

Town Warrant Narrative 2013

This narrative, provided in concert to the Town Meeting Warrant, is intended to be informational in nature, and states the purpose and rationale of the articles. The State of New Hampshire Budget Reporting Form identified as the **MS-7**, which is printed in your Town Report, provides details as to prior year's appropriations and expended end of year totals for both the operational aspects and capital acquisitions together with proposed 2013 requests.

Ballot Articles

Articles 1 through 3 are ballot-voting articles, which will require action, either by voting in person at the election or by absentee ballot. All absentee ballots should be directed through the office of the Town Clerk. Voting will take place:

Where: Whitney Hall Auditorium, 23 Main Street, Enfield
When: Tuesday, March 12, 2013
Polls Open: 8:00 a.m. **Polls Close:** 7:00 p.m.

NOTE: If you have not yet registered to vote, you may register on the actual day of voting. For quickest registration, please bring the following identification items with you: birth certificate or passport, AND driver's license or non-driver's identity card. If your driver's license does not list your Enfield address you must also bring proof of your residence, such as your auto registration, lease agreement, or utility bill.

No ID – No Problem – you'll simply have to sign an affidavit in the presence of an election official.

Article 1: Election of Town Officers for the ensuing year.

The candidates listed below are running for office in 2013:

One Selectman for 3 years:

Donald J. Crate

One Trustee of Trust Funds for 3 years:

Ellen H. Hackeman

One Cemetery Trustee 3 years:

Richard M. Henderson

One Fire Ward for 3 years:

Richard A. Crate

Christopher J. Bagalio

One Library Trustee for 1 year:

Philip N. Cronenwett

One Library Trustee for 3 years:

Francine R. Lozeau

Two Zoning Board of Adjustment Members for 3 years

Three Budget Committee Members for 3 years:

Sam Eaton

Shirley A. Green

David L. Stewart

Article 2: Adoption of this amendment to the Zoning Ordinance establishes a new Route 4 District.

Following is the full text of the amendment.

401.6 Route 4 District- **FOR 2013 ENFIELD TOWN MEETING CONSIDERATION**

Purpose:

The Route 4 District is intended to promote compact, mixed-use, walkable development supported by the availability of public water and sewer infrastructure, and characterized by: high-quality, multi-story buildings designed to be compatible with traditional New England architecture; a multi-modal, interconnected transportation network, including safe routes for pedestrians, bicyclists and other trail users, and front yards dominated by landscaped green space rather than parking. The following standards shall apply to all future development within the Route 4 District.

A. Lots and Uses

Lots in the Route 4 District shall comply with the following requirements:

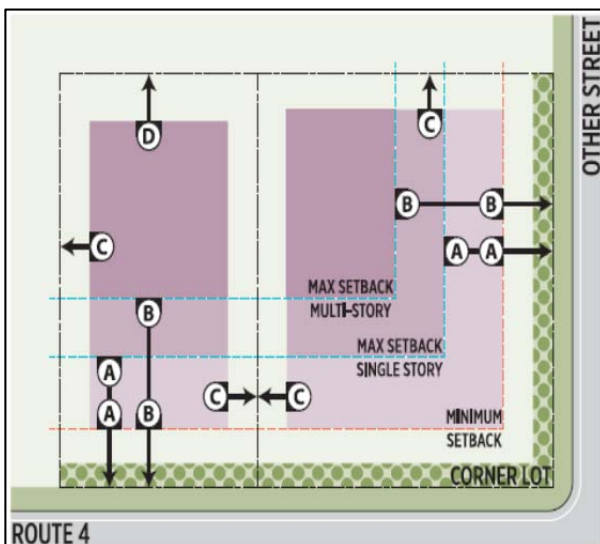
Lot Requirements	
Road Frontage	100 ft. (minimum)
Lot Size	15,000 SF (minimum)
Impervious Surface Coverage	70% (maximum)
Residential Density	12 dwelling units per acre (maximum)

Allowed uses in the Route 4 District shall be limited to:

By-Right Uses	
Retail Trade	Upper-floor Residential
Retail Service	Ground-floor Residential ⁽²⁾
Office	Food Service
Light Industry ⁽¹⁾	Lodging
Research and Development ⁽¹⁾	Entertainment and Recreation
Special Exceptions	
<ul style="list-style-type: none"> Buildings or lots developed solely for residential use less than 600 feet from Route 4. Any by-right use occurring primarily outside an enclosed building. 	
Notes	
⁽¹⁾ Shall be located 400 or more feet from Route 4. ⁽²⁾ Shall be located 600 or more feet from Route 4.	

