

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES MARCH 20, 2023**

TIME: 6:00 PM

**LOCATION: Public Works Facility & Teams videoconference
74 Lockhaven Road, Enfield**

PRESENT

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

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

Members of the Public: Doug Smith, Dan Kiley, Dr. Jerold Theis (via Microsoft Teams), Kurt Gotthardt, Harrison Drinkwater, James Fickett, Paul Vianco (via Microsoft Teams), Shirley Green (via Microsoft Teams), Jean (last name unidentified, via Microsoft Teams), Celie Aufiero, Jo-Ellen Courtney (via Microsoft Teams), Dave Beaufait (via Microsoft Teams), Bridget Labrie (via Microsoft Teams)

CALL TO ORDER

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

Introduce & Welcome New Members

Mr. Kluge welcomed new members Alice Kennedy and Tracy Young.

Organization of the Board

Mr. Russell made a motion to nominate Ms. Stewart as Chair. Mr. Young seconded. Vote in favor of the motion (4-0-1). Ms. Stewart abstained.

Ms. Stewart suggested adding a Vice-Chair position to the organization. Members agreed.

Mr. Kluge made a motion to nominate Mr. Russell as Vice-Chair. Ms. Kennedy seconded. Vote in favor of the motion (4-0-1). Mr. Russell abstained.

Additional committee membership was decided:

- Budget Committee: Mr. Kluge
- Capital Improvement Program Committee: Mr. Young
- Municipal Facilities Advisory Committee: Mr. Young
- Planning Board: Mr. Russell
- Heritage Commission: Ms. Kennedy
- Johnston Property Use Committee: Ms. Kennedy
- Conservation Commission: Ms. Stewart
- Energy Committee: Mr. Young

- Mascoma Lakeside Park Committee: N/A
- Old Home Days Committee: N/A
- Tax Increment Finance District Advisory Committee: Mr. Russell
- Recreation Commission – N/A
- Enfield Village Association – Ms. Kennedy (already a board member for EVA)

APPROVAL OF MINUTES – March 6, 2023, February 21, 2023

March 6, 2023, Regular and Non-Public Sessions

Mr. Kluge made a motion to approve the minutes as printed. Mr. Russell seconded. Vote in favor of the motion (4-0-1). Ms. Kennedy abstained.

February 21, 2023, Non-Public Session – Vote to Unseal

Mr. Russell made a motion to unseal the minutes as printed. Ms. Stewart seconded. Vote unanimous in favor of the motion (5-0).

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:

- The applicant who was moving through the officer program will not move forward. The review process will begin again. Applications are currently under review for additional candidates.
- Community Power Update: CPCNH completed its first round of community power purchases, with a rate of 15.8 cents per kilowatt hour for the first three months. The rate is a little lower than some of their building reserve goals at this time.
 - March 28, 2023, 6-7 pm Public Information Session as part of the normal Energy Committee meeting.
 - April 4, 2023, 6:30-8 pm Public Information Session at Community Building
- Public Safety Building and Whitney Hall Buildings
 - Public Safety Building:
 - Congressional direct spending grants have been submitted. Mr. Morris thanked Chief Holland for his hard work on this and his regular contact with congressional staff. The town received word last week that the grant will not move forward under the energy funding portion of the congressional spending; there was limited funding for those. It has been moved to the USDA facilities arena.
 - They are looking at pouring the foundation in the fall of 2023, with construction to begin in Spring 2024 (to allow them to move faster when the time comes, save on heating costs, and may have minor delays to the project timeline by 1-2 months).

