., migration toward a 100% cloud solution as opposed to maintaining physical servers with offsite backup), then it will be necessary to share these findings with our current IT contractor and determine the path forward.
- The Town is in the process of preparing an RFP related to archaeological Phase II survey services for the Mascoma Lakeside Park property. Because the property was previously owned by the state, and because the Town will be using federal grant funds in the course of performing planned improvements to the property, the Phase II survey is legally required before any work is performed at the site during the 2019 construction season. At this time, it is not clear approximately how the Phase II survey will cost or how long it will take to complete. Answers to these questions will become clearer once qualified firms have an opportunity to respond to the RFP. We are efforting to publish the RFP within the next week.
- With the help of the DPW Director and Building Inspector, an RFP has been prepared relative to the envisioned “improvements” to the Mascoma Lakeside Park property. However, it will not be sensible to issue this RFP until after the archaeological Phase II survey is complete (or at least well underway) and we have a better sense of what additional constraints might be placed on

the site design. The RFP will invite qualified firms to submit “design-build” proposals for a new open-air pavilion (800-1,000 square feet that includes a fire feature; built on a concrete slab) as well as a wide range of other improvements that were prepared by the Town Manager and Mascoma Lakeside Park Committee for Board of Selectmen review some months ago. Due to the amount of background information and site-specific detail that the Town must provide prospective firms, assembling the RFP will not be a simple task. The goal is to publish the RFP before the end of the month so that work can commence as early as June 2019. As a reminder, funding for this project will come from a Northern Border Regional Commission grant (\$135,000) and an equivalent amount of matching contributions from private sources) for a total project budget of approximately \$270,000.

### ***Recent/Upcoming Meetings***

- A public forum was convened on March 25 to provide Barrett Architecture an opportunity to present on his findings and recommendations relative to the Municipal Facility Optimization Study, and obtain input from residents regarding the various alternatives Mr. Barrett has thus far evaluated. The forum was attended by approximately 40 residents and the discussions generated a good deal of valuable feedback that can help inform the study moving forward.
- The Town Manager will be in attendance at the upcoming bi-monthly Commissioners meeting of the Upper Valley Lake Sunapee Regional Planning Commission on April 10.