B. Building Placement Along Route 4

Buildings on lots with frontage on Route 4 shall be placed in compliance with the following requirements:



Principal Building Setback from Lot Lines		
Front Setback (<2 story building)	25 ft. (min)- 55 ft. (max)	A
Front Setback (2+ story building)	25 ft. (min)- 80 ft. (max)	B
Side Setback	0 ft. or 15 ft. (min) ⁽¹⁾	C
Rear Setback	20 ft. (min)	D
Accessory Building Setback from Lot Lines		
Front Setback	85 ft. (min)	
Side and Rear Setback	15 ft. (min)	
Distance Between Buildings		
Between Principal Buildings	0 ft. or 25 ft. (min) ⁽¹⁾	
Between All Other Buildings	15 ft. (min)	
Notes		
⁽¹⁾ Attached buildings may be approved with no side setback or space between buildings.		

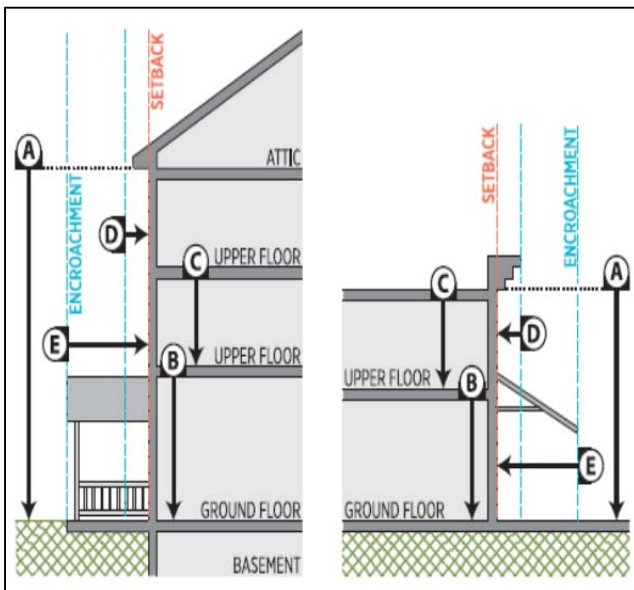
C. Building Placement Along Streets Other than Route 4

Buildings on lots fronting streets other than Route 4 shall be placed in compliance with the following requirements:

Principal Building Setback from Lot Lines	
Front Setback	30 feet (min)
Side Setback	0 feet or 20 feet (min) ⁽¹⁾
Rear Setback	20 feet (min)
Accessory Building Setback from Lot Lines	
Front Setback	35 feet (min)
Side and Rear Setback	20 feet (min)
Distance Between Buildings	
Between Principal Buildings	0 feet or 30 feet (min) ⁽¹⁾
Between All Other Buildings	20 feet (min)
Notes	
⁽¹⁾ Attached buildings may be approved with no side setback or space between buildings.	

D. Building Form

Buildings in the Route 4 District shall comply with the following requirements:



Principal Building ⁽¹⁾		
Building Height	16 ft. (min)-32 ft. (max)	A
Ground Floor-to-Ceiling Height ⁽²⁾	12 ft. (min)-24 ft. (max)	B
Upper Floor-to-Ceiling Height	8 ft. (min)-16 ft. (max)	C
Building Footprint	40,000 SF (max)	
Notes		
⁽¹⁾ Buildings with a footprint of less than 10,000 SF shall be designed with pitched roofs. Buildings with a footprint of 10,000 SF or greater may be designed with flat roofs, but shall provide a parapet at least 3 feet in height. The design of parapets shall be reviewed by the Enfield Fire Department. Flat-roofed buildings shall incorporate pitched-roof architectural elements such as enclosed entrances, porches, arcades or awnings along street-facing facades.		
⁽²⁾ The minimum ground-floor-to-ceiling height may be 8 feet for solely residential buildings.		

