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**TOWN OF ENFIELD
ENFIELD SELECT BOARD
MEETING MINUTES**

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DATE: April 15, 2024
TIME: 6:00 PM
LOCATION: Public Works Facility & Teams videoconference
74 Lockehaven Road, Enfield

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PRESENT

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

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Administrative Staff: Ed Morris, Town Manager; Alisa Bonnette, Assistant Town Manager; Whitney Banker, Recording Secretary

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Members of the Public: Dan Kiley, Kurt Gotthardt, Dave Beaufait, David Fracht

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Via Teams: Jean Patten, Chuck Allen, Valerie Stinson, Terri Lynch,

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CALL TO ORDER

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Mr. Russell called the meeting to order at 6:02 pm.

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APPROVAL OF MINUTES – April 1, 2024

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Ms. Stewart made a motion to approve the April 1, 2024, minutes as printed. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

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BOARD REPORTS

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

Mr. Kluge attended the Planning Board (PB) meeting as an alternate for Mr. Russell. There was a discussion of public meetings to discuss possible zoning changes and significant discussion about the Johnston Drive property. Mr. Morris added that he spoke with the PB Chair to clarify what information they wanted to know for the future.

Mr. Young shared that the Energy Committee will not meet again until the end of May.

Ms. Stewart shared that the Conservation Commission met last Thursday, and it was a very long meeting. There was a discussion on dredging and a presentation from a member of the NH Department of Environmental Services (DES). There was some continuing business, but most of the meeting focused on dredging and stormwater runoff impacts on the lakes. The Conservation Commission unanimously supported Shedd Street and Johnston Drive Lot 6 after Ms. Stewart could share further information with the commission. Ms. Stewart will provide a copy of the DES presentation to Mr. Morris so it can be circulated to the SB. Mr. Russell noted that the Planning Board may also be interested in the stormwater presentation.

TOWN MANAGER'S REPORT

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

- Staffing has not changed; there is still one open police officer position that is not actively being pursued. All other positions are full.

- 51 • The Whitney Hall slab pour was delayed due to a sub-grade deficiency fixed last week. Weather
52 dependent, it is planned for this week. Carpentry is starting soon.
- 53 • The Municipal Facilities Advisory Committee (MFAC) began picking exterior colors for
54 Whitney Hall.
- 55 • The Public Safety Building continues to be in the phase of finalizing the final pricing of the
56 building, which is expected to be ready soon.
- 57 • Enfield Fire Department responded to 12 calls during the storm between Thursday, April 4, and
58 Sunday, April 7. One of these calls was a mutual aid fire in Canaan, and Canaan expressed its
59 thanks for this help during a busy time. Mr. Morris thanked those who worked tirelessly through
60 that weekend to get Enfield back up and running.
- 61 • The Main Street grant through the Federal Highways Administration (FHWA) is in the process of
62 a Main Street Visioning Study with the Upper Valley Lake Sunapee Regional Planning
63 Commission (UVLSRPC).
- 64 • The RFB (flashing beacons at the crosswalk by Enfield Village School (EVS)) is in the process of
65 finalizing a maintenance agreement with NH DOT, and these will be installed at the end of the
66 school year. One maintenance update is that the town will be responsible for painting that
67 sidewalk instead of NH DOT.
- 68 • Pathways Engineering and NH DOT are working on the bi-way grant; the timeframe is extremely
69 restrictive, and the town is working hard to use the grant funds to get it engineered so that the
70 next stage of the process can run smoothly.
- 71 • There are combined Master Plan and NH HOP (Housing Opportunity Program) Forums on May 9
72 and May 11. The Master Planning Task Force is fine-tuning the feedback questions for that
73 forum.
- 74 • The ZBA held a continuance hearing for the proposed Laramie Farms development. Public
75 feedback on this has been mixed. The hearing has been moved to the ZBA's May 14 meeting.
- 76 • The Department of Public Works (DPW) is flushing hydrants this week.
- 77 • FEMA approved the town's disaster relief request from the July 2023 storms for the amount of
78 \$56,887.01 in reimbursement to the town. Mr. Morris thanked Chief Holland and the Department
79 of Public Works (DPW) crews for their work on this.

80

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

82

83 **BUSINESS**

84 **Electronic Sign Policy Discussion**

85 Mr. Russell noted that Mr. Morris had made changes discussed at the last meeting.

86

87 Ms. Stewart said she had received feedback about an interest in school organizations having access to the
88 sign. Members felt keeping the policy simple was best.

89

90 Ms. Stewart said she had received feedback about events such as the Household Hazardous Waste
91 collection or Flu Shot events. Mr. Morris said that any event the town is helping to sponsor, such as these,
92 could go onto the sign. Mr. Beaufait asked if this would include the candidate's forum; Mr. Morris said it
93 would if it was held at the Community Building.

