

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

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

PRESENT

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

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

Members of the Public: Roy Holland, Chief of Police; Nate Miller, Chair Johnston Drive Property Use Committee; Dr. David Beaufait, Lisa Buck Rogers, Barbara Ruel, Dwight Marchetti, Dan Kiley, Daniel Amero, Barbara Jones, Nancy Smith, Shirley Green, Craig Sanborn, Nancy Tanguay

CALL TO ORDER

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

APPROVAL OF MINUTES – June 19, 2023, Regular and Non-Public Session

Mr. Kluge made a motion to approve both sets of minutes as presented. Mr. Young seconded. Vote unanimous in favor of the motion (4-0). Mr. Russell abstained.

BOARD REPORTS

Members of the Select Board (SB) presented updates on their respective committee assignments.

TOWN MANAGER'S REPORT

Mr. Morris presented the following updates to the BOS:

- The Board retreat will be taking place next weekend in the DPW building.
- Staffing: the police department is continuing to look for two officers,
 - A grounds position at the DPW has opened, and a temporary person has been hired until it can be filled.
 - We have received a letter of resignation from a member of the DPW as the light equipment operator. The person is leaving for a DPW job in another town.
 - The Assistant Clerk left as of June 30th. Interviews were taking place today to fill the position, and an offer is expected to be made.
- He is working with the Library and Library Trustees regarding the relocation of the library and the town offices for the renovation and expansion of Whitney Hall.
- We have completed the boundary survey for the Shaker Hill Granite Property, with a packet moving forward to the Planning Board in the coming weeks for the subdivision of the property.
- Storms resulted in roads that needed repairs, and all have been reopened but may need some additional work, such as reinstalling culverts. He thanked the staff that contributed to the response and roadway repairs.
- Demolition of the old chlorinator shed is scheduled.
- A second test well has been completed and looks more promising than the first test well.
- The wet weather delayed the finalization of the inspection of sewer mains for the sewer project.
- The Oak Hill Road bridge is moving forward, but some concrete deliveries have been delayed.
- Paving has been completed with some shoulder work that will be completed in the coming weeks.
- Pathways Consulting is working with the DPW regarding the enhanced sidewalks.
- We are looking at opportunities to cooperate and share resources with local town managers. He thanked Mr. J. Taylor for being a part of that project.

Mr. Young thanked the City of Lebanon for their assistance and collaboration on assisting with the washed-out roadways. He thanked all of those involved in the success of the Old Home Days weekend, and the effort involved.

Dr. Beaufait inquired when things will be fully restored on the roadways and yards on Maple Street.

Mr. Morris stated that there will be a substantial amount completed within the coming weeks, but a request for proposal will need to be put out for paving before that will be completed.

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

BUSINESS

Johnston Property Use Committee Recommendations

Mr. Morris introduced Nate Miller, Chair of the Johnston Property Use Committee (JPUC), to present to the Select Board.

Nate Miller stated the committee met every two weeks over the course of two months. He stated JPUC reached out to various groups, including town committees such as the Recreation Commission and the Conservation Commission, as well as Friends of the Northern Rail Trail and local snowmobile groups. In addition, they held a session to meet with abutters to the property, as well as two public forums for the public to give feedback. He noted that there is no single recommendation or set of recommendations that will please everyone, and the committee was charged with a complicated task. There is a large spectrum of choices and they tried to balance the recommendations of public good, including goals set forward by the Master Plan, as well as mitigating concerns of the public and the abutters.

He stated they recommend retaining parcels 4 and 5 as permanent recreation areas for the Town of Enfield and they have the greatest value to the town. He noted that there are two other parcels, including parcel 3 and parcel 6, and there is a cabin under lease encumbrance at this time on parcel 3. The committee envisions it being a walk/bike access with limited vehicle access to public safety vehicles, property maintenance vehicles, and disability placarded or plated vehicles pursuant to state RSA 261-88. It is recommended to demolish the A frame on parcel 5. The committee and community partners such as the Mascoma Lake Association encourage proper signage and educational pieces regarding local flora and fauna. A picnic table or tables may be provided, and to encourage walking and bike access they recommend having a bike rack there. He noted that there are no recommendations for changing the beach area and the committee does not support having refuse containers on the property nor having a port a potty.

Mr. Morris stated that there are right of way and deed restrictions and after the SB makes a decision it will be sent for legal review.

