

**TOWN OF ENFIELD
SELECT BOARD
MEETING MINUTES NOVEMBER 20, 2023
(as amended December 18, 2023)**

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

PRESENT

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

Administrative Staff: Ed Morris, Town Manager

Members of the Public: Phil Neily, Fire Chief; Roy Holland, Chief of Police; David Beaufait, Dan Kiley, Brad Rich, Jean Hinshaw, Kim Withrow, Jean Patten

CALL TO ORDER

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

**PUBLIC HEARINGS
Fire Department Tanker Pumper
&**

Deposits & Withdrawals to Capital Reserve and Expendable Trust Funds

Ms. Stewart opened the hearing regarding the Fire Department Tanker Pumper at 6:01 pm.

Mr. Russell made a motion to enter the public hearing at 6:01pm. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Ms. Stewart invited Mr. Morris and Chief Neily to present information regarding the possible purchase of a pumper tanker.

Mr. Morris stated that the total cost of the new tanker pumper is about \$450,000.

Chief Neily stated that the purpose of the purchase is to replace Engine 5, replaced in 2000, and the current tanker, from 1998. He noted that after attending a number of meetings there are concerns among all fire departments regarding the timeline to get a new apparatus as there is a 30-36 month build out period, as well as new EPA standards that will be issued for 2027, which would be effective for current manufacturers beginning in 2024. Manufacturers are unsure how these new standards will be met and are estimating there will be a \$30,000 price increase to accommodate the updates, in addition to the typical annual price increases. He noted that the proposed tanker would combine two current apparatus into one and is intended to be housed at the new Public Safety Building. He stated the information has been presented to the CIP Committee as well as the Select Board prior to being issued as a Public Hearing.

Chief Neily stated that if we place the order by the end of 2023 the manufacturers will not need to be built with the 2027 EPA upgrades and would save the town the estimated increase of \$30,000.

Mr. Morris stated that the truck we have does not meet NFPA (National Fire Prevention Association) standards.

Chief Neily added that this would also allow the town to order an automatic instead of a standard vehicle, which will be more accessible for responding personnel to operate.

Mr. Russell inquired when the original replacement would have been scheduled.

Chief Neily stated that he did not locate replacements in the current Capital Improvement Program (CIP) plan, but typically a piece of fire apparatus is replaced in the 25-year range, which both of the apparatus looking to be replaced would be within the normal replacement cycle.

Dan Kiley of the CIP Committee confirmed that the tanker is not on the current plan for replacement.

Ms. Kennedy stated that the condition of the current equipment is very relevant and asked for elaboration of NFPA standards.

Chief Neily stated that the current tanker was built to 1998 standards which is what they needed at the time, but current standards have changed that lower the center of gravity for the vehicle which is a safety factor for the transportation of such large quantities of water. He said that in addition to the standard transmission being an issue and it is very difficult to drive and an automatic would be more accessible to personnel. He noted that the age of the vehicle also adds maintenance.

Mr. Morris added that Engine 5 is an American La France, which is no longer in business and the ability to get parts will be harder and will also impact the value of the vehicle.

Mr. Young noted that the sale of the vehicle is recommended to be sold to offset the costs.

Chief Neily confirmed and stated that the sale of the American La France was proposed by the CIP Committee, and he supported their recommendation as it would not be a disadvantage as there would still be an engine in each station in town. He noted that for the call volume and population, the proposed fleet will meet the needs of our community. He added that the vehicle in request would be a certified pumper tanker, which follows NFPA standards.

Ms. Stewart stated that, due to the manufacturing timeline of 3 years, it is anticipated that the 2024 builds will be manufactured within the 2027 EPA standards. She noted that this would be a new process for the manufacturers which leaves some questions about how the new products will perform under new standards.

Mr. Morris stated that at the CIP meeting there was a discussion of how payments could be made, but payment is not due until delivery. He noted that some companies are giving a percentage off if some is paid up front but breaking it into three equal payments and utilizing the sale of Engine 5 will help ease that.

David Beaufait questioned how this will affect the budget for other CIP funded projects.

Chief Neily stated that the two items on CIP for fire are radio replacements and SCBA's (self-contained breathing apparatus);

David Beaufait inquired if there were items outside of the fire department that it would affect.

