

**TOWN OF ENFIELD
SELECT BOARD
MEETING MINUTES OCTOBER 16, 2023**

TIME: 6:00 PM

**LOCATION: Public Works Facility & Teams videoconference
74 Lockehaven Road, Enfield**

PRESENT

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

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

Members of the Public: Doug Smith, Mascoma Lakeside Park Committee; Patti Fried, Mascoma Lakeside Park Committee; Dan Kiley, Wendy Piper, Dr. Dave Beaufait,

CALL TO ORDER

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

APPROVAL OF MINUTES – September 18, 2023

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

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 SB:

- Current available positions in the town:
 - The Police Department has two full-time officers and one part-time police assistant position open.
 - Water Operator, Cemetery Grounds Maintainer, and Seasonal Plowing Positions available in DPW
- Watershed Protection Plan Grant that was applied for, in collaboration with the City of Lebanon has been granted.
- Public Safety/ Whitney Hall projects: The floor plan for Whitney Hall is almost finalized. He is working with the library closely regarding the logistics and planning of the move. Bread Loaf has indicated that it may be possible to break ground in December. He noted that the lease with the Shaker Museum has been signed which will cost \$2,000 per month for both buildings. He stated that he and Ms. Bonnette are in the process of getting quotes from local moving companies to assist with the process.
- There is a tentative schedule to close on the purchase of the Shaker Hill Granite property on October 19th.
- Upcoming events:
 - The Enfield Recreation Department will be hosting the annual Touch a Truck, Trunk or Treat, haunted house and carnival on Saturday October 29th from 3-6pm.
 - The Police and Enfield Recreation will be showing Ghostbusters immediately following at 6:30pm.
 - Police and Fire personnel will be assisting with the increased pedestrian traffic on Shaker Hill Road on Halloween night from 5-8pm.
- The Fire Department did well with the Fire Safety Week last week. The Fire Department spent the whole day from 7:30am to 2:30pm and worked with every classroom at the Enfield Village School to discuss fire safety. He stated that he has heard a lot of positive feedback and commended them for their efforts.

- DPW will be hosting a storm water class for homeowners, Thursday, October 19th at 5pm in the DPW conference room.
- Maple Street is scheduled to be paved this Friday, but weather may impact that timeline.
- Congratulations to Don Lashua of the Highway Department on achieving his Master Road Scholar Certification
- The DPW is beginning to prepare for winter - docks have been pulled, water is going to be drawn down in the lake, leaves are being blown out of ditches using the new leaf blowing equipment, and plow frames have been mounted on trucks.
- He will be meeting with the Canaan Select Board tomorrow regarding MYSL.
- Thanked the SB for their support in his attendance at ICMA. He said it was an excellent opportunity for learning as well as engaging with local town managers.

Mr. Young inquired if the lights would be put up at La Salette and if there might be an opportunity for the community to help with that effort.

Mr. Morris stated that he will speak with the Recreation Director to see if it may be possible to assist in a community effort but noted that the lighting and electric costs to do so will not be financially sponsored by the municipality.

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

BUSINESS

Wendy Piper – County Update

Ms. Piper presented an update on county expenses to the SB. She stated that the biggest expenses were in wage increases, nursing home contract nurse expenses, and one new dispatch position. She stated that there were challenges associated with expenses related to contract nursing and a public hearing was held. As a result, nurses and corrections officers pay rates were raised by \$5.00 per hour across the board, and eight Licensed Nursing Assistant contract positions were eliminated. She stated that there is still a workforce shortage. The Finance Department is in discussion regarding where the AARPA funding may be able to be spent.

She noted that broadband was supported by a unanimous vote to accept a \$12 million grant for the broadband project. She noted that Mr. Morris has been extremely helpful in the public hearings, the information sessions, and being a resource. She stated that some of the extra money has been coming from undesignated funds to help keep the taxes low while also maintaining a healthy undesignated fund balance.

Ms. Stewart stated that Enfield residents benefit in tangent from the broadband work that is to be completed and she commended the efforts and the value of the project.

Mr. Morris stated that there are areas where it is expensive to expand the infrastructure and thanked the commissioners who supported the project.

Ms. Stewart stated that Nick Coats was also important in the process and thanked him for his efforts. She stated that the federal delegation worked hard to help make that happen.

With no questions from the SB, Ms. Stewart moved on to the next agenda item.

Doug Smith on behalf of Mascoma Lakeside Park Committee – Park Infrastructure Project

Mr. Smith stated that Mascoma Lake takes up a lot of the town, and the residents of Enfield rarely have an opportunity to enjoy it because it is mostly surrounded by private property. In 2015 the SB asked Meredith Smith to form a committee and discuss the feasibility of having a park. He noted that the Mascoma Lakeside Park is not in the municipal budget, and it is fully funded by private funding.

