

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES JUNE 19, 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

**EXCUSED:** Erik Russell

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

**Members of the Public:** Jane Plumley, Dan Kiley, Tim Linehan

**CALL TO ORDER**

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

**APPROVAL OF MINUTES – June 5, 2023, Regular and Non-Public Session**

Mr. Kluge made a motion to approve both sets of minutes as presented. Mr. Young seconded.

Ms. Kennedy requested the following corrections:

- Page 8, line 370 – strike Mr. Currier.

Mr. Kluge amended his motion to approve the minutes as amended. Mr. Young seconded. Vote unanimous in favor of the motion (4-0).

**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:

- He presented a list of betterments and all, with the exception of one, are in the process of being paid.
- The Police Department is still in the search to fill two open positions. It was noted that the police department has seven officer positions and is currently operating with only five officers.
- The Public Safety Building and Whitney Hall projects are currently in a place where mechanical, electrical, plumbing, and fire Request for Proposals (RFP's) are being put out. Pathways Consulting will be completing boundary surveys at the Route 4 property to prepare for subdivision. Bread Loaf is working on design and construction may begin as early as December.
- The water project on Maple Street is now completed and testing is being done.
- The CCTV inspection of sewer mains is almost complete, which will help form proposed plans for remediations and repairs.
- The Oak Hill Road bridge project is currently underway.
- The Department of Public Works (DPW) has been actively working on many projects, including paving George Hill, repairing a water leak on Lovejoy Brook Road, and repairing the hydrant in front of Jake's, and the DPW storage barn is near completion. The new chipper is anticipated to be delivered this week. RFPs for the enhanced crosswalks have been completed and they will be working with the DOT on the next steps.
- He is working on an 'on-call' plan for the Water Department so that both members do not have to be on call 24/7.

- He completed Leadership of the Upper Valley and thanked the Selectboard for supporting him to attend the class.
- He will be attending the upcoming Municipal Managers Association of New Hampshire spring convention.

Ms. Kennedy inquired where the enhanced crosswalk would be placed.

Mr. Morris stated that it will go in front of the Enfield Village School at that crosswalk on Route 4.

Mr. Young stated his gratitude to Mr. Taylor for getting the hydrant fixed at Jake's and inquired about the hydrant located near Ziggy's on Route 4.

Mr. Morris stated that the hydrant is planning to be moved across the roadway where it will be affixed to the new water line, and they are waiting for information from a contractor.

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

## **BUSINESS**

### **Strategic Planning**

Mr. Morris introduced Russ Ouellette from Sojourn Partners to the Selectboard.

Mr. Ouellette stated that he has a follow up set of questions for members of the Selectboard from the May 15<sup>th</sup> meeting to help steer the process for the development of a Strategic Plan.

Mr. Ouellette presented three questions to members of the Selectboard regarding public safety:

- Define specifically what Public Safety is to you.
- What is the ultimate goal we are trying to achieve?
- Who will be affected and why?

Members of the Select Board provided additional feedback regarding Public Safety:

- Traffic should be an element of public safety
- Public recreation places, such as the beach, should be considered for safety
- Policies for hiring and onboarding volunteers, particularly around children
- Communications to the public from representatives, such as respective department chiefs, as well as departments such as the Recreation Department and Department of Public Works
- Set the goal of preventative action versus reactive action
- Can include public health

Members of the Select Board provided additional feedback regarding town culture:

- Being welcoming in the discussions and process for incoming people and businesses
- Create a culture of walking in the downtown
- Create opportunities for community connections; for example, how the Fire Department had a Community Day, and the police department has public events

Members of the Select Board provided additional feedback regarding Communication & Community Involvement [with the public and each other, including local communities]:

- Internal communications within town; disseminating information and defining priority avenues of communication

Members of the Select Board provided additional feedback regarding Facilities & Improvements:

- Discussions of timing and execution of maintenance for facilities

- Inventory of buildings and spaces, with a cycle of maintenance needs outlined
- What does water and sewer system growth and use look like
- What levels of service are going to be provided

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

### **Compensation Study Kick-off – 7:00pm**

Rick and Karen Campbell of Paypoint HR gave a presentation regarding the Compensation Study.

Members of the Select Board discussed the comparative towns related to the compensation study.

### **\$7,800 Withdrawal from Cemetery Maintenance Expendable Trust Fund – Cemetery Sign Maintenance**

Mr. Morris stated that there was a previous discussion regarding utilizing fund the balance to repair cemetery signs. It was later found that there is a Cemetery Maintenance Expendable Trust Fund which serves the purpose of funding cemetery maintenance. He spoke with the Cemetery Committee and Trustees, who voted unanimously to support the expenditure of \$7,800 from the Cemetery Maintenance Expendable Trust Fund.

Mr. Kluge made a motion to authorize the withdrawal and expenditure of up to \$7,800 from the Cemetery Maintenance Expendable Trust Fund for the purpose of replacing and repairing cemetery signs. Mr. Young seconded.

Mr. Young inquired as to the balance of the trust fund after the \$7,800 is withdrawn.

Mr. Morris stated that there are ample funds left in the trust even with the withdrawal.

