

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN (JOINT MEETING WITH BUDGET COMMITTEE)
MEETING MINUTES JULY 6, 2020**

TIME: 6:00 PM
LOCATION: via Zoom Teleconference

PRESENT:

Board of Selectmen: Katherine D.P. Stewart, John W. Kluge, Meredith Smith

Budget Committee Members: Erik Russell, Jean Patten, Shirley Green, Sam Eaton, Nancy Smith, (Katherine D.P. Stewart)

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

OTHERS: Emily Curtis, recording secretary; Roy Holland, Chief of Police; Phil Neily, Inspector; Jim Taylor, Director DPW; Cecilia Aufiero, Scott Gerlach, Bridget Labrie, Dan Kiley, Lindsay Smith

CALL TO ORDER

Ms. Stewart called the Selectboard meeting to order at 6:00pm.

Mr. Eaton called the Budget Committee meeting to order at 6:00pm.

ROLL CALL OF ATTENDEES

Virtual Meeting Preamble

As Chair of the Selectboard for the Town of Enfield, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that this is a virtual meeting only, as authorized by the Governor's Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;

We are utilizing the Zoom platform for this electronic meeting. All members of the Board/Committee have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # and using the password provided or by clicking on the following website address: that has been provided in email.

b) Providing public notice of the necessary information for accessing the meeting;

We previously gave notice to the public of how to access the meeting using Zoom, and instructions are provided on the Town of Enfield's website at: <https://enfield.nh.us>.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;

If anybody has a problem, please call 603-309-6379 or email at: raylesworth@enfield.nh.us.

d) Adjourning the meeting if the public is unable to access the meeting.

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

At this time, I also welcome members of the public accessing this meeting remotely. Although this meeting is being conducted in a unique manner under unusual circumstances, the usual rules of conduct and decorum apply. Any person found to be disrupting this meeting will be asked to cease the disruption. Should the disruptive behavior continue thereafter, that person will be removed from this meeting.

I will follow the agenda items in order unless otherwise explicitly stated and ask the Board and town department and/or committee stakeholders for input first. Then I will specifically ask for public comment. I will ask you to unmute and will call on members of the public. I ask that you endeavor to not speak over one another or interrupt in the interest of fairness to all present in the call and to our minute taker. I acknowledge timing is a challenge and there will be occasional, intentional lags to allow for responses from participants. Please be patient and the meeting will flow along nicely.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking a Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

APPROVAL OF MINUTES - June 15, 2020 Regular & Non-Public Sessions

Ms. Stewart informed members of the meeting and members of the public that, after the approval of the minutes, the Selectboard (BOS) and Budget Committee will be moving on to discuss New Business and Town Meeting first, and then move on to the rest of the agenda.

Mr. Kluge requested a correction to Page 8 of the minutes, to correct the spelling of his name.

Mr. Kluge made a motion to accept both sets of minutes; the regular session minutes as amended. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

BUSINESS

Review of 2020 Mid-Year Financial Reports – Revenues and Expenditures

Mr. Aylesworth reviewed details of the 2020 finances to date with the BOS and Budget Committee. He noted that revenue had some areas that were lagging and some that had caught up and even outpacing what had been initially estimated. He added that the Recreation Department has been behind on revenue due to the inability to offer programs, and that revenues from the Summer Camp will help.

Mr. Aylesworth noted that revenues from sales of municipal property would not change much until after Town Meeting when the oldest police cruiser would be sold via online auction, and that rentals such as the Community Building and the theatre have had a downturn in use as well as income.

Mr. Aylesworth noted that there are other areas that are doing well, including motor vehicle registrations. Through the end of June, the Town is now ahead of last year's revenue at this time and slightly ahead of what had been estimated for 2020. He noted it is difficult to fully understand the impacts of COVID-19; however, many areas are remaining on target for collection including motor vehicles, property taxes and water/sewer bills.

Mr. Eaton enquired about the Rooms and Meals tax income for 2020.

Mr. Aylesworth noted that the Town usually receives one lump sum payment at the end of the year and that towns have been informed by the Governor that they should anticipate the same amount to be disbursed this year as last year. He noted the Meals and Rooms revenue collected by the state is down, but allocations will remain as they were for 2019, which will be about \$240,000 for the Town of Enfield. He added that it is anticipated that there will be about a 7% reduction in the Town's Highway Block Grant money, which will bring the anticipated funding in 2020 from \$148,000 down to about \$136,000.

