

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES MAY 1, 2023**

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

PRESENT

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

Administrative Staff: Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager

Members of the Public: Kevin Marker, Recreation Director; Gary Hutchins, Celie Aufiero, Steve Powell, Harrison Drinkwater, Kristin Barnum, Dawna Pidgeon, Cindy Loring, Dave Beaufait, Bridget Labrie, Shirley Green, Celie Aufiero,

CALL TO ORDER

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

APPROVAL OF MINUTES – April 3, 2023 & April 17, 2023

Mr. Kluge made a motion to approve both sets of minutes as presented. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

BOARD REPORTS

Members of the Board of Selectmen (BOS) presented updates on their respective committee assignments.

TOWN MANAGER'S REPORT

Mr. Morris presented the following updates to the BOS:

- Stated that the police department is currently looking for two full time police officers. He noted that area towns are offering sign on bonuses for certified and non-certified officers as many departments are struggling to fill their vacancies.
- Contractors are working on the public safety building design and costs. A meeting was held with the Department of Transportation, which went very well.
- He stated that there are discussions to move the Whitney Hall project timeline up and possibly be able to begin this winter. He stated he wanted to keep the Select Board up to date and it is still a preliminary discussion.
- Grafton County Grant has been applied for regarding the exhaust ventilation system in the public safety building. He stated that Senator Shaheen communicated with him that the application has moved forward in the process.
- He is continuing to work on the double power pole issue with Consolidated Communications, particularly around Lake Street, Dartmouth Street, Moore Street, and Shaker Hill Road.
- The Shedd Street project is moving along for additional ground water and soil sampling to take place in preparation of finalizing the demolition of the structures and preparing the site for sale.
- The DPW is beginning construction of a full storage barn on the DPW property for some of the equipment that was stored on Shedd Street. He stated that there are existing materials that can be utilized to make the shed, and any costs beyond that will need to come from the existing budget.

- There will be a system wide shut down of the Enfield water system on Wednesday, May 3rd beginning at 1pm for a pipe valve to be installed. He stated that electronic communications have been made with residents to alert them to the water being shut off.
- A contractor has begun inspections at Shedd Street, Pillsbury Street, and Union Street, and found two areas where storm water was infiltrating the sewer system, which is exactly what we are looking for. Repairs will help us manage sewer costs as we pay for every gallon of water that goes through the sewer lines to Lebanon.
- The Oak Hill Road bridge is scheduled to be replaced at the end of May. The bridge will be closed for three to four weeks during construction.
- The ground crew has planted a red maple tree at Lakeside Park in honor of Arbor Day on April 28th.
- The first household hazardous waste collection day will be taking place this Saturday, May 6th from 9-12 at the Lebanon High School.
- The DPW will be meeting with the state bridge project manager regarding the Shaker Boulevard bridge, which will be being replaced with state funds. He noted that it was originally a 2029 project but has been moved up to 2025.
- DPW crews are starting cemetery clean ups and lawn mowing later this week, once the rain dissipates.
- The National Scenic Byway Program Grant, which was named the 'Walk a Mile in Their Shoes' transportation alternative, which will entail making an alternative transportation trail from Shakoma Beach to the Shaker Village. We were awarded \$734,000 from the federal government for the project. Ms. Stewart congratulated Mr. Morris and his team for securing the grant.
- He thanked Jeremy Clay, Jim Taylor, and Chief Holland for their work in submitting the FEMA grant for the Christmas storm which has been accepted. The next step is completing the paperwork for reimbursement.
- There will be a non-native invasive species workshop on Saturday, May 6th, in the Enfield Community Building beginning at 10am.
- Methodist Hill Property Use Committee applications have been published and are due by May 24th at noon.
- There will be a Strategic Planning kickoff at the next meeting with the consultant, which is anticipated to take about an hour.
- Mr. Young inquired if the water shut down will present an opportunity to repair the hydrants that have been shut down for some time.

Mr. Morris stated that we are waiting for parts to be able to repair them but will not be able to at this time.

- Mr. Hutchins stated that more research should be done regarding the charging capabilities of electric chargers before it is taken off the plans for the public safety facility. He stated that it does not always take eight hours to charge a vehicle and that should not be a reason to remove it from the plans.

Mr. Morris stated that the charge time was not the only reason indicated to take the electric vehicle charging station off the plans, however, a conduit is being installed to have the opportunity to do so in the future.

