

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

**TIME:** 6:00 PM

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

**PRESENT**

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

**Administrative Staff:** Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager; Whitney Banker, Recording Secretary; Jim Bonner, The Enfield Channel

**Members of the Public:** Liz Sauchelli (Valley News, Teams), Celie Aufiero, Gibson (Teams), David (Teams), Barbara Jones (Teams), Grace Glynn (Teams, Dubois & King Presentation), Lindsay Smith (Teams), Patty Fried, Shirley Green (Teams), Harrison Drinkwater, Gary Hutchins, Phil Shipman

**CALL TO ORDER**

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

**APPROVAL OF MINUTES – April 3, 2023**

Ms. Stewart said the board would not review the minutes tonight as they were still in draft form.

**BOARD REPORTS**

Members of the Board of Selectmen (BOS) gave updates regarding their respective committee assignments.

Mr. Russell shared that the Planning Board met last week. Mr. Taylor provided an update on recent land use items, including interest in the zoning changes passed at town meeting. Fire Chief Neily also attended to provide input on fire safety and future zoning changes.

Ms. Stewart attended the meeting of the Conservation Commission on April 6. She is working with them to get processes and procedures in place.

Ms. Kennedy said that EVA has not met. She received an update from the Heritage Commission that they will return to their regular meeting starting this month (there may be some conflict with Johnston Property Use Committee for the next month or two.) There are two upcoming JPUC meetings; April 27 at 5:30 on Teams and May 11 at 5:30 in the Community Building.

**TOWN MANAGER’S REPORT**

Mr. Morris presented the following updates to the BOS:

- The town is continuing to look at applications for police officers. Mr. Morris approved a change to the advertisement proposed by Chief Holland to include a sign-on bonus.
- The energy committee held a public forum on April 4 with about 52 participants. The transition will move forward at the end of this month.
- Contractors are working on the final design, costing, and mechanicals for the Public Safety facility. There is a preliminary meeting tomorrow, April 18, with the Police Chief and Fire Chief contractors to discuss needs with NH DOT.

- RFQs are due for Whitney Hall tomorrow, April 18, and interviews with the two contractors are next week. The hope is to have a contractor in place by next month.
- The county is making up to \$50k in grants available from their COVID money. Mr. Morris has been working with the Police Chief and Fire Chief, and they plan to put in for money to do a fire department exhaust ventilation system. Mr. Morris asked board members to contact him with any other ideas for this money.
- The brush dump will open for the season on May 3. It will work the same way as last season, with it being collected throughout the season and moved elsewhere to be shredded to avoid another incident with a chipper.
- The Maple Street water main project has started with work done by L&M Service Contractors from Orford, NH. They will replace the water line from Route 4 and end at the Marsh well in Canaan. The work is estimated to last 4/5 months.
- The Oak Hill Road bridge project is moving forward. NH DES granted the necessary permits. The bridge will be closed for 3-4 weeks; information will be circulated to community members as the installation gets closer.
- The Old Home Days weekend has been moved to July 14-16. The committee is discussing whether to keep it a two-day event or move to a one-day event.

Mr. Morris asked for questions.

Mr. Hutchins said that occupational diesel lawsuits are skyrocketing and reiterated the importance of the exhaust system upgrades for the public safety facility.

Mr. Shipman asked about the status of the exhaust system at the DPW that needed replacement. Mr. Russell said he believed this was replaced before Mr. Morris started working for the town.

Mr. Shipman asked, with the community power option, what the difference is between switching or staying with Liberty Utilities. Ms. Stewart provided a brief overview of the energy supply chain and noted that bills would still come through Liberty Utilities. Mr. Kluge added that those with solar panels and net metering may not want to switch. Mr. Morris added that those individuals would not be automatically switched.

Ms. Stewart asked for further questions on the Town Manager's report.

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

## **COMMUNICATIONS**

**Subheading – bold for each item**

## **BUSINESS**

- **Dubois & King NNIS Presentation**

Mr. Morris introduced the invasive species inventory, which was done on town-owned lands. Board members were sent a digital copy of the report. Mr. Morris invited Ms. Glynn to discuss the report further.

Ms. Glynn reviewed the findings of the fieldwork of the invasive species inventory and invited questions throughout her presentation, with additional time to discuss.

Highlights of the inventory included:

- Identifying high-priority areas & appropriate management strategies.

- Bring information to private landowners to encourage a collaborative effort with management.
- Mapped all species considered by the state of NH to be prohibitive or watchlist species (two separate designations from the state).
- Seven parcels were recommended as a high priority for control of the non-native invasive species. Dubois & King is working with the Town Manager and a contractor to control the high-priority areas of non-native invasive species.
- Dubois & King will host an Invasive Plan Identification & Removal workshop on Saturday, May 6, from 10 am – 2 pm at the Community Building & Huse Park.

Ms. Stewart asked for questions from select board members. Mr. Russell, Mr. Young, and Ms. Kennedy commented that the presentation was very informative of the work done.