- Rooftop units being considered were only a few hundred thousand dollars less than heat-pump units, so the town will move forward with heat-pump units as part of the design.
- The current plan is a stick-built, wood-frame structure with a tight building envelope and heat-pump units. This moves away from the net-zero goal but should result in a higher-efficiency building.
- Mr. Morris has been working with landowner Mr. R Malz and Pathways Consulting LLC regarding the land purchase for the Public Safety building.
 - Whitney Hall Renovation RFQs are due Wednesday, March 22, 2023.
- The State of NH has been declared by the President in a state of disaster for the storm from December 22-December 25, 2022. Chief Holland, as the Emergency Operation Director, worked with Mr. Jim Taylor (Director of Public Works), Mr. Jeremy Clay (Highway Supervisor), and Mr. Phil Neily (Fire Chief) to put together the extra costs incurred by the town as a result of that storm. They worked with the state to present the additional cost of \$29, 242 which can now be submitted to FEMA for reimbursement of these costs.
- The Fire Department's Forestry Skid Unit has been delivered and installed. The department has been moving forward with mounting equipment.
- Shaker Bridge Theater is looking to move to the Briggs Opera House in WRJ as the town looks to the Whitney Hall renovation.

With no further comments or questions, Ms. Stewart moved on to the next agenda item.

COMMUNICATIONS

UVLSRPC Request for Letter of Support for Homeowner Developer Utility

Mr. Morris asked board members to review this and see if they would approve of the town supporting these efforts. Board members did not feel the town should financially support this effort as it is not in the planned budget.

Mr. Russell made a motion to authorize Town Manager Morris to sign and send a letter in support of the program without financial support. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Energy Committee Resignation (Hutchins)

The board received a letter of resignation from Mr. Hutchins from the Enfield Energy Committee.

Mr. Young commented Mr. Hutchins is a strong-willed individual who faithfully believes in the purposes he tried to bring forth on the Energy Committee, though he was unsatisfied.

Mr. Russell made a motion to accept the resignation of Mr. Hutchins from the Energy Committee with gratitude and regret. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

BUSINESS**Review of Town Meeting – Ed Morris**

- What went well?
 - Mr. Kluge reiterated the comment from the town attorney that community members seem to like one another. The meeting was very civil.
 - Mr. Morris said that he appreciated the civil debates at Town Meeting and other meetings throughout town.
 - Mr. Kluge said the budget presentation was clear, and community members could understand the details.
 - Ms. Stewart recognized the work of Moderator Lindsay Smith for encouraging and allowing community members a chance to speak.
 - Mr. Young thanked the Lioness club for doing a great job of preparing food and snacks.
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- What could have gone better or differently?
 - Mr. Young said that according to moderator rules, the office does not have to follow Robert's Rules of Order. Suppose the first person to speak calls an amendment in the future. In that case, it may benefit community members to continue discussing the original article instead of only discussing the amendment. Mr. Young and Ms. Stewart both received feedback on the frustration of community members about this at the end of the Town Meeting.
 - Mr. Beaufait, who had made such an amendment, said that he was following what he believed were standard operating procedures but did not intend to stop the discussion of the original article.
 - Board members agreed they would share this feedback with Moderator Ms. Smith.
 - Mr. Smith said that he agreed he had hoped to hear more from community members on the article before the amendment. Mr. Drinkwater and Mr. Kiley agreed they had expected to hear more from community members about this.
 - Ms. Stewart said she did not find it helpful when community members yelled about microphone delay, which does take some time for the person running sound to adjust.
 - Question – Is a 90/60 split typical or unusual? Ms. Stewart said that this is a common split in her experience. Mr. Russell shared that 402 community members voted on Tuesday, and 165 members voted on Saturday. This is typical. Mr. Morris agreed Enfield's voting numbers align with other Upper Valley towns. Board members agreed the topic of how to engage voters is essential.
 - Mr. Gotthardt said that the number of people who attended the meeting was consistent. He said that he did not think it was typical that the budget voter split was more significant than a few 'no' votes.
 - Mr. Smith said he had tried to submit a Listserv email to remind community members about voting but did not believe it ever circulated.