- Ms. Aufiero stated that Meredith Smith worked on the scenic byway grant and should get credit for her assistance in the process.
- Mr. Hutchins inquired why the diesel exhaust system wasn't included in the original budget for the public safety building.

Mr. Morris stated that no one said it wasn't in the budget.

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

COMMUNICATIONS

CIP Committee & UVLSRPC Resignation (McLaughlin)

Mr. Russell made a motion to accept Mr. Ed McLaughlin's resignations with regret. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Mr. Young expressed his gratitude for Mr. McLaughlin and his contributions to both committees.

BUSINESS

Community Nursing Discussion and Scheduling of a Public Hearing

Mr. Morris stated that he has been meeting with the Community Nursing Project since November of 2021 and Emily Curtis, the Public Safety Administrative Coordinator, has been a part of the meetings as a representative of the Town of Enfield. He stated that he had approached the City of Lebanon previously about expanding their nursing program to serve Enfield, but it was expressed that they did not have the capacity at that time. Since that discussion, he has been approached by the new chief, Chief Wheatley, and they have expressed they are interested in looking at an expansion for the community nurses to serve in Grantham, Enfield, and Lebanon. He stated that he connected Chief Wheatley with the Enfield Community Nursing Project Steering Committee (ECNPSC) to discuss further. He stated that the plan is to fundraise the money necessary for implementation to avoid having an impact on the budget or taxpayers.

Steve Powell, Kristin Barnum, Harrison Drinkwater, Dawna Pidgeon introduced themselves as members of the ECNPSC, as well as Cindy Loring and Emily Curtis who were unable to be present. Mr. Powell stated his gratitude to Mr. Morris for his time in helping the Committee to reach the point where they have. Ms. Barnum, the Executive Director of the non-profit of the Community Nursing Connection (CNC), stated that she initiated the conversation to find a way to get a nurse in the Town of Enfield as it is an excellent and much needed service in the community. She stated that there are residents who do not fit the needs to be eligible for in home hospice care or Visiting Nurse Association (VNA) services, which leaves a big gap in care. She stated that community nurses can help with holistic care, such as dietary guidance for related medical needs, and help reduce the emergency interventions, such as emergency room visits or ambulance services, due to having ongoing connection with the community nurse.

Mr. Young stated that he understands the gap in services and inquired what the committee believes to be the number of people that may need such services in the Town of Enfield.

Ms. Barnum stated that, according to the 2022 Census, 28% of the Enfield population is over the age of 65. She stated that there is not any information to understand if there may be chronic illnesses or other relevant health information in those households that indicate how many people may benefit from community nursing services. She stated that these services fill the gap that insurance does not cover, and there would not be any anticipated revenue from insurance or government funding for the services.

Mr. Morris stated that we are working on securing fundraising and private sources to get the program set up in Enfield to collect data to better understand the needs of the town. He noted that the committee discussed the costs associated with a nurse working 10 hours versus 15 hours per week and felt that funding could be found to support starting at 10 hours per week, with the possibility to adjust in the future.

Ms. Barnum stated that the CNC collects data that supports monthly, quarterly, and annual reports regarding interventions and outcomes. She stated that they also support finding funding available for local communities to implement community nursing as well.

Mr. Morris stated that, if the Select Board is in support of the project, he would like to set up a fund, like the Mascoma Lakeside Park fund, so that donations can go to that to support the project. He stated that the contract would be between the City of Lebanon and the Town of Enfield for the community nurse to serve Enfield residents, with the possibility of developing the ENCPSC as a formal town committee to be a part of the process.

Mr. Russell inquired why a new program is needed to fill the gaps and why existing service providers cannot meet the needs as presented.

Ms. Barnum stated that nurses' assessment skills are what are needed to reduce the falls and 911 calls and deal with situations in the community. She stated that some towns have community health workers, and they connect them more with other resources as opposed to providing people with education and assist in changing the outcomes for families.

Mr. Russell inquired why Dartmouth Health is not pursuing providing these services.

Ms. Barnum stated that there are discussions being held to see how DH may be able to support the services through CNC directly. She stated that she has had conversations with DH representatives who have indicated that community nursing is not on their plan for the development of population health. She added that there are people who have received services who make donations to contribute to the continuation of services to the town.

Mr. Morris stated that there was funding from Dartmouth Health for the onset of the program, and the services to Enfield and Grantham are an expansion to that program.

Donna Pidgeon stated that community nursing fills a need that is outside of current health services offered and it is common for insurance-based services to be met with regulations, such as the VNA nurses only being able to meet with patients that fall into a set criterion of needs. She stated that this service would help fill the gaps for people who fall outside of those regulated services but need support. She added the community nurses can work directly with providers in the assistance of care for residents which is also greatly beneficial.

