

**TOWN OF ENFIELD  
SELECT BOARD  
MEETING MINUTES AUGUST 7, 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, Erik Russell

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

**Members of the Public:** Roy Holland, Chief of Police; Luke Frye, Lieutenant; Matt Ocker, Officer; Alex Monastiero, Chinburg Properties; Daisy Ocker, Dan Kiley, David Beaufait

**CALL TO ORDER**

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

**PUBLIC HEARING**

**To discuss and accept donations to the Community Nursing Program Trust Fund of greater than \$10,000 in aggregate.**

Ms. Stewart opened the Public Hearing at 6:00pm.

Mr. Morris stated we received a \$30,000 donation from the Byrne Foundation, and we have the funding to support the first year of community nursing to be contracted with the City of Lebanon.

Ms. Stewart noted that the current total raised by the committee is \$39,225, including this donation.

With no further comments from the SB or public, Ms. Stewart closed the Public Hearing at 6:03pm.

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

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

Mr. Kluge made a motion to approve 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.

Ms. Stewart noted that the Conservation Commission meeting was rescheduled for Thursday August 17th at 7pm. She noted that there is a vacant seat on the Conservation Commission and applications for appointment can be turned in to Mr. Morris or Ms. Bonnette.

**Police Department Presentation – Matt Ocker**

Chief Holland stated that Officer Ocker is being recognized for completing the 800 hours of the police academy along with another 600 hours of field training and is now a certified Enfield police officer. He stated that Officer Ocker is an Enfield resident and will contribute to the community policing efforts put forth by the department.

Members of the SB expressed their gratitude and congratulations to Officer Ocker.

**TOWN MANAGER'S REPORT**

Mr. Morris presented the following updates to the SB:

- He introduced the Deputy Town Clerk, Daisy Ocker, who is an Enfield resident and will be able to fully perform the duties of the position.
- We are continuing to look for police officers to fill two vacancies. Discussions are being held regarding a recruitment bonus program, and updates will be brought to the SB as that develops.
- We have a temporary employee who is working in the grounds crew position through the summer at the DPW. We are continuing to accept applications for the grounds crew position. The light equipment operator position is no longer open as the employee that was leaving has decided not to leave.
- MFAC is waiting for information from contractors to finalize the bidding process, and there have been complications with the mechanical heating and air parts of the projects.
- He is working with the Shaker Museum to lease the gift shop and building on the La Salette property for the town offices operations during the Whitney Hall renovations.
- DPW has been busy with projects, including the completion of the Oak Hill Road Bridge project, the Maple Street water project, and the well project.
- FEMA visited Enfield at the end of July, and some repaired roadways will need upgrades in the coming months.
- Crystal Lake Association - stormwater management as a part of the watershed plan
- There were recent issues with wells going down, but three wells are back online and one more in need of further repair. He thanked members of the water department for their extra time and work to ensure things kept operating smoothly for the town.
- Pathways Consulting and DPW are working towards having the lit crosswalk completed in front of the Enfield Village School on Route 4, though it is not anticipated it will be done by the beginning of the new school year.
- DPW has completed the construction of their shed, and the total cost of the structure was about \$7,560 as they utilized a lot of materials already available.
- The RFP for Shed Street abatement and demolition has been released, and an RFP has been released for the hazard assessment on Whitney Hall.
- DPW is working with the Library and the Recreation Director to build a story path at the Shaker Recreation Field, which was a grant funded project by the Eastman Charitable Foundation.
- Roadside mowing is complete, there will be one more pass before the end of the year.

Mr. Russell inquired if Maple Street will be re-paved.

Mr. Morris confirmed and noted that it may not be completed by the end of the year, but it is being planned.

Mr. Young stated that he visited Johnston Beach and he noticed that it has been mowed regularly and looks good, but the door on the A-frame structure was broken down and there is a lean to shed that has pesticides and painting materials that should be attended to.

Ms. Stewart noted that the A-frame door handle is also missing and can no longer be locked.

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

**BUSINESS****Initial discussion: Urban compact**

Mr. Morris stated that there is a proposed development on Route 4 located at Map 14 Lot 69, and issues with access to the property have been in discussion. He stated that the town has been requested to consider working with the State of NH DOT to create an Urban Compact, which will transfer rights and responsibility for a portion of Route 4 to the town. He stated that it should be looked at very seriously and there is cost involved to take over responsibility for the Route 4 corridor, but it is worth considering what economic benefits a development could bring to the town. He stated that there are themes in the Master Plan that encourage

development along the Route 4 corridor on the water line. He introduced Alex Monastiero, of Chinburg Builders, to present further information.