Mr. Young stated that the addition of the tanker did not change or delay anything in this year's plan. He stated that this year the CIP is able to stay within the current plan, including the tanker, and it did not delay or change any priorities from this year's plan.

Brad Rich inquired if we are putting anything at risk in the next couple of years as far as what we can afford to spend. He noted that at the Budget Committee meeting there was a discussion that indicated there could be a change in which the rate that the CIP is funded. He inquired if the addition of the tanker would also further impact that increase.

Mr. Young stated that the addition is not deferring anything for next year, but next year's plan is a full plan and will need to be discussed.

Mr. Morris stated that the question of whether the 'nickel' is keeping up with the needs of the CIP fund is a discussion regardless of whether the tanker is added to the plan or not.

Ms. Stewart stated that there have been exponential price increases across the board for vehicles and apparatus which are driving the CIP fund discussions as the increases exceed the previous predictions.

Mr. Young stated that everything within the CIP Plan for 2023 is fully funded by cash and there is no increase in financing.

Ms. Stewart stated that there has been discussion regarding the targeting of the use of the undesignated funds as well.

Mr. Rich inquired if the purchase of the land for the new emergency building was financed or if it came out of the CIP.

Mr. Morris stated that the purchase of the land was not financed and was purchased with funding from the CIP. He stated that AARPA funds were received, which could not be used for the purchase of the land but were used for purchases planned in the CIP and the CIP funds were utilized to purchase the land. He noted that, overall, there was only about an additional \$20,000 spent above the AARPA funds for the purchase of the land that wasn't covered.

Mr. Kiley stated that it wasn't anticipated to replace the American La France (Engine 5), and he would like to see what it would cost for a basic tanker without a pump. He stated that if the NFPA standards are changing and he anticipates that there will be show or demo engines that may be available for purchase at a lower price.

Chief Neily stated that he spoke with a manufacturer about demos and what is on the lot, and he has not seen anything else available and noted that it is in the best interest of the town for NFPA requirements to be adhered to.

Mr. Morris stated that, from his perspective of working in the fire service, he highly cautioned against not having a tanker with a pump on it. He stated that the pumping mechanism has an important role in fire services and the difference in cost is well worth having the safety factors that go with having the pump on it.

Chief Neily stated that he didn't believe there would be a big difference in cost savings to take the pumper off and noted that his goal in bringing the proposal forward is to give the board and the public information regarding the new EPA standards and how that will shift the costs.

Mr. Morris stated that he has spoken with other town managers regarding how the lead time and exponentially increasing costs are also driving the demand for apparatus.

Mr. Kluge stated that acting seems prudent.

Mr. Young stated his appreciation for Chief Neily's presentation, including eliminating one vehicle and having a fleet that is the appropriate size to meet the town's needs.

Kim Withrow, a Lieutenant on the Enfield Fire Department, stated that driving the tanker and trying to get to a scene is quite difficult at times and expressed her support for a replacement. She stated that she doesn't want her taxes to go up either, but replacing two trucks with one will make a more manageable fleet and reduce the

157 maintenance to one vehicle instead of two. She stated that there is also value in the safety of the proposed
158 vehicle and meeting current standards which should be considered. She stated engines can go down and the
159 pumper is necessary to utilize, and being able to pump from the tanker is important or otherwise it is obsolete.

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161 Jean Hinshaw stated that with weather changing, there are droughts and worse fires, there are variables to
162 consider, and Ms. Withrow's perspective makes that especially poignant.

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164 Ms. Stewart closed the public hearing at 6:33pm.

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166 Mr. Young made a motion for the Board to authorize the expenditure of up to \$450,000 over the course of 3
167 years from the CIP Capital Reserve Fund (CRF) for the immediate purchase of a fire tanker and authorize the
168 sale of the American La France engine immediately and the sale of the water tanker upon delivery of the new
169 tanker, and further authorize the Town Manager or their designee to take such actions and execute all documents
170 that may be necessary. Mr. Kluge seconded.

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172 Mr. Russell stated that the CIP should be requested to look at 2025 and 2026 and what the trade offs may be for
173 spending the additional \$150,000 each year.

