

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN  
MEETING MINUTES FEBRUARY 7, 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

**Budget Committee:** Dan Kiley, Shirley Green, Dimitri Deserranno, Tracy Young, Nancy Smith, Jane Plumley

**Members of the Public:** Roy Holland, Chief of Police; Keith Thomas, CIP Committee

**CALL TO ORDER**

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

Mr. Deserranno called the Budget Committee meeting to order at 6:00pm.

**PUBLIC HEARING**

**To discuss and accept a special one-time payment of Bridge Aid funds in the amount of \$118,378.58.**

Ms. Stewart made a motion to open the Public Hearing. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Mr. Morris stated that this funding is like the road payment that we received in 2022 and it is only allowed to be utilized for a project that is outside of the current budget plan. He stated that there is not a proposal as to what the funds will be utilized for and noted that he will work with the CIP Committee to look at where to allocate the funds.

Mr. Kluge requested comments from the public.

Mr. Young stated that CIP has looked at the funding and, knowing there is more than one project in the plan, a recommendation was made to hire an engineer to evaluate town bridges and assist in prioritizing the needs.

Mr. Russell made a motion to close the public hearing. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

Mr. Russell made a motion to accept the one-time special payment of Bridge Aid funds in the amount of \$118,378.58. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0)

**APPROVAL OF MINUTES – January 17, 2023**

Ms. Stewart made a motion to approve the minutes as printed. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**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:

- The police chief and lieutenant are following up on the screening and hiring process for a new candidate for the department.
- An offer has been made regarding the light equipment operator position, which brings the public works department back up to full staff.
- The new accounting and payroll clerk started this week. With this addition to the team, the town offices are fully staffed.
- MFAC has worked with architects and contractors to finalize the design on the public safety facility. Chief Holland is working with the Department of Homeland Security and the USDA to secure grants for the Emergency Operation Center (EOC), and the building. He added that he is also exploring funding opportunities through the USDA and the NH Finance Authority regarding the Whitney Hall project.
- The first draft of the invasive species report has been completed and reviewed. He stated that it is a thorough report and the next steps involve a public outreach with a meeting in May at the Community Building.
- He has met with the Grafton County Broadband Committee Project. He stated that they are awaiting more information regarding the grant that was submitted and they are working with consultants regarding last mile plans for each community in Grafton County. He is working with Hub 66 and Comcast for letters of support regarding grants that can assist with broadband access in Enfield.

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

**COMMUNICATIONS****NH Liquor Commission – Upper Valley Snow Sports Foundation @ Whalback Mountain, application for Caterer On-Site license (Optional response by Selectboard)**

Mr. Morris stated that Whalback has reached out and they are looking to expand to serve alcohol on their back deck and to be able to put a tent outside for special events. He stated that he consulted with Chief Holland, who was in support, and wanted to get feedback from the BOS before writing the letter.

Members of the BOS expressed their agreement and approval.

**BUSINESS****Approve and Sign Loan Documents for Whitney Hall**

Mr. Morris stated that the loan amount will be for \$5,558,086.00. We were able to get a 4% interest rate on a 30-year amortized loan.

Mr. Kluge read the Resolution of Governing Board as follows:

*The undersigned, at least a majority of the Governing Board of the Issuer and the Treasurer of the Issuer hereby certify (i) that a meeting of the Governing Board of the Issuer was held with respect to the issuance of the Notes (defined below); (ii) that notice of said meeting was afforded to said officers and the public in accordance with the provisions of RSA 91-A, as amended, and the applicable rules and bylaws of the Issuer, if any; (iii) that at least a majority of the Governing Board were present throughout said meeting; (iv) that the following votes were adopted at said meeting, all as being in the best interest of the Issuer; and (v) that the resolutions set forth below have not been repealed, amended or rescinded as of the date hereof:*

*VOTED: To authorize the issuance of \$5,558,086 General Obligation Notes (the “Notes”) of the Issuer, which were heretofore authorized by the Issuer on April 30, 2022, such Notes to be dated February 9, 2023;*

*VOTED: To sell said Notes to the purchaser (“the Purchaser”), with the principal amounts, maturities, premium, if any, redemption provisions, if any, and interest rates specified on Schedule A, attached hereto and made a part hereof;*