Mr. Kluge stated that he understands that the focal point of the community nursing services is communication and providing supportive care in a family-oriented fashion, which you do not get at a large hospital.

Ms. Kennedy stated that she appreciated that community nursing would have coordinated communication to prevent care from becoming disjointed. She felt illustrating the gap in care clearly would be important to help Enfield's community understand the value of community nursing and suggested including concrete examples to present to community members.

Ms. Kennedy said that she would like to see the evaluation plan as well and suggested tracking the reduced need for 911 calls, emergency department visits, etc.

Mr. Young noted that collecting data will be important in understanding the needs in the community, especially if there could be budgetary impact in the future.

Mr. Morris offered to have Chief Wheatley of Lebanon come to speak with the Select Board, and inquired if the Select Board would like to set up a Public Hearing for the approval of an account to collect money raised by the committee to support the project.

Members of the Select Board agreed to move forward with a Public Hearing and looked forward to further discussing the project.

Park Rental Follow Up

Mr. Morris presented a follow up of rules and rental prices as brought forward in April 2023. He noted that Mr. Marker modified current rental rules and regulations for indoor rentals to apply to outdoor rental spaces. He added that a staggered reimbursement rate was added.

Mr. Young inquired if the Recreation Commission had been consulted on the proposed park rental fees and updates, and how closely the presented material aligned with their vision.

Mr. Marker stated that the information presented was reviewed by the Recreation Commission and they agreed that fees and pricing are where they should be and recommended having a structure for nonprofit pricing.

Mr. Morris stated that nonprofit rental prices have been reviewed and discussed and he acknowledged that there are many nonprofit structures and there needs to be flexibility with the discretion of pricing. He added that there is an appeal process where a nonprofit can request to come before the Select Board for

Mr. Russell stated that the document should be clarified that if a multi-day rental can store items overnight it should clearly note that garbage and food must be removed and should not remain overnight.

Mr. Kluge made a motion to authorize the Town Manager or their designee to implement rentals of the Huse Park and Lakeside Park pavilions to Enfield Residents using the fees and in accordance with the Outdoor Facility Rental Rules and Procedures as presented and amended to the Select Board at the May 1, 2023, meeting, and to authorize the change in the refund policy for building rentals as presented at the May 1, 2023, meeting to align the refund policy for rentals of all Town property.

Mr. Young seconded the combined motion.

Ms. Labrie inquired if staff members are available to check on the properties after rentals, especially on weekends, as there have been issues with that in the past.

Mr. Morris stated that it will be done similar to how it is done with the Community Building and noted that it will be a little easier with the outside structures.

Mr. Marker noted that the agreement renters sign states that if damage is present at the time renters arrive, they are to take pictures and email it to him.

Ms. Stewart requested that the deposits are no longer returned to renters who are not following the rules.

Vote unanimous in favor of the motion (5-0).

Presentation and Approval of Enfield Logo

Mr. Morris presented the proposed logo for the Town of Enfield. He noted that the words 'New Hampshire' on the bottom of the logo can be removed and replaced with a department name.

Ms. Stewart stated that there has been a lot of communication about the development of the logo, and she feels it is a great representation of all the ideas that were brought forward. She stated that the town seal will remain as a part of the Town of Enfield insignia, but it does not always translate well in a smaller format.

Members of the Select Board supported the logo.

Dr. Beaufait stated that, as a taxpayer, he would like to know the cost of the staff time and any re-signage associated with the process.

Mr. Morris stated that funds had been set aside in the Recreation Department, but the process was paused to ensure that it was not just a singular department logo, but a logo that would represent the entire town. He noted that the funds were encumbered from the year prior, and the replacement of signs will be done on an as needed basis. He noted that things like the cemetery signs that are in the process of being replaced will still have the town seal on them.

Mr. Young stated that he thought it would be worth having a written description of what is represented in the new logo and the process through which it came to be to be posted on the town website.

Mr. Kiley stated that it is easy to reproduce, which is also beneficial.

Mr. Kluge made a motion to approve and adopt the logo presented by the Enfield Branding Committee and to authorize the Town Manager or their designees to implement the usage as the official Town of Enfield logo as deemed appropriate. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).