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175 Ms. Kennedy stated that she thinks it is an important decision and she wished there were more members of the
176 public involved in the discussion.

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178 Vote unanimous in favor of the motion (5-0).

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180 **Public Hearing regarding the Deposits & Withdrawals to Capital Reserve and Expendable Trust Funds**

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182 Mr. Russell made a motion to open the second public hearing at 6:35pm. Mr. Kluge seconded. Vote unanimous
183 in favor of the motion (5-0).

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185 Mr. Beaufait requested a point of order regarding whether the notice of the hearing was adequate and too vague
186 without specifics regarding each fund.

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188 Mr. Beaufait was ruled out of order and the Select Board moved forward with the hearing.

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190 Mr. Morris presented the CIP deposits to be approved by the Select Board:

- 191 • \$526,968 to the CIP Capital Reserve Fund as approved at the 2023 Town Meeting. This fund is used to
192 pay debt service on certain capital expenditures as well as purchases and projects paid with cash.
- 193 • \$10,000 to the Employee & Retiree Benefits Trust Fund from the Unassigned Fund Balance as approved
194 at the 2023 Town Meeting. This fund pays for employee HRA expenses as well as payouts for vacation
195 and sick leave, if applicable, upon leaving the Town's employ.
- 196 • \$1,370 to the Cemetery Maintenance Trust Fund from the sale of Cemetery Lots in 2023. A 2018 Town
197 Meeting vote approved revenue from sales of Cemetery lots be deposited in this fund which is used for
198 the maintenance of Town cemeteries.
- 199 • \$60 to the Trail Map Funds from revenue received from the sale of Trail Maps. The purpose of this fund
200 is to offset future printing costs when needed. The Town Manager is authorized to deposit to and
201 withdraw from this fund.
- 202 • \$2,759.01 to the Old Home Days Trust Fund. This is the difference between revenues received through
203 donations (\$4,075.00) and expenses year to date (\$1,315.99). The Town Manager is authorized to
204 deposit to and withdraw from this fund.

- \$25,000 to Municipal Sewer System capital reserve funds. These funds are included in the 2023 budget for this purpose. This deposit requires a vote of the Select Board acting as Sewer Commissioners.

Ms. Stewart noted that all the items presented for deposit and withdrawals were presented and approved by voters at Town Meeting with the exception of the \$25,000 from the Municipal Sewer System into the Capital Reserve Fund.

Mr. Morris presented the summary of withdrawals which have been previously approved by the SB:

- Fire Dept. forestry truck conversion. \$37,763.74 was expended in 2022. The remaining reimbursement of \$12,089.02 is being requested from the CIP CRF.
- Replacement Chipper The full cost of \$64,405.75 to come from the CIP CRF. The \$46,900 payment from the insurance company which went to Unassigned Fund Balance (UFB) in 2022 will be requested for deposit into the CIP CRF in 2024 to offset this expenditure.
- \$5,000 toward the purchase of a Buffalo Leaf Blower.
- Cemetery Signs - The Select Board has previously voted to expend up to \$7,800 from the Cemetery Maintenance Expendable Trust Fund. No vote is required.
- The Town Manager is authorized to approve deposits to and withdrawals from the Mascoma Lakeside Park Trust Fund and the Employee & Retiree Benefits Trust Fund. Due to the amount to be withdrawn from the Employee & Retiree Benefits Trust Fund it seems prudent to have a Select Board vote on the withdrawal of these funds.
 - Mascoma Lakeside Park expenses in the amount of \$69.79. No vote required.
 - \$12,535.44 from the Employee & Retiree Benefits Trust Fund. This amount includes expenses incurred 11/17/2022 – 11/8/2023 for payout of accrued benefits for two employees who left the Town's employ as well as \$2,192.30 in employee benefit expenses.
- \$45,000 from Municipal Water System Capital Reserves. The Public Works Department recommends withdrawing \$45,000 from the Enfield Municipal Water Capital Reserve and not make the scheduled 2023 deposit of \$25,000 into the capital reserve fund. This request is to cover extraordinary costs related to four water pump replacements (\$55,000), a water main leak repair on US Route 4 (\$4,000), and extra meters and radios associated with the automatic meter reading project (\$11,000).

