

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES NOVEMBER 7, 2022**

TIME: 6:00 PM
LOCATION: Public Works Facility & Zoom videoconference
74 Lockehaven Road, Enfield

PRESENT

Board of Selectmen: John W. Kluge, Kate P. Stewart, Erik Russell (7:12pm)

Administrative Staff: Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager; Kevin Marker, Recreation Director.

Members of the Public: Emily Curtis, Recording Secretary.

CALL TO ORDER

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

PRESENTATION

Mr. Kluge presented a gift in appreciation to Meredith Smith for her service as a Selectboard member from 2016 to 2022. She has also been a guiding force with the Mascoma Lakeside Park, as well as a member of the Heritage Commission and The Enfield Village Association. He stated that her efforts and dedication to the community are deeply appreciated.

APPROVAL OF MINUTES –October 2, 2022, Joint meeting with Budget Committee & October 17, 2022

Ms. Stewart made a motion to approve the minutes for October 2nd and October 17th as printed. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

BOARD REPORTS

Members of the Board of Selectmen (BOS) gave updates regarding their respective committee assignments.

TOWN MANAGER’S REPORT

Mr. Morris presented the following updates to the BOS:

- He stated that we have made a conditional offer for the Highway Superintendent position, and pending his background check, we are planning on having him start on November 28th.
- Chief Holland has presented a conditional offer of employment for a full-time officer.
- The three pieces of surplus equipment sold for a total of \$15,900.
- It had previously been discussed to sell the trailer located at Johnston Drive; however, upon further examination there are issues including a rotted frame that will cause it to be scrapped instead.
- Field surveys for the Invasive Species Project have been conducted and they have identified and mapped over 20 nonnative invasive species in the town. He noted that the current focus is visualizing their findings in GIS and mapping the information gathered, which is estimated to be completed in January. He noted that the goal is to set up a program that other towns can take

advantage of, as well as open some conversations with state representatives regarding the maintenance of state roadways and the impact it has on invasive species management.

- Topographic and geotechnical boring studies for the construction of the public safety facility are in progress at the Shaker Hill Granite property site.
- Conceptual designs in pieces of the different areas in the public safety building have been developed.
- He is working with the town attorney regarding a legal letter of intent to purchase the Shaker Hill Granite property, and the anticipated purchase date is January 2023.
- Mr. Morris thanked Kevin Marker, the Recreation Director, for the Halloween event that he put together. He also thanked the students from Mascoma Valley Regional High School, as well as the volunteers that came together to help support the event. He noted that it was a great community effort and a great event that drew in over 400 trick-or-treaters.
- He spent time at the Union Street fire station and the Police station on Halloween night and thanked the Enfield Police Department for directing crossing and traffic on Shaker Hill to ensure trick or treaters had a safe evening.
- There was a positive E. coli test from one of the testing sites which triggered a boil water order. DES came down Friday evening and went around and did inspections and there was a strong suspicion it was from the sampling site and not in the water system. It is out of an abundance of caution that the boil water order was issued, and testing will continue until there are at least two clear tests to end the boil order. He relayed the following advisements for Enfield water customers:
 - Before drinking or consuming water be sure to boil it; water filters do not remove water bacteria or viruses.
 - If you are washing dishes, it is best to do a final rinse in a bleach and water solution.
 - If you wash your hands, it is best to use a sanitizer after.

Mr. Kluge inquired about how we notified water users about the issue.

Mr. Morris stated that the town utilized the website, Facebook, Listserve, media sites including WMUR, posting signs at local businesses, and directly communicated to restaurants and businesses. He stated that we will be looking into a phone system for automated phone calls to be made in the future. There are email notifications that can be signed up for, and there may be opportunities for additional text notifications with the planned upgrades to the website. He stated that overall, the town followed through 4 of the 5 ways to notify water users – the only other point of contact not covered was going door to door.

Ms. Stewart stated that there are a lot of renters in some of those spaces as well, and we should be aware that it is hard to communicate in a way people can see it as the notifications likely go to the property owner and not directly to the renters. She stated that being neighborly and letting neighbors know would be beneficial.

With no further comments or questions, Mr. Kluge moved on to the next agenda item.

COMMUNICATIONS

NHMA Correspondence: Disposition of legal fees

Mr. Morris reviewed the notification that NHMA will be planning to destroy records prior to January 1, 2015. He stated that it is a standard protocol for the disposal of records, and it is not necessary to take any action unless there is information the town is interested in preserving information.