- Mr. Beaufait said he appreciated that the Candidates Forum was circulated on the Listserv and that the town supported the forum even though it is not a town-sponsored event. He agreed encouraging participation is important.
- Mr. Morris asked if board members would like him to continue to present other budget items going forward. Board members agreed he should continue to present these, and they can offer support if needed.
- Are there any changes to budget priorities the board would recommend going forward?
 - Mr. Young suggested a review of the trust funds to see if any could be used to help alleviate budgeted expenses.
 - Ms. Stewart reminded members about the trust and capital reserve fund information in the annual report.
- Authorizations to spend ARPA funds

Mr. Russell made a motion to authorize the spending of up to \$52,000 of Town ARPA funds for the purchase of a new police cruiser, 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. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

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Mr. Russell made a motion to authorize the spending of up to \$200,000 for the purchase of a new 6-wheel plow truck, with the money coming from ARPA funds and any remaining balance to be taken from the Towns CIP fund, 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. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

- Methodist Hill Property

Mr. Morris suggested forming a similar sub-committee to determine the use of the town's Methodist Hill property, like the Johnston Drive property. Mr. Russell said that a representative from each of the town's land use boards should be on this committee when the time comes. Ms. Stewart reminded board members that they did not appoint abutters to the Johnston Drive committee so that the committee could hear the concerns and ideas of the abutters. Board members agreed the process of the Johnston Drive committee was working well and that a future committee for the Methodist Hill property should be developed similarly after the Johnston Drive committee advises the board at the end of their approximate 6-month period. Mr. Young suggested that the town solicit community participation for the future committee soon. Ms. Stewart asked Mr. Morris to come to the next meeting with suggestions for developing this committee.
- Community Announcements

Ms. Stewart said that members and the town might wish to educate community members about submitting announcements to the moderator ahead of time in writing.

Board Priorities & Goals

Ms. Stewart reminded members of the difference between a project, a goal, and a priority. She asked members to define whether they feel like discussion items are priorities or goals for items tonight.

Mr. Russell read goals discussed earlier in the year by himself, Ms. Stewart, and Mr. Kluge:

- Communicate activity to keep stakeholders up to date on the status of capital improvement projects.
 - Develop town strategy and goals together with the Selectboard (
 - Use Master Plan to drive/develop policies across town departments
 - Further refine budget process within town business units (departments)
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- Mr. Russell said he would like to see a project dashboard to communicate project stages and key points to community members (part of the website upgrade)
 - Mr. Young said he felt communication with the public was a top priority. He said he would like to improve posting minutes to the town's website (to be posted within five working days of each meeting). The town is behind on committee minutes for many committees.
 - Mr. Morris said that Ms. Curtis spends a lot of time getting detail into the minutes, but if the priority is to have minutes posted sooner, some detail may be lost in some cases.
 - Ms. Stewart said she was unsure if the timeline was reasonable. She said this might also create a separate position (some minute work is done as part of additional employment duties or as independent contract work, etc.).
 - Mr. Kluge asked if the level of detail was necessary. Ms. Kennedy said she did not think detailed information was needed. Community members interested in more detail can review recordings.
 - Ms. Stewart suggested a policy to have fewer details and only highlights. Mr. Kluge and Mr. Young agreed they would prefer to have only highlights.
 - Mr. Russell said he would like to keep the current level of detail to refer to in future instances, which happened recently. He suggested posting a first draft is possible.
 - Ms. Stewart said she would want a draft version to have a clear watermark that they are a draft.
 - Ms. Stewart said she has never been unable to get access to minutes when she has asked for them (if they are not posted). She said she felt the detail they were getting were highlights of importance.
 - Mr. Beaufait said that he agreed that following the timeline of 5 days would not be unreasonable. He said a preliminary summary or draft would make sense, to be followed with full minutes after approval at the next meeting.
 - Mr. Morris clarified that the statutory requirement is that those in attendance are listed, and that motions and decisions are listed. He said these are usually done

within the statutory limits on the night of the meeting. The detail beyond that will be filled in the next week or so. He said he did not feel the minutes without detail were professional enough to be posted online and asked what timeline the board members felt would be reasonable to post minutes online.