He stated that the construction of the park was divided into three phases: acquiring the land, the building of a shelter - now known as the pavilion and regrading the parking area away from the lake including paving,

curbing, and lining, with landscaping of the area, with walkways and pathways into the woodland area. He stated that Paul Mirski, who donated his design capabilities, drew plans for phase three. He stated that the focus is making the walkways handicapped accessible. The money was raised, but the committee has become concerned about the delay in the timeline. He stated that a rotten wall has been replaced, but no further progress has been made and the committee is requesting answers as to why the work hasn't been completed.

Mr. Morris stated that the plan in progress was brought before the SB in April 2023. He stated that, in following the expectations of the Land and Water Conservation Grant an RFP process was completed and the SB awarded the contract to Pathways on June 5th. He stated the contract authorized Pathways to engineer the parking and the trail and apply for a storm water DES permit to be able to build such. He stated that they have been moving forward with the expectation that the engineering portion of the project will be completed in 2023 and the construction would be anticipated to be completed in the spring and summer of 2024.

Mr. Smith stated that the committee has not received a copy of the contract and details and want more information.

Ms. Stewart stated that contracting and engineering is part of municipal operations, and even if the work is privately funded, there is still taxpayer money being invested by the time that the Town Manager, the DPW, and other aspects of the municipality put into the project. She stated that the committee can request information from the Town Manager as he is the designated point of contact between contractors and committees.

Mr. Morris stated that he speaks with Pathways Engineering weekly, to get updates, but there is no cost estimate for the work as the engineering phase of the contract is still in process.

Mr. Smith stated the committee wants to see the project prioritized.

Ms. Stewart stated that Mr. Morris has provided information that can be distributed to donors which may help them understand the contract process and associated timelines.

Mr. Morris stated that even though there are no shovels in the ground, there are multiple surveys that are being done and permits that need to be applied for that are all necessary in the engineering process.

Mr. Kluge requested that Mr. Morris work with Pathways to come up with a one-page summary of updates for the Mascoma Lakeside Park Committee.

With no further discussion, Ms. Stewart moved on to the next agenda item.

Short-Term Rental Ordinance Discussion

Mr. Morris stated that, while attending his ICMA training, Airbnb did a presentation regarding Short Term Rentals (STR), and there are thousands of platforms for people to use to advertise STR. He presented data that indicated that there are 46 active sites available in Enfield, with an average daily rate of \$410, and estimated annual revenue of \$88,000 per rental. He stated that discussions were held about how STR affects the housing shortage, and most of the participants found that the STR's had a small impact on the housing crisis.

He stated that he directly received two calls about one rental and noted that an additional ten calls have been received this year that were spread out throughout town. He stated that there have been issues with noise and parking, but they have not been directly reported to him. He stated that the premise is creating the registry, knowing the STR's are present, and working with the issues related to parking and noise complaints. He noted that there is an opportunity to have a supportive and cooperative effort with Airbnb, who also offered help with the review of the ordinance and compare it to other areas where they support rental owner cooperation with town and city ordinances.

Mr. Morris proposed fine tuning the document, reviewing it with the town attorney, and presenting it at Town Meeting as a Select Board ordinance, not a Zoning Ordinance.

Mr. Young recommended defining the port-a-potty as well as clearly indicating who the contact would be in the town.

Ms. Stewart supported the document going forward to legal review.

Mr. Morris stated his support for Mr. Russell's suggestion to add that private homeowners who rent their home for 14 days or less during the year are exempt from registering or having inspections but are still required to follow the same rules for their rentals.

Mr. Russell expressed his hesitance to accept feedback from a private corporation for public policy.

Policy Review: Personnel Policy Update – Section 6.7 Sick Leave Buy-Back Program

Mr. Russell made a motion to accept the revision of Section 6.7 Sick Leave Buy-Back Program as amended. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Acceptance of Granite State Clean Fleets (VW Trust Funding) Grant

Mr. Morris stated that Jeremy Clay worked with Jim Taylor and applied for Granite State Clean Fleets (VW Trust Funding) to help with the 25% of the cost of replacement of our 2006 plow truck. The 2006, 6-Wheel dump truck is an estimated cost of \$225,000, and the state has offered the Town \$56,250 towards the purchase of this vehicle.

Mr. Morris stated that another grant which would cover 80% of the plow truck costs has also been applied for, and if it is approved there will be a choice of which grant the town accepts, but it is prudent to accept the current grant and remain advised if the other grant is approved.

Mr. Young made a motion to authorize the Town Manager or their designee to accept the Granite State Clean Fleets (VW Trust Funding) Grant of \$56,250 to offset the purchase price for the replacement of the 2006 plow truck, and hereby authorize the Town Manager or their designees to take such action and execute all documents that may be necessary. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).

Award Fuel Oil Bid & Award Propane Bid

Mr. Morris stated that it had been a few years since an RFP was put out for oil and propane. He noted that seven bids were requested and only two were received from Dead River and Simple Energy. Dead River indicated that they would honor an additional discount if they won the bid for both oil and propane.