94

95 Mr. Kluge made a motion to approve the policy. Mr. Young seconded. Vote unanimous in favor of the
96 motion (5-0).

97

98 **Johnston Drive Property Lot 6 Discussion**

99 While waiting for recommendations from the PB and Conservation Commission, Mr. Morris heard from

100 The Barrows that, at this time, they are not interested in purchasing the property. As the board moves

101 forward, if they wish to do so with an open auction or RFP process, Mr. Morris will obtain a signed notice
102 from the Barrows about their decision not to purchase the property.

103

104 Mr. Morris shared photos of the property in its current state, with the shed removed, for the board to
105 review. The property (Lot 6) has only a rail trail, walk-in, or lake access. Mr. Russell said that the
106 recommendation to sell was a compromise from the committee; he said that it is possible the town will
107 not get any attractive bids but felt the town should move forward with an RFQ or similar to see what
108 comes in. He recommended moving forward with the process but understanding that it may not
109 materialize.

110

111 Mr. Kiley commented that two public hearings are required per state RSA.

112

113 Mr. Beaufait commented that if the town is going to sell, it is the most favorable time of year.

114

115 Mr. Gotthardt asked if the town would reserve the right to reject any and all bids. Mr. Russell confirmed
116 that they would. He also wondered if private property on the lot would be required to be removed; Mr.
117 Morris stated that it would.

118

119 Ms. Stewart suggested mirroring the two recent RFPs. Mr. Morris said he would make it more open and
120 more straightforward.

121

122 The Planning Board and Conservation Commission have both reviewed and approved the plan.

123

124 The SB will run the RFP concurrently with the public hearings in the next two meetings.

125

126 **Shedd Street Property Discussion**

127 The SB will schedule the public hearings for this property as the next two meetings. The process for this
128 property will be similar to that of the Johnston Drive property.

129

130 **Methodist Hill Property Discussion**

131 Members agreed that the public hearings and RFP for this property would run simultaneously with the
132 others in the next two meetings.

133

134 Mr. Morris will double-check that the PB and others have had a chance to review the plan for this
135 property.

136

137 **Mascoma Lakeside Park RFP Awards (Parking, Landscaping)**

138 This is the next step in the plan approved by the SB about one year ago. The Land and Water
139 Conservation Fund (LCWF) grant has been awarded for this project. The grant is for \$125,000.

140

141 Mr. Morris recommended awarding the parking lot RFP to Kurtzhalz Excavation for a cost not to exceed
142 \$178,204.13.

143

144 For the landscape + trail improvements RFP, Mr. Morris recommended awarding it to C Small Property
145 Services at a cost not exceeding \$99,505.10.

146

147 Mr. Beaufait asked how much the Mascoma Lakeside Park project is over budget; Mr. Morris did not
148 have the exact figure and noted that he worded the motion to authorize him to enter the contract to
149 provide flexibility.

150

151 Ms. Stewart made a motion to authorize the Town Manager to enter into a contract with Kurtzhalz
152 Excavation for the parking lot project at Mascoma Lakeside Park for an amount not to exceed
153 \$178,204.13 with the funds coming from the Mascoma Lakeside Park Trust Fund, and hereby further
154 authorize the Town Manager or their designee to take such actions to execute all documents as may be
155 necessary. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).
156

157 Ms. Stewart made a motion to authorize the Town Manager to enter into a contract with C Small Property
158 Services for the landscaping project at the Mascoma Lakeside Park in an amount not to exceed
159 \$99,505.10. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).
160

161 **Award Elevator Contract**

162 Mr. Morris noted that the Whitney Hall contract was signed with removing the elevator contract. Bread
163 Loaf estimated the RFP to be \$145k. A quote from Stanley Elevator for modernization came back in the
164 amount of \$134,750. Mr. Morris suggested that he felt the Whitney Hall furniture estimate of \$120 may
165 be higher than the town needs and that the town could be more conservative with furniture to allow
166 approximately \$80k to help with the elevator refurbishment. This would leave \$54,750 that would need to
167 be managed from the project or found elsewhere.
168

169 SB members discussed the best course of action to move forward. Several members felt that using
170 second-rate furniture for a new building was not a good plan.
171

172 Mr. Morris recommended they move forward with awarding the elevator bid to get the process moving
173 and make funding decisions later when they find out the total cost.
174

175 The price quoted from Stanley Elevator is only good for 30 days; a decision is needed quickly.
176

177 Ms. Stewart made a motion to authorize the Town Manager to enter into a contract with Stanley Elevator
178 for an amount not to exceed \$134,750 and to further authorize the Town Manager or their designee to
179 complete all such actions and sign all documents that may be needed. Mr. Young seconded. Vote
180 unanimous in favor of the motion (5-0).
181

182 **Disbandment of Committees (Johnston Property & Methodist Hill Property Use Committees)**

