

**Enfield Board of Selectmen
Whitney Hall
Enfield, New Hampshire**

MINUTES of February 5, 2013

Board of Selectmen: Donald J. Crate, Sr., Chairman John W. Kluge; Fred Cummings

Administrative Staff: Steven Schneider, Town Manager; Alisa D. Bonnette, Executive Assistant; Jim Taylor, Director of Public Works

Others: Peter Holden of Holden Engineering, Meredith & Doug Smith, Kurt Gotthardt, Sam Eaton, Harrison Trumbull

BUSINESS MEETING

I. CALL TO ORDER

Mr. Crate called the meeting to order at 6:00 PM.

II. APPROVAL OF MINUTES

Mr. Kluge moved to accept the minutes of January 22, 2013 as printed, Mr. Cummings seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Tax Collector's Report – January 2013:

We're at 95% collected for the 2012 second issue; about where we have been in past years.

Town Clerk's Report – January 2013:

January 2013 is more than \$11,000 over January 2012.

IV. BOARD REPORTS

None.

V. TOWN MANAGER'S REPORT

Proposed Solid Waste/Recycling Contract:

Mr. Schneider provided the Board with a draft agreement with Casella (Northeast Waste) for the Board to review. The fees need to be reviewed by Mr. Schneider and Mr. Taylor. We currently

pay \$66 for solid waste. Most of our recyclables currently net some revenue for the Town. Will the reduction in solid waste make up the difference in the cost for recycling?
In the past, contracts were for a three-year term. They are now requesting a ten-year term.

Shaker Bridge Theatre:

Mr. Schneider received a complaint about the adult content of the most recent Shaker Bridge Theatre production. They did not feel the Town should sponsor inappropriate material. The play included swearing and strong sexual, though not explicit, content. This is the first complaint received and the theatre is in its sixth year. Mr. Schneider passed the information on to the Board and they can take it up again, if they choose, when we get closer to the lease renewal.

Doug Smith, Director of the Shaker Bridge Theatre, noted it's the performing arts and for adult audiences. The Town is not sponsoring the Theatre but is renting the theatre. The complainant shouldn't fault the Town for Shaker Bridge Theatre productions.

Mr. Kluge feels this is a slippery slope and doesn't want to "jump up and down about it."

Mr. Trumbull feels complaints [about productions] should be made to the Shaker Bridge Theatre, not the Town. Mr. Kluge agreed.

VI. PUBLIC COMMENTS

Kurt Gotthardt – Bicknell Brook Boundary Line:

Mr. Gotthardt inquired about the status of the Bicknell Brook boundary line. He was informed by Mr. Schneider that the surveyor has just about completed his work and it's acceptable to the property owner. The town hasn't received the survey yet so hasn't had a chance to meet with the Board of Selectmen or Upper Valley Land Trust yet. The line is being established to protect the Bicknell Brook Trail and the property involved will be evenly swapped.

Doug Smith – Utility Pole Removal:

Doug Smith came to the meeting representing the Enfield Village Association (EVA) with Harrison Trumbull, EVA President and Meredith Smith, Heritage Commission Chairman. EVA owns the Greeley house on the corner of Shaker Hill Road and Main Street. They acquired it in order to save it. The building is rich in history. EVA's intention is to rehab it to a single family residence. The project will require volunteers. The problem is that a utility pole, probably left over after the Shaker Hill Road bridge construction was left behind. The pole has no wires on it. It was once taller, but rather than remove it they simply cut it shorter. EVA has been trying to contact the phone company about the removal of the pole, with no success. Mr. Smith asked if the Selectmen could use their influence with the telephone company to get it removed.

Mr. Trumbull added that it not only serves no purpose, but is an eyesore.

Mr. Kluge moved to contact the phone company and use our persuasive powers to get them to remove the pole, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Schneider pointed out that the poles near the Shaker Bridge are superfluous as there is conduit right there. And Mr. Trumbull believes there may also be an unused pole on the other side of the Shaker Hill Road Bridge.

