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**TOWN OF ENFIELD
ENFIELD SELECT BOARD
MEETING MINUTES March 18, 2024**

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

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18
19

PRESENT

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21
22

Select Board: Erik Russell, Kate P. Stewart, John Kluge, Alice Kennedy, Tracy Young

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26

Administrative Staff: Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager; Whitney Banker, Recording Secretary

27
28
29

Members of the Public: Jean Patten, Steve Patten, Brad Rich, Dan Kiley, Kurt Gotthardt, Harrison Drinkwater, Dan Regan, Dave Beaufait, Sharon Beaufait, Nate Miller, Paul Vianco,

30
31

Via Teams: Barbara Jones, Jean Balgrosky, Shirley Green, Barbara Ruel, Bridget Labrie

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CALL TO ORDER

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37
38

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

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41
42

ORGANIZATION OF THE BOARD

43
44
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46

Ms. Stewart made a motion to nominate Mr. Russell for Chair of the Select Board. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

47
48
49
50

Ms. Stewart made a motion to nominate Mr. Kluge for Vice Chair of the Select Board. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

51

Board members discussed committee assignments.

Required:

Select Board Chair – Eric Russell

Select Board Vice Chair – John Kluge

Budget Committee – John Kluge with Tracy Young as an alternate

Capital Improvement Program Committee – Tracy Young

Heritage Commission – Alice Kennedy (due to a conflict, Ms. Kennedy will discuss meeting with the commission at a different time than last year.)

Planning Board – Eric Russell with John Kluge as an alternate

Not Required:

Community Nursing Committee – Alice Kennedy

Conservation Commission – Kate Stewart

Energy Committee – Tracy Young

~~**Johnston Property Use Committee**~~ – Ended – not needed

~~**Mascoma Lakeside Park Committee**~~ – N/A

~~**Methodist Hill Property Use Committee**~~ – Ended – not needed

Municipal Facilities Advisory Committee (Design Team) – Tracy Young

Old Home Days Committee – N/A

Recreation Commission – N/A

Tax Increment Finance District Advisory Committee – Eric Russell

52
53 Mr. Young made a motion to appoint each member of the Select Board to the committees as listed. Ms.
54 Kennedy seconded. Vote unanimous in favor of the motion (5-0).

55
56 **APPROVAL OF MINUTES – March 4, 2024 Regular & Non-Public**

57
58 Ms. Stewart made a motion to approve the March 4, 2024, regular and non-public minutes as printed. Mr.
59 Kluge seconded. Vote unanimous in favor of the motion (5-0).

60
61 Mr. Russell clarified that the non-public minutes would not be sealed.

62
63 **BOARD REPORTS**

64 Conservation continues to discuss stormwater management and future priorities. For most of the meeting,
65 there was a discussion with the consultants for the Master Plan Phase II.

66
67 The Planning Board had public hearings for the Whitney Hall and Public Safety buildings.

68
69 **TOWN MANAGER'S REPORT**

70 The Police Officer position remains open, with hiring plans for June 2024. If a certified officer applies
71 sooner, the timeline can be flexible.

72
73 Mr. Morris thanked everyone for their work at the Town Meeting and recognized Ms. Smith for her work
74 on the Tuesday election and at the Town Meeting.

75
76 The Whitney Hall footings and foundation walls are completed, and plumbing opening prep will begin
77 soon. Framing is planned for early April.

78
79 The Public Safety building has many RFPs open and is in the final budget stages, with a groundbreaking
80 planned for May 2024.

81
82 Both building site plans were reviewed at the last Planning Board meeting. Some feedback was given, and
83 both plans were approved.

84
85 Tomorrow morning, the final demolition of the Shedd Street property's remaining building will begin.
86 The site grading and preparation to sell are expected to be completed within a few weeks.

87
88 In January 2023, the Select Board (SB) awarded the bid for the new ambulance \$265,367, which was
89 higher than the CIP (Capital Improvement Program) had approved. After much review, a contract for
90 \$256,889 for a new ambulance on order and an estimated delivery of 1.5 years was signed. Then, the
91 town received a call that a demo ambulance came available with only 2200 miles on it for \$251,218. The
92 demo ambulance cost was about \$5,000 less than the CIP had approved. This demo ambulance is the
93 same ambulance that had originally been ordered and was delivered last week.

94
95 The Department of Public Works (DPW) did not experience any severe mud issues this year. The town is
96 under on salt, sand, and liquid usage. Early indications suggest road postings may be lifted earlier than
97 usual. Over 32 miles of tree-trimming has taken place with the mild winter temperatures.