Mr. Aylesworth noted that the expenditure budget remain 60% unspent, but the percentage is based on the budget as approved back in February of 2020. He added that based on the likely changes to the budget, as well as upcoming projects that will be expended soon, the percentage will likely go down a little but still be in good standing.

2020 Town Meeting

Format and Logistics (Discussion with Moderator)

Ms. L. Smith stated that preparations have been made to execute Town Meeting on Saturday, including having a tent and an FM transmitter for the drive-in option. She added that five-gallon buckets with a lid will be utilized for retrieving ballots for each vote. She added that she has arranged for some Boy Scouts to facilitate the Pledge of Allegiance, and a high school student to sing the National Anthem.

Ms. L. Smith noted that there were no opportunities to reschedule if there was inclement weather. She added that the drive in option, as well as tents, will be available to help allow people to participate in a safely distant way.

Ms. Stewart made a motion to put the venue back on the table and change it to Huse Park. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Ms. L. Smith requested to have the primary and the national election as an agenda item in the next Selectboard meeting. She noted that the location cannot be changed by state law, and that it should be discussed as soon as possible.

Ms. Stewart agreed and requested Mr. Aylesworth add the item to the next meeting agenda.

Review and Discussion of Town Manager's 2020 Modified Budget Recommendations

Mr. Aylesworth presented his proposed adjustments relative to the 2020 Operating Budget. He noted his proposal included recommendations of a 0.26% reduction in the General Fund relative to 2-19 and a 0.75% increase in the bottom line of the Operating Budget when you combine all six funds. He noted that increases in the Sewer Fund operating budget accounted for most of the increase. He added that the proposal did not include any use of undesignated funds to stabilize the tax rate. He noted the goal was to seek a level funded budget and a level tax rate for 2020.

Mr. Kluge enquired if the proposal included raises for employees.

Mr. Aylesworth stated that the budget did presently include sufficient funding to allow for employee pay bumps, which would amount to 2.5% in the case of most employees. He suggested that – subject to Town Meeting approval – pay increases could go into effect on July 1st instead of April 1st. This could be done while still level funding the budget. Mr. Aylesworth provided data gathered from other communities and districts who provided pay increases to their employees.

Mr. Eaton enquired as to how many municipal employees were furloughed or laid off during the crisis.

Mr. Aylesworth noted that some vacant positions have gone unfilled, including a full-time police officer and full-time grounds crew position. Additionally, one part-time employee in the Police Department was furloughed.

The Budget Committee and Selectboard members heard from Mr. Aylesworth and municipal department heads and discussed details of whether raises should be included in the 2020 Operating Budget, including details of benefit packages available to municipal employees.

The BOS and Budget Committee moved on to discuss other areas where the Town Manager was proposing adjustments in the operating budget to achieve a roughly \$200,000 decrease overall.

Mr. Eaton expressed his support of the level funded budget as presented by Mr. Aylesworth. He noted he had heard that other people believed it should be lower and that he did not support any further cuts at this time.

Mr. Kluge made a motion to support and accept the revised overall budget as presented by the Town Manager at this meeting. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Mrs. Green made a motion to support and accept the revised budget as presented by the Town Manager at this meeting. Mrs. Patten seconded. A roll call vote was taken. Vote unanimous in favor of the motion (6-0).

Review of Warrant Articles and Discussion of Possible Amendments to Individual Warrant Articles

Mr. Aylesworth presented recommended actions on the 2020 Town Meeting Warrant including:

- Article 8 – Recommendation to table the lease of four police cruisers. Mr. Aylesworth noted that a cruiser had been approved for purchase by the BOS to replace one cruiser that was in the worst condition.
- Article 9, 10, & 11 – Recommendation to vote as printed but note that associated borrowing and projects will not happen until 2021. Members of BOS/Budget Committee (BC) agreed to support the recommendation.
- Article 12- Recommendation to vote as printed and note that it is to accept a loan with 100% principal forgiveness, which will be processed as a grant. Members of BOS/BC agreed to support the recommendation.

Mr. Kluge said he believed items such as Article 9 should be tabled to expedite the meeting.

Mrs. Smith agreed with Mr. Kluge.