The Board agreed to try to have these poles removed as well.

VII. BUSINESS

Holden Engineering – Boys Camp Road Bridge:

Peter Holden of Holden Engineering presented the Board with options for replacement of the Boys Camp Road Bridge, which is deteriorating. Cost for the various options range from \$137,000 to \$218,000, plus \$60,000 - \$70,000 in engineering and construction phase costs.

The estimate prepared by the State is about \$800,000. This is a conservative estimate and would qualify for 80% State funding (\$640,000) / 20% Town funding (\$160,000). State funding, if the Town put in for it right now, would likely not be available until 2023.

Mr. Gotthardt asked if the Town uses the State/Town 80/20 split would the State approve these designs [from Holden Engineering]. Mr. Gotthardt understands the State would require a 2-lane bridge.

Mr. Holden responded that the designs presented are up to spec. In Wolfeboro the Board of Selectmen wrote a letter accepting responsibility in the event that a particular single-lane bridge has a problem and the State approved it.

Replacement of the bridge would require a road closure for this portion of the road for about one month.

Mr. Holden was thanked for his presentation.

Regional Recreation:

Mr. Schneider has mentioned to the Board a few meetings with the Recreation Commission, Recreation Director, and Town of Canaan about investigating ways to combine recreation departments to centralize some of the parent driven youth sports and pool resources to make things better for our communities. UVHEAL (Upper Valley Healthy Eating Active Living) is helping towns to achieve a program.

Enfield is currently spending about \$35,000 on recreation programs versus Canaan who spends about \$3,000 on recreation programs and operates on user fees. Mr. Schneider had a meeting with UVHEAL and Canaan and feels the Town needs a direct payback for our efforts.

UVHEAL has \$18,000 in grant funding for a regional director and needs no funding from Enfield or Canaan. If we don't have to contribute funding that's one obstacle taken care of. The funding would pay for a regional recreation director who would be responsible for preparing a draft purpose, coordinating youth sports, and then coordinating programming other than youth recreation. If there seems to be success we could consider funding with some of our recreation

dollars. This has not been advertised, no funding is required from Enfield, and Canaan has approved the concept.

Mr. Kluge asked if Canaan has said they'd use tax dollars in the future as we do. After one year we may be stuck with it.

Mr. Schneider replied that part of the person's task is to find grant funding to support the program. If it can't be done in a year he doesn't see moving forward with it.

Mr. Cummings believes Canaan has a different view on things so he has some reservation. People will get used to it and it won't be easy to take away.

Mr. Schneider explained that this would provide someone working 20 hours/week, year 'round. This sets up someone to make our recreation program better. He understands the Board's concern about grant funding running out and people being used to the program. He would be happy to arrange for a representative from UVHEAL to come talk to the Selectmen.

Mr. Kluge noted that 20 hours/week in total provides 10 hours/week for Enfield. He noted that he does not have confidence in the fiscal realities of it, but Mr. Cummings makes a good point. If we have a guarantee from Canaan that they will use tax dollars for future funding it might be worth considering. As it is, we already do some of this.

Mr. Schneider said coordinating youth sports gives us some say in how they're operated. Youth sports are parent driven. The other aspect is expanding our offerings to individuals other than ages 5 – 12 as is now done.

Mr. Crate asked if other communities are doing this in the state. And he is not sure if the Canaan Board of Selectmen will commit to this.

Mr. Schneider was not sure if other communities in the state are doing this, but thinks it makes sense to have school district towns work together. Neither Enfield nor Canaan has to commit now.

Mr. Cummings asked if we can discontinue the program at any time and was informed by Mr. Schneider that after a year, yes.

Mr. Crate thinks it may be worth looking into.

Mr. Schneider assured the Board that nothing will change unless Enfield chooses to spend more money on its recreation program.

Mr. Kluge expressed apprehension about the balancing act.