98
99 The DPW hosted two water training classes put on by the Granite State Rural Water Association. These
100 trainings were attended by 4 Enfield staff members, including the Health Officer. The classes were Water
101 Distribution Best Practices and Topics of Cyanobacteria.

102

103 Highway staff are now working on RFPs for the plow truck, sidewalk tractor, and the 2024 paving.
104

105 **BUSINESS**

106 **Johnston Drive Property Discussion**

107 The legal opinion overall agreed the Johnston Drive Property Use Committee's recommendation fit
108 within the legal allowances. The road would not be an issue for the suggested minimal use, with primary
109 access from the Rail Trail.

110
111 Chair Russell asked if the board wished to move forward with the committee's recommendation, which
112 was to sell one small lot (Tax Map 14, Lot 6) and maintain the two center lots (Lots 4 & 5) as-is, then
113 leave the third lot (Lot 3) as-is until the lease reverts to the town.
114

115 Ms. Stewart, Mr. Kluge, and Ms. Kennedy agreed with the committee's recommendation.
116

117 Ms. Ruel asked if the first right of refusal was legal. Mr. Morris explained that it was part of the land
118 acquisition for the parking lot across from the Copeland Block building.
119

120 Mr. Young added several conditions that he would like to see about the selling of "Parcel 6" (Lot 6):

- 121 -All legal expenses to be paid by the purchaser
- 122 -Clarification of access and parking to be part of the sale
- 123 -Land survey at the cost to the purchaser required
- 124 -The purchaser will not have any privileges particular to the adjoining land other than those
125 available to any other resident of Enfield.
126

127 Mr. Gotthardt asked how the potential purchaser of "Parcel 6" would access the property. Chair Russell
128 clarified that there would be no special access or extra parking available to that future owner, a condition
129 suggested by Mr. Young.
130

131 Ms. Patten asked for further clarification regarding the first right of refusal. Chair Russell explained that
132 the individual would have first right of refusal.
133

134 Mr. Patten asked if the SB had considered how to demolish the buildings on these lots and manage the
135 traffic involved. Chair Russell moved the board on to this next section of the discussion. He suggested
136 that the board would want to decide if they plan to demolish or board up the buildings. Mr. Morris added
137 that there would be additional research for heavier vehicles used for complete demolition. Ms. Stewart
138 also suggested demolition in smaller sections.
139

140 Ms. Jones said she supported the recommendation and felt that JPUC did a great job. She asked, after all
141 the discussion about roadway access, how residents of Johnston Drive manage this additional traffic if a
142 non-abutter chooses to utilize the property. She also stated concern for road maintenance for more regular
143 use. Mr. Morris stated that he would investigate this and recommended that the town put gravel into some
144 of the areas (as an owner of four parcels, it would make sense for the town to be partially responsible for
145 this upkeep). Ms. Stewart added that adding gravel would help lessen silt runoff, which impacts the lake.
146

147 Mr. Young made a motion to see an RFP for the sale of "Parcel 6" (Tax Map 14, Lot 6), which the SB
148 would review and incorporate discussed conditions for. Ms. Kennedy seconded. Vote unanimous in favor
149 of the motion (5-0).
150

151 Chair Russell moved on to the discussion of Parcels 4 & 5, which are under full town control. Mr. Morris
152 recommended that they oversecur the existing buildings, with police monitoring their use to determine
153 whether they need to be demolished. Board members agreed that this was a good plan.

154 Mr. Young said he would like to see roped-off spots for ADA parking and added signage for these spaces.
155 Mr. Young also said he would like to see an annual review of the use each September/October after
156 primary summer use has ended. This way the board can have a public hearing on how the JPUC
157 recommended use is going.

158
159 Ms. Stewart said she would like to see all of the committee's suggestions go forward to the budgeting
160 process.

161
162 Mr. Young suggested signage for “swim at your own risk.” Mr. Morris said that the town is exempt from
163 liability for public use.

164
165 Ms. Ruel asked about the “A-frame” and wondered what the purpose of keeping the building was. Chair
166 Russell said that the short-term purpose is to see how the park's use goes without prematurely expending
167 town funds. The town would not spend money on the removal if a lower-cost option is available, and
168 securing it is a lower-cost option.

169
170 Ms. Jones said that she would like to see friendly signage. Mr. Morris said that he would work with
171 residents on signage.

