

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES NOVEMBER 21, 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

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

Members of the Public: Dan Kiley, Celie Aufiero, Sharon Beaufait, Alice Kennedy

CALL TO ORDER

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

APPROVAL OF MINUTES –November 7, 2022, Regular and Non-Public Sessions

Ms. Stewart made a motion to approve all four sets of minutes from November 7th, one regular and three non-public, as printed. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

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 Budget Committee discussed Land Use, Public Works, Cemeteries; largely discussed fuel prices and utilities which costs are going up. The DPW is the largest user of diesel and electricity, so it will be watched closely.
- There has been a resignation for the full-time grounds position and the job will be posted soon. He added that there is a conditional offer of employment for a full-time police officer position and they are moving through the screening process.
- The DPW and Water Department worked hard regarding the water problem which resulted in a boil order for residents on the water system. He stated that the Water Department is continuing to work with the New Hampshire Department of Environmental Services regarding the findings and continuing chlorine treatments to ensure the matter is resolved. He thanked neighboring towns of Lebanon and Eastman for their assistance to borrow the equipment needed to make changes as quickly and efficiently as possible.

He stated that we learned a lot in the process about how we communicate with residents, and we were able to make updates to our communications. He stated that he has spoken with the police chief to ensure that a communication plan is a part of the update to the upcoming Emergency Operation plan project.

Mr. Kluge stated that the communications were well received by the public.

- He wanted to remind residents about the winter parking ban from November 1 to April 1. He stated that vehicles should not be parked on public or publicly maintained streets, alleys, or parking lots so that plows can clear roadways.
- He stated that a small group of Enfield residents are working on setting up a Community Nursing Program and they are working to set up a fiscal agent as an avenue for implementation. He noted that the town would still work closely with the group for facilitation and will bring forward updates to the Selectboard as the project progresses. He noted that Community Nurses would complete home visits and assess current health needs of citizens, give care, management, and work with service providers, complete fall risk assessments, monitor medication and work with families and providers. He stated that according to the 2020 census about 1/5 of the Enfield population is over 65, so this appears to be a service that would be of benefit to our community. He stated that if anyone is interested in joining the project or looking for more information, they can reach out to Emily Curtis at the Enfield Police Department.

Mr. Kluge inquired if the implementation was proposed due to a perceived need.

Mr. Morris confirmed and stated that other towns such as Lebanon have worked with Dartmouth and have staff who are active in the community who also work with paramedics in the follow up care for patients as well. He stated that there are other small towns in the area such as Hartland who also have a community nurse. He stated that he asked the group to pull data regarding the population and discuss the need. He stated that the plan is to have the project supported by grants and fundraising, but there may be an ask from the town to help support it as well.

- Mr. Morris stated that Whitney Hall roof repair has been followed up on and a company has found six pieces of slate that need to be repaired. He noted that they will need to rent a lift to have them prepared and the hope is to have that completed before the winter.
- The town tax rates increased from \$24.11 to \$25.75, which includes the town tax rate, the county tax rate, and the school. The total increase is 2.49%, with the town portion increasing 2.95%. The increase overall was \$.64, which relates to \$64 per year per \$100,000 valuation.
- We continue to meet with the contractors and architects regarding the final design of the Public Safety Building. He stated that the architects provided six different options, which were narrowed down to two different floor plans. They are evaluating the proposed floor plans and working with the emergency services departments to try to make a final decision.
- He is working with the USDA regarding the loan application coming up for Whitney Hall.
- The electronic sign has been put in the ground and it is awaiting the final wiring from the electrician.
- There are many Christmas events beginning November 26th and the full list of events will be published on different media outlets including the Enfield Village Association website, the Enfield Parks and Recreation Facebook page, as well as on flyers which will be posted around town. He thanked Kevin Marker, the Recreation Director, and EVA Board Member, Dawn Archambeault for all their hard work.
- The Lebanon Landfill is presenting a 3% to their tipping fee, which would propose a new rate of \$78.80 a ton, which would go into effect the next calendar year. He added that there is also a proposal to increase punch cards from \$18 to \$20. A public hearing will be held on December 7th at the Lebanon City Hall regarding the fee increases.