Accessory Buildings		
Building Height	24 feet (maximum)	A
Building Footprint	10,000 SF (maximum)	
Architectural Encroachment Beyond Setback		
Eaves, balconies, chimneys	3 feet (maximum)	D
Porches, awnings, arcades ⁽¹⁾	10 feet (maximum)	E
Notes		
⁽¹⁾ Applies only to front setback.		

E. Principal Building Facades

The street facing-facades of principal buildings shall comply with the following requirements:



Principal Building Facades		
Bay Width	24 ft. (min)-64 ft. (max)	A
Depth Change Between Bays	4 ft. (min)	B
Ground Floor Blank Wall Width	16 ft. (max)	C
Upper Floor Blank Wall Width	32 ft. (max)	D
Ground Floor Fenestration	40% (min)-80% (max)	
Upper Floor Fenestration	20% (min)-60% (max)	

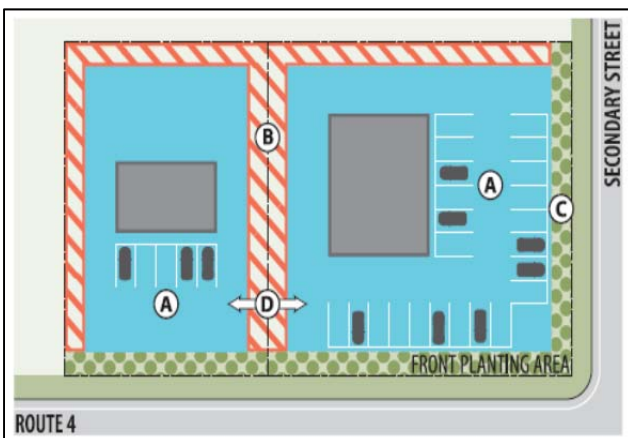
F. Pedestrian Access

Pedestrian access shall comply with the following requirements:

1. Sidewalks shall be provided along all road frontage. For lots fronting Route 4, the sidewalk may be located on the interior side of the front planting area.
2. Sidewalks shall be provided from the road sidewalk to the public entrances of principal buildings and between principal buildings on a lot.
3. Pedestrian access shall be provided from parking areas to the public entrances of principal buildings. The Planning Board may require provision of pedestrian ways within parking areas to enhance pedestrian safety.
4. Crosswalks shall be provided where pedestrians are directed to cross vehicular travel lanes, and shall incorporate accessibility features.
5. Lots abutting the Northern Rail Trail shall provide pedestrian access from the trail to the public entrances of principal buildings unless the Planning Board finds that natural constraints make access infeasible.
6. Pedestrian access shall be provided between adjoining lots unless the Planning Board finds that natural constraints make access infeasible.
7. Pedestrian access may be located within setbacks, but shall not be located within the front planting area.

G. Location of Parking

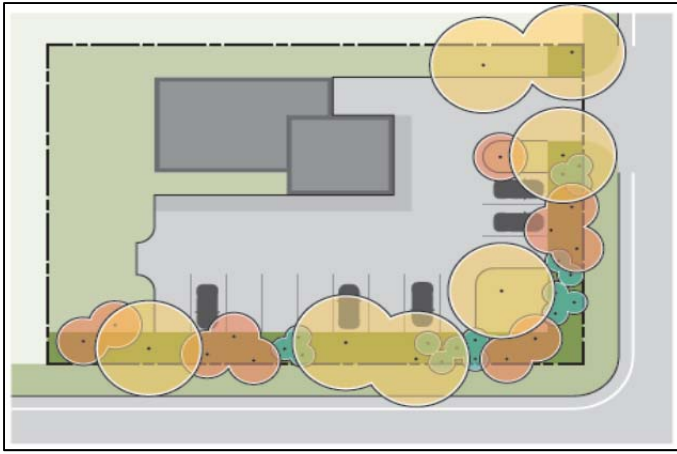
In addition to the requirements of Section 409, parking shall be primarily located to the side and rear of principal buildings and shall comply with the following requirements:



