

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN
MEETING MINUTES JANUARY 17, 2023**

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

PRESENT

Board of Selectmen: Erik Russell, Kate P. Stewart, John Kluge

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

Members of the Public: Roy Holland, Chief of Police; Matt Ocker, Officer; Dr. Jerold Theis, Conservation Commission Chair

CALL TO ORDER

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

Swearing in of Officer Matthew Ocker

Mr. Kluge and Chief Holland introduced the Enfield Police Department's newest member, Matthew Ocker, and swore him in.

APPROVAL OF MINUTES – December 19, 2022

Ms. Stewart made a motion to approve the minutes as printed. Mr. Russell seconded. Vote unanimous in favor of the motion (2-0). Mr. Kluge abstained.

BOARD REPORTS

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

TOWN MANAGER'S REPORT

Mr. Morris presented the following updates to the BOS:

- He stated that we have made an offer for the accounting and payroll clerk position, with an intended start date of February 6th.
- He thanked members of the staff who have helped with the workload over the last couple of months, and particularly Alisa Bonnette and Julie Huntley, who have stepped up to keep up with the payroll and accounts payable.
- The police department is welcoming Matt Ocker, and there are currently two full time openings for officers.
- We are currently down a light equipment operator position, and it is anticipated applicants will be interviewed in the coming weeks.
- The Maple Street water main replacement project is out to bid. He stated that we are working on right of way agreements with Canaan.
- The water stopped being chlorinated as of December 28th. He stated that we have tested since and all samples have come back clean.

- We are working on the public safety facility and the budget will be reviewed in an upcoming meeting. He stated that Chief Holland has been working with Homeland Security and the USDA to secure some grants for the facility.
- He has a meeting with Dubois & King, the contractor for the Invasive Species Project, to review and discuss a draft report regarding their findings so far.
- He stated that the general fund budget will be an increase of about 4.2% for 2023 and including the public safety building it is a total of 11%. He stated that he has reviewed regional data and it appears the average raises are in the 6.5-7% range, even though cost of living increases were about 7%. He stated that the Budget Committee is looking at an 8% cost of living increase for employees, which is included in the proposed budget for 2023.

Mr. Kluge stated that the Budget Committee voted unanimously to support the 8% raises.

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

BUSINESS

Board of Health 2022 Review

Mr. Morris stated that the Health Officer, Liam Ehrenzweig, collected data from 2022 to share with the Board of Selectmen, who serve as part of the board of health. Mr. Morris read the following report to members of the Selectboard:

The Health Officer assisted the state Department of Environmental Services, with help from the Mascoma Lake Association, to alert residents and visitors about a cyanobacteria bloom that developed at Mascoma Lake for several weeks this summer. The cause of the bloom was unspecified by state scientists, however fertilizer run off from lawns into the lake was suspected to be the likely cause as the bloom followed a period of heavy rains. During the cyanobacteria alert the Health Officer received reports from a good number of citizens who pledged their diligent consideration for this precious natural resource. The Health Officer also worked with homeowners and landlords to address issues related to concerns about septic systems (5), trash nuisances (3), drinking water (2), mold (2), lead paint (1), and heating and weatherization (1). There were no Covid 19 related inquiries.

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

Community Power – CPCNH Cost Sharing Agreement & CPNH Energy Portfolio Risk Management, Rates & Financial Reserves Policies

Ms. Quirk stated that the goal is to have less expensive electric rates available for Enfield residents and businesses.

Mr. Morris stated that he coordinated a meeting between the town attorney and the CPCNH attorney which resulted in a better understanding of the proposed agreement. He stated that the town attorney approves of the Selectboard and the town to move forward in acceptance of the agreement and policies.

Ms. Quirk stated that the goal is to designate one principal authority to be a signer of the papers and to be the final authority for approval and reviewed the amendments presented for the agreement as presented in the agenda packet.