Mr. Kluge inquired when the contract with Casella expires.

Mr. Morris stated that there are six more months in the contract, so it will expire halfway through 2023, and we will be brainstorming how to move forward from that. He stated that many local towns have put out RFPs and only received one response, which was from Casella.

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

BUSINESS

Discuss Donated Painting of Shaker Bridge

Mr. Morris stated that a painting had been donated to the town when Steve Schneider was the town manager, and it was placed in the vault. He stated that an inquiry was made as to where the painting was, and Marjorie Carr was able to find further information about the history and donation of the painting. He noted that it was a pre-1920 painting that was completed by a traveling artist that came through the area and painted the Shaker Bridge. He stated that the intention was that it would be repaired and hung in the new library, when it was anticipated that a separate structure was going to be built. He stated that he knew of a custom framing and art restoration shop in Claremont who reviewed the piece and stated that it is very dirty, needs repair in a crack, and be framed and restored, which would cost a total of \$1,400. He inquired if the BOS would be in support of repair.

It was noted that the painting was donated to the town, not to the library, and there were photographs that indicated that the tear was already present at the time it was donated.

Mr. Morris stated that it was the Board of Selectmen at the time that accepted the donation and confirmed that no monetary donation was made in association with the painting to assist with repair costs.

Mr. Kluge stated that it should be looked into further to see if it would be acceptable to pass the piece on to the museum, as that seems the most appropriate place for it.

Ms. Stewart agreed with Mr. Kluge.

Mr. Russell stated that it is a very nice painting, but the larger question is how the expense would be paid. He stated that there may be people interested in supporting the restoration without involving tax funds. He stated that it is an interesting piece and would be nice to be incorporated into the new building without being an expense to the town. He added that donating to the museum may put the museum in the same place as the town when it concerns expenses and budgets.

Mr. Kluge stated that giving it away would go against the acceptance of the donation by the former Selectboard and stated his support to restore the painting.

Ms. Stewart stated that she would prefer to ask the public for assistance with funding the restoration and she would prefer to have a policy for guidance on future donations.

Mr. Russel stated that we should explore the restoration of the painting and examine what options there may be for the funding to come from outside of the current budget.

Ms. Stewart stated that it should also be done with the intention that it was donated to be a piece of public art and more research should be done to see if there are other quotes for restoration.

Mr. Morris stated that we could ask to request if anyone would be interested in helping offset the cost, but it is also a small enough amount that we could try to find the funding somewhere within the budget.

Mr. Kluge stated that he supported getting the painting repaired and getting it hung in a town building.

Mr. Russell agreed that the level of work needed to find grants or funding would not be worth the time based on the proposed cost for restoration.

Mr. Russell made a motion to direct the town manager to clean, repair, and restore the painting to an appropriate displayable level for up to \$1,400. Mr. Kluge seconded. Vote passes in favor of the motion (2-1).

PUBLIC HEARING

Mr. Kluge opened the Public Hearing to discuss and act up on the deposit and/or withdrawal of funds from Capital Reserve and Expendable Trust Funds for qualifying purposes, including, but not limited to Capital Improvement Program expenses, Public Works gas pump computer system upgrade, Community Building roof, Transfer Station zero-sort compactor, and Employee & Retiree benefits.