Mr. Beaufait inquired if water and sewer related costs are passed on to water users as a rate increase.

Mr. Morris stated that they are typically passed on to the users, but this year it is requested that the \$25,000 typically allocated to the capital reserve fund go toward the projects instead so as to offset costs to users.

Ms. Kennedy inquired if not putting in the \$25,000 would require us to put \$50,000 in next year.

Mr. Morris stated that it should not, and the capital fund and water fund balance are in good shape and doing so should not dramatically affect it.

Ms. Stewart closed Public Hearing #2 at 6:51pm.

Ms. Kennedy made a motion to deposit \$25,000 in the Municipal Sewer System Capital Reserve Fund from the Sewer Department budget. Mr. Young Seconded. Vote unanimous in favor of the motion (5-0).

Mr. Kluge made a motion to withdraw \$12,535.44 from the Employee & Retiree Benefit Trust Fund for expenses which meet the purpose of this fund, including employee HRA expenses and retiree benefit compensation. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Ms. Kennedy made a motion to withdraw \$45,000 from the Municipal Water System Capital Reserve Fund and not make the scheduled 2023 deposit of \$25,000 to this capital reserve fund, to cover the extraordinary costs related to four water pump replacements, a water main leak repair on US Route 4, and extra meters and radios associated with the automatic meter reading project. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

APPROVAL OF MINUTES – November 6, 2023 (Regular & Non-public session)

Mr. Young made a motion to approve of the minutes of November 6th as presented. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Mr. Morris stated that the minutes are currently sealed and can be voted to remain sealed.

Mr. Kluge made a motion to unseal and approve the minutes of November 6, 2023, as presented. Ms. Kennedy seconded.

Ms. Kennedy stated that the spelling of her name needs to be corrected in the minutes.

Vote unanimous in favor of the motion (5-0).

BOARD REPORTS

Members of the Select Board (SB) presented updates on their respective committee assignments.

TOWN MANAGER'S REPORT

Mr. Morris presented the following updates to the SB:

- Staff report:
 - The Enfield Police Department is working on the hiring process for a candidate;
 - DPW is accepting applications for a winter seasonal plow truck operator and a janitor/maintenance position.
- The tree lighting event will be December 6th at 6pm; the plan is to host it the first Friday of December going forward.
- The groundbreaking for Whitney Hall may be delayed until December 18th, and the date for the ceremony is estimated to take place the week of the 14th.
- Shedd Street Update: Asbestos was abated from the red barn and Liberty Utilities has removed power, and demolition will begin tomorrow. He noted that there is a limit for environmental cleanup and removal of asbestos, and there was not enough money budgeted for removal.
- Whitney Hall is being packed and the staff is preparing for the move the first week of December. There have been some issues with the buildings at the former La Salette property that are being worked on with the help of the Enfield Shaker Museum. He expressed his appreciation to staff for their help in the process of filtering through all of the materials that have built up over the span of 100 years.
- The Enfield Shaker Museum will not be doing the light display due to electrical and cost issues but there will be a small display. He has asked the Recreation Director to help decorate the two buildings that the town will be utilizing.
 - Ms. Stewart inquired if patrons who want to help where they can help.

Mr. Morris stated that they can be referred to the Enfield Shaker Museum. He noted that the museum took over in October and the change of ownership prompted the inspections that found electrical issues. He stated that, outside of the lights, there have been other building issues found as well.

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

BUSINESS**Approve and adopt Emergency Operations Plan**

Chief Holland stated that the Emergency Operations Plan (EOP) is usually revised every five years. He noted that the last EOP was approved by the Select Board in 2015, and the review was delayed by COVID. He stated that the EOP is a guide outlined by FEMA and the Department of Homeland Security (DHS) for the process to respond to emergencies such as natural disasters, terrorist attacks, etc. He noted that changes include updating lists such as businesses to find necessary supplies and/or equipment that may be necessary resources, such as during the spring storm this year that caused washed out roadways and we received assistance from the City of Lebanon Department of Public Works. He stated that even though we typically operate this way, the federal government regulates that it must be in a written document and renewed every 5 years.