*VOTED: To issue the Notes in substantially the form set forth in Schedule B, attached hereto and made a part hereof;*

*VOTED: That the Notes shall be general obligations of the Issuer;*

*VOTED: To authorize at least a majority of the Governing Board and the Treasurer to sign the Notes or to have said signatures printed electronically or in facsimile on the Notes and to affix the Issuer’s seal thereto;*

*VOTED: To authorize the Treasurer to deliver the Notes to the Purchaser against payment therefor;*

*VOTED: To authorize at least a majority of the Governing Board and the Treasurer to execute and deliver a Signature and No Litigation Certificate with Receipt, a No Arbitrage and Tax Certificate, a Line of Credit Rider and IRS Form 8038-G in substantially the forms presented to this meeting and such other documents as may be necessary or appropriate to accomplish the sale and delivery of the Notes in accordance with the foregoing; and*

*VOTED: That the Issuer shall serve as its own Paying Agent with respect to the Notes.*

Ms. Stewart made a motion to approve the resolution as stated. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

### **Budget Committee Presentation**

Mr. Deserranno called the Budget Committee meeting to order at 6:18 and presented a PowerPoint presentation on behalf of the Budget Committee.

Mr. Thomas inquired why there was no explanation in the presentation as to why money would go into the Capital Improvement Plan (CIP).

Mr. Kiley stated that the information will be brought forward as a CIP Committee presentation. He stated that the CIP Committee is proposing to use \$75,000 of unassigned fund balance for Shed Street and \$10,000 for the replacement of the backstop at Huse Park.

Mr. Kiley stated that he is concerned about scaling back in the public safety building, as the Department of Public Works is a building that was scaled back and now needs \$125,000 of work to repair things that should have been included.

Mr. Morris stated that things that were taken out of the plans were more ‘wish list’ items and they are working closely with the architects to ensure that it is a functional and quality building.

Mr. Kluge said that as a member of the BOS and as a liaison to the Budget Committee he is in full support of it.

Ms. Stewart and Mr. Russell expressed their appreciation for the work of the Budget Committee.

Mr. Deserranno extended his thanks to Mr. Morris and Ms. Bonnette for their contributions to the Budget Committee.

With no further questions or comments, the Budget Committee moved on to adjourn their meeting.

Ms. Smith made a motion to close the Budget Committee meeting at 6:36 pm. Mr. Young seconded. Vote unanimous in favor of the motion (7-0).

### **Water Project Bid Award**

Mr. Morris stated that proposals were reviewed and L&M of Norwich, Vermont, in the amount of \$1,295,500 is being recommended to the Board of Selectmen.

Ms. Stewart made a motion to authorize the Town Manager to enter a contract with L&M Service Contractors of Norwich, VT for a contract amount of \$1,295,500.00 for the Maple Street and Moose Mountain Road Water line project, and hereby authorize the Town Manager or his 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).

### **Review and Approval of Draft Warrant**

#### **Acceptance of Qualifying Petitioned Warrant Articles received by 2/7/2023**

Ms. Stewart made a motion to accept the two petitioned warrant articles regarding the Portion of Land Use Change Tax to Conservation Fund and the Establishment of a Town Forest. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Members of the BOS agreed to place the petitioned articles at the end of the warrant as has been practiced in previous years.

### **Article 6 - Discussion of Selectboard support of Historic District**

Mr. Russell state that the Heritage Commission has identified a path for increasing opportunities for grants which is to have a zoning district that would apply only to the three lots of land which include the Enfield Center Town House. He stated that the next step will be to outline rules that would apply to those lots, and ultimately establish a certified public government. He noted that there is a federal agency that gives funds for historical restoration projects, but having the certification of public government is necessary to apply. He noted that owners of two of the lots planning to be included in the zoning district have written letters of support as well. He stated that the goal is to make the Enfield Center Town House functional without having to utilize municipal funds to do so.

### **Article 11**

Mr. Morris stated that there is an Elderly Exemption that has not been updated for 10 years and is being reviewed. He and Ms. Bonnette recommended removing the article from the 2023 warrant to have time to get more information, including data which will assist in the recommendation for updates, and be brought forward next year.