Members of BOS and BC discussed if articles should be left up to the voters, with the acknowledgement of the intent to keep presentations during Town Meeting as short as possible, and additionally, how to convey why some items were tabled.

- Article 13 – Recommendation to table based on conversations with DPW director.
- Article 14 – Recommendation to vote as printed.
- Article 15 – Recommendation to vote as amended.
- Articles 16, 17, 18 – Recommendation to table based on current circumstances - with support of each respective body: Municipal Facilities Advisory Committee (MFAC) regarding Article 16, BOS regarding Article 17, and the Planning Board regarding Article 18.
- Article 19, 20 – Recommendation to vote as printed.
- Article 21 -Recommendation to vote as printed. A discussion was held regarding details of the printed terms, including the 5-10 year span, which was determined to be at BOS discretion. It was noted that the date printed (April 1) is irrelevant and would not need to be amended to August 1, 2020.
- Article 22 –Recommendation to vote as printed. It was noted that the vote is for authorization to explore agreements, but did not bind to a singular agreement. It was added that if the BOS is not agreeable to the terms presented then an agreement would not be entered into.
- Article 23 and 24– Recommendation to table.

It was noted that all mentions of ‘Recommendation to table’ would still be voted on at Town Meeting for final approval to officially table the items.

Mr. Aylesworth stated that only voice presentations would be made and the meeting would not include any visual aids. He added that all presentations will be posted on the website so that the public had ample opportunity to review the information prior to Town Meeting.

Mrs. Patten made a motion to close the Budget Meeting. Mrs. Green seconded. A roll call vote was taken. Vote unanimous in favor of the motion (6-0).

Members of the Budget Committee left the meeting and the Board of Selectmen continued to Business items.

BUSINESS

Future Meeting Format – In-person vs. Video Conferencing

Mr. Aylesworth requested feedback from the BOS regarding the format of future meetings – if they should proceed with remote meetings via Zoom as long as legally possible, or to begin meeting in-person again utilizing masks and social distancing measures.

Mr. Kluge stated he would prefer to meet via Zoom as long as possible.

Ms. Stewart agreed that it was a good platform and suggested a hybrid platform once meetings were transitioned back to a physical setting, even after the Governor's provisions have expired.

Mr. Kluge and Mrs. Smith supported her recommendation.

Picnic Tables and Public Porta-Johns During COVID-19

Mr. Aylesworth noted that porta-potties are being requested by the public and asked the BOS for their opinion on the matter. He noted that there was one in place in Huse Park to utilize for the summer camp and noted that it is not presently the plan to have this facility open to the public outside of camp hours.

The BOS discussed details of locations, how often the facilities would be cleaned, and appropriate signage. During the discussion, Town Ordinances were discussed with regard to whether Shakoma Beach was for Enfield residents only and if the ordinance was enforced.

Chief Holland noted that there is a Town Ordinance that states that only Enfield residents are allowed to utilize Shakoma Beach, but that it has not been explicitly enforced. He added that because the beach has no lifeguard at this point in the season due to COVID-19, police patrols of the area have increased.

The BOS moved on to discuss the parameters of Lakeside Park accessibility and whether it should be for Enfield residents only or not.

Mr. Aylesworth noted the Town would be prohibited from applying for federal grants if Lakeside Park was to become a resident only park. It was noted that nominal fees could be assessed to non-residents for things like parking, but that it could not be closed to non-residents all together without being rendered ineligible for federal funding as a result.

Ms. Stewart opened the floor for public comment.

Ms. Labrie expressed support to put the porta-potties in place noting that anyone utilizing the area, especially with appropriate signage, would acknowledge the risk and make their own informed decisions.

Mr. Kluge expressed that he did not wish to ask town employees to have to clean the facilities if the porta-potties were installed.

Heritage Commission – Alternate Member Appointment (Madeleine Johnson)

Mrs. Smith spoke to the appointment of Ms. Johnson to the Heritage Commission.

Mrs. Smith made a motion to appoint Madeleine Johnson as an Alternate Member of the Heritage Commission. Mr. Kluge seconded. A roll call vote was

COMMUNICATIONS**Tax Collector's Report – July 2, 2020**

Mr. Aylesworth spoke to having over 90% of collected taxes to date.

Town Clerk's Report – June 2020

Mr. Aylesworth noted that the motor vehicle registration revenue is a little ahead of previous years.

