

**TOWN OF ENFIELD  
ENFIELD SELECT BOARD  
MEETING MINUTES February 6, 2024**

**TIME: 6:00 PM**

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

**PRESENT**

**Select Board:** Erik Russell, Kate P. Stewart, John Kluge, Alice Kennedy, Tracy Young

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

**Members of the Public:** Dimitri Deserranno, Mike Diehn, Shirley Green, Steve Patten, Dan Kiley, Kurt Gotthardt, Brad Rich, Dave Beaufait, Dan Kiley, Roy Holland, Phil Neily,

**CALL TO ORDER**

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

**APPROVAL OF MINUTES – January 8, 2024 & January 22, 2024**

Mr. Kluge made a motion to approve the January 8, 2024, minutes as printed and the January 22, 2024, minutes as amended. Mr. Russell seconded. Vote unanimous in favor of the motion (4-0).

Amendment – Line 43/44 – change 8.1% to 8.1 cents per kilowatt-hour.

**BOARD REPORTS**

Members of the Select Board (SB) gave updates regarding their respective committee assignments.

Mr. Russell shared that the Planning Board met and reviewed the audit for the zoning ordinance as part of the NH Housing Opportunity Program (HOP) grant. The Master Plan Task Force had their kickoff meeting for the second round of chapters. Over the next year, they will work on chapters for Heritage and Preservation, Conservation, Energy and Sustainability, Recreation, and Town Facilities and Services.

Mr. Kluge did not report on the Budget Committee meetings, as tonight's meeting agenda includes a presentation by the Budget Committee chair.

Mr. Young shared that the Energy Committee met, and the number of towns joining community power is growing incrementally. In several months, the community power program will be NH's largest private power purchaser.

Ms. Stewart shared that the Conservation Commission meeting was canceled. The next meeting is March 7 at 7 pm.

**TOWN MANAGER'S REPORT**

Ms. Kennedy arrived during the Town Manager's report.

Mr. Morris presented the following updates to the Select Board (SB):

- A job offer has been made to a non-certified officer who made it through the hiring process. The officer is expected to start on February 12, 2024 and begin ride-along and learning processes. They will go through the academy in June 2024 and are expected to be on their own around September 2024.
- Qualified applicants for the Police Assistant position are continuing to be reviewed.
- The 91-A request for the use of Capital Improvement Program (CIP) funds for purchasing the Shaker Hill Granite property, with 15 hours of staff time, cost the taxpayers \$127.32.
- Mr. Morris thanked the town clerks, moderator, supervisors of the checklist, select board members, and all volunteers and workers for their efforts on the primary election day. Everything went smoothly.
- The Whitney Hall demolition is continuing as expected. Plumbing and electrical are also moving along. The shoreland permit from the NH Department of Environmental Services (DES) has yet to be granted.
- The Municipal Facilities Advisory Committee (MFAC) went through the colors and finishes of the interior and exterior of the Public Safety building.
- The Methodist Hill Property Use Committee (MHPUC) will be on the March 4 SB agenda. Questions can be sent to Mr. Morris before this meeting.
- Mr. Morris thanked our residents and the members of the Community Power Coalition of NH (CPCNH) initiative. Their efforts resulted in Enfield's rate offering a savings of 17% off Liberty's rate and 20% off the NH Electric COOP rate.
- The Shedd Street project is planned for final demolition with Hammond in March 2024. Final grading and site prep will be done after the ground thaws.
- Enfield is being highlighted in Planning and Development for our efforts on the Housing front. Mr. R. Taylor will team with Brandon Kernen of the NH Department of Environmental Services Drinking and Groundwater Bureau on Thursday, February 22, for a Bureau of Economic Affairs webinar. They will focus on the intersection of development and clean water.
- The NH HOP grant for the zoning rewrite is moving forward. SB is invited to the February 29, 2024, meeting at the DPW meeting room for stakeholders to kick off the zoning rewrite.
- Phase II of the Master Plan has kicked off.
- Site Plan Review for Whitney Hall and Public Safety buildings will occur on March 13 at the Planning Board meeting.
- The Laramie Farms project will continue moving forward and may come to the town for a variance soon in March.
- The DPW met with FEMA to discuss the possibility of mitigation funding for ongoing problems of Lower Potato Road for ongoing issues that cause road closures.
- The DPW has been working on tree clearing and prep for spring runoff between plowing and other road work.
- Data from the two test wells drilled near the Marsh well pump station show that if both wells were put into a single line, it would provide 60 gal/min, whereas the Marsh well currently gets 30 gal/min.
- The CCTV inspection has come back for the municipal sewer lines. The main project will be some pipe replacement, though very little is recommended. Additional repair work is recommended to stop stormwater infiltration.