Award Whitney Hall Design Build Contractor RFP

Mr. Morris stated that a Request for Qualifications (RFQ) was distributed regarding the Whitney Hall project. He noted that MFAC received two responses, which were from Trumbull-Nelson and Bread Loaf. He stated that both parties were invited to an RFP process and a one-hour interview with MFAC. He stated that MFAC voted unanimously to recommend Bread Loaf Inc. for the Whitney Hall contract.

Mr. Russell made a motion to authorize the Town Manager to negotiate and enter a design build contract with Bread Loaf Incorporated for the purposes of completing the design and construction of the Town of Enfield's Whitney Hall project, not to exceed a total construction amount of \$5,802,150, and hereby authorize the Town Manager or his designees to take such actions and execute all documents that may be necessary. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Ms. Stewart expressed her thanks to the MFAC for their ongoing work with the project.

Award RFP for Municipal Plow Truck

Mr. Young stated that CIP authorized a purchase of \$200,000 for a plow truck, but the bid recommendation totals \$224,000. He inquired where the additional \$24,000 was coming from.

Ms. Stewart stated that the purchasing policy states that when the bid chosen is not the lowest cost bid that a justification would be presented.

Mr. Morris stated that we knew it could come in over what the ARPA funds would cover, and an additional motion would need to be brought forward to approve of CIP funds being spent. He stated that he would like to move forward with awarding the bid and come back to the Select Board with a plan for what fund will cover the additional amount.

Mr. Kluge made a motion to accept the proposal offered by SG Reed Inc. for the standard international truck outfitted with Viking plows and municipal dump body. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Award RFP for 2023 Portable Toilet Rentals

Mr. Morris stated that the annual cost is \$7,000 to have port a john's place at Lakeside Park, Shakoma Beach, the boat ramp, and Shaker Ball Park.

Mr. Young inquired if the contract included a predetermined schedule of service.

Mr. Morris confirmed.

Mr. Kluge made a motion to accept the proposed offer by Ron's Johns of Newbury, NH to provide portable toilet rentals for Enfield facilities during the 2023 outdoor season. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Award RFP for 2023 Paving

Mr. Young made a motion for the Town to accept the proposal submitted by Blaktop Inc. of West Lebanon, NH. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Approval to apply for Moose Plate Grant

Mr. Russell made a motion to authorize the Town Manager to apply for a Moose Plate Grant on behalf of the Town of Enfield for repairs in an amount of up to \$16,000 and hereby authorize the Town Manager or his designees to take such actions and execute all documents that may be necessary. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

Fraud Policy Review

Members of the BOS reviewed the Fraud Policy with Mr. Morris. Mr. Morris stated he reviewed the policy and did not have any recommendations or changes to the policy.

Mr. Young made a motion to reaffirm the Fraud Policy as presented. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Committee Appointments (Thomas, Bernier, Smith, Aufiero)

Ms. Bonnette stated that all applicants are requesting reappointment to the designated committees.

Mr. Russell made a motion to approve the appointments as presented. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

ADMINISTRATIVE ITEMS

Solar Exemptions (Archambeault, Robison)

Veterans Tax Credits (Daubas, Gifford, Hotaling, Kearney, Langlands, O'Connell)

Timber Tax Warrants (Conkey, Hackeman, Martin)

Members of the Select Board signed documents as presented by Ms. Bonnette.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

Ms. Stewart requested comments or questions from members of the public.

Ms. Aufiero stated her excitement about the grant we received for over \$700,000 as it opens the town to more recreation and brings in people who will take the byway and brings together different sections of the town.

Mr. Kiley stated that we need two commissioners for the Upper Valley Lake Sunapee Regional Planning Commission. He stated that they meet once every two months at 5:30pm and it should not be a representative of the Planning Board as the meetings take place at the same time.

Mr. Kiley reiterated that the parking space in front of the library continues to be an issue with visibility when pulling out from the Whitney Hall parking lot.

Ms. Stewart noted that the parking spaces in front of Whitney Hall are being investigated.

With no further discussion, members of the BOS moved on to the next agenda item.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Town Clerk's Report – March 2023
- Tax Collector's Report – March 2023
- Notice of Final Tax Bill – November 2022
- Trustees of Trust Funds Report – 1st Quarter 2023
- UVLSRPC Stormwater Needs

ADJOURNMENT

Mr. Kluge made a motion to adjourn at 8:13 pm. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

The meeting was adjourned at 8:13 pm.

Katherine D. P. Stewart, Chair

Erik Russell, Vice – Chair

John W. Kluge

Alice Kennedy

Tracy Young

Enfield Board of Selectmen