NHMA Guidance on Tax Deeding: Moratorium Expired July 1st

Mr. Aylesworth noted he presented the information to review and to discuss at the next meeting. He noted that it has expired and could be posed for discussion at the next meeting.

Independent Auditor's Report – Final Report for Budget Year Ended December 31, 2019

Mr. Aylesworth noted that the auditor's report is the first clean audit in quite some time and he was very pleased with the auditor's approval.

MVRHS Letter of Thanks to Police Department for Help & Support with Senior Parade

Mr. Aylesworth noted that a letter of thanks was addressed to all members of the PD and emergency responders that participated in the celebratory parade for the graduating Senior Class.

Wetlands Permit-by-Notification: (Rock) 217 Main St., Map 32 Lot 48 – Dock (NTE 6' x 30')

Mrs. Smith inquired about the dock location and if they were applying for a second dock. She inquired if the dock that is being proposed would be legal to the total amount of frontage that is allowed.

Mrs. Green noted that it could be followed up with DES to ensure that the application will be within guidelines. She inquired if the Conservation Commission was aware of the application.

Mr. Aylesworth noted that the Conservation Commission is cc'd on all applications. He noted that Alan Strickland of the Enfield Conservation Commission wrote a letter stating that they were not meeting and they would defer the decision to DES at this time.

BOARD REPORTS**Planning Board**

Mr. Kluge noted that the Planning Board met and Mr. Lacroix changed the boundary line of Shaker Valley Auto, Ziggy's pizza had a minor site plan review, and the Town of Enfield had a voluntary lot merger of the two lots that comprise Mascoma Lakeside Park.

Heritage Commission

Mrs. Smith noted that the Heritage Commission met with Mr. Cushing of Mascoma Valley Preservation regarding the Enfield Center Town House. Mr. Cushing requested a charette, which will be postponed until an in-person meeting can be held.

Budget Committee

Ms. Stewart noted that members of the BOS were present for all recent Budget Committee meetings.

TOWN MANAGER'S REPORT

Mr. Aylesworth noted the following highlights from his written report provided to the BOS:

- The July issue of the Town Newsletter has been posted.
- The Town will be submitting the second request for reimbursement from the GOFERR municipal relief fund.
- Upgrades to the server and overall IT network have been slowed due to COVID-19, but with current access updates for Office 365 are resuming.
- The Summer Camp Program is up and running, with socially responsible activities and with camp counselors wearing masks.
- He is working closely with the DPW Director to fill the current vacancy for the Grounds Crew Leader position and noted that the Light Equipment Operator position would remain unfilled at this time.

PUBLIC COMMENTS

Ms. Stewart opened the floor for any items not on the agenda.

Dan Kiley – Board and Committee Meetings

Mr. Kiley noted that the Community Building would be the ideal place to hold larger meetings in a safe way. He would hate to see it rented out during evening hours when it could be utilized.

Ms. Stewart noted that if a hybrid approach were to be taken, IT would need to look into the viability of the internet connection in the Community Building as it has been challenging in the past.

Mr. Aylesworth noted that the acoustics in the space are problematic and contractors were hard to come by and to have the work completed by the end of August in order to be eligible for reimbursement due to COVID adaptations.

Mr. Russell noted that the EVS PTA just got quotes for how sound improvements might be made in the gym and they might be a good resource for more information.

ADMINISTRATIVE ITEMS**Timber Yield Tax (Baker)**

Mr. Aylesworth noted that \$226.55 for timber harvested from Map 7 Lot 6, property owned by Greg Baker.

Mr. Kluge made a motion to accept the assessor's recommendation on the timber tax. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Property Tax Abatement Application (Currier, LaCroix)

The assessor recommended the Currier assessment (Map 12, Lot 27-1) be reduced from \$35,400 to \$23,900.

Mr. Kluge made a motion to accept the assessor's recommendation. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The assessor recommended denying Mr. LaCroix's request.

Mr. Kluge made a motion to accept the assessor's recommendation. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

Exemption Application (Upper Valley Humane Society)

The assessor noted that the only issue is the caretakers house which is said to be needed for 24/7 care in the event of an emergency, and the backland will still be taxed regardless.

Mrs. Smith noted that many non-profits that receive exemptions offer discounts for Enfield residents, including the Museum and Whaleback, and perhaps it would be a great point of conversation in the future.