Mr. Schneider will make sure that any agreement made allows us to say no at any time.

Mr. Kluge feels that makes sense.

Mr. Cummings would be OK with that.

Kurt Gotthardt asked if the person running it would be required to look for other grants to continue and he was informed this was the case.

Mr. Gotthardt asked about high school football. That was supposed to be parent supported; then they went to the school for financial support. Once you run out of money no one wants to do away with it.

Sam Eaton asked about other costs. Are they covered?

Mr. Schneider said if Canaan kids come to our program they will pay the out-of-town fee. Enfield will not subsidize other towns.

Dan Kiley wouldn't want out-of-town kids being overbearing on our beach. Out-of-town individuals might go places that don't charge user fees.

Mr. Kluge feels this is a valid point and we should keep an eye on it.

Mr. Schneider explained that for the Summer Program there's a subsidy for the ½ day program. If the full day program is chosen the fees cover our costs. That's been in place for 3-4 years. Mr. Schneider will be sure to bring any agreement to the Board of Selectmen before he signs anything.

2013 Budget:

Mr. Schneider reported that the proposed budget meets the goal of an increase of not more than 2%. The Town tax rate is projected to increase from \$6.02 to \$6.14 and includes anything identified on the warrant, including the Capital Improvement Program, employee wages with up to 2% increase, employee benefits, and a lot of deferred maintenance, such as Whitney Hall porch repairs, HVAC for the Community Building, a waste oil burner for the Public Works building, ambulance building repair, fire department parking lot pavement, pavement maintenance, and the Jones Hill Road project.

The Budget accomplishes quite a few goals. Two percent is an average of our increases and is in line with the Consumer Price Index. It is a comprehensive budget. It addresses our need for a Town Planner. In the past we've contracted with Upper Valley Lake Sunapee Regional Planning Commission; this shifts money to a 25 hour/week position versus a 12 hour/week position. There's a cruiser set to be replaced and some technology needs, such as a replacement fire server.

Mr. Kluge asked Mr. Schneider how confident he feels about health and retirement costs.

Mr. Schneider is confident about retirement as we'll have two "holidays" that offset the increase. We're set to go out to bid for health insurance for next year. Retirement costs are dependent on how the retirement lawsuits go. We're at the top of our expenditures for that – it should only go

down. With healthcare, we need a few years of our national healthcare system in place to know how we'll be affected.

The budget puts serious money aside for future capital needs. The Capital Improvement Program (CIP) will keep out taxes where we need to and will eventually allow us to discontinue leasing.

Mr. Cummings inquired about the Highway trucks.

Mr. Taylor replied that they're at Osgood's being outfitted.

Mr. Kluge pointed out the advantages of leasing also depends on low lease rates. He's impressed with how much we're getting done while being fiscally responsible.

The Public Budget Hearing is scheduled for tomorrow night.

Encumbrance of Jones Hill Engineering Funds:

The Board was informed that \$30,000 for engineering for the Jones Hill Road project was budgeted in 2012 and must be encumbered by a vote of the Board to retain that money for use in 2013.

Mr. Cummings moved to encumber the \$30,000 from the Jones Hill Road engineering line, Mr. Kluge seconded, vote unanimous in favor of the motion.

Withdrawal from Capital Reserves:

Mr. Cummings moved to withdraw \$10,851 from the Cemetery Maintenance Expendable Trust Fund for the Cemetery Kioti UTV, Mr. Kluge seconded, vote unanimous in favor of the motion.

Route 4 Water/Sewer:

The Selectmen were provided a copy of the Sewer Ordinance for review. The ordinance needs to be amended in a couple of places regarding connection fees and connection times. The time frame in which connections are required is currently within 90 days and the amendment would be to 180 days. Mr. Cummings and Mr. Kluge were OK with the proposed change.

The other change would be a waiver which is now 7 years to as long as there is a functioning State approved system, reserving the right of the Town to check it out. The Town will not go looking unless a problem is brought to our attention.