Mr. Russell thanked Mr. Miller and the committee for their work, and he supported the recommendations they brought forward.

Ms. Kennedy stated that, as a member of the committee, it was a very robust process and something that will be helpful for the future.

Mr. Young thanked the committee for their thorough work. He inquired about the thinking process for selling lot number 6.

Mr. Miller stated that members saw the most recreational value in lots 4 and 5, and there is an economic advantage to selling parcel 6 if there is an interested party.

Mr. Kluge stated that it was a very thoughtful and balanced approach.

Ms. Stewart stated that she was very pleased with the process and there was a lot of positive feedback about the process. She stated that she supported the committee in their process, but she was also still supportive of selling the properties.

Lisa Buck Rogers, an abutter of the property, stated that she was never contacted in the process. She stated that they are experiencing issues with cars blocking the road, there are already issues with people urinating down there and leaving trash. She inquired who was going to police the road when cars park down there, and who would take care of the damage to property and liability.

Chief Holland stated that in the last two weeks there have been 12 complaints regarding parking, or roadway issues. He stated that a majority of the parking complaints were not blocking the roadway and there is some clarity to right of way and private road use that needs more education.

Barbara Ruel, an abutter on Johnston Drive, and there is a misunderstanding of right of way and the access for people still utilizing lot 3. Currently there are issues with signs that don't allow the easement for access to the lot 3 property. There should be a historical record of the easement and the right of way for Johnston Drive residents.

Ms. Stewart stated that the issue of right of way will be sent out to counsel.

Dwight Marchetti inquired when the SB would act on the proposal.

Mr. Morris stated that he recommended having a public hearing for a topic this big.

Ms. Stewart agreed and stated it was not required but would be done in good faith.

Mr. Marchetti encouraged the SB to have a clear understanding of what the right of way is.

Dr. Beaufait stated that he attended the meetings, and he echoed that the process was excellent and stated his disagreement with the sale of the parcel 3 property and the one-time income of the sale is not going to change the tax base and it will not substantially improve. He echoed the concerns of understanding the right of way.

Chief Holland stated that there have been a variety of complaints regarding the property, including complaints about use of the private road, complaints of parking, and trash.

Chief Holland inquired why the committee decided to restrict it to 3 ADA compliant spaces and not open it to the general public. He stated we are going to have to do our work on the road to make the roadway able to support an ADA vehicle passing down the roadway, with additional work for the three parking spaces. Why not add more and be open to the general public.

Mr. Miller stated that committee members heard concerns for abutters, the intersection of the Route 4 roadway, and to ensure that there was access with the intention of respecting feedback regarding safety of the intersection and increased traffic on the roadway.

Mr. Kluge stated that he recalled the town of Enfield having to pave and line the parking lot of the boat launch to be compliant with ADA standards.

Chief Holland stated that ADA parking is not enforceable unless it is specifically marked and meets specific criteria set forward by the state, which will require more than the proposed gravel spaces. He noted that the department is already responding to many calls related to the Shakoma Beach parking area, parking at the boat launch, and parking on the Route 4A corridor.

Ms. Stewart inquired if there was any consideration as a 'pocket park' and under the town's current rules.

Dan Kiley stated that he likes the proposal, but he supported Chief Holland's concerns and stated that there is also a risk of people parking on Route 4 and walking down.

It was noted that Route 4 is a state road, and they are the only agency authorized to post signage for the roadway.

Chief Holland noted we already have issues with parking on the roadway on Route 4A for the boat launch.

Craig Sanborn stated that he mentioned in order to control public access it will be necessary to have a gate across the driveway with a key given to the town. He has not heard in the committee's recommendation any gate that can manage vehicle access.

Chief Holland stated that the NH Supreme Court has deemed that the roadway is open to the public unless it is gated, so unless owners and abutters put a gate in, we cannot control the traffic up and down the road.

Daniel Amero stated that he has experienced being blocked in on parcel 3 and there is no proper signage to tell people what to do and he has picked up trash on the property.

Barbara Jones stated that she supported the committee's recommendation, except the proposal for lot 3. She stated that she agreed with Mr. Amero regarding the need for signage for people to understand where to park and the town has produced situational chaos. She stated abutters have had to spend money on signs.

Barbara Ruel stated that there are two other lots in Lebanon that need the right of way and she was not aware if anyone had taken that into consideration.