Mr. Kluge made a motion to accept the application for exemption, to include the caretaker's home. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

OTHER BUSINESS**Mask Ordinance**

Ms. Stewart noted she had been asked by residents to consider having a mask ordinance in the town.

Mr. Kluge noted he had received similar requests.

It was questioned how it could be enforced as well as how it aligns with the State's expectations.

Mr. Aylesworth offered to research the matter further.

Town Manager Accrued Time Off

Mr. Aylesworth noted that he had an item for discussion that was not on agenda, which was to request his accrued paid time off be allowed to accrue without expiration given that he has been unable to utilize paid vacation in recent months due to the demands of COVID-19, and some of this accrued leave would otherwise expire as a result.

Mr. Kluge made a motion to not have any of the Town Manager's accrued vacation time expire on his anniversary of hire date which is July 11th. Mrs. Smith seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

ADJOURNMENT

Mrs. Smith made a motion to adjourn the meeting at 8:28pm. Mr. Kluge seconded. A roll call vote was taken. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 8:28pm.

Katherine D. P. Stewart, Chair

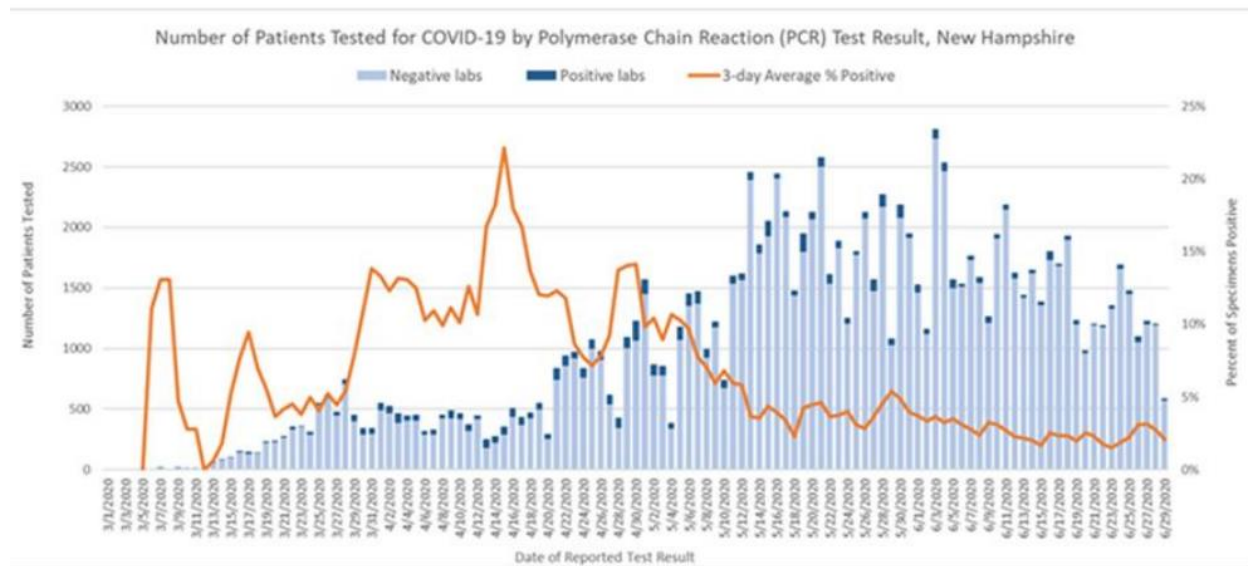
Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen

TOWN MANAGER REPORT – JULY 6, 2020

General Information and Updates from Departments

- The July issue of the Town newsletter will be published on July 6. The issue has been ready for publication since July 2, but publication has been delayed due to an issue with the Town's website that we expect will finally be resolved on July 6.
- Over the course of the past several weeks, the Governor has progressively relaxed a variety of restrictions and guidelines relative to COVID-19. This includes eliminating the requirement for NH residents to self-quarantine for 14 days after traveling for 14 days to MA, CT or RI, as well as the requirement that residents of those three states self-quarantine when traveling to NH. Throughout the month of June, the 3-day average of positive test results in NH continued to slowly decline (it is presently around 2%), and there are presently no positive cases in the Town of Enfield. There is reason to be concerned that an uptick in social gatherings during the July 4 weekend could contribute to this favorable trend taking a turn in the wrong direction, but New England as a region continues to be doing considerably better than other regions in the U.S.