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

## **BUSINESS**

### **Budget Committee Presentation**

Ms. Stewart reminded attendees that tonight is the Budget Committee (BC) presentation to the SB, and tomorrow night's BC hearing is the opportunity for community members to engage with BC. Ms. Stewart turned the presentation over to Mr. Deserranno.

Mr. Deserranno explained the review and objectives of the proposed budget and clarified an addition to the presentation slide.

Mr. Deserranno discussed additional points of clarification for the presentation.

Clarification will be made about the water and sewer being their own fund and how these relate to the budget.

Mr. Deserranno reviewed the increases for labor and benefits.

Mr. Deserranno reviewed the increase in operating costs and the portions that make up the majority of the increase (the Casella contract renewal, Shedd Street property remediation, software upgrade and temporary town office relocation costs, and the two building loans for Whitney Hall and the Public Safety Facility).

The town applied for \$2.3M in grants, with \$1.1M awarded.

Mr. Deserranno summarized that the general fund expenses increased by 13.66%. Of the increase, 47% is the two building loans, 26% is operating costs, 19% is benefits, and 8% is due to wage increases.

Mr. Deserranno reviewed data received from area towns regarding operating budget increases and wage increases.

Mr. Deserranno reviewed the Unassigned Fund Balance (UFB) percentage, which is slowly decreasing, and that this will be important to watch.

An estimated rate, percentage, and increase projection for tax bills will be included in the presentation.

Mr. Deserranno stated that he has taken care to show this is an estimate only (using the 2023 rates). He will stress that this is an estimate at the public hearing and town meeting. Percentages have been difficult in the past, so he is also using actual dollars for clarity. Mr. Morris and Ms. Stewart provided some feedback for this slide and offered to send additional data that may be helpful for the presentation.

A statement of what the future might look like is included in the presentation to help answer concerns voiced by community members about ongoing increases.

Ms. Stewart asked for questions from the board.

Board members commented that the presentation was well organized and thanked Mr. Deserranno for his work.

Mr. Young suggested further clarification of the compensation study that was done and how it was used to plan for staff raises.

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

### **Draft Short-Term Rental Ordinance**

Mr. Morris reviewed the updated draft of the Short-Term Rental Ordinance and reviewed edits made from the legal review.

With no further questions or comments, Ms. Stewart suggested this ordinance be discussed under the warrant agenda item. Members agreed. Ms. Stewart moved on to the next agenda item.

### **2024 Proposed TIF Plan**

Mr. Morris reviewed the updated TIF plan and the list of new potential projects.

Ms. Kennedy asked how and when projects are voted on and decided on. Mr. Russell said that the formal process would be if the plan goes on the warrant and is adopted by the town. Money can only be spent from TIF for projects that are on the TIF plan. Having the projects on the plan will also allow a greater ability to apply for grants.

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

### **Town Meeting Warrant**

#### **Acceptance of Petitioned Warrant Articles**

Ms. Stewart clarified that NH state law does not allow any changes to petitioned warrant articles; it is only a discussion of whether to accept them.

Mr. Russell made a motion to place the petitioned warrant articles on the warrant. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

#### **Finalize Warrant**

Ms. Stewart clarified that these articles would have board member and public discussion.

Article 1 will have no changes.

The Town Manager's office recommended removing Article 2 regarding the merger of Town Clark and Tax Collector positions. Further discussion is needed, and it is not urgent.

The next, now Article 2, the budget article, required no changes.

Ms. Bonnette clarified that Article 3 balances are from the first quarter. Updated figures will be on the official warrant. This article is to discontinue trust funds that are not being used.

For Article 4 (to raise and appropriate \$111,813 to CIP), if it passes, Article 5 that follows could be amended on the floor at Town Meeting (to reduce the \$600,068 that needs to be raised for CIP by \$111,813).

Article 6, to establish a Police Recruitment & Retention Fund, required no changes.

Article 7 is to modify elderly exemptions from property tax amounts. Members agreed to do further research to prepare for this item's changes on the 2025 warrant. Ms. Stewart asked the Town Manager to compile data to support these changes. This article will come off the warrant.

Article 8 is to modify the Exemption for the Disabled from property tax amounts. The figures will be reviewed and updated over the next year in conjunction with elderly exemptions. No changes to amounts will be made for the 2024 Warrant. This article will come off the warrant.

Now Article 7 (formerly 9), to adopt a Short-Term Rental Ordinance, is waiting for final wording from the Town Attorney. The final wording will be updated as soon as it is available. Members agreed they wished to keep this article on the warrant.