Location of Parking ⁽²⁾⁽³⁾		
Between Principal Building and Route 4	2 rows (max)	A
Setback from Property Line ⁽¹⁾	0 or 10 ft. (min)	B
Notes		
⁽¹⁾ Shared parking or access located on or across side or rear lot lines may be approved.		
⁽²⁾ No parking shall occur within the front planting area. (C)		
⁽³⁾ Vehicular access shall be provided between adjoining lots unless the Planning Board finds that natural constraints make the connection infeasible. This vehicular access shall be considered internal site circulation, not a street subject to dimensional and setback requirements. (D)		

H. Landscaping

Landscaping shall comply with the following requirements:



Landscaping Along Frontages⁽¹⁾⁽²⁾

A planting area at least 10 feet deep shall be established along all front lot lines, excluding areas used for access. The planting area shall be landscaped as specified below:

Shade Trees	1 per 50 feet of frontage (min)
Small Trees	1 per 30 feet of frontage (min)
Shrubs	1 per 20 feet of frontage (min)

Notes

⁽¹⁾ Plants may be clustered and do not have to be evenly distributed within the planting area.

⁽²⁾ Existing vegetation to be retained may be counted towards landscaping requirements.

Landscaping in Parking Areas⁽¹⁾⁽²⁾⁽³⁾

Parking lot landscaping shall consist of:

Shade Trees	1 per 8 spaces (minimum)
Small Trees	1 per 6 spaces (minimum)
Shrubs	1 per 4 spaces (minimum)

Notes

⁽¹⁾ Landscaping shall be located at each end of and within parking rows so that no row of parking exceeds 15 contiguous spaces.

⁽²⁾ Landscaped areas (strips and islands) shall be at least 180 SF in area and shall not measure less than 5 feet in any dimension.

⁽³⁾ Use of Low-impact development (LID) approaches to stormwater management within surface parking lots is encouraged and landscaped areas may be used to collect and infiltrate runoff.

Landscaping Buffers from Residential Development

Where a non-residential use will abut a residential lot or zone, a vegetated buffer at least 25 feet deep shall be established or retained to maintain residents' visual privacy and quality of life.

Planting and Maintenance⁽¹⁾

Required landscaping shall meet the following size requirements when planted:

Shade Trees	2 inch caliper or 8 feet high (minimum)
Small Trees	1 inch caliper or 5 feet high (minimum)
Shrubs	1 gallon size (minimum)

Notes

⁽¹⁾ Required landscaping shall be maintained. Dead, dying, damaged, or removed plants shall be replaced in a timely manner (no later than the next growing season).

"Shade Trees" are defined as a tree with a mature height of at least 30 feet.

"Small Trees" are defined as a tree with a mature height of at least 15 feet.

I. Signs

In addition to the requirements of Section 408, signs shall comply with the following requirements (where these standards conflict with Section 408, the standards below shall govern):

Sign Setbacks

Front Setback (signs may be located in planting area)	2 feet (minimum)
Side and Rear Setback	10 feet (minimum)

1. One freestanding sign, not to exceed 32 SF in area and 16 feet in height to the top of the sign, may be allowed per road entrance. Multiple uses accessed via the same entrance shall not erect separate signs, but may erect a directory sign.
2. Freestanding directory signs for multiple lots or uses may be located within 15 feet of shared road entrances. The maximum sign area may be increased by 8 SF for each lot or use listed on the sign.
3. One freestanding sign, not to exceed 12 SF in area and 6 feet in height may be allowed per Northern Rail Trail entrance. Multiple uses accessed via the same entrance shall not erect separate signs, but may erect shared sign. The maximum sign area may be increased by 4 SF for each use listed on the sign.
4. One wall sign or hanging sign per façade facing a street or customer parking area, not to exceed 1 SF x the width of the wall the sign will be mounted on or hanging from, may be allowed for each use.
5. One pedestrian-oriented portable sign placed on or adjacent to a sidewalk advertising daily specials or sales, not to exceed 8 SF in area and 4 feet in height, may be allowed for each use. These pedestrian-oriented portable signs shall not require a sign permit. The sign shall be taken in when the business is closed and shall be located on the same lot as the business.