- As was previously reported, in accordance with guidance from the state and in being consistent with many municipal offices across the state, the Enfield Town Offices reopened to the public beginning on June 15. Over the course of the last three weeks, the modified operations have been carried out successfully with very few reported issues from staff or the general public. Details have been posted to the website here: <https://enfield.nh.us/covid-19-you.../.../town-hall-re-open-plan>
- As was previously reported, Enfield specifically is eligible to receive up to \$111,223 in funds via the GOFERR Municipal Relief Fund (CARES Act). The Town received just over \$30,000 from its first reimbursement request submitted on June 1 for the time period March 1 through April 30. The guidance from that state indicates that the funds allotted to municipalities cannot be used

to offset revenue shortfalls associated with COVID-19, the funds can only be used to offset certain eligible expenses. Each municipality is permitted to submit requests for reimbursement on three different occasions: June 1, July 15, and September 1. The Town is in the process of compiling its second reimbursement request, which will correspond to the May 1 through June 30 timeframe. Items in this reimbursement request will include eligible payroll cost recovery, certain IT hardware/software expenses, and costs associated with installing programmable locks at the Community Building. It should also be noted that the special one-time stipends being paid to first responders (police, fire and ambulance) with CARES Act funds for the period May 4 through June 30 will also be administered during the next payroll (week of July 6).

- Progress continues to be made on the Town's migration to an Office365 computing environment and comprehensive IT network upgrades more broadly. We no longer have any employee work stations running Windows 7 (which is obsolete and no longer eligible for technical support) most Town employees are now using Office365 for all their applications (Microsoft Word, Excel, Outlook, etc.). Configuration of the new server was delayed due to the limited ability of SymQuest technicians to gain access to Town Hall, but, we now anticipate this project will be fully complete in the coming weeks. We also continue to be optimistic that the lion's share of this project cost will ultimately be covered by grants from the GOFERR Municipal Relief Fund given that the Town's improved IT environment will make it far more efficient for employees to work remotely and limit exposure to COVID-19 (or other virus during a pandemic).
- The Enfield Parks and Recreation summer camp is opening with modified operations for the 2020 season (no field trips) beginning on July 6. The camp will run through August 7 (five weeks). As was previously indicated, we MUST have a minimum of 16 full day campers to operate camp each week. Also, the maximum number we can register each week is 32. Camp is open to those who in the Fall of 2020 will be entering grades K-6. Camp Hours will be 7:30am – 5:00pm, however camp activities will be organized from 9:00am-4:00pm. Weekly camp cost per camper is \$130 for Enfield residents and \$145 for non-residents
- The Town of Enfield will be reclaiming the following roads in July: Warren and Bud Mil Roads and a section of Shaker Blvd at the NH Route 4A end and a section of Livingstone Lodge Road near Wescott Road. First a machine will grind the existing pavement and base material in place. Aggregate will be added and the new roadbed will then be graded and treated with calcium chloride to firm the base and prevent dust. The new road base will then need to settle and compact for 6-8 weeks prior to paving. A two-inch base of pavement will then be placed and followed by a one inch wearing course added in 2021.
- During the week of June 15, the DPW Director, Highway Supervisor, and Town Manager interviewed several candidates for the vacant Light Equipment Operator position. Unfortunately, the preferred candidate later informed the Town he was accepting a position with another organization and the second-choice candidate elected to stay in his present position. Because none of the other candidates possessed all of the desired licenses and experience, it was determined the position would remain unfilled and an effort would instead be made to fill the vacant Grounds Crew Leader position. Interviews with candidates for the Grounds Crew Leader position will be conducted during the week of July 6.
- The DPW Water & Sewer Division performed meter reading during the last week of July and bills will be issued the week of July 6.