Ms. Monastiero of Chinburg Properties stated that there are ideas to build apartments, townhouses, and small residential houses on property set back from Route 4, including developing an access point from the property sites to Route 4. She noted that there are challenges with the right of way off Route 4, with additional topographical challenges to get a road connected to Route 4. She stated they have been working with the Town Manager and the Town Planner to discuss ideas to make it viable for the town. She stated that they intend to do an in-person presentation for the SB in the future to provide details regarding the vision of the development, but it was important to begin discussions.

Mr. Morris stated that Chinburg Properties is investing in a survey, and he believes it could be a good partnership, but it is an important conversation to start now. He stated while it does need to be a public process, the SB can make the changes themselves without going to Town Meeting.

Mr. Kluge stated that we need to have open public meetings and hearings, and we have been involved with many significant projects, so it is important for residents to feel informed and a part of the discussion. He does not think the town should have a heavy economic burden.

Ms. Stewart agreed and stated that cost benefits would need to be a part of the conversation and we should look carefully at how it fits into the greater picture.

Mr. Russell stated that we should have the conversation and the Master Plan has indicated that there is due diligence in opening the conversation.

Ms. Kennedy stated that there has been a lot of conversation around increasing the tax base in town and it is going to be important to have open and transparent conversations.

Mr. Young stated his agreement with other members of the SB and noted that it is important to emphasize that this is a discussion in cooperation with the developer and not a town project that will have significant expense in the near future. The intention is to accommodate the needs of a developer to facilitate the construction that will benefit the town.

Mr. Russell stated that we are engaging in the conversation because we have many miles of road that will have similar problems regarding future development and projects as well, which should be a part of the discussion. He noted it will be a discussion and decision regarding the vision of Enfield and not specifically for the needs of one developer.

Dan Kiley stated that the entrance to Jake's is a notable example of how DOT engineers in Concord control our access points and how difficult it can be to control what we want that corridor to look like. He stated he agrees that it is worth discussing rezoning that area to allow for the density.

David Beaufait stated that given recent increases in town budgets he would be concerned about the town being left with a large amount of costs with little return.

Ms. Stewart thanked Ms. Monastiero for attending to present to the SB. With no further comments, the SB moved on to the next agenda item.

#### **Acceptance of Highway Safety Grant (\$6,600)**

Lt. Frye stated that the Police Department applied for and received \$6,600 from the New Hampshire Office of Highway Safety to support overtime patrols focused on enforcing laws related to impaired driving, texting and driving, and child seat restraint laws. He noted that the funding would support enforcement patrols during the 2024 fiscal year, which for the state begins in October of this year. He noted that the efforts and mobilization

events are organized statewide, but the funding received is specifically for overtime enforcement performed in Enfield.

Mr. Russell made a motion to accept the Highway Safety grant awarded by the NH Office of Highway Safety in the amount of \$6,600 for the purpose of conducting overtime speed, DUI, and child restraint enforcement patrols as well as take part in statewide enforcement mobilization events such as U Drive, U Text, U Pay and Drive Sober or Get Pulled Over, and hereby authorize the Town Manager or their designee to take such action and execute all documents that may be necessary. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

### **Depot Street Property Purchase**

Mr. Morris stated that we do not currently own the property where the Depot Street building is located but we own the building currently housing the FAST Squad. He stated that there are questions as to if the property is contaminated due to previous operations and noted that there is prime parking for the rail trail, and lack of parking in town has come up in many conversations.

Mr. Young stated that if we found contamination it would be valuable information to assist in potential purchase negotiations.

Mr. Morris stated that the property in question is less than an acre and would include the setback from the rail trail.

Mr. Kluge inquired if we are interested in keeping the building or tearing it down to provide more parking.

Ms. Stewart stated that there is value in it being a buildable lot in the downtown area, but there is also the potential that the current building has significant historical value.

Mr. Russell stated that we should know the answer regarding potential contamination of the site and the issue must be resolved no matter what decision is made.

Mr. Morris stated that he will collect and bring cost information forward to the SB.

### **Huse Park Backstop RFP Results**

Mr. Morris stated that no bids were received for the issued RFP. He noted that Mr. Marker is making phone calls to get information as to why bids were not made. He noted that many fencing places are booked, and it is possible it was put out too late in the year.