Chief Holland stated that police have not responded to a call and found a vehicle that was blocking the right of way. He noted that there seem to be misunderstandings of if people are allowed to park in the 30 foot right of way.

Ms. Stewart stated that the temporary signage was an effort to preserve the lake and it was not in the best interest to spend thousands of dollars on signage when it was unclear how the space would be utilized.

Nancy Tanguay stated that she wishes to protect her property and the right of way to her property as well as the neighboring property that also requires the same right of way access.

Barbara Jones stated that a call was made to the police department today regarding a vehicle parked on the driveway.

Nancy Smith stated she was on the committee, and she stated that they didn't think to ask abutters what the traffic was like last year versus this year.

Lisa stated there wasn't an issue until it was advertised and it's on Google Maps.

Dr. Beaufait stated he bikes there regularly, and this is the first year they have seen people there.

Barbara Jones stated that it's not a bad thing but there has been an uptick in people coming as it is a great space for people to enjoy and they need to have a way to know where to go and signage makes all the difference.

Mr. Marchetti stated that Route 4 down to the rail trail shows a 20 foot right of way, and anything outside of those 20 feet is privately owned property.

Mr. Young requested to have a request for legal advice before the public hearing so that the SB can send questions that can be brought forward for legal attention.

Mr. Morris stated he would discuss the turnaround time with legal aid to verify the timeline in which it may be able to come back to have time to review prior to a public hearing. He noted that he will aggregate the questions from the SB into a concise list to be addressed.

Ms. Smith inquired if there was any way to assist the abutters with the parking issues.

Ms. Stewart stated that signage could be worked on, and we need to be cognizant of tax dollars being used in the process.

Mr. Kluge stated that he would like an analysis of if we sold parcel 3 what we would be likely to gain and what impact it would have on taxpayers.

Mr. Morris stated that there would be little to no tax impact in selling it.

Mr. Kluge stated that we will not gain many more opportunities to gain lake property and it would be a pity to waste it, as is what happened when the town did not purchase the beach at the end of the lake.

Shirley Green stated they are not making any more lake property and she doubted we will ever get another.

With no further discussion, the Select Board moved on to the next agenda item.

Trail Master Volunteer Appointment (Sanborn)

Ms. Stewart stated that there have been previous discussions with the Town Manager, the Conservation Commission, and the SB regarding having a Trail Master as a paid position. Ms. Stewart noted that Mr. Sanborn, the proposed Trail Master volunteer, has spent an extensive amount of time reviewing the trails and making a list of recommended maintenance tasks associated with each trail.

Mr. Morris noted that the proposal is being brought forward to the SB to approve of the appointment of a volunteer Trail Master, instead of a paid position.

Ms. Bonnette noted that the term of an appointment has been left blank and will need to be set by the SB.

Mr. Kluge inquired if his role would include getting other people involved.

Mr. Sanborn stated that the purpose of being a trail master for the town is to lead a team of volunteers and train them in how to maintain trails to benefit the town in the long term.

Mr. Morris stated that Ms. Bonnette created a volunteer statement and agreement based off of what the state had outlined, which can be utilized in the future.

Mr. Russell stated his support for the volunteer Trail Master and developing new opportunities for programming.

Ms. Stewart inquired what the internal supports would be in the town for purchasing and storage of materials.

Mr. Morris stated that the Trail Master put forward expense requests to the Conservation Commission and if there is need to work it into the overall budget it will need to be put under a department such as the Recreation Department.

Dr. Theis stated that the intention is to use the Conservation Fund to pay for materials and make donations to the Upper Valley Trails Alliance and noted that he discussed storage areas with Mr. J. Taylor at the DPW.

Dr. Beaufait inquired about the timeline to develop the proposed bridges.

Mr. Sanborn stated that sites need to be remeasured, establish the building plans, followed by generating a materials list and a cost estimate.

Mr. Kluge made a motion to accept the application for Trail Master from Craig Sanborn. Mr. Russell seconded.

Mr. Kluge amended his motion to include the term to be two years. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).

Mr. Sanborn thanked members of the SB for their support.