Members of the BOS agreed that all documents currently retained by the town would include NHMA communications and there was no need to request copies of NHMA records.

BUSINESS**Public Space Rental Presentation**

Mr. Morris stated that he charged the Recreation Director, Kevin Marker, with looking at a better way to coordinate rentals in public buildings. He stated that Mr. Marker took it one step further and reviewed information related to what area municipalities charge for use of their public spaces. He noted that there are options to have special codes that allow agencies to book public spaces for free or reduced rates.

Mr. Kluge noted that there have been complaints about the lack of cleanliness in the building. He inquired about having someone that can inspect the space to verify the cleanliness and whether the deposit should be retained.

Mr. Morris noted that we do not have the manpower to inspect the space after every single event.

Mr. Marker stated that there has been more positive feedback now that there is a maintenance person. He stated that having someone consistently cleaning the space as well as addressing other issues in the building has been an improvement.

Mr. Morris stated that there are other opportunities to rent the pavilions.

Mr. Kluge inquired how renting pavilions would impact the public use of the facility.

Mr. Morris stated that it is not intended to be a money maker but is more to allow people to use the spaces for an extended period of time. He noted that there are some people who have reached out to utilize the Mascoma Lakeside Park for weddings.

Mr. Kluge stated that we should be in a position that doesn't block the public from using the park.

Mr. Marker stated that in his research that there are specific clauses that many other towns utilize in their site rental agreements that address the fact that the space being reserved is a public space and does not give them exclusive use and the public is still allowed to be present.

Mr. Kluge inquired if there was any furniture in the Lakeside Park Pavilion.

Mr. Marker stated that there was currently only one picnic table there.

Mr. Morris added that most people planning to use the space bring their own items to set up in a way that suits their needs.

Ms. Stewart stated her support and noted that there has been an increase in the number of people who want to reserve outdoor spaces since COVID. She noted that she is concerned about setting some limitations, such as not having event tents placed where they could cause damage to the resources available, such as Shaker Recreation Field.

Mr. Morris agreed and stated that those inquiries can be evaluated and addressed as requests come in.

Authorization of First Light Fiber Lease

Mr. Morris noted that there is 50 square feet of caged in area currently used by First Light Fiber and the tentative agreement is \$500 per month for leasing the space, as well as installing a separate meter to have First Light pay the electric costs for their equipment. He noted that it will not cover all the fees for the internet costs, but it will help offset a large portion of the budgetary costs.

Ms. Stewart made a motion to authorize the Town Manager or their designee to enter into a 5-year lease agreement as presented and to take all actions and execute all documents as necessary. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

Authorization to Spend ARPA Funds for the Purchase of a New Ambulance

Mr. Morris stated that permission has been granted for ambulance purchase, but to maintain full transparency, he requested a formal authorization to spend \$256,105 of the \$474,349 of Town ARPA funds, for the immediate release of an RFP and purchase of a new ambulance. He noted that he was informed by Chief Martin that ambulances are currently on a two-year waiting list.

Mr. Kluge made a motion to authorize the spending of up to \$256,105 of Town ARPA funds for the purchase of a new ambulance, as approved at the Public Hearing on September 19, 2022, and further authorize the Town Manager or their designee to take all actions and execute all documents as necessary. Ms. Stewart seconded. Vote unanimous in favor of the motion (2-0).

Award Property Sale of Town Owned Properties

Mr. Morris presented bids submitted for the purchase of two town-owned properties.

Map 9 Lot 39

Mr. Morris stated that Map 9 Lot 39 is tax deeded property, and the town can only accept money up to what the town's costs are, which total \$2,279.25.

Ms. Bonnette noted that anything the town receives in excess of the town's costs must be returned to the prior owner or heir of the estate.

Mr. Kluge made a motion to authorize the town manager to dispose of the Map 9 Lot 39 property to Patty and Tom Williams. Ms. Stewart seconded. Vote unanimous in favor of the motion (2-0).

1387 NH Rte. 4A

Ms. Stewart made a motion to award the winning bid of \$7,000 to Bobby Oakes for 1387 NH Route 4A. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

Mr. Morris stated that the mobile home at 4 Bocash Drive was also out for bid, but no bids were received. Per the agreement with the mobile home park, as previously approved by the Selectboard, the park will be purchasing the mobile home from the town.