- Ms. Aufiero said having detailed minutes to understand what happened and what was said at committee meetings is critical.
- Mr. Kiley said in the case of Planning and Zoning, the minutes become legal documents that the court would use in cases that go to court. He agreed that a single page of attendance/motions would be acceptable. Ms. Stewart said this would produce multiple sets of minutes or post unprofessional minutes with incomplete notes.
- Mr. Gotthardt agreed with Ms. Aufiero and Mr. Kiley. He reiterated that land use board minutes are legal documents that may be used in court, and the court would ask to show how the board came to a decision through the minutes. He suggested that as minutes are circulated to each board, they should be posted on the website.
- Ms. Stewart suggested that the board investigate appointed committees that are behind on minutes and discuss with each chair if there are issues.
- Board members agreed a longer discussion should be had regarding minutes. Ms. Stewart suggested a chart with expectations for each board to review, including important information like minute posting guidelines.
- Mr. Beaufait said that a quick summary of members attending, and decisions made, in the form of a half-page or short outline, could be put together quickly to be posted for the benefit of the general public.
- Ms. Stewart asked for thoughts from the board on this issue. Mr. Russell said having staff members dedicated to receiving minutes from each committee would be important. Mr. Morris will discuss this with the staff and circle back.
- Mr. Young said he would like the board to review the ordinances, policies, and regulations. He provided examples:
 - The investment policy will be reviewed in the meeting each Spring following the annual election.
 - The noise ordinance was adopted in 1948, and it includes out-of-date terminology.
 - Ms. Stewart said they had discussed with Mr. Morris the idea of getting these items on a schedule for regular review and updating.
- Ms. Kennedy said that she was disappointed with the turnout at Town Meeting. She reiterated that communication concerns are something she has received feedback from other community members on as well. She suggested a review and goal to improve town meeting attendance.
 - Mr. Morris said he hoped the Selectboard would discuss the importance of ways to communicate with the public and decide which platforms to use as the standard for town communication. Ms. Stewart agreed to determine who is the target audience, how to reach them, etc.
 - Ms. Stewart noted that she had received feedback from community members about the challenges of attending Saturday's town meeting around work schedules, childcare, etc. Last year she paid for the text service but could not coordinate it this year. This could be one way to improve attendance.

- Strategic Planning
 - Mr. Morris said he had a call today with Mr. Russ Ouellette from Sojourn Partners about the process. He would like a 1-hour session at a Selectboard meeting, followed by a retreat to get further into the project.
 - This will allow time to build documents and plan a second retreat with the Selectboard before a report is finalized.
 - Mr. Morris asked the board to look at a time for the 6-hour initial retreat, and he would also find a meeting prior to that for the 1-hour discussion.
 - Mr. Morris asked the Selectboard to think as government leaders about what they should focus on. He reminded members to review the Master Plan and other strategic planning items available on the website. He also mentioned looking at service levels and service level goals.

ADMINISTRATIVE ITEMS

None.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

Ms. Stewart requested any comments or questions from the public.

Mr. Gotthardt said that he feels the budget vote at Town Meeting was unusual to have so many 'no' votes. He asked that the Selectboard look at the services the town currently provides and why, understanding that taxes, expenses, and services cost will continue to increase. He asked that the board review what services are needed for the town and suggested eliminating services to a Town Meeting vote. Mr. Gotthardt said that he has several suggestions he would be willing to share with the board if they would like.

Mr. Gotthardt said he could not get cable for the town video feed at home. He can only review the online recordings but recently had an issue with a broken link. Ms. Bonnette said there were recently some audio issues where some meetings were not posted since they would not have any audio. She noted that another staff member who uploads videos has been out of the office, so some are delayed.

Mr. Kiley said that the budget passed at about the same percentage as the approval for the two new buildings passed at last year's town meeting.

With no further comments or questions, Ms. Stewart moved on to the next agenda item.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

NHDES Request for More Information – 4 Nancy's Way (Rogalski)

ADJOURNMENT

Mr. Young made a motion to adjourn at 7:49 pm. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

The meeting was adjourned at 7:49 pm.

John W. Kluge

Katherine D. P. Stewart, Chair

Erik Russell, Vice-Chair

John W. Kluge

Alice Kennedy

Tracy Young
Enfield Board of Selectmen