- As previously reported, in consultation with the Town Manager and DPW Director, Enfield's Town Counsel prepared an email memorandum to the City of Lebanon's attorney to lay out a series of questions that the Town insists need to be answered in order for Enfield to evaluate the equity of the City's present approach to calculating wastewater collection and treatment fees. To date, neither the Town of Enfield nor our legal counsel have received a response.
- The Town has published the annual consumer confidence report for the municipal water system. This report describes The Town of Enfield's drinking water sources and quality, and programs that protect your water supply. This publication conforms to federal regulations that require water utilities to provide you this information annually. It will help us keep residents informed about upcoming federal, state and local policies, regulations and guidelines. The report is available on water/sewer section of the Town Website at the following link: https://www.enfield.nh.us/sites/enfieldnh/files/uploads/ccr_2020.pdf
- For the first six months of this year, the Enfield Fire Department has responded to a significantly higher volume of calls. For all of 2019, the Department responded to a total of 139 calls. For the first six months of 2020, the Department have responded to 115 calls. If this trend continues, it will be one of the busiest years in quite some time.
- Late in the evening of July 3, a motorist lost control of his vehicle while traveling on NH Route 4A and lost his life due to injuries incurred as a result of the crash. Members of the Enfield Fire Department responded to the scene shortly after the crash, but, unfortunately, the driver (who was the sole occupant of the vehicle) was found deceased. It appears they died instantly.
- The Planning Board held hearings in June and approved three applications for a variety of land use matters. The first hearing was for a "voluntary lot merger" for the two town-owned parcels collectively comprising Mascoma Lakeside Park, which is set to see construction begin soon for a new pavilion and associated walkways. The merger of the two lots was recommended by the Lakeside Park Committee. A NH Department of Environmental Services (DES) Shorelands Permit has also been recently obtained in anticipation of this work. The second hearing was for a "boundary line adjustment" of property owned by Bob LaCroix on US Route 4 (Shaker Valley Auto). Mr. LaCroix made some minor changes to two parcels to better facilitate traffic flow and for a possible future ownership transfer of one of these properties. The third hearing was for a "site plan review" for a new location of Ziggy's Pizza on US Route 4 (in the former Family Pharmacy location). The new restaurant will feature a large outdoor seating area (obscured from US Route 4 by the building).
- With the lifting of the stay-at-home order, but with the recommendation that we are "safer-at-home," the Enfield Public Library entered Phase 2 of its reopening plan. This means that:
 - Library: Closed to the public
 - Staff: Work at library limited hours with social distancing rules in effect ; continue work from home
 - Circulation: Digital materials and porch pickup service, all fines waived
 - Returns: Only in book drops to assist with quarantine/sanitization procedures
 - Programs: Only online

The main priority of the library's reopening plan is the safety of staff and patrons. Staff will still closely monitoring health reports and other news related to COVID-19 and the reopening of other businesses. Phase 3 of the plan does include the building being accessible in some form. However, the main concerns are still cleaning, ventilation, and the ability to socially distance in our small space. The library wants to do everything it can to keep people healthy. As such, there is not presently a timeline for Phase 3.

With that in mind, the library began offering porch pickup service on June 15th. In just the first two weeks they put out 64 bags and circulated 373 items. The Summer Reading registration also began on June 22nd.

- In his capacity as the Vice Chair of the Upper Valley Lake Sunapee Regional Planning Commission (member of the Executive Committee), the Town Manager has been actively participating in the search process for the vacant Executive Director position. Approximately six candidates are being invited to interview in the next stage of the process, with the expectation that approximately half of these semi-finalists will be identified as finalists and invited to interview in-person within the next month. The organization will continue to be led by an interim Executive Director until a permanent replacement is selected.

Project Updates

- The Town Manager has transmitted detailed updated 2020 budget recommendations to the Board of Selectmen. These materials have been separately enclosed in the informational packet for the Board's July 6 joint meeting with the Budget Committee.
- In accordance with state regulations and the guidance issued by the Governor's Office, the Moderator and other local officials are moving forward with the business session of Town Meeting. We have made every attempt to plan for a meeting that will allow our voters to participate and feel safe doing so. Detailed information for this year's Town Meeting was sent out by surface mail to all residents in Enfield and is also going to be posted to the Town's official website as soon as technical issues are worked out (we anticipate this will be done by July 6).

As the Board is aware, this year's Town Meeting will take place on July 11 beginning at 8:00 AM in Huse Park. The outdoor venue was selected to minimize the potential for COVID-19 exposure and the earlier start time was selected in the interest of reducing the impact that heat will play should it be a warm weather day.

