



## Town of Enfield

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To: Residents, Business Owners and Taxpayers of Enfield

Date: April 1, 2020

RE: Emergency Order #23 and Its Impacts on Municipal Operations

Governor Sununu issued Emergency Order #23 this afternoon.

[https://www.enfield.nh.us/sites/enfieldnh/files/uploads/governor\\_emergency-order-23.pdf](https://www.enfield.nh.us/sites/enfieldnh/files/uploads/governor_emergency-order-23.pdf)

The purpose of this communication is to give some highlights and context as to what it means to the Town Office operations of Enfield. This is not meant to be an exhaustive list.

**Item 1.** Accounts Payable and Payroll manifests can be signed outside of meetings and it allows for electronic approvals of such.

Response on potential impacts to you: This particular provision will have no impact whatsoever to municipal operations in Enfield. Enfield has a Town Manager form of government, and it is the Town Manager who approves all Accounts Payable and Payroll manifests. The Governor addressed this matter in Emergency Order #23 specifically to enable the governing bodies (i.e., Select Boards) in communities that do not have a town/city manager to continue paying employees and bills in a timely fashion. In lieu of this authority, Select Boards may have had difficulty lawfully paying invoices and issuing paychecks during a time when the COVID-19 pandemic is interfering with the ability of governing bodies to convene a traditional in-person meeting and sign the corresponding manifests.

**Item 2.** It provides relief for statutory requirements to meet. This directly impacts the Planning Board which is required by law to meet at least once a month. During this time, that requirement is waived.

Response on potential impacts to you: Although the Governor has waived the statutory requirement that the Planning Board meet at least once per month, it is the present intention of the Enfield Planning Board to continue meeting at least monthly (if not perhaps even still two times a month to continue making progress on the initial stages of the master plan). Staff will continue to make every effort to communicate ahead of time with applicants to help them through the processes they need to follow. Likewise, boards will continue meet (although primarily virtually) to ensure the important business of the Town and applicants is being carried out. If you have any questions, please contact Rob Taylor, Land Use & Community Development Administrator, at (603) 632-4067 or [planning@enfield.nh.us](mailto:planning@enfield.nh.us).

**Item 3.** Municipalities that postpone their town meetings shall not be required to repeat statutory hearings, including hearings on bonds over \$100,000 pursuant to RSA 33:8-a

Response on potential impacts to you: The Enfield Select Board dutifully conducted public hearings in February on all Town Meeting warrant articles for which a hearing was statutorily required. In the case of the 2020 Town Meeting warrant, this applies to Articles 8 through 11. The law requires such public hearings to take place no more than 60 days prior to Town Meeting and no fewer than 15 days prior to Town Meeting. The Governor’s Emergency Order #23 means that the Select Board will not have to repeat this exercise as a result of the 2020 Town Meeting being postponed due to the COVID-19 pandemic.

**Item 4.** The Town can over-expend the operating budget due to a need for emergency spending for COVID-19. The unreserved fund balance (often referred to as “undesigned fund balance”) can be tapped into after permission is given by the State.

Response on potential impacts to you: At this time, we do not anticipate the need to over-expend the operating budget as we have great Department Heads who watch their budgets closely. That said, with a lot of uncertainty of how long this pandemic will last and what pressures it will put on department budgets, there may be a time in the fall and winter where the Select Board and Town Manager (in consultation with the Budget Committee) will need to make some tough decisions on this. If you have any questions, please contact Ryan Aylesworth, Town Manager, at (603) 632-5026 or [raylesworth@enfield.nh.us](mailto:raylesworth@enfield.nh.us).

**Item 5.** Relief is provided from statutory deadlines to act on items from land use boards, code inspections, and meeting minute availability.

Response on potential impacts to you: Same response as Item 2. If you have any questions, please contact Rob Taylor, Land Use & Community Development Administrator, at (603) 632-4067 or [planning@enfield.nh.us](mailto:planning@enfield.nh.us)

**Item 7.** Marriage license extensions.

Response on potential impacts to you: Congratulations on getting married! If you have any questions, please contact Sandy Romano, Town Clerk, at (603) 632-5001 or [clerk@enfield.nh.us](mailto:clerk@enfield.nh.us).

**Item 9.** All operations can be moved to phone, online and by appointment.

Response on potential impacts to you: We are already in a hybrid office in which the Town Office is being staffed in-person minimally and instead employees are servicing your needs remotely, online and by phone. We will continue to support your needs in a timely fashion regardless of whether we are in the office or not. You can review our “Virtual Town Office” efforts here: [https://www.enfield.nh.us/sites/enfieldnh/files/uploads/press\\_release\\_-\\_town\\_office\\_operations\\_final\\_0.pdf](https://www.enfield.nh.us/sites/enfieldnh/files/uploads/press_release_-_town_office_operations_final_0.pdf)

I join with the rest of our community's local officials and employees in wishing you safety and health while we navigate these new challenges and uncharted waters. We are a strong and resilient community and we will make it through this together by sticking together.

Sincerely,

Ryan J. Aylesworth  
Town Manager