Ms. Stewart made a motion to authorize authorizes the Town Manager to enter into the Cost Sharing Agreement and Member Services Contract for the Complete Service Bundle with the Community Power Coalition of New Hampshire (CPCNH) with Town Manager Ed Morris as the Authorized Officer and with elections on page 22 of the Agreement being “Yes”; and BE IT FURTHER MOVED, that the Town of Enfield hereby approves the CPCNH’s Data Security and Privacy, Energy Portfolio Risk Management,

Rates, and Financial Reserves Policies dated December 19, 2022. and to approve the amendments in the electric Aggregation Plan for Enfield Community Power as presented in tonight's agenda packet. Mr. Russell seconded.

Ms. Quirk noted that the authorizations for the Town Manager include:

- May elect to delay commencing procurement.
- May specify the default in actual products.
- May set a discretionary reserve, which would be added on to the rate for Enfield users to create a discretionary reserve.

Mr. Russell stated that the Town Manager is authorized to select the default rate, but it had not been discussed what the default rate would be. He stated that, in his opinion, the lowest cost option should be the default rate.

Mr. Morris stated that the default rate has been recommended to be the middle option, which is not the cheapest, but it is a higher tier of use of renewable energy.

Mr. Russell stated that, for the town, we should go with the lowest cost option and those that would like to change to the higher tier can advocate for that option individually.

Mr. Stewart agreed with Mr. Russell's recommendation.

The vote passes unanimous in favor of the motion (3-0).

Review of Draft Warrant Articles II and IV

Ms. Bonnette presented a draft of the warrant articles including highlighted areas that may change.

Mr. Morris reviewed the following articles:

- Article II is proposed by the Planning Board to add a second accessory unit to be allowed on a parcel. He noted that the state law notes that at least one dwelling must be allowed and the Planning Board is proposing to allow two.
- Article III outlines a change to the lot size from one half to one-quarter acre lot size for a dwelling where municipal sewer is used.
- Article IV has been proposed to change the setback to one hundred feet for designated Prime Wetlands.
- Article VI creates a special district for the three historical buildings in Enfield Center to include the Enfield Center Town House, the Enfield Center Schoolhouse, and the Union Church of Enfield Center.
- Article VII is as written by the federal government.

Ms. Bonnette stated that it would be ideal to have the article abbreviated on the ballot but must be posted in full.

- Article XII is a re-adoption of the solar energy system equipment. He noted that the legislature made a change in the RSA and the new adoption includes storage and other things that were not available when the original RSA was adopted.

Ms. Bonnette stated that the Selectboard will also have to select an amount or percentage of the assessed value regarding the property tax exemptions.

Members of the BOS expressed support to maintain the current 100% of the assessed value of qualifying solar for exemption.

- Article XIII is a re-adoption to clarify RSA's regarding Veterans Tax Credits.

Mr. Morris stated that there are many laws being proposed by the state legislature to be re-adopted on an annual basis.

- Article XV has been set to state 10% of land use change tax collected, with a maximum of up to \$5,000.
- Article XVI is an action that has been completed by the Trustees of Trust Funds on an ongoing basis, but by law, it must be voted on.
- Article XVII is a petitioned warrant article to establish a Town Forest.

Mr. Kluge requested any comments or questions from the Selectboard.

Mr. Russell stated that he would like to see a written plan regarding Article XV of what the planned expenditures would be. He stated that it is clear that there is spending authority by RSA, but it would be nice to see a written plan to make it clear to residents what the intent is and would also give future boards on what the intent was when it was established.

Ms. Bonnette stated that Article XV will either need to be put on the warrant as a voluntary or petitioned article – but not both.

Ms. Stewart stated that it is hard to support putting the article on voluntarily as an outline for the use of the funds has been requested by the Selectboard, but has not been provided.

Mr. Russell supported Ms. Stewart's comment and noted that having a budgetary plan for expenditures is important when developing a pool of money to be spent.

Dr. Theis stated that he was prepared to file a petition to have it on the warrant. He stated that there are trails to maintain, wildlife habitat to maintain, building a parking lot and providing open spaces. He stated that all of those will be imperative when managing a Town Forest.