Mr. Morris stated that the staff develops the EOP based off of a federal outline, which is then adopted by the SB and then submitted to FEMA for final approval.

Chief Holland stated that they worked with a vendor that specializes in assisting towns with EOP and Hazard Mitigation Plans. He noted that part of the process in developing and adopting the EOP is to also adopt NIMS (National Incident Management System), which is the unified national response developed by FEMA and DHS and helps towns work together during major incidents.

Mr. Young stated that he reviewed it, and it is very thorough, and the document notes that it is recommended for the Select Board to review it every year.

Chief Holland stated that it is anticipated that the Emergency Management Director will propose changes to the Select Board on an annual basis and every five years it is required to be submitted to FEMA for approval.

Ms. Stewart thanked everyone who worked on the EOP.

Mr. Russell requested a tracked changes version in the future to help with the review of changes in such a large document.

Mr. Young made a motion to approve and adopt, with minor amendments, the Emergency Operations Plan as proposed. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Chief Holland stated that there is a requested motion to be made for formal approval to be submitted to FEMA.

Mr. Young made a motion to adopt this publication of the Enfield, NH Emergency Operations Plan which represents a concerted effort by the Town's government to provide a mechanism for effectively responding to and recovering from the impact of natural or human-caused disasters or emergencies. This Plan and associated supporting documents aim to facilitate the delivery of local government, town, and mutual aid resources and provide needed assistance and relief to disaster victims and the Community. As no town has the resources to manage a significant emergency without outside assistance, this Plan represents Enfield's best intentions to deal with disaster within the framework of town and statewide coordination. Adopting this Plan nullifies all previously adopted emergency operations plans for Enfield, NH. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Adoption of the National Incident Management System

Mr. Young made a motion that it is hereby resolved by the Town of Enfield, New Hampshire, that:

WHEREAS Emergency response to critical incidents, whether natural or human-caused, requires integrated professional management and

WHEREAS Unified command of such incidents is recognized as the management model to maximize the public safety response and

WHEREAS The National Incident Management System, herein referred to as NIMS, has been identified by the federal government as being the requisite emergency management system for all political subdivisions and

WHEREAS Failure to adopt NIMS as the requisite emergency management system may preclude reimbursement to the political subdivision for costs expended during and after a declared emergency or disaster and for training and preparation for such disasters or emergencies.

Therefore, it shall be the public policy of this municipality to adopt the NIMS concept of emergency planning and Unified Command. It shall further be the policy of this municipality to train public officials responsible for emergency management.

Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Recruitment and Retention Program

Mr. Morris stated that a recruitment and retention program had been discussed previously and is being presented as an idea for feedback. He stated that with the way police recruitment and retention is going state and country wide, it is prudent to have a discussion to remain competitive in the recruitment process. He noted that it may be in the best interest to open a trust fund to be maintained by unspent money due to vacancies.

Mr. Young inquired if there are funds in the current year's budget to cover the expenditure.

Mr. Morris confirmed and noted that for a trust fund to be established in the future the SB would have to establish the fund and the approval for the movement of money to the trust would go to Town Meeting.

Ms. Stewart stated that recruiting and retention is an ongoing discussion and should be on the table and the presented program helps give an outline as to what would work for the town.

Chief Holland stated that everyone is recruiting with large amounts of money, but the retention part is even more important as when we lose an officer it is a cost of \$75,000 to the town. Outside departments are using a higher certified bonus to try to pull a certified officer as the bonus is less expensive than fully training a new officer. He noted that offering the retention bonus will help keep our officers in our town.

Ms. Stewart inquired how the agreements stand up when a contract is violated.

Chief Holland stated that recruitment contracts are enforceable and have been supported by the Supreme Court, but a retention contract has not gone forward as of yet for reference.

Ms. Stewart inquired if this would help keep Enfield competitive with neighboring communities.

Chief Holland stated that he does think it will help Enfield remain competitive. He stated that the State Police were the first to come up with a bonus for non-certified personnel and they saw a significant increase in their recruiting ability.

Mr. Russell stated that if there is going to be a policy there should be a budget line added for 2024 so we know how much we are paying out each year as it is separate from salaries.