172
173 Mr. Gotthardt asked if the attorney's report would be available to the public. Mr. Morris said it would not
174 be.

175
176 Ms. Stewart asked to include a recommendation for “Parcel 3” for the record. The SB supports the
177 recommendation to sell this parcel when it becomes available.

178
179 Ms. Jones asked if an abutter could look at the attorney’s report. Chair Russell said this was not possible,
180 per state law for legal opinions.

181
182 Chair Russell thanked the JPUC committee members for their work.

183
184 With no further questions or comments, Chair Russell moved on to the next agenda item.

185
186 **Methodist Hill Property RFP (Request for Proposal) Discussion**

187 Chair Russell explained that the board would be discussing the RFP that has been put together.

188
189 Chair Russell suggested changing the wording from “developer” to “buyer” or “purchaser” throughout.
190 Members agreed with this change throughout the document.

191
192 The board reviewed the edits made by Mr. Miller (who had chaired the JPUC) to the RFP. Members
193 discussed these and additional edits. Those contested were:

194 -70+ acres conserved vs. 75 acres conserved

195
196 Mr. Morris recommended that the RFP be put out for one month after it is released.

197
198 Mr. Drinkwater stated that he believed the clock was running for two different procedures: redeeming the
199 property by the original property owner and the RFP. He asked when the timelines would begin for each.
200 Mr. Morris clarified that the town’s decision to sell the property starts the clock for the prior owner’s
201 redemption of the property, and the RFP will run concurrently with that process. Mr. Morris said that he
202 believed there was a 30–40-day period for the previous owner to pursue redemption once the town
203 decides to sell the property and notifies the prior owner.

204

205 Mr. Drinkwater asked if it is fair to say that when the original property owner is notified that the
206 redemption process has begun, they would be given priority over a serious review of the RFPs. Chair
207 Russell stated that if the former owner chooses to redeem the property, there is no property to sell, and no
208 one will be picked for the RFP.

209
210 Mr. Drinkwater asked when the proposal would become public. Mr. Morris said that this discussion had
211 yet to take place.

212
213 Ms. Patten asked how much land is being discussed and if the RFP is to sell all or part of the property.
214 Chair Russell stated it is 100 acres, and the RFP would be to sell all of it.

215
216 Mr. Gotthardt asked for clarification on the “3-5 houses” listed in the RFP and whether these should be
217 “house lots” instead. Mr. Morris stated that the preferences are listed intentionally with flexibility.

218
219 Ms. Stewart made a motion to move forward with edits agreed upon with 75 acres listed in the
220 preferences of the RFP. Mr. Kluge seconded. Vote in favor of the motion (4-1).

221
222 Mr. Morris will make the edits and notify the prior owner of the SB’s choice to sell the property.

223
224 Ms. Balgrosky stated that she appreciated the edit from “developer” to “purchaser” to allow proposal
225 flexibility. She asked if there was language within the RFP to clarify that all types of proposals are
226 welcome. Chair Russell confirmed that it was.

227
228 Mr. Patten asked if the land would be sold for the cost that the town has put into it and asked if the board
229 would choose the submitted proposal they like best. He said he needed clarification about the cost as well.
230 Chair Russell clarified that an RFP could be higher, but any money above what the town has put into the
231 property goes back to the prior property owner. Mr. Morris added that the RFP is intentionally flexible,
232 but there are no covenants as part of the RFP (though they could be added later if the town chooses.)

233
234 Mr. Vianco asked if the town must survey the land before the sale. Mr. Morris said it was not.

235
236 Ms. Beaufait asked for clarification between the 100-acre parcel and the 70/75 acres discussed by the
237 board. Chair Russell clarified that the RFP outlines a preference of 75 acres to be conserved out of 100.

238
239 With no further questions or comments, Chair Russell moved on to the next agenda item.

240
241 **Shedd Street RFP Priorities Discussion**

242 Chair Russell asked board members if they agreed that pursuing an RFP is the best way to move forward
243 with this property. Members agreed.

244
245 Mr. Morris recommended an RFP similar to the Methodist Hill RFP, with flexibility and preferences.

246
247 Mr. Rich asked how large the lot is and if it is on town water/sewer. Chair Russell confirmed it is a little
248 over 2 acres and is on town water and sewer. He noted that Annes Place is on a smaller lot. Mr. Morris
249 said that a previous developer showed a plan suggestion for 20 housing units.