Mr. Kluge stated that, at this time, there is no Town Forest and that is up to the voters. He stated that he agrees with his fellow Selectmen when requesting a budget for the items and a written outline of the tasks which would require the funds being requested.

Mr. Kiley stated that, at this time, the BOS is being requested to put the warrant forward and not for their support of the article itself. He stated that the commission should have the ability to put it on the ballot without needing to petition it.

Members of the Selectboard discussed the placement of the article in the warrant.

Award Chipper RFP

Mr. Morris stated that two bids were received for the chipper RFP, and after evaluating the bids it is recommended to move forward with the MB Tractor and Equipment for \$64,804.75. He stated that he spoke with the CIP Committee at their last meeting and they made a motion for the Selectboard to authorize the expenditure of the money immediately, as the RFP bid process has been completed.

Ms. Stewart made a motion to accept the proposal submitted by MB Tractor & Equipment to provide the Brush Bandit Chipper Model-255 to the Enfield Highway Department. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Proposed Transfer Station Fee Schedule

Mr. Morris presented proposed changes to the transfer station fee schedule.

Ms. Stewart made a motion to approve of the proposed Enfield Transfer Station fee schedule, to be effective February 1, 2023. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Award Ambulance RFP

Mr. Morris stated that two quotes were received, and one bid was received from Sugar Loaf Ambulance, which totaled \$277,367 and offered a \$12,000 trade in for our current ambulance, to bring the total to \$265,367. He stated that the bid was reviewed with the CIP Committee, and it is his recommendation to move forward to award the bid to Sugar Loaf Ambulance at a total of \$265,367.

Ms. Stewart made a motion to award the purchase of a new ambulance to Sugar Loaf Ambulance in the amount of \$265,367, with the funds coming from the Enfield ARPA Funds, and hereby authorize the Town Manager or their designees to take such actions and execute all documents that may be necessary to complete the purchase. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Acceptance of Donations to Mascoma Lakeside Park Trust Fund \$450 in aggregate

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

Set Public Hearing Date to Accept One-Time Bridge Aid (\$118,378.58)

Mr. Morris stated that we received an extra \$120,000 in road maintenance funds from the state last year, and now we are receiving an additional \$118,378.58 for bridge maintenance. He stated that the funds cannot be used for already planned projects, but potential projects will be discussed with CIP.

The Public Hearing was set for Tuesday, February 7th at 6pm.

Approval of Mascoma Loan Commitment

Mr. Morris stated that he has worked with Bond Counsel and Mascoma Bank to secure the loan for Whitney Hall. He stated that the loan has the same details as the public safety building, with a slightly higher interest rate and a term of 30 years.

Ms. Stewart made a motion to authorize the Town Manager to sign the commitment letter with Mascoma Bank to borrow up to but not exceeding \$5,558,086.00 for the remodel and expansion of Whitney Hall, as approved by the voters of Enfield at the 2022 Town Meeting, and hereby authorize the Town Manager or their designees to take such actions and execute all documents that may be necessary. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

Mr. Kluge requested comments from the public.

Mr. Kiley inquired if a motion was necessary to take money out of CIP for the chipper.

Ms. Bonnette stated that the Trustees of Trust Funds dispense money from the account no more than twice per year.

Mr. Morris stated that they will need to have the exact amount so it would not be necessary yet.

With no further comments, members of the BOS moved on to adjournment.

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Town Clerk's Report – December 2022
- Tax Collector's Report – December 2022
- Shoreland Impact Permit 2022-03231 (Pollard Trust)
- Response to NHDES Request for more information – NH DES File#2022-01659, 65 French Rd.
- Denied Non-Compliant Standard Dredge & Fill Permit Application, NH DES File#2021-02552, 19 Foster Circle, Map 22 Lot 17-1 (Weissman)

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 6:58 pm. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 6:58 pm.

John W. Kluge, Chair

Katherine D. P. Stewart

Erik Russell
Enfield Board of Selectmen