Article 8 (formerly 10), to rescind the authority to borrow \$97,500 approved at the 2018 Town Meeting, required no changes.

Article 9 (formerly 11), to adopt the Tax Increment Finance (TIF) District Plan, is under review with the Town Attorney. The final wording will be updated as soon as it is available.

Article 10 (formerly 12), to allow SB to appoint a Town Treasurer, required no changes.

Article 11 (formerly 13), to establish a Recreation Revolving Fund, included a minor change to clarify the use of the fund for Youth Sports recreation purposes.

Mr. Kluge asked, while the SB cannot change the wording of petitioned articles, if they can change the order. Ms. Bonnette and Mr. Morris confirmed this was correct.

Members agreed to move the petitioned warrant article for SB2 to the top of the petitioned articles, with all others following in the order they appear on the draft. This will allow the full hour for polls to be open while additional article discussion occurs.

#### **Vote Recommendations (for articles that require it)**

**Article 2** – SB will vote at the Budget Committee hearing tomorrow.

**Article 3** – To see if the town will vote to discontinue the following funds (Reappraisal, Ambulance, Fire Vehicles & Equipment, Land Acquisition, Salt/Sand Facility). Said funds, with accumulated interest to date of withdrawal, are to be transferred to the municipality's general fund. (Majority vote required)

Mr. Russell made a motion to recommend this article. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

SB recommends this article.

**Article 4** - To see if the town will vote to raise and appropriate the sum of \$111,813 - \$186,291.39 to be added to the Capital Improvement Program Capital Reserve Fund previously established. This sum to come from unassigned fund balance. No amount to be raised from taxation. (Majority vote required)

Mr. Kluge made a motion to recommend this article. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

SB recommends this article.

**Article 5** - To see if the Town will vote to raise and appropriate the sum of \$600,068 to be placed in the Capital Improvement Program Capital Reserve Fund; \$553,168 to come from general taxation and \$46,900 to come from the unassigned general fund balance. (Majority vote required)

Mr. Kluge made a motion to recommend this article. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).

SB recommends this article.

**Article 6** - To see if the Town will vote to establish a Police Recruitment & Retention Bonus Trust Fund under the provisions of 31:19-a for the funding of Police recruitment & retention bonuses in accordance with the Town's Police Recruitment and Retention Bonus Policy and further to raise and appropriate the sum of \$20,000 to be placed in this fund, said funds to come from the 2023 Unassigned Fund Balance, and to name the Town Manager as agent to expend from the Police Recruitment & Retention Bonus Trust Fund. (Majority vote required)

Mr. Kluge made a motion to recommend this article. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).  
SB recommends this article.

**Article 8** - Shall the Town rescind the authority to borrow \$97,500 approved at the 2018 Town Meeting?

Mr. Kluge made a motion to recommend this article. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).  
SB recommends this article.

**Article 11** - To see if the town will vote to establish a Recreation Revolving Fund pursuant to RSA 35-B:2. The money received from fees, charges, and other revenues generated for Youth Sports shall be allowed to accumulate from year to year and shall not be considered to be part of the general fund unassigned fund balance. The treasurer shall have custody of all monies in the fund and shall pay out the same only upon order of the Town Manager, and no further legislative body approval is required. These funds may be expended only for Youth Sports recreation purposes as stated in RSA 35-B, and no expenditure shall be made in such a way as to require the expenditure of other funds that have not been appropriated for that purpose. (Majority vote required)

Mr. Russell made a motion to recommend this article. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).  
SB recommends this article.

**Article 18 (by petition, formerly Article 19)**

Mr. Young made a motion to discuss this article. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Mr. Kluge said that he felt that if they did not follow the guidelines, he is opposed to the petition. Mr. Young stated that he had spoken with the Executive Director, who petitioned to correct the mistake of missing the deadline. Mr. Russell said that the Budget Committee typically declines other organizations that are late. Mr. Russell said that he agreed with Mr. Kluge's point that there is a robust process that organizations have to follow and stated the importance of deadlines. Mr. Young said that he felt the organization went through the extra step to correct the mistake, and not recommending the article may be harsh.

Mr. Diehn commented that he disliked this article as a member of the Budget Committee and subcommittee that reviews organization requests. He stated that organizations that do not meet the deadline do not have the review by BC to evaluate and compare to other organizations that request funds; this is an unfair advantage. Ms. Green commented that she hoped the SB would support the BC process and agreed that it would give the organization an unfair advantage. Mr. Deserranno provided some data for Advanced Transit (AT) in previous years. He said that there

were five organizations, including AT, who did not submit their requests in time and were denied. Mr. Deserranno said he would also agree that this petitioned article circumvents the process and puts the other four organizations who were denied at a disadvantage. Mr. Deserranno also stated that the BC had attempted to contact AT and the other organizations ahead of the deadline.