250
251 Mr. Gotthardt asked if the purchaser would be required to follow the current zoning for the area. Chair
252 Russell stated that any proposal would presumably be evaluated under current zoning. Mr. Morris
253 clarified that the town would not be the developer, that a developer would purchase the property, and that
254 a zoning/planning review would be required if needed, as is always required.

255

256 Ms. Beaufait asked the board to consider the Master Plan for Enfield and the need for workforce and
257 senior housing. She suggested keeping the RFP open but stating a preference for a portion of workforce
258 housing. Ms. Stewart suggested potential language “aligns with the vision of the Master Plan.”
259

260 Mr. Regan reiterated that taxes have been a common topic of discussion in town and felt that leaving the
261 RFP open could allow for a more significant tax impact. Mr. Patten stated that he agreed with the open
262 RFP.

263
264 Priorities for this parcel that the SB recommended are:

265 -Emphasis on creativity (willing to accept a wide variety of mixed uses, possible emphasis on housing)

266 -Expediency in development (ASAP)/anticipated development timeline
267

268 **Town Electronic Sign Policy**

269 Mr. Morris introduced the draft policy to allow the use of the town’s electronic sign in front of the
270 Community Building for official town messaging and events open to the public at the Enfield Community
271 Building and Huse Park.
272

273 Ms. Kennedy asked for the context of this policy. Mr. Morris stated that a new policy was developed due
274 to the zoning variance discussion regarding who can put messages on the sign. The variance was
275 approved, but some potential guidelines around who can post to the sign were not included.
276

277 Members discussed some confusion on Policy Guideline item 3. If needed, Mr. Morris will review and
278 update this in a second draft.
279

280 Mr. Beaufait stated that the Candidates Forum is a popular public service event held at the Community
281 Building. He felt that allowing the use of the sign for this type of event would benefit the community.
282

283 Mr. Miller asked if events at the Enfield Village School were permitted. The board stated that it would not
284 be allowed, even if the Lions Club held the event at EVS. He said that he felt it was not appropriate to use
285 the public sign to allow a single entity to use the sign; this is not a good policy.
286

287 Chair Russell suggested that the town follow the zoning ordinance that states one thing per day can be
288 displayed on the sign, except for timely public notices (such as road closure). Ms. Stewart suggested
289 allowing the changes but having a longer time between changes.
290

291 Additional minor edits were suggested. Mr. Young added that he would like to see the town logo on the
292 upper portion of the sign. Mr. Morris said that they are working on addressing this.
293

294 Mr. Morris will bring an updated version to a future meeting.
295

296 **Town Meeting Discussion**

297 Ms. Stewart stated that the location, parking, and length of the meeting were possibly an issue. She
298 suggested considering the Mascoma Valley Regional High School auditorium for improved parking,
299 comfort, and sound quality.
300

301 Mr. Young asked if the town owns the sound equipment or if it is leased, and if so, can a microphone with
302 more flexibility be leased?
303

304 Members agreed that the attorney was very informative.
305

306 If possible, Mr. Young stated he would like to have the meeting recorded.

307
308 Mr. Young suggested a photo board of projects underway and upcoming.
309
310 Mr. Young suggested supporting the Town Moderator by being as diligent as necessary in controlling the
311 timelines. The SB stated that they are in full support of the moderator. Mr. Morris added that he and the
312 attorney also discussed with Ms. Smith potential ways to speed up conversation when necessary.
313
314 Mr. Kluge stated attendees were generally very pleasant when working through difficult things and
315 learning more about the town.
316
317 Ms. Kennedy commented that Mr. Deserranno's presentation was comprehensive. She stated that she felt
318 Ms. Smith handled moderation very well; ensuring no one feels silenced and everyone feels heard is
319 difficult.
320
321 Ms. Stewart stated that she found very helpful the number of people interested in further development and
322 thoughts on items such as the Short-Term Rental Ordinance. These items are a clear priority for the board
323 to discuss and decide on a path forward this year.
324
325 Ms. Patten asked for the petitioned warrant articles that were not legal. Does town counsel review all
326 articles and make this determination? And if so, does the town notify the petitioners that the articles are
327 not legal or binding before the Town Meeting? Mr. Morris said that town legal counsel does review these,
328 and the petitioners are not notified, but the Select Board meeting where they are reviewed is public. Ms.
329 Patten asked if the town could contact the petitioner and advise them that it was not legal or binding. Mr.
330 Morris stated they must have them on the warrant if the petition requirements are met. Ms. Patten
331 suggested more education around written warrant articles, possibly a training session. Mr. Morris said that
332 the articles are non-binding but still advisory, so those that may pass overwhelmingly would be a point of
333 discussion for the SB. He also stated that the Town Manager's Office is open and willing to assist with
334 writing warrant articles and have town counsel review them for appropriate wording. The town office is
335 here to help citizens and the select board move things forward that they want to see in place. Mr. Kluge
336 added that community members can bring possible articles to the board and Town Manager ahead of
337 gathering signatures for feedback, so they can help ensure the articles are legal and provide appropriate
338 feedback. Mr. Young echoed that community members can utilize the town's resources.
339
340 Mr. Kiley said that the person running the audio contributed to the issues.
341
342 Mr. Regan commented that Mr. Deserranno prepared an excellent presentation and that Ms. Smith did a
343 great job moderating. He asked if there could be a limit to speaking to help keep the meeting on track.
344 Ms. Stewart said that her understanding is that everyone must be treated equally. Chair Russell said they
345 could pass this feedback to Ms. Smith for review.
346
347 Ms. Labrie said that regarding the audio, there seemed to be some challenges with leaving mics live and
348 picking up excess conversation versus turning them off to lessen this issue. She also stated that regarding
349 recording, Mr. Bonner from Enfield Channel 8 was present and recorded at least part of the meeting.
350
351 Mr. Beaufait said that if a time limit is set, it is also possible for the body to extend this.
352
353 With no further questions or comments. Chair Russell moved on to the next agenda item.
354
355 **Strategic Planning Review and Discussion**