J. Natural Resource Protection Requirements

1. No structure shall be placed, located, or constructed within fifty (50) feet from the seasonal high water line of any river, stream, wetland, lake, or public pond, and no dock may be located nearer than 25 feet from a side lot line. Dry hydrants, culverts, and bridges may be permitted by the Planning Board and with State permits as required.
2. No structure shall be placed, located, or constructed within four hundred (400) feet from a wellhead associated with the Town of Enfield drinking water supply.

Article 3: Adoption of this amendment to the Zoning Ordinance reduces the minimum parking requirements for future non-residential development.

409 PARKING AND LOADING AREAS - EXISTING LANGUAGE

It is the specific intent of this Ordinance to minimize impact created by use of property upon adjoining property, and specifically, but not limited to, proper provision for parking, loading and unloading, noise, dust, glare from lights or vehicular traffic and/or illumination of site.

Adequate off-street loading and parking areas shall be provided when any new use is established or any existing use is enlarged in accord with the following specifications:

1. All new construction of commercial, industrial or institutional facilities shall provide adequate off-street loading and parking areas.
2. A single parking space is defined as being ten (10) feet wide and twenty (20) feet long (200 square feet in area) reserved exclusively for use as a parking space. Parking for multiple cars shall allow adequate area for entrance and egress to vehicles and buildings.
3. For hotel, motel, and other tourist accommodations, off-street parking shall be provided at the rate of one space for each unit, and one space for each employee anticipated to be in the premises at one time.
4. For hospitals, nursing homes, or other overnight health care facilities, off-street parking shall be provided at the rate of one space for each of the maximum number of employees anticipated at the premises at any given time and at least one additional space for every three rooms in the facility.
5. For restaurants and all other food service facilities, off-street parking shall be provided at the rate of one parking space for every two seats (a bench for two people is considered two seats) and one parking place for each additional anticipated employee to be on the premises at one time.
6. For public and semi-public (churches, meeting halls, clubs, etc.). off-street parking shall be provided for every two seats plus one space for each employee.
7. For schools and day-care facilities, off-street parking shall be provided for each employee plus one space for every five children in a day-care facility and one space for each 500 square feet of gross area in a school.
8. For auto repair facilities and body shops, off-street parking shall be provided for each employer/employee, for every 200 square feet of gross floor area plus one space for each 1,000 square feet of exterior storage space. Those parking areas can not be used for the storage of vehicles.
9. Service stations shall provide off-street parking for each employer/employee and two parking spaces for each bay.
10. For industries, off-street parking shall be required for each employee on the largest shift plus at least three additional spaces for visitors depending on the nature of the business.
11. For commercial facilities, off-street parking shall be required for every 300 square feet of gross floor area, but the Planning Board may require a more thorough site plan review process.

12. Only indirect lighting of parking and loading areas is permitted. All lighting shall be so directed and shaded to prevent any direct glare from being seen from adjacent property or unacceptable illumination of adjoining property. No flood lights shall be allowed to be directed upward that illuminate the night "sky".
13. In the Community Business District, a Special Exception may be granted for parking for new uses in structures which pre-date the adoption of this Ordinance and non-conforming lots.

409 PARKING AND LOADING AREAS - FOR 2013 TOWN MEETING CONSIDERATION

Adequate off-street loading and parking areas shall be provided when any new use is established or any existing use is enlarged in accord with the following specifications:

1. Dimensions

Parking Space Size - 10 ft. x 18 ft. (Minimum)

Parking Aisle Width - 20 ft. (Minimum) for two-way aisles
12 ft. (Minimum) for one-way aisles

2. Number of Spaces

Retail - 1 Space per 500 Sq. ft. of GLA (Minimum)

Business - 1 Space per 800 Sq. ft. of GLA (Minimum)

Industrial - 1 Space per 500 Sq. ft. of GLA (Minimum)

Multi-family Residential/Lodging - 1 space per dwelling unit/lodging unit (Minimum)

3. On-Street Parking

Off-street parking requirements may be reduced by 1 space for every 20 feet of frontage on a road where on-street parking is allowed.