Ms. Stewart inquired if the top portion could be removed or secured to ensure safety.

Mr. Morris stated that the Indian River School uses that field as their primary field, and the Mascoma Youth Sports League also uses the field during the spring. He stated that it will be looked at to review for safety.

Mr. Young inquired if the current building inspector has seen it to evaluate its safety and perhaps a statement from him directly would be of benefit to the community.

### **Award Vehicle Exhaust System RFP (Public Safety Building Grant)**

Mr. Morris stated that Fire Chief Neily researched and reviewed three quotes for vehicle exhaust removal systems prior to the RFP being released, but the RFP only yielded one bid from the Air Cleaning Specialists of NE in the amount of \$42,800, which includes the system and installation. He stated that the quotes were reviewed for comparison to the bid, and it was his recommendation that the SB authorize the contract to be awarded to Air Cleaning Specialists of NE. He noted that we received a grant from Grafton County of \$40,000 which will go towards the contract costs.

Mr. Kluge made a motion to authorize the Town Manager to enter a contract with Air Cleaning Specialists of New England for an amount not to exceed \$45,000 for the purchase and installation of a vehicle exhaust system to be installed in the fire and ambulance bays of the new public safety building, 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 (5-0).

### **Proposed Personnel Policy Amendment**

Mr. Morris stated that there was no previous policy for when two people are employed by the town and are covered under the same health care policy and presented an amendment to the personnel policy to include such circumstances.

Mr. Young made a motion to accept the suggested changes to the Personnel Policy as presented. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).

### **Cemetery Trustee Applicant (De Stefano)**

Mr. Russell made a motion to appoint 'Peggy' Margaret De Stefano as a Cemetery Trustee. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

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

### **Letter of Commendation - Robert H. Pollard, Sr.**

Ms. Stewart read a commendation letter written for Robert H. Pollard, Sr. as follows:

*The Town of Enfield, New Hampshire  
By the Select Board*

*A Commendation*

*In the year Two Thousand Twenty-Three*

*ROBERT H. POLLARD, SR.*

*WHEREAS, Robert Pollard, Sr. grew up in Lebanon and Enfield and graduated from Enfield High School; and*

*WHEREAS, at the age of sixteen, Robert Pollard joined the Enfield Fire Department; and*

*WHEREAS, he served the Enfield community as Fireman, Lieutenant, Captain, and Assistant Chief; and*

*WHEREAS, Robert Pollard, Sr. was also a Forest Fire Warden for Enfield; and*

*WHEREAS, Assistant Chief Pollard was a Certified Level I, II, III Fire Fighter in the State of New Hampshire; and*

*WHEREAS, Robert Pollard, Sr. dedicated 58 years of service to the citizens of Enfield and members of Enfield Fire Department; and*

*WHEREAS, Robert Pollard also served the community as a volunteer, coach, small business owner, and was always there to help out the Town of Enfield;*

*NOW, THEREFORE, WE, THE MEMBERS OF THE SELECT BOARD IN THE TOWN OF ENFIELD, NEW HAMPSHIRE, do hereby commend ROBERT H. POLLARD, SR. for his dedication and hard work for the community.*

Members of the SB expressed their support for the letter as written and expressed their gratitude for Mr. Pollard's service to the community.

Ms. Stewart made a motion to accept the commendation letter as presented. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

**Public Comment**

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

Dr. Beaufait stated that a candidates' forum will be held 7-8:30 pm on Wednesday, August 16th at the Shaker Old Stone Mill on Route 4A. He stated that John Keane and David Fracht are candidates for the New Hampshire House seat vacated by resignation for health reasons.

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

**INFORMATIONAL ITEMS – NO ACTION REQUIRED**

- Potential Tax Deeding
- Tax Collector's Report – July 2023
- Town Clerk's Report – July 2023
- Shoreland Impact Permit 2023-01582 (Dartmouth) 142 Shaker Blvd, Map 27 Lot 13
- Grafton County Senior Citizens Council Thank You for Annual Funding
- Comcast Programming Contract Renewal Website
- Grafton County FY 2024 Budget Revenue & Expense Summaries – Full report available for viewing
- Forestry Statutory Permit-by-Notification, File 2023-01662, Map 16 Lot 12-1 (Kovacs)

**ADJOURNMENT**

Mr. Kluge made a motion to adjourn at 7:22pm. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

The meeting was adjourned at 7:22 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