Mr. Kluge asked about Japanese knotweed removal, as community members often consider it a problem in town. Ms. Glynn said that this species would be one that a professional contractor needs to work with. Eradicating small patches will be important. Ms. Stewart commented that she felt it was important to partner with the Conservation Commission in sharing this information with community members. Mr. Morris commented that a large portion of the report focuses on education around these species, and the town hopes to host several events around this. Ms. Stewart also suggested inviting the NH DOT District 2 in these efforts and the Lake Associations.

Ms. Stewart asked for questions from the audience. Ms. Fried asked about poison ivy, particularly at the lakeside park and throughout the town, which was not addressed in the report. Ms. Glynn said poison ivy is a native species with much value for wildlife, but she understands the desire for control in areas of high pedestrian traffic. She encouraged water-friendly treatment options for control.

Ms. Stewart asked for questions from online audience members.

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

- **CCTV RFP Award**

Mr. Morris said that two companies had responded to the RFP. DCP Engineering bid \$17,919.74, and Vortex bid \$37,500.00. The town recommends awarding the RFP to DCP Engineering for \$17, 919.74. The funds come out of the bond that was passed.

Mr. Kluge made a motion that the Town of Enfield award the contract for closed circuit television inspection of Enfield sewer mains to DCP Engineering and authorize the Town Manager to sign the notice of award and associated documents as required by the NH Department of Environmental Services, State Revolving Fund, and the Federal ARPA funding. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).

- **Special Election Discussion**

Mr. Morris had been working with Ms. Huntley, who worked with the Secretary of State and many others, to determine the best way to move forward with the open representative seat.

According to RSA 661:8, the town may decide how they wish to fill this position, if at all. Mr. Morris said they recommend a special election, with an un-budgeted cost estimate of \$5,600. The RSA's outline the process strictly.

Mr. Young asked Ms. Smith (Moderator) if this was a full election where booths would need to be set up. Ms. Smith confirmed this state election would require the same number of booths as the most recent election. There was additional discussion about the booths required and setup. Ms. Stewart said the discussion around replacing booths could go into the budget process.

Mr. Young said the select board should allocate town employees to set up and tear down the special election. Ms. Smith said all five select board members need not be present, just a quorum.

Mr. Russell pointed out a date discrepancy between the letter and the table of dates (October 10 and October 3 were each listed). Mr. Morris said he believed the date was October 3 but would double-check before signing the letter.

Mr. Russell made a motion that the Select Board request the Governor and Executive Council to set a date for a special election for a state representative for Grafton County, District 16, to fill the vacancy that occurred with the resignation of Representative Adjutant, with a letter to be presented at the June 14, 2023 meeting of the Executive Council requesting a primary election date of August 15, 2023, and a special election date of October 3, 2023. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

- **Methodist Hill Property Use Committee Discussion**

Mr. Morris presented his recommendations for the membership and charge and duties of the Methodist Hill Property Use Committee.

- Recommend seven members to include (1 member from JPUC, 1 MPTF, 1 CC, and four members at large, which would not include those who live on Methodist Hill)—additional two members – Town Manager and Recreation Director as ex officio members (9 members total).
- Duties include discussions with Conservation Commission, Recreation Commission, MPTF, Zoning Administrator, Abutters, and the Public.
- Recommend not to put members of the Planning Board or Zoning Board, as this property may need to go to those boards, to prevent conflict of interest.

Mr. Young suggested three changes:

- Clarify the committee would be nine members
- Change “final designs” to “recommendations.”
- Clarify that the committee will recommend *to the BOS* what the town should do with the property

BOS members agreed that no motion was necessary, and all agreed Mr. Morris could move forward to establish the committee.

Mr. Shipman asked why abutters were eliminated as committee members and was concerned that community members who had already made up their minds one way or another could participate, but abutters could not. He said he was concerned that abutters could not make their recommendation to the committee. Mr. Russell said that the logic for determining the JPUC was the same as when a land-use board member is an abutter: they must recuse themselves. Ms. Stewart said that the BOS's concern was that it could not be fair to amplify the voice of one abutter over the others as a committee member. Ms. Kennedy, Ms. Stewart, and Mr. Morris said that the JPUC process resulted in very neutral committee members and have considered many viewpoints on using the property.

Mr. Drinkwater asked if all Methodist Hill owners would be prohibited from being on the committee, even if they are not abutters. Mr. Russell said it would be within a certain distance, similar to town land-use regulations.

- **Arbor Day Proclamation**

Mr. Kluge read Enfield's official proclamation.

Arbor Day is April 28.

Ms. Fried asked if it would be possible to post the Official Proclamation on the Enfield Town Website for a few days.

- **Policy Review**

- **Investment Policy**

Mr. Morris said there were no further changes since last month's presentation. Original changes included "selectmen" to "select board" and increased time from 30 to 90 days.

Ms. Stewart asked for questions. Mr. Young asked who the present trustees were. Ms. Bonnette said they were Scott Terami, Marj Chase, and Cindy Hollis. Ms. Bonnette confirmed the present treasurer for the town was Sasha Holland.