Mr. Beaufait inquired what percentage of an annual salary is being discussed for retention bonuses.

Chief Holland stated that it is 12-15% of one year of an officer's salary for a three-year commitment, not per year.

Ms. Stewart noted that there is also an option included to allow for the personnel to choose compensation in monetary form or in paid time off. She noted that the topic will be revisited at a future meeting and stated that policy feedback can be sent to Chief Holland or Mr. Morris.

Award Zoning Rewrite Contract & Award Master Plan Continuation Contract

David Fracht presented information relative to the history of the Master Plan and the Zoning Rewrite. He noted that a consultant was hired and anticipated to begin in October of 2023 with work being completed in 2024. He stated that the consultant unexpectedly moved, with only 15 days' notice to the Master Planning Committee, as was required within the contract. He noted that Mr. R. Taylor has been working to find a new consultant and was at a regional planning conference and met representatives from Resilience Design. He noted that the Master Plan had already reviewed the work by Resilience Design, but the other consultant was ultimately awarded the contract. Because the timeline is short the funds need to be expended or billed to the granting agency by the end of July 2024, which leaves only 7 months to complete a year's worth of work.

Mr. Russell made the motion to authorize the Town Manager to enter a contract with Resilience Planning and Design of Plymouth, NH, for an amount not to exceed \$62,344 for the facilitation writing and grant management of the Town of Enfield's Zoning rewrite, and hereby authorize the Town Manager or his designees to take such actions and execute all documents that may be necessary. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Mr. Kluge made a motion to authorize the Town Manager to enter a contract with Resilience Planning and Design of Plymouth, NH, for an amount not to exceed \$25,000 for the facilitation and writing of the Town of Enfield's continuation of the Master Plan, and hereby authorize the Town Manager or his designees to take such actions and execute all documents that may be necessary. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Creation of a Community Nursing Advisory Board

Mr. Morris stated that with the community nursing agreement to begin on January 1, 2024, it is in the best interest of the town to establish a committee for some oversight of the program. He stated that the document presented gives an outline of the number of members and duties assigned, including meeting with the community nurses, understand what community nursing is doing for the Town of Enfield, and advise the Town Manager of the status of the program, and continue to fundraise to offset the cost of the program.

Members of the SB expressed their support for the formation of the committee.

Mr. Young made a motion to create a Community Nursing Committee to establish as a Town Manager advisory committee to work with town staff to make recommendations to the Town Manager regarding the Town of Enfield Community Nursing Program. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Declare Surplus Property (Cruiser)

Mr. Morris requested the approval of the SB to declare the 2018 Ford Taurus police cruiser as surplus equipment. He noted that the unit was originally going to be used as a vehicle for the building maintenance staff, but it is not good for carrying ladders or for moving trash and recycling bags, which are all daily tasks.

Mr. Young made a motion to declare the 2018 Ford Taurus police cruiser as surplus property and authorize the Public Works Director to list it on an online auction site for disposal. Mr. Kluge seconded. Vote unanimous in favor of the motion (5-0).

Award NNIS Chemical Applicator Award

Mr. Morris stated that he released an RFP in September for a Non-Native Invasive Species (NNIS) Chemical Applicator based on the NNIS report. He stated the first RFP only had one respondent, David Adams, whom he interviewed. He noted that he believes Mr. Adams would do a good job for the Town, but in an effort to make sure he followed the intent of the purchasing policy he rereleased the RFP, which ended on Friday and no further bids were received. He noted that Mr. Adams has experience working on previous NNIS projects and requested the SB's approval to follow through.

Mr. Kluge inquired if the invasive species are located along rivers and lakes if the chemical would still be applied.

Mr. Morris stated that Mr. Adams works closely with the Department of Environmental Services if it needs to be applied, however many species can be removed by hand, and it may be possible to assemble volunteer projects for assistance with removal.

Ms. Patten inquired if there was a company that did a survey of the town and if so, how much it cost.

Mr. Morris confirmed that \$40,000 a year was set aside to work on NNIS, and that the budget has not been fully expended every year as of yet. He stated that Dubois and King were hired for the project and the next step is to hire a company for the abatement plan, which will remain within the \$40,000 cost. He stated that we are continuing to work on our education projects – both for residents as well as staff. He stated that training is being prepared for our DPW and surrounding DPW's. He noted that the State Department of Agriculture has been working with the Department of Transportation regarding Japanese Knot Weed eradication as well.