Acceptance of Shaker Blvd Bridge Project

Mr. Morris reviewed the budget for the Shaker Boulevard Bridge Project:

Federal Funding = \$1,014,793.46

State Funding = \$132,034.67

Local Match = \$33,008.66

Total Estimated Project Cost = \$1,179,836.79

He stated that the state requires the authorization of the SB to accept the grant to move forward. He noted that we will need to determine what funding mechanism we will use to fund the local match, but that does not need to be determined at this meeting. It would make sense that the \$33,008.66 can be taken from the CIP fund, but it may also be a good project for undesignated funds, if available.

Ms. Stewart stated that it can go before the CIP Committee for review.

Mr. Kluge made a motion to authorize the Town Manager or their designee to accept State Bridge Aid and Federal Aid Programs for the replacement of the Shaker Blvd Bridge over the Knox River with a total estimated project cost of \$1,179,836.79 consisting of a Town Match of \$33,008.66, and hereby authorize the Town Manager or their designees to take such action and execute all documents that may be necessary. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Water/Sewer Connection Request (Nancy's Way)

Ms. Stewart stated that Mr. J. Taylor supports the connection request.

Mr. Young made a motion to accept the request for one water unit to 20 Nancy's Way as requested. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Committee Appointments

CIP Committee Application (Fickett)

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

Energy Committee Applications (Morrison)

Mr. Young stated that Mr. Morrison attended the most recent Energy Committee meeting and

Mr. Young made a motion to accept Mr. Morrisons application for the Energy Committee. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

Acceptance of Donations to Mascoma Lakeside Park Trust Fund: \$50

Mr. Young made a motion to accept the donations as presented. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

Acceptance of Donations to Community Nursing Program Trust Fund: \$9,100 in aggregate

Mr. Kluge made a motion to accept the donations as presented with thanks. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Personnel Policy Review

Members of the SB reviewed the recommendations brought forward by Mr. Morris and Ms. Bonnette.

Public Comment

Ms. Stewart opened the floor for public comment during a brief pause in the Personnel Policy Review discussion.

Dr. Beaufait stated that port-a-potties were turned on their side and the kiosk had things torn off of it at the Mascoma Lakeside Park last night, and he has requested the police to place game cameras to try to get information. He would like to start a privately funded \$500 reward for the arrest of the person who did the damage.

Mr. Morris stated that the police are investigating.

Dr. Beaufait stated that, regarding a special election, he is looking to do a candidates' forum.

Mr. Young expressed his support for the forum as he thought the one held for the SB was helpful.

Mr. Young stated that he noticed that none of the lights under the pavilion are motion censored and inquired why they are left on.

Dr. Beaufait stated that his understanding was that keeping it continuously lit to make it less likely for vandalism to occur.

Members of the SB returned to the discussion regarding Personnel Policy review.

Personnel Policy Review Cont'd

Members of the SB reviewed and discussed recommended updates to the Town of Enfield Personnel Policy.

Mr. Young made a motion to give preliminary approval to move forward and finalize the policies as presented, with the opportunity for the Select Board to review one more time prior to being implemented on August 1, 2023. Ms. Stewart seconded. Vote unanimous in favor of the motion (5-0).

Mr. Young requested updates to be brought to the Select Board regarding any delays in the demolition.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

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

Mr. Kiley inquired if we are verifying that personnel have insurance when they are getting reimbursements.

Ms. Bonnette confirmed that the town does confirm coverage prior to reimbursement.

Mr. Kiley inquired if personnel should be required to be on a spouse's insurance, as is practiced by area employers.

Members of the SB discussed current policies and noted they would continue the conversation at a future meeting.

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

ADMINISTRATIVE ITEMS

Special Election Warrant

Dog Warrant

PA-28 Election

Methodist Hill Property Use Committee Appointments (Previously Voted)

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

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Tax Collector's Report – June 2023
- Town Clerk's Report – June 2023
- NH DES Report of Alleged Violation, Crystal Lake Rd., Map 47 Lot 6
- Notice of Demolition – 378 Rte. 4
- Wetlands Permit Application – Standard Dredge & Fill (226 Shaker Blvd, Map 27 Lot 2, Dorskocil Mascoma Lake Realty Trust).

ADJOURNMENT

Mr. Kluge Made a motion to adjourn at 8:43. Ms. Stewart seconded. Vote unanimous in favor of the motion (x-0).

The meeting was adjourned at 8:43 pm.

Katherine D. P. Stewart, Chair

Erik Russell, Vice – Chair

John W. Kluge

Alice Kennedy

Tracy Young

Enfield Board of Selectmen