Deposits

Mr. Morris stated that Ms. Bonnette did a great job putting the report together. He presented the following summary of deposits:

- \$500,768 to the CIP Capital Reserve Fund as approved at the 2022 Town Meeting. This fund is used to pay debt service on certain capital expenditures as well as purchases and projects paid with cash.
- \$30,000 to the Employee & Retiree Benefits Trust Fund from the Unassigned Fund Balance as approved at the 2022 Town Meeting. This fund pays for employee HRA expenses as well as payouts for vacation and sick leave, if applicable, upon leaving the Town's employ.
- \$4,050 for revenue from the sale of Cemetery Lots to the Cemetery Maintenance Trust Fund. A 2018 Town Meeting vote approved revenue from sales of Cemetery lots be deposited in this fund which is used for the maintenance of Town cemeteries.
- \$12 for revenue received from the sale of Trail Maps to the Trail Map Funds. The purpose of this fund is to offset future printing costs when needed. The Town Manager is authorized to deposit and withdraw from this fund.
- \$647.66 which is the difference between revenues received through donations and expenses year to date. The Town Manager is authorized to deposit and withdraw from this fund.
- \$25,000 each to the Municipal Water System and Municipal Sewer System capital reserve funds. These funds are included in the 2022 budget for this purpose. These deposits require a vote of the Select Board.

Mr. Kluge made a motion to open the public hearing at 6:40 pm. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Mr. Morris stated that the first five items listed were all approved at the 2022 Town Meeting, which authorized him to execute the smaller sums and he welcomed any questions related to those deposits. He stated that the Selectboard needed to provide approval for the item over \$20,000.

Dan Kiley stated his approval of the proposed deposit.

Celie Aufiero inquired if the smaller deposits under \$20,000 also needed to be voted on at Town Meeting.

Mr. Morris stated that if it comes from cash then the Selectboard has the authority to spend the money, but if it is a loan it must go to the Town Meeting.

Ms. Aufiero inquired if we were borrowing the \$500,000.

Mr. Morris stated that the \$500,000 is coming from the tax rate to the CIP Fund as approved at the Town Meeting.

Ms. Aufiero stated that she did not understand how the money to purchase the compactor, fix the gas pump, etc., with out having it included in the vote for the CIP plan.

Mr. Morris stated that the money was not taken out as a loan but was taken as cash, which does not need to be voted on at the Town Meeting.

Mr. Kiley stated that details were included in the CIP documentation about those purchases.

With no further questions, the Board of Selectmen moved on to discuss withdrawals.

Withdrawals

Mr. Morris reviewed the summary of withdrawals as follows:

The CIP (Capital Improvement Program) Capital Reserve Fund (CRF) is used to pay the debt service on Town Meeting approved vehicle, equipment and infrastructure purchases. As agent to expend, the Select Board also has the authority to withdraw funds for cash purchases for the same purposes.

The CIP Committee prepares a 6-year plan which is reviewed and updated annually. All proposed expenditures have been reviewed and recommended by the CIP Committee and are included in the CIP Plan.

Town Meeting approved projects for which debt service payments are being reimbursed by the CIP CRF in 2022 include:

- 2013 Jones Hill Road reconstruction
- 2014, 2016, 2017, 2018 & 2019 Capital leases
- 2016 Boys Camp Road Bridge replacement & boat launch project
- 2019 George Hill Road improvements
- 2021 Fire Rescue/Pumper
- 2021 Cruiser
- 2021 DPW Truck

No Select Board vote is required for the above listed debt service reimbursement as these have been previously voted by Town Meeting or a previous Select Board. However, due to a typographical error which carried through the budget process and was duly adopted at Town Meeting, the budget for Interest on Long-Term Debt for 2022 in the General Fund was \$15,070 when it should have been \$1,507. Based on the last debt service invoice of 2022 that will be due in mid-December we'll have \$13,620.79 remaining in this budget line. We recommend reducing the CIP CRF reimbursement request by the actual amount unexpended.

Mr. Kluge requested comments or questions from the public.

Mr. Kiley inquired if it would be in the best interest to take the \$13,000 and put it against principal or something.

Mr. Morris stated that he recommended reducing the reimbursement request and noted it would be ideal to follow up on Mr. Kiley's suggestion in the next budget year.

With no further comments or questions, the Selectboard moved on to discuss the request for cash withdrawals from the CIP Capital Reserve Fund (CRF), which is supported by the CIP Committee.