Mr. Kluge made a motion to authorize the Town Manager to enter a contract with Duboise and King to complete and implement an NNIS abatement plan, and herby authorize the Town Manager or their designees to take such actions and execute all documents that may be necessary. Mr. Russell seconded. Vote unanimous in favor of the motion.

Award Building Quality Officer Contract

Mr. Morris stated that he has released an RFP for a building quality control officer (Clerk of the Works), to help oversee and manage the two building projects. The RFPs are due Friday at 12:00, two have been received so far including one from Scott McCusick and one from Andrew Day. He reached out to the contractors to seek their recommendation, both of whom recommended Scott McCusick. It was noted that Scott McCusick will be retiring in the coming years, however, he has committed to remaining engaged in the projects until they are completed. He requested permission from the SB to negotiate a contract with Mr. McCusick.

Mr. Kluge made a motion to authorize the Town Manager to enter a contract with Scott McCusick to provide Building Quality Officer services for Whitney Hall and the Public Safety Building projects, and herby authorize the Town Manager or their designees to take such actions and execute all documents that may be necessary. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

Ms. Patten inquired where the funds would come from for the Clerk of the Works position.

Mr. Morris stated that he is looking at the building project funds that could be allocated, and he is looking at budgeting some of it as well.

Acceptance of Donations to Community Nursing Program Trust Fund: \$5,900 (Vote required)

Mr. Russell made a motion to accept the donations to the Community Nursing Program Trust Fund of \$5,900 in aggregate with thanks. Mr. Young seconded. Vote unanimous in favor of the motion (5-0).

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

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

Meeting Minutes

Ms. Patten requested that the November 9th Budget Committee meeting minutes be posted to the website.

Mr. Morris confirmed that he will follow up with Ms. Bonnette as she has been out of the office.

Mr. Young stated that not all of the recordings are available on the website either.

Community Nursing Committee Applications

Harrison Drinkwater inquired about how the Community Nursing Committee will be publicized.

Mr. Morris stated that the applications will be posted through the typical mediums such as the newsletter, Facebook, Listerv, and town website, and will be done soon. He added that the new town website is in the process of being built and the new platform will have a page that has the meeting, agenda, minutes, and video all organized on one page.

Crosswalk Lights

Mr. Young inquired about the status of the Enfield Village School crosswalk lights.

Mr. Morris stated that it is still with the Department of Transportation.

Mr. Young stated that it has been a year and a half, and we own the lights, and we are prepared to install. He noted that there is a kindergarten class that crosses the road there daily and there is no reason it should not be installed.

Mr. Morris stated that the project has been approved by DOT, but it needs to be put through an engineering phase to verify that it will be the correct distance from other landmarks. He noted that some changes have already been requested and it was sent back to the state with updates already.

Mr. Beaufait inquired about the crossing on Route 4A next to the beach.

Mr. Morris stated that we do not have lights for that crossing. He noted that he will get updates and review the information with Mr. Fracht for further follow-up.

Community Building Housekeeping

Mr. Young stated that he has concerns about the housekeeping at the Community Building. He stated that it is not being kept properly, and either it needs to be contracted or self-performed to ensure it is done better. He added that the floors need to be sanded and refinished, but overall, it is not in good condition, and he is getting complaints on a regular basis.

Ms. Stewart stated that the usage contract needs to be enforced and they should not be getting deposits back.

Mr. Morris stated that the Janitor/Maintenance position is currently open, and we are accepting applications.

Mr. Young stated that we should look at having it contracted and he supported it to be included in the annual budget.

With no further comments or questions, members of the SB moved on to adjournment.

ADJOURNMENT

Mr. Kluge made a motion to adjourn at 8:22pm. Mr. Russell seconded. Vote unanimous in favor of the motion (5-0).

The meeting was adjourned at 8:22 pm.

Katherine D. P. Stewart, Chair

Erik Russell, Vice Chair

John W. Kluge

Alice Kennedy

Tracy Young
Enfield Select Board