Mr. Young said that he noted last year that this policy and the fraud policy were accepted simultaneously and asked if these were related. Mr. Morris and Ms. Bonnette said the two were unrelated but just happened to be reviewed at the same time last year.

Mr. Young asked if the quarterly investment reports were supplied to the town. Ms. Bonnette confirmed they are received from the Trustees of Trust Funds.

Mr. Young asked, under Authority and Process, several commissions listed may withdraw funds on their own; what is the rationale for that? Mr. Morris said

Conservation Commission is state law. Ms. Bonnette said that the Heritage Commission did not have a fund, but they were also covered by the RSAs (and the same with the Recreation Commission). Ms. Stewart encouraged the Conservation Commission to collaborate with the BOS on purchases. Mr. Russell said that when a town adopts a trust fund, the RSA determines who can expend those funds.

Ms. Stewart asked for further comments and questions.

Mr. Kluge made a motion to adopt the Investment Policy as revised. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).

- **Board & Committee Membership/Appointments**

Ms. Stewart turned this item over to Ms. Bonnette to review.

Ms. Bonnette shared that she had identified existing members she had yet to hear from in gray, new and renewed members in green, vacant positions in yellow, and several individuals not interested in reappointment.

Vacant spots are:

- CIP
- Energy Committee
- Old Home Days
- TIFF Committee (RSA specifies membership, Mr. Morris will review whether Mr. Russell could fill the vacant seat for any member within the town).
- Tree Warden
- Advanced Transit Board of Directors
- Mascoma River Local Advisory Committee
- Enfield Shaker Village Scenic Byway Advisory Board

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

Ms. Stewart made a motion to accept the slate of appointees as presented. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

#### **ADMINISTRATIVE ITEMS**

None.

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

- **Public Comments**

- Mr. Hutchins formally apologized to the board for inappropriate terminology he had used at a prior meeting.
- Mr. Hutchins suggested that committees deciding large sums of money over many years in the future should have more direction and do more information-seeking, including clarification on how to vote on items.
- Mr. Hutchins asked about efficiency upgrades, about \$135k voted on a few years ago, and the status. Mr. Morris said that the roof insulation was determined to be best done by multiple contractors.
- Mr. Shipman asked if the Janitor/Maintenance position was filled. Ms. Stewart directed comments to Mr. Morris outside of the public meeting, as the position is a single employee. Mr. Shipman said his comments were more about the job description and pay scale. Mr. Morris said the job description is generally janitorial, but the position also does some maintenance. He said greater maintenance efforts require more coordination. Mr. Shipman asked if this position was the same that had previously been discussed to maintain buildings. Mr. Morris said he believed it was the same position. Mr. Shipman asked if anyone had put together the square footage of all public buildings to determine that a single person can maintain the buildings within the timeframe they have. He said he did not think the position discussed at MFAC (Municipal Facilities Advisory Committee), which was a full-time position, was different from a custodial position. He did not think the two should be in the same position at the pay grade listed. Mr. Shipman said the MFAC meeting discussions focused on an employee involved in the trades, a professional in that position who will take care of these new buildings. He said he does not see how a single person can do both the custodial and the more trade professional jobs. He said a separate position with a higher pay scale should be considered. Ms. Stewart said that based on the budgeting history for this position, some buildings that require cleaning could not have free access. This position was taken over from being hired out. Ms. Stewart recognized that the town buildings had experienced years of neglect and that it was important to maintain the buildings properly. Mr. Morris recognized that they are moving forward with maintenance pieces, but they may need to expand in the future. Mr. Kluge agreed that with the new buildings, that role may need to be expanded in the future. Mr. Russell said, as Mr. Shipman commented that Sunapee is a great example of building maintenance budgeted per building. Each building has a maintenance budget planned based on its size. He suggested that the town does this as the new buildings are built. Mr. Shipman commented that there is a difference between someone who can do the work and someone who will do it confidently and correctly (for the future role); with a note, he has no negative comment on the current employee.
- Mr. Hutchins commented that the budget to maintain the buildings would be important.
- Ms. Stewart commented that recent changes approved at Town Meeting would help expand the tax base without increasing taxes. She said there are additional changes, with zoning to be reviewed and additional changes to come as part of this effort.

- Mr. Shipman commented about the recent minute discussion and timeliness; he asked if this was another position that may need to be considered for a single individual. He also said he did not think the Listserv should be used for any public response from elected officials of this board, as this could be considered a meeting and require recording. An additional comment he had was to study items such as the mailing budget that was recently cut. Ms. Stewart recognized the importance of communicating with town members about meetings, including the Town Newsletter. Ms. Stewart clarified that they could not limit personal free speech but could clarify speaking as an individual versus a board member. Ms. Stewart said that the Listserv is a private forum.
- Mr. Morris commented with an update for the board that he released the RFQ for the compensation study.

Ms. Stewart requested any comments or questions from the public.

With no further discussion, members of the BOS moved on to adjourn.

#### **ADJOURNMENT**

Mr. Kluge made a motion to adjourn at 7:48 pm. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).

The meeting was adjourned at 7:48 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