Mr. J. Taylor stated that Dead River is our current provider, and they understand some of the needs of our facilities. He stated that the cost of changing providers is quite high as we do not own all our propane tanks, and the savings in propane would be quickly lost in exchange of buying back the propane and swapping the tanks. He stated his recommendation to stay with Dead River, with the plan to look at purchasing propane tanks to make the bid process smoother in the future.

Members of the SB thanked Mr. J. Taylor for his recommendation.

Mr. Kluge made a motion to accept both proposals offered by Dead River. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

Award Insulation Bid

Mr. J. Taylor stated that challenges were faced with the amount of work necessary to install insulation in the ceiling above the office spaces. He noted that the roof has been on the building for 20 years, and it would be ideal to plan for the ceiling insulation to be completed at the time the roof is addressed. He stated that the goal is to put insulation in the walls in the offices with outside facing walls. He stated that several RFPs were sent out, but only one company came forward with two bids for two different types of materials that could be used. He stated that a group consisting of two Energy Committee members, Marta Ceroni and Jo-Ellen Courtney, the Enfield Building Inspector and Public Works Director, and Charlie Clark met to discuss the merits the proposals and recommend accepting the proposal to install the blown in mineral wool along with the add on option to install the rock wool board on the upstairs fire walls.

Mr. Kluge stated he supported the effort.

Mr. Young made a motion to award the bid for DPW insulation to Chey Insulation to blow in mineral wool insulation and to award the add on option of insulating the upstairs fire walls for a total cost of \$15,547, 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).

Members of the SB expressed their appreciation to members of the Energy Committee for their assistance in the process.

Comcast Broadband Matching Grants Initiative Program Application Support

Members of the Select Board discussed the Broadband Matching Grants Initiative Program and the providers looking to apply for the grant to support services in the Town of Enfield. It was noted that only one provider could be selected by the town. Mr. Morris stated that Comcast and Hubb66 both have asked for the Town's support for the BMGI grant.

Michael Mateja of Hub66 was present and reviewed data related to the grant request. They noted that there are currently 54 (people/properties) unserved, and 0 underserved. He noted that the locations that have been proposed to serve have been reviewed and the estimated total cost of the project is \$585,200, which would include the subsidy request of \$438,900.

The SB found that Hub66 had the financial, managerial, and technical skills to be able to meet the request.

Mr. Kluge made a motion for the Select Board of the Town of Enfield hereby votes to select Hub66 as the agreed-upon BMGI provider. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Old Home Days Committee Resignation (Smith)

Mr. Russell made a motion to accept the resignation with gratitude and regret. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

Cemetery Trustee Resignation (Degnan)

Mr. Russell made a motion to accept the resignation with morbidity and regret. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Acceptance of Donation of Stream Light Portable Scene Lights to Enfield Fire Dept. (Value \$1,230)

Mr. Kluge made a motion to approve the acceptance of the Stream Light portable scene lights to the Enfield Fire Department, in the value of \$1,230 with thanks. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

Ms. Stewart thanked Josh Wessells and the staff at United Communications for their contributions to the donation.

Acceptance of Donations to Community Nursing Program Trust Fund: \$2,000 (Vote required)

Mr. Kluge made a motion to accept the donation to the Community Nursing Program Trust fund in the amount of \$2,000. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Acceptance of Donations to Mascoma Lakeside Park Trust Fund: \$500 (Vote required)

Ms. Kennedy made a motion to accept the \$500 in donations to the Mascoma Lakeside Park Trust Fund. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

ADMINISTRATIVE ITEMS

Solar Exemption Reconfirmation (Vermeer Solar)

2023 MS-1 Summary Inventory of Valuation

Ms. Bonnette presented paperwork to the SB for signature.

OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN

Public Comment

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

Mr. Kiley stated that it should be noted that Comcast gives \$70,000 annually to Enfield TV 8.

Charlie Clark stated that he has been working with Liberty Utility and he has been trying to get assistance with streetlights that stay on and/or need replacement.

Emily Curtis echoed Mr. Clark's statement and noted that she has tracked all reports of streetlight issues in town, when they were reported to Liberty Utilities, and the follow-up calls thereafter to re-report the issues. She stated that the repair services used to be more efficient, but now there seems to be a long lag time between the reporting and repairs being complete, and it usually takes multiple follow up calls to Liberty Utilities. She thanked Mr. Clark for acknowledging the challenges as well as his support in the process.

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

INFORMATIONAL ITEMS – NO ACTION REQUIRED

- Trustee of Trust Fund 2nd Quarter Report
- Town Clerk's Report – September 2023
- Tax Collector's Report - September 2023
- Shoreland Impact Permit 2023-02484, 488 Shaker Blvd, Map 24 Lot 2 (183 Lakeview Realty Trust)
- Route 4 TIF District Sewer Hookup Status - October 2023

ADJOURNMENT

Mr. Kluge made a motion to adjourn at 8:02pm. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

The meeting was adjourned at 8:02 pm.

Katherine D. P. Stewart, Chair

Erik Russell, Vice – Chair

John W. Kluge

Alice Kennedy

Tracy Young

Enfield Select Board