4. Parking Serving Multiple Uses

Parking designed to serve multiple uses shall be calculated by adding up the number of spaces required for the individual uses and dividing the total by the applicable shared parking factor from the table below.

	Business	Lodging	Residential
Retail	1.2	1.4	1.3
Business		1.7	1.5
Lodging			1.1

5. Handicapped-accessible Parking

Handicapped-accessible Parking shall be provided as necessary to meet the requirements of the Americans With Disabilities Act, according to the table below.

Total Parking Spaces in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
Over 400	2 Percent of Total Parking Spaces

6. Lighting of Parking Areas

Only indirect lighting of parking and loading areas shall be permitted. All lighting shall be so directed and shaded to prevent any direct glare from illuminating adjacent properties. No lighting shall be directed upward that may illuminate the night sky. All lighting of parking and loading areas shall conform to the provisions of Section 419 of this Ordinance.

7. Parking in the Community Business District

In the Community Business District, a Special Exception may be granted from these requirements for parking for new uses in structures that pre-date the adoption of this Ordinance and non-conforming lots.

8. Other Considerations

The Planning Board shall require applicants to submit a parking study before approving a project that includes more than twice the minimum amount of parking and may require phased construction of the additional parking upon demonstration of the need. For applicants proposing uses that do not reasonably fall into the categories of “Retail”, “Business”, “Industrial”, or “Residential/Lodging”, the Planning Board shall require a parking study to quantify parking demand.

Only surface parking spaces shall be used to determine whether a project includes more than twice the minimum.

Any business requesting to place signage at an entrance to the Northern Rail Trail shall be required to have a bicycle rack.

“Retail” uses shall include retail trade, retail service, food service, and restaurants.

“Business” uses shall include offices, light industry, and research and development.

“Industrial” uses shall include assembly and packaging facilities.

“Lodging” uses shall include hotel, motel, and other overnight tourist accommodations.

“GLA” is Gross Leasable Area.

D*eliberative Session*

Meeting will reconvene:

When: Saturday, March 16, 2013
Place: Enfield Elementary School, 271 US Route 4, Enfield
Time: 9:00 a.m.

B*ond Vote*

Article 4: This article, if approved, authorizes the borrowing of \$265,504 to repave and repair approximately one and ½ miles of Jones Hill Road beginning at Lockehaven Road. Reconstruction will be done for approximately 1 mile and another ½ mile will receive paving. This article requires a 2/3 paper ballot vote to pass.

O*perational Budget*

Article 5: This article is indicative of the operational appropriations for the Town Departments, including Sewer and Water, as depicted on the Form **MS-7 Budget of the Town**.

The 2013 Operating Budget includes raise for employees of up to 2% over 2012. Benefits are being reviewed and may be modified for a cost savings to the Town. In 2012, Town employees received merit raises of up to 2%. There were no changes in benefits for the 2012 calendar year.

As in 2012, 1% percent of the Town's General Fund operating budget has again been set aside for funding regional organizations. This funding follows the new funding guidelines established by the Budget Committee in response to voters' concerns voiced at the 2010 Annual Meeting.

Article 6: This article, if approved, authorizes the use undesignated funds, and the withdrawal of funds from the Salt/Sand Facility and CIP Capital Reserve Funds for a salt/sand shed at the Public Works Facility. This appropriation has no impact on the 2013 tax rate.