For safety reasons, the following protocols will be in play:

- Participants will be asked to wear a mask (masks will be provided if you need one)
- Pre-meeting sanitizing will be performed and hand sanitizer will be available;
- Seat options:
 - i. Drive-In Option
 - ii. Open-Air Option

Cold water will be provided and distributed with help of the Enfield-Mascoma Lioness Club). Unlike in prior years, there will be no other food/refreshments. Bathrooms will be available in

the Community Building. The goal is to expedite the meeting to the fullest extent practicable to limits people's risk of exposure. Residents are being encouraged to bring their own printed copy of the Town Meeting warrant and warrant article narratives. A limited number of Town Reports will be available on site. No PowerPoint presentations will be made at Town Meeting, but, presentation information is going to be posted on the Town website by July 6:

<https://www.enfield.nh.us/administration-town-manager/pages/2020-annual-town-meeting>

Discussion is encouraged following social distancing precautions

Voting – remain seated/in your vehicle:

- Any paper ballots will be collected from voters from where they sit
- Hand votes will be done by raising of voter card

Full meeting details are being made available here: <https://www.enfield.nh.us/administration-town-manager/pages/2020-annual-town-meeting>

Finally, as the Board is aware, a joint meeting with the Budget Committee has been organized for July 6 and the focus of this discussion will be review of the warrant (as printed back in February) so that consensus can be reached with respect to where adjustments are necessary due to the ongoing COVID-19 pandemic.

- The Municipal Facilities Advisory Committee (MFAC) last met on June 22 and will be meeting again on July 13. The conceptual designs/layouts for a renovated and expanded Whitney Hall and new public safety facility are effectively largely complete, and Pathways (civil and environmental engineering firm) is completing a geotechnical evaluation for a property that is being evaluated for the possible future site of a public safety facility. The Committee and Bread Loaf continue to explore adjustments that could be made to the conceptual designs to manage costs without sacrificing value, and enhance the usability of the facility in the event of future pandemics.

It is the MFAC's goal to present its final recommendations to the Board of Selectmen later this summer. Members of the committee continue to be very mindful of the projected financial impacts of COVID-19, and fully recognize that the condition of the local, regional and national economy will have implications for when (and if) the Board of Selectmen determines the time is appropriate to move forward on the committee's final recommendations.

It should also be noted that in late-June the Town of Enfield submitted an application for \$390,000 in funding via the LCHIP grant program for the specific purpose of rehabilitating Whitney Hall. The Town will be notified in December as to the final determination of its application.

- As was previously reported, the Town Manager recently formed an ad hoc committee called the Internet Access Working Group, which is comprised of six local residents with expertise in the telecommunications industry and is responsible for helping to identify and advance ways in which access to high-speed internet can be improved in the Town of Enfield (although the NH FastRoads initiative resulted in a major buildout of "middle mile" fiberoptic cable throughout a majority of public roads in Enfield, the current owner of this infrastructure [FirstLight] has signaled a lack of interest or willingness to connect new residential customers). The Land Use &

Community Development Administrator is serving as the staff lead on this effort. The group is meeting again on July 8 to review planned next steps and possible action items.

- Progress continues to be made relative to the construction of the open-air pavilion at Mascoma Lakeside Park. Following the Board of Selectmen's vote on June 15 to proceed with awarding the contract to Upper Valley Building and Remodeling, the Town Manager prepared a draft contract and has presented this to the contractor. However, it may be necessary to give additional consideration to the timeline in which construction is completed given that staff from the NH Department of Natural and Cultural Resources have indicated that funds that have already been raised for construction of the pavilion (including a \$135,000 matching grant from the Northern Border Regional Commission) can be used as match for a Land & Water Conservation Fund (LWCF) grant that would be used to complete much needed upgrades to the parking lot and trails. However, these funds can only be used to match a LWCF grant so long as the match has not been expended prior to the LWCF grant being awarded (anticipated in February 2021). This means that construct of the pavilion would have to wait until spring 2021. Based on a very productive and informative site visit that the Town Manager and Building Inspector engaged in with LWCF staff on June 25, it appears that the Town would be a strong candidate for an LWCF grant (up to \$270,000) in 2021. This will be further discussed and deliberated at the Mascoma Lakeside Park Committee meeting on July 7.
- The Town recently executed a contract with Target New England for the Enfield Center Town House structural stabilization/repairs project being funded with two \$10,000 Moose Plate grants (\$20,000 total project budget). The project will commence on Monday, July 6 with final completion achieved during the second half of August.