Members of the Selectboard agreed with Mr. Morris' recommendation.

### **Article 12**

Mr. Morris stated that there have been changes in the legislature related to solar panels and updates to include net metering models, batteries, and energy storage. The article will need to be reaffirmed by voters to accept those changes.

### **Article 15**

Ms. Bonnette stated that Article 15 is a standard authorization for the Trustees of Trust Funds to pay for Capital reserve fund investment management services.

Ms. Bonnette stated that Articles 8 through 10 will require a vote of recommendation by the Selectboard.

**Article 8**

Ms. Stewart made a motion to support Article 8, to raise and appropriate the Budget Committee recommended sum of \$8,194,847.

Ms. Bonnette stated that the \$8,194,847 was the total budget which included water, sewer, capital projects, and the TIF fund.

Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**Article 9**

Ms. Stewart made a motion to recommend Article 9, regarding the CIP allocation of \$526,968 to be placed in the Capital Improvement Program Capital Reserve Fund. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

**Article 10**

Ms. Stewart made a motion to recommend Article 10, regarding \$10,000 to be placed in the Employee and Retiree Benefits Expendable Trust Fund. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Mr. Morris stated that the amount recommended to be placed in the Employee and Retiree Benefits Expendable Trust Fund is lower than the normal allocation. He stated that they are working on establishing a percentage-based goal for the trust fund, like that of the undesignated fund balance structure.

**Town Report Discussion**

Members of the Selectboard discussed their recommendations for the Town Report dedication as well as the cover art.

**OTHER BUSINESS TO COME BEFORE THE BOARD OF SELECTMEN**

Mr. Kluge requested comments from the public.

**Enfield Center Town House**

Mr. Deserranno inquired what the long-term goal was for the use of the Enfield Center Townhouse.

Mr. Russell stated that there is a lot of work to be done so that it can be utilized. He stated that there are current challenges such as the lack of restrooms and parking, and while the structure itself has been solidified over the last few years, there is not a clear vision of how it would be used at this point.

Mr. Deserranno stated that, ultimately, it is being preserved for historical value.

**Budget Committee Recommendations**

Mr. Morris stated, for clarification regarding the Budget Committee recommendations, there is \$165,000 that was allocated for different projects including:

- \$20,000 for Strategic Planning
- \$25,000 for the next 5 chapters of the Master Plan
- \$20,000 for a compensation study
- \$10,000 for the Huse Park backstop
- \$5,000 for replacing cemetery signage

- \$10,000 for town website upgrades
- \$75,000 for Shed Street to finalize testing, remove buildings, and prepare it for sale

Ms. Stewart made a motion to recommend \$165,000 be taken from the undesignated funds and utilize them for the projects as outlined by Mr. Morris. Mr. Russell seconded. Vote unanimous in favor of the motion (3-0).

Mr. Russell clarified that the information voted on regarding the undesignated fund is written in Article 8 but was not included in the original motion for recommendation.

#### **ADMINISTRATIVE ITEMS**

##### **2022 Property Tax Abatements (Barkat Properties LLC, Sanborn, Town of Enfield)**

##### **Veterans Tax Credit Application (Thompson)**

Members of the BOS signed documents as presented by Ms. Bonnette.

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

#### **INFORMATIONAL ITEMS – NO ACTION REQUIRED**

- 2022 Equalization Ration – Median Ration 62.0%
- Tax Collector's Report – January 2023
- Shoreland Impact Permit 2022-03346 – 71 Main St, Map 31 Lot 37 (Kelleher)
- Wetlands & Non-Site-Specific Permit 2022-02628 – 65 French Rod, Map 17 Lot 24-1 (Oseid)
- Trustees of Trust Funds 2022 4<sup>th</sup> Quarter Report

#### **ADJOURNMENT**

Mr. Russell made a motion to adjourn at 7:11 pm. Ms. Stewart seconded. Vote unanimous in favor of the motion (3-0).

The meeting was adjourned at 7:11 pm.

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John W. Kluge, Chair

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Katherine D. P. Stewart

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Erik Russell  
Enfield Board of Selectmen