Cost reductions during the first year following construction of a salt/sand facility at the Public Works Facility and discontinuance of the use of the Shedd Street property for this purpose are anticipated as follows:

• Eliminate Shedd Street Heating	\$ 3,500
• Fuel Reduction Trucks	700
• Truck Drivers Man Hours Reduced	1,600
• Eliminate need of Shedd St. Loader	2,400
• Loader Converted to Plow/Increase Efficiency	1,500
• Maintenance Reduction Small Trucks	3,200
• Material Savings New Products	<u>1,000</u>
	\$13,900

Article 7: The Capital Improvement Program Committee worked diligently over the past year reviewing the Capital Improvement Program. The plan presented at the 2012 Town Meeting continues to accomplish our goals of infrastructure maintenance and public safety, and certain capital purchases that must made. If approved by the voters, the addition of \$264,854 to the CIP Capital Reserve Fund as proposed by the CIP Committee will address the need to maintain a stable tax rate while allowing the Town to plan for future capital needs.

Article 8: This article, if approved, authorizes the purchase of a storage shed for the transfer station. This appropriation to be offset by the withdrawal of funds from the Capital Improvement Program Capital Reserve Fund and has no impact on the 2013 tax rate.

Article 9: The Municipal Building Capital Reserve Fund was created in 1967 for the “construction of a new municipal building” and strictly limits the possible use of these funds. As of 12/31/2012 the balance in this fund was \$88,978.99. Changing the purpose of this fund to allow for the purchase, alteration, addition, renovation or major repair to any Town-owned municipal facility, allows us to more effectively use these funds. Article 10 represents projects for which these funds could be used if this article is passed. In addition to changing the purpose of the fund the name would be changed to the Municipal Facilities, Maintenance and Equipment Capital Reserve Fund to better describe its purpose. Naming the Board of Selectmen as agent to expend allows for the use of these funds without additional action of Town Meeting. These changes are recommended by the Capital Improvement Program Committee as a way to better manage our funds in accordance with the Capital Improvement Program. This article requires a 2/3 majority vote required and a vote count is required.

Article 10: If Article 9 is approved, Article 10 would authorize the use of funds from the newly repurposed and renamed Municipal Facilities, Maintenance and Equipment Capital Reserve Fund for the repair of Whitney Hall roof, casings and moldings at an estimated cost of \$40,000, the replacement of the Community Building HVAC System at an estimated cost of \$15,000 and the purchase of a waste oil burner for the Public Works Facility at an estimated cost of \$8,500. This appropriation has no impact on the 2013 tax rate.

Article 11: This article authorizes the Selectmen to enter into a long-term lease/purchase agreement over a four (4) year period for one new cruiser. The Selectmen, as agents to expend from the Capital Improvement Program Capital Reserve Fund, can authorize the withdrawal of funds for the annual lease payments. Said funds would offset this appropriation thereby having no impact on the 2013 tax rate.

Article 12: If so voted, this article discontinues four Capital Reserve Funds which are no longer needed and transfers these funds, with accumulated interest, to the municipality's general fund.

Article 13: If Article 12 is passed, Article 13 authorizes the transfer of \$2,615 from unreserved fund balance to the Capital Improvement Program Capital Reserve Fund. These funds are offset by the deposit of funds into the general fund from discontinued capital reserve funds in Article 12.

Article 14: This article authorizes the purchase of a thermal imaging camera of the Enfield Fire Department. The withdrawal of \$14,000 dollars from the Fire Vehicle and Equipment Capital Reserve Fund would offset this appropriation resulting in no impact on the 2013 tax rate.

Article 15: This article authorizes the transfer of funds in accordance with section 9(a) of the Municipal Cemetery Rules & Regulations, as revised, which states that monies from the sale of all cemetery lots sold after January 1, 1996 will go into a Cemetery Maintenance Trust Fund. The monies are used for the care and maintenance of all municipal cemeteries or left in the Trust to increase the Trust Fund. This article has no impact on the proposed 2012 Tax Rate.

Article 16: This article was petitioned by 25 or more registered voters and is self-explanatory.

Article 17: This article was petitioned by 25 or more registered voters and is self-explanatory.

Article 18: This article was petitioned by 25 or more registered voters and is self-explanatory.

Article 19: This article allows voters to transact any other business that may legally come before Town Meeting. Items brought up for discussion can only be advisory or informational in content and nature. Any items requesting the Town to raise and appropriate money cannot come before the meeting under this article.