Mr. Morris listed the project requests which would be paid with a cash withdrawal from the CIP CRF:

- \$11,741 for the Public Works gas pump computer system upgrade.
- \$47,799 for the Community Building roof
- \$8,785 for replacement of the furnace at the Enfield Center Fire Station.
- \$26,935 for the Transfer Station zero-sort compactor
- \$6,792 for Police & Fire AED replacements.
- \$6,401.51 for an Ambulance radio
- Up to \$50,000 for the Fire Dept. forestry truck conversion. \$34,158.87 has been expended to date. As invoices arrive, they will be added to the request from the Trustees of Trust Funds until their deadline for 2022 reimbursement. Thereafter, any remaining expense reimbursement up to the \$50,000 limit will take place in 2023.

Mr. Morris noted that he is authorized to approve deposits to and withdrawals from the Mascoma Lakeside Park Trust Fund and the Employee & Retiree Benefits Trust Fund; however, due to the amount to be withdrawn from the Employee & Retirement Trust Fund it seems prudent to have a Selectboard vote.

Mr. Kiley stated that CIP was requesting cash transactions and avoid taking loans out, as will be the approach for next year as well.

Mr. Morris stated that the articles that need to go in front of the voters are related to the town taking a loan against the CIP, but cash expenditures from the CIP go through the Selectboard and do not have to be a warrant article as the Selectboard are agents to expend.

Mr. Kiley stated that the information about cash purchases will still be presented at Town Meeting.

With no further questions or discussion, the Selectboard closed the Public Hearing.

Ms. Stewart made a motion to close the public hearing at 6:50pm. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Mr. Russell made a motion to deposit \$25,000 in the Municipal Water System Capital Reserve Fund from the Water Department budget and to deposit \$25,000 in the Municipal Sewer System Capital Reserve Fund from the Sewer Department budget. Mr. Kluge seconded. Vote unanimous in favor of the motion (3-0).

Mr. Russell made a motion to reduce the requested reimbursement from the CIP Capital Reserve Fund for debt service payments by the unexpended budget amount of the General Fund interest on Long Term Debt. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Mr. Russell made a motion to withdraw from the CIP Capital Reserve Fund: \$11,741 for the Public Works gas pump computer system upgrade, \$47,799 for the Community Building roof replacement, \$8,785 for the Enfield Center Fire Station furnace, \$26,935 for the Transfer Station zero-sort compactor, \$6,792 for Police and Fire AED replacements, \$6,401.51 for an Ambulance radio, and up to \$50,000 for the Fire Department forestry truck conversion. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Mr. Russell made a motion to withdraw \$8,971.52 from the Employee & Retiree Benefit Trust Fund for expenses which meet the purpose of this fund, including employee HRA expenses and retiree benefit compensation. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

BUSINESS – Continued

Lifting of Mandatory Water Restrictions

Mr. Morris stated that a mandatory water restriction was put in place over the summer, and it is recommended to lift that restriction at this time and readdress next summer if found to be necessary.

Ms. Stewart stated that she supported a policy to make it easier for decisions to be made without Selectboard approval and noted that there may be guidance from the state available to do so.

Ms. Stewart made a motion to lift the Mandatory Water Restrictions enacted on September 12, 2022, for all Enfield municipal water customers effective immediately. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Acceptance of \$2,000 Donation to Mascoma Lakeside Park Fund

Ms. Stewart made a motion to accept the donations with thanks. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

2nd Issue Property Tax Warrant (Confirmation)

Ms. Stewart made a motion to reaffirm the approval of the 2nd Issue Property Tax Warrant. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

OTHER BUISNESS

Public Comment

Mr. Kluge requested comments from the public.

Mr. Kiley stated that, related to the water restriction, we should be talking to towns such as Lebanon to ensure they are also putting water restrictions in place as well.

Mr. Morris stated that Lebanon did put a water restriction in place prior to September 12, 2022, when Enfield put theirs in place.

Ms. Stewart noted that Lebanon does not have a well system like Enfield, but Enfield was still affected by the water drawn down on the system at locations such as Grafton Pond and Crystal Lake.