Mr. Russell made a motion to recommend this article. Ms. Kennedy seconded. Vote unanimous in opposition to the motion (5-0).  
SB does not recommend this article.

### **Set Public Hearing Date for SB2 Warrant Article**

The hearing has to be between 15 and 30 days from the date of the vote, between February 15 and March 1. Ms. Bonnette recommended the SB utilize their February 20 meeting.

Mr. Kluge asked if the DPW would be large enough for the community members who may attend this meeting. The Town Manager's office will check whether the Community Building is available or if there are other ways to provide adequate space for community members.

Members agreed to use the February 20 meeting. Mr. Russell commented that he would be out of town.

### **Strategic Planning Review and Discussion**

Mr. Morris reviewed the updates to the Strategic Plan as recommended at the last SB review. Mr. Morris recommended that this version be the strategic plan and clarify the appendices as working documents. Ms. Stewart suggested adding "working document" as a watermark for these, members agreed.

Mr. Young stated that the plan is interesting and thorough. He felt the plan, as received in the SB packet, required additional edits. He suggested a vote on accepting the plan at a future meeting. Mr. Russell stated that he agreed he was not prepared to adopt the plan tonight.

The plan will be reviewed for adoption at the March 4, 2024 SB meeting. Mr. Morris will send the Word document to the board for review/editing.

### **ADMINISTRATIVE ITEMS**

#### **Timber Tax Warrant (Sipe)**

### **OTHER BUSINESS TO COME BEFORE THE SELECT BOARD**

#### **Public Comments**

Mr. Patten asked how much the Capital Improvement Program (CIP) will cost taxpayers in the future. He stated it was formerly 5 cents and asked what it would change to. Mr. Morris said that the proposal is to continue to be 5 cents a year as it always has been.

Mr. Young asked how the original amount was found. Mr. Kiley said that when the loan was paid for the DPW, that was used as the base number for the CIP. Mr. Kluge asked if there was an idea to stop adding the 5 cents at some point. Mr. Kiley said this was correct, but it has continued with inflation.

Mr. Gotthardt asked if there is any dollar amount the SB would consider significant enough to reduce the budget or what number of small items the SB would consider reducing the budget. He asked for the transfer station if the roll-offs are used for regular and recycling trash. Regarding the separate cost to truck these, what is the cost? Mr. Morris said that Mr. J. Taylor estimated the trucking portion of this to be about \$10k annually.

Mr. Gotthardt clarified his question to the SB: is there any amount they will consider reducing the budget? Mr. Kluge said that the things being considered in the budget appear to be essential to run the town. Ms. Stewart said that the SB will attend the BC presentation tomorrow, and if they get new information at that presentation, they could consider voting to reduce the budget at that time. Mr. Young said that he felt the BC reviewed every budget line thoroughly and did their best to reduce costs where possible.

Mr. Gotthardt said that the BC only looks yearly at the line items but that the SB can make policy changes that can have a significant impact.

Mr. Rich stated that some members of the BC are not in support of the budget and disagree on various line items. He also stated that he did not think it was accurate to state that the BC was responsible for the budget. The budget is set by the Town Manager and department heads and reviewed by the BC. Ms. Kennedy stated that it has been her understanding that there has been a lengthy process in reviewing the budget at this point, and she wondered what the role of the SB is regarding changes. Mr. Morris said that decisions on policy that SB can make would be staffing levels, service levels, etc. Ms. Bonnette clarified that SB did not make a recommendation for BC articles. She also clarified that SB could move to change their recommendation for any warrant article at tomorrow's meeting (as it is also posted as an SB meeting).

Mr. Rich commented that he felt department heads should be asked to try to make further cuts. Mr. Morris and Ms. Stewart said that they had done this several times.

Mr. Beaufait said that he felt it was impossible to read items projected on the screen tonight or at the January 22 meeting – which was his main reason for attending. Ms. Stewart said that Mr. Beaufait is welcome to move his seat at future meetings to see projected items better.

Mr. Beaufait stated that the SB previously discussed accepting petitioned warrant articles in the order received. Mr. Morris said they were in the order received, except for SB2, which requires a length of time for discussion by law, so it was moved to the front.

#### **Other Business**

None.

#### **NEXT MEETING**

**Wednesday, February 7, 2024, 7 PM @ Public Works Facility in conjunction with Public Budget Hearing and Budget Committee Meeting. Snow date: February 8, same time & location.**

#### **ADJOURNMENT**

Mr. Russell made a motion to adjourn at 7:43 pm. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

The meeting was adjourned at 7:43 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 Select Board