Ms. Stewart noted that the Cemetery Trustees put the signs out to bid and approved of the \$7,800 expenditure, and it was brought before the Select Board as they are agents to expend.

Dan Kiley stated that he believed it was short sighted to take it out of the trust fund when it was approved by voters to use undesignated funds from last year.

Ms. Stewart stated that the Cemetery Trustees are the ones who are making the request to expend from the maintenance expendable trust. She noted that the \$5,000 that had been assigned to use from the undesignated fund balance will now remain as unspent undesignated money. She noted that, as a part of the budget process, in the future we should review with committees whether there is an existing trust where the money could reasonably come from.

Mr. Kluge stated that Mr. Kiley made an excellent point.

Vote passes unanimously in favor of the motion. (4-0).

### **Solid Waste Discussion**

Mr. Morris and Mr. J. Taylor met with Casella regarding solid waste pickup. The normal solid waste removal increased by 4%, which is within our budgeted amount. He noted that the Zero Sort recycling will change to a fluctuating basis, with a budgeted cap. He noted that the proposed costs are still within the budget for the year. Casella is willing to extend a 5-year period, and it was discussed whether Enfield could move to a calendar year cycle instead of renewing in July, to which they agreed. He requested the Select Board's approval to extend the current contract with Casella.

Mr. Young stated that he had made a suggestion regarding enforcing the need for residents to have an Enfield sticker displayed when using the town transfer station.

Mr. Morris stated that it will be reviewed as a part of transfer station operations.

Tim Lenihan stated that he has seen many instances of people offloading construction waste at the transfer station, including rugs and sheetrock, and it imposes more cost to those who are using it in earnest.

Mr. Morris confirmed that instances such as that are also in current discussion regarding transfer station operation.

Ms. Stewart stated that, as a town, it may be helpful to create educational pieces for the public so they can understand the avenues to get rid of those materials to discourage the use of the transfer station for such.

Mr. J. Taylor stated that he believes that the proposed contract with Casella is a good choice, and moving to the calendar year as stated will be extremely helpful to the budget cycle.

Mr. Kluge made a motion to authorize the Town Manager to enter into a contract with Casella for the amounts listed in the Select Board packet, and to further authorize the Town Manager or their designee to execute all paperwork and documents as necessary. Mr. Young seconded. Vote unanimous in favor of the motion (4-0).

#### **Appoint Jim Taylor Advanced Transit Representative for Term to Expire 6/1/2026**

Mr. J. Taylor stated that he has been an Advanced Transit Representative since 2006.

Mr. Kluge made a motion to appoint Jim Taylor as the Enfield Advance Transit Board representative. Mr. Young seconded. Vote unanimous in favor of the motion (4-0).

#### **Acceptance of Donations to Mascoma Lakeside Park Trust Fund: \$990 in aggregate**

Ms. Kennedy made a motion to accept \$990 in aggregate to the Mascoma Lakeside Park Trust Fund, with thanks. Mr. Kluge seconded. Vote unanimous in favor of the motion (4-0).

#### **ADMINISTRATIVE ITEMS**

##### **2022 Property Tx Abatement (Enfield Land Company)**

##### **Timber Tax Warrant (Sharp)**

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.

With no comments from the public, members of the BOS moved on to non-public session.

#### **NON-PUBLIC SESSION PURSUANT TO RSA 91 A-3: II; a and I**

Ms. Stewart made a motion to enter nonpublic session at 7:47 pm pursuant to RSA 91-A:3 II (a and I) for the purposes of discussing an employee issue and explanation of legal guidance.

John Kluge made a motion to exit the nonpublic session at 8:02 pm. Tracy Young seconded. Vote unanimous in favor of the motion (4-0).

After coming out of non-public Tracy Young reminded Kate Stewart about the 155B action that was on the amended agenda. Ed Morris explained that the burnt house at 378 Route 4 is a safety hazard, and the Towns attempts to have the owner demolish the house have not produced the results of removal. He asked the Select Board to order the removal through the 155: B process that has been used before to remove hazardous structures. The Select Board read the letter that was distributed to them.

Alice Kennedy made a motion to order the removal of the property at 378 Route 4 Map 37 Lot 14 per RSA 155: B. and hereby authorizes the Town Manager or their designee to take such actions and execute all documents that may be necessary. Tracy Young seconded.  
Vote unanimous in favor of the motion (4-0).

**INFORMATIONAL ITEMS – NO ACTION REQUIRED**

- Tax Collector's Report – May 2023
- Notice of Application for Shoreland Permit (Dartmouth College)
- Proposed Amendments to Personnel Policy
- Notice of Special State Primary
- Unlicensed Dog Status Report: Reminder Notices being sent. Dog Warrant scheduled for 8/7/2023.

**ADJOURNMENT**

John Kluge Made a motion to adjourn at 8:10. Tracy Young seconded.  
Vote unanimous in favor of the motion (4-0).

The meeting was adjourned at 8:10 pm.

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Katherine D. P. Stewart, Chair

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Erik Russell, Vice – Chair

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John W. Kluge

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Alice Kennedy

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Tracy Young

Enfield Board of Selectmen