Mr. Morris stated that the water level on Crystal Lake is low not because of water being drawn from it, but from a dam issue that occurred due to debris after a rainstorm that led it to drain faster than it filled. He stated that Grafton Pond was drawn down due to water use, and he added that Lebanon is looking at drilling wells.

Sharon Beaufait stated her concern about the intersection of Main Street and Route 4 and a visibility issue with seeing far enough down Route 4 towards the former Mickey's restaurant. She stated that, while she supports the new sign, its location blocks visibility.

Mr. Morris stated that he received Ms. Beaufait's concern via email and he drove the route himself to examine further. He stated that he can see where it has mildly limited visibility, but there are also other obstructions such as trees and the old sign that has not been moved yet. He stated that he will discuss the concern with the Chief of Police to look at it. He stated that the sign is concrete in place and is not a structure that can easily be moved.

Ms. Stewart stated that she has driven through the intersection and noticed that the intersection itself is challenging, but she did not personally encounter issues with visibility.

Ms. Beaufait encouraged it to be investigated further. She suggested that, related to renting park pavilions, renters should be notified that there are noise ordinances and no-alcohol policies that should be emphasized in writing.

Mr. Morris stated that there have been past requests where it was clearly communicated that alcohol was not allowed and people have elected to go somewhere else.

Ms. Stewart stated that she isn't sure if it is being actively enforced as she sees a lot of empty alcohol containers being left behind along the bank.

Mr. Morris stated that if we know it is happening, we should be enforcing it.

Ms. Stewart inquired if there was a noise ordinance related to the parks.

Mr. Morris stated that there is a general noise ordinance that more relates to political wagons that is not specific to the parks.

Alice Kennedy stated that she reviewed information distributed regarding the water boil order and it was very general and requested if there could be more education for municipal water users to understand where the water comes from and how it gets to houses, the frequency of testing, etc. She stated that during the boil order, she realized that she didn't understand a lot about the system she is connected to, and she was interested in learning more.

Mr. Morris stated that he knows the last time the system needed to be chlorinated was 20 years ago. He stated that the town owns the pumps necessary to implement the chlorine treatment, but they hadn't been used in over 20 years and needed repairs, though we were able to find the resources through Lebanon and Eastman.

Ms. Kennedy stated that she is new to the town and if there are opportunities for her to educate herself, she would greatly appreciate the resources.

Mr. Morris stated that public information sheets can be made up for the public and she is welcome to call himself or the DPW Director, Jim Taylor, for more detailed information.

Heritage Commission – Linda Jones re: Warrant Article for Triangle Historic District in Enfield Center

In Ms. Jones' absence, Mr. Morris informed the Selectboard that the proposal for establishing the Triangle Historic District would involve a change to zoning, which will need to go before the Planning Board to become a warrant article.

Mr. Kluge inquired if there were any implications to the use of the property with the zoning changes.

Mr. Russell stated that there are three properties in the proposed district which include the church, the town house owned by the town, and the schoolhouse which is believed to be owned by the historical society. He noted that any changes would need to be voted on and would only apply to the three properties involved and not any abutters or anywhere else in town. He stated that having a Triangle

Historic District would open opportunities for grants, including the New Hampshire Division of Historic Resources that has grants specifically for historic areas.

Mr. Russell noted that the original Municipal Facility Advisory Committee had reviewed the town house and respected the historic value but did not support putting taxpayer money into restoration and having these grants available will allow restoration without impacting the town budget. He noted that it starts with changes that need to be approved by the Planning Board and not the Selectboard.

Mr. Kluge stated his thanks to Selectboard members and to the public. With no further discussion, Mr. Kluge moved on to adjourn the meeting.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Permit by Notification & Shoreland Permit Application – 19 Bridge St., Map 32 Lot 6 – retaining wall replacement (Moulden)

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 7:15 pm. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:15 pm.

John W. Kluge, Chair

Katherine D. P. Stewart

Erik Russell
Enfield Board of Selectmen