183 The work by both committees has been completed.
184

185 Ms. Stewart made a motion to disband the Johnston Property Use and Methodist Hill Property Use
186 Committees and thank those who served on each of these committees for their time and work on behalf of
187 the Town of Enfield. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).
188

189 Mr. Russell noted that both committees did great work for the town.
190

191 **Appointments to Boards & Committees (Various), and Assistant Town Clerk (Howard)**

192 Ms. Stewart made a motion to update boards and committees as printed with the addition of Meredith
193 Smith to Heritage Commission. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).
194

195 Ms. Stewart made a motion to appoint Jerusha Howard to fill the vacancy of Assistant Town Clerk. Ms.
196 Kennedy seconded. Vote unanimous in favor of the motion (5-0).
197

198 **Acceptance of Donation to Community Nursing Fund in the amount of \$100.**

199 Ms. Stewart made a motion to accept the donation with thanks. Ms. Kennedy seconded. Vote unanimous
200 in favor of the motion (5-0).
201

RSA 91-A Review

Mr. Morris reviewed the information packet that new committee and board members would receive for guidelines to follow.

This packet has also been posted to the website.

Mr. Morris will attend board, committee, and commission members to clarify these guidelines.

Mr. Morris reviewed the open meeting law as part of this informational packet.

Mr. Russell asked for a recommendation on members of one board attending meetings of other boards as private citizens. Mr. Morris noted that personal opinions as private citizens are okay, but discussion or opinions on behalf of the board are not allowed.

Mr. Beaufait said that he understands a chair of a committee or a board could act similarly to town staff to disseminate information. Mr. Morris confirmed this is true, but any substantial discussion as a result of that could break the law. Mr. Morris recommended that the best practice is to use town staff representatives to disseminate information and collect meeting information. Mr. Russell said having a staff contact for every board and committee has helped improve these challenges.

Mr. Young asked that the minutes timeline be emphasized with boards, committees, and commissions (minutes to be submitted within five days of the meeting). Members agreed that ensuring punctual draft minutes is essential.

Ms. Kennedy asked if this is being shared with all groups or if it is the responsibility of each SB rep to share this with their boards/committees. Mr. Morris said that it is usually only shared with new members but would recommend sharing it annually when officers have been recently elected. Ms. Bonnette stated that the packet is all online, so a link can easily be shared with boards/committees.

Policy Review

Ms. Bonnette suggested replacing “Board of Selectmen” with “Select Board” for all policies.

Mr. Young suggested that all policies should be reviewed annually. Ms. Stewart suggested voting to reaffirm those that require annual review and noted that not all policies require yearly review.

Capital Reserve Policy**Debt Management Policy****Fraud Policy****Undesignated Fund Policy****Investment Policy****Post Issuance Tax Compliance Policy**

Mr. Young made a motion to reaffirm the following policies: Capital Reserve Policy, Debt Management Policy, Fraud Policy, Undesignated Fund Policy, Investment Policy, and Issuance Tax Compliance Policy, for April 15, 2024, with the update throughout from “Selectmen” to “Select Board.” Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

ADMINISTRATIVE ITEMS**Intent to Excavate**

Mr. Morris noted that this is for the pit owned by Conkey, which he has been running for many years on Bog Road. It is not for the newer (former Crate-owned) pit recently acquired by Conkey.

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OTHER BUSINESS TO COME BEFORE THE SELECT BOARD

Public Comments

None.

Non-Public Session RSA 91-A:3 II (c) – Review of Applications for Emergency Services Advisory Committee

Ms. Stewart made a motion to enter Non-Public Session per RSA 91-A:3 II (c) to Review Applications for the Emergency Services Advisory Committee. Mr. Kluge seconded. Roll call vote unanimous in favor of the motion (5-0). (ER, KS, JK, AK, TY all Yay)

Ms. Stewart made a motion to exit Non-Public Session per RSA 91-A:3 II (c) to Review Applications for the Emergency Services Advisory Committee. Mr. Kluge seconded. Roll call vote unanimous in favor of the motion (5-0). (ER, KS, JK, AK, TY all Yay)

Ms. Stewart made a motion to appoint the Emergency Services Advisory Committee (ESAC) applicants as presented and constitute the committee of six members: William Vogt, Ben Jorgensen, Jeffrey Waldron, Christine Dara Reyes, Donald MacMeekin, and Daniel Regan. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Mr. Morris noted he would update the charge to say 6 members.

Members agreed the minutes did not need to be sealed.

Other Business

None.

NEXT MEETING

May 6, 2024

ADJOURNMENT

Ms. Stewart made a motion to adjourn at 7:34 pm. Ms. Kennedy seconded. Vote unanimous in favor of the motion (5-0).

The meeting was adjourned at 7:34 pm.

Erik Russell, Chair

Alice Kennedy

John W. Kluge, Vice-Chair

Tracy Young
Enfield Select Board

Katherine D. P. Stewart