Deputy Town Clerk & Assistant Town Clerk appointments

Mr. Morris stated that NHMA had informed that town that a Deputy Town Clerk could reside outside of the town, however, the New Hampshire Secretary of State's office contacted the town offices to verify that the Deputy Town Clerk does need to reside in town. He stated that he consulted with the town attorney who found legislation in 2002 that confirms the need for a Deputy Town Clerk to reside in town. At this time, it is confirmed that she can serve as an Assistant Town Clerk and complete the work that she has been doing, except for state certificates such as marriage licenses. He noted that the Tax Collector has been deputized and will be able to use a stamp of the Town Clerk's signature to finalize state documents. He stated that there is legislation moving forward to change that rule, but until then the town has developed a strategy to fulfill the needs of the public.

Ms. Stewart made a motion to appoint Jerusha Howard as the Deputy Town Clerk and appoint Patricia Pierce as the Assistant Town Clerk as of November 7, 2022. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

Acceptance of donations to Mascoma Lakeside Park Fund: \$3,720 in aggregate

Ms. Stewart made a motion to accept the donations with thanks. Mr. Kluge seconded. Vote unanimous in favor of the motion (2-0).

ADMINISTRATIVE ITEMS

Timber Yield Tax (Lundberg)

Members of the BOS reviewed and signed documents as presented.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

Mr. Kluge asked Mr. Morris if there was any further information regarding the Methodist Hill Property.

Mr. Morris stated that there are some ideas for the property, and while he has not been to see the property himself yet, he will continue to do more research to bring ideas forward to the Selectboard.

Mr. Kluge requested any other comments or questions to come before the BOS.

Ms. Stewart congratulated the Enfield Village School on being appointed a Blue Ribbon School, which is a major achievement.

Ms. Stewart noted that there is an ingathering coming up with relationship to the Friends of Mascoma foodbank. She noted that if someone should be referred to get a thanksgiving box, referral forms are located online as well as in the latest newsletter and referrals can be mailed in.

Ms. Labrie stated that there is an upcoming public feedback session regarding the drafted Master Plan from 2-4p at the DPW on Saturday 12th.

Mr. Morris congratulated the Mascoma Valley Regional School boys' soccer team for making it to the championship game. He noted that he was happy to participate in the escort that emergency responders provided through Enfield to the high school on Sunday. He stated it was a great feeling to see members of the Enfield, Canaan, and Grafton emergency departments come together be a part of the celebration of the team's accomplishment.

With no further comments, members of the BOS moved on to enter nonpublic session.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Tax Collector's Report – October 2022
- Town Clerk's Report – October 2022
- Trustees of Trust Funds Report – 3rd Quarter 2022
- DES Request for information – Shoreland Permit Application 2022-02641 (Oseid)
- Shoreland Impact Permits: 2022-02244 (Champagne), 2022-02675 (Dufoe)
- Wetland & Non-Site-Specific Permits: 2022-02260 (Regan), 2022-02531 (Regan), 2022-1995 (Town of Enfield)
- Mascoma Valley Regional School District (MVRSD) Reminder of Deliberative Session, Saturday February 4, 2023, 9:00am at MVRSD Auditorium

Non-Public Sessions

For the purposes of 91-A:3 II:

- (a) Employee discussion
- (c) Discussion of Johnston Property Use Committee applications/applicants
- (d) Property Discussion

Note: Teams videoconferencing will discontinue at the time the Select Board enters non-public session and will note resume due to the limitations of the Teams Program.

Mr. Kluge made a motion to enter nonpublic 91-A:3 II (a), (c), and (d) at 6:55pm. Ms. Stewart seconded. Vote unanimous in favor of the motion (2-0).

Mr. Russell arrived during the nonpublic session.

Ms. Stewart made a motion to exit the non-public session at 7:54pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Mr. Kluge made a motion to seal the minutes of non-public session (a) and (d). Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Ms. Stewart made a motion to appoint the following members of the public to the Johnston Property Use Committee: Julie Eckert, Bradley Rich, Affrille Degoma, Alice Kennedy, Nate Miller, Franklin (Bud) Lynch Jr., and Nancy Smith. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

ADJOURNMENT

Ms. Stewart moved to adjourn at 7:56 PM, Mr. Russell seconded, vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:56 pm.

John W. Kluge, Chair

Katherine D. P. Stewart

Erik Russell
Enfield Board of Selectmen