356 Mr. Tracy suggested postponing this discussion to the next meeting. Ms. Bonnette noted that not all
357 members would be at the next meeting. Mr. Kluge will not be at the April 1 meeting but has already
358 submitted his edits.

359

360 Mr. Morris asked that board members review the document (he will send the Word file to the board) and
361 send edits to him as soon as possible.

362

363 **Acceptance of Donation to Community Nursing Fund - \$2,500**

364 Motion – Stewart – accept with thanks

365 Second – Kluge

366 Unanimous

367

368 **ADMINISTRATIVE ITEMS**

369 **Property Tax Abatement (BMB Real Estate)**

370 This is for the interest that accrued when a payment mistake was made. The payment was made on time
371 but put into the wrong account. Mr. Young noted that this should be a one-time thing.

372

373 Ms. Stewart made a motion to abate the interest that accrued while the payment was written to the wrong
374 account. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

375

376 **OTHER BUSINESS TO COME BEFORE THE SELECT BOARD**

377 **Public Comments**

378 Ms. Beaufait thanked the board for tonight’s meeting. She felt the board discussion was thoughtful, and it
379 was a good meeting.

380

381 Mr. Kiley agreed that tonight’s meeting was a good one.

382

383 Mr. Beaufait agreed and said that tonight’s meeting was very productive and easy to follow. He said that
384 the board clearly wants to see the community work together despite differences.

385

386 **Other Business**

387 With no further business, Chair Russell moved on to the next agenda item.

388

389 Ms. Stewart made a motion to enter non-public session under RSA 91-A:3 II for (a) and (c) at 8:06 pm.
390 Mr. Young seconded. Roll call vote unanimous in favor of the motion (5-0).

391

392 **Non-Public Session RSA 91-A:3 II**

393

394 **(a) for Town Manager Annual Evaluation**

395

396 ~~(e) Health Officer issue that could adversely affect the reputation of a person~~ Note – the SB
397 *proceeded with only the Town Manager Annual Evaluation during the non-public session.*

398

399 Ms. Stewart made a motion to exit non-public session at 8:38 pm. Mr. Young seconded. Roll call vote
400 unanimous in favor of the motion (5-0).

401

402 Ms. Stewart made a motion to give the Town Manager a raise equal to the COLA (Cost of Living
403 Adjustment) amount of 2.8%. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

404

405

406

407 **NEXT MEETING**

408 April 1, 2024

409

410 **ADJOURNMENT**

411 Ms. Stewart made a motion to adjourn at 8:39 pm. Mr. Kluge seconded. Vote unanimous in favor of the
412 motion (5-0).

413 The meeting was adjourned at 8:39 pm.

414

415

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417

418

419

420 _____
Katherine D. P. Stewart, Chair

421

422

423

424

425

426 _____
Erik Russell, Vice-Chair

427

428

429

430

431

432 _____
John W. Kluge

433

434

435

436

437

438 _____
Alice Kennedy

439

440

441

442

443

444 _____
Tracy Young

445 Enfield Select Board

446