A public hearing can be scheduled later.

The Board reviewed and signed loan documents related to the Route 4 Sewer & Water project.

Fees are separate. The Town will waive fees if the connection is done within 180 days.

Ambulance Billing Update:

At the last meeting the Board asked for the difference between what has been billed and what has been received. The Board was forwarded an email from Comstar. We don't balance bill residents. It is hoped it can be explained why it's taking so long for cash to come in.

Mr. Kiley asked how much has been billed and how much collected. He was informed that about \$35,000 has been billed and about \$8,500 collected.

Town Planner:

The 2013 budget includes 3 months of contracted services from Upper Valley Lake Sunapee Regional Planning Commission and 9 months at 25 hours per week. A job description was provided for the Board's review. The goal is to have an ad in the paper soon, Mr. Schneider, Nate Miller and Jim Taylor will interview applicants, and there will be some overlap of Nate Miller and the new person.

FastRoads Update:

The cage for equipment has been built at the Public Works Facility. That will be the Enfield central operations point. There's working with Liberty Utilities to get work done on poles, so WaveGuide or Liberty Utilities will be out working once or twice a week. There is a meeting scheduled the week after next with a service provider for residential internet to customers.

Property Tax Abatements:

Mr. Schneider provided the Selectmen with a spreadsheet of 8 various options for abatements for commercial property owners affected by the Route 4 Sewer & Water Extension project. Each option was based on the 5 month period when the property owners would have experienced the most impact. The concern with abating the total taxes is that it could impact the amount of money the TIF fund receives and our ability to pay our note.

Mr. Kluge noted that this is theoretical since the Board had received abatement applications from only one property owner. This property owner will be back in April and will come before the Board at that time.

The options include choices to abate the total tax or just the Town tax based on current values or Pre-TIF values.

Mr. Cummings noted that this is if we abate at all.

The cost ranges from \$3,150 to \$58,000.

Mr. Gotthardt asked about the 25% of lost business cited by the applicant, can it be 3rd party verified.

Mr. Schneider explained that this is part of the reason why we've asked for more information. There are a lot of ways to approach this and he can come up with more options.

Mr. Kluge noted that if we look at the Town tax at 25% it's a modest sum. He'd like to see the Board formulate a game plan. He doesn't know that we should hold ourselves responsible for the school portion.

Mr. Kluge and Mr. Cummings agreed that only the Town tax should be abated. Mr. Kluge feels the 25% is fine as this is mostly symbolic.

Mr. Kiley noted they have until March 1 to apply.

In answer to Mr. Cummings inquiry, Mr. Kluge said they must apply to have an abatement considered.

Town Meeting:

The Board approved the Selectmen's letter for inclusion in the Town Report and they OK'd a presentation at Town Meeting by the Energy Committee.

The Board received a petitioned warrant article relative to streetlights.

Mr. Cummings asked if Town Meeting can dictate that the Energy Committee makes the determination on streetlights. Can the Town dictate this?

Mr. Schneider will talk to Attorney Jim Raymond.

Mr. Cummings feels it should be up to the public safety departments and the Board of Selectmen. He doesn't think Town Meeting can dictate to us which streetlights go.

Mr. Gotthardt pointed out that a streetlight that doesn't meet the criteria can stay, but the Town would no longer pay for it.

Mr. Cummings moved to place the petitioned article relative to streetlights on the warrant, Mr. Kluge seconded, vote unanimous in favor of the motion.

The Board received a petitioned warrant article relative to the establishment of a conflict of interest ordinance pertaining to Fire Wards and chief officers of the Fire Department. There is a one-year grace period. The signatures have been verified by the Town Clerk.

Mr. Kluge moved to accept the petitioned warrant article relative to establishment of a conflict of interest ordinance pertaining to Fire Wards, Mr. Cummings seconded, vote unanimous in favor of the motion.

The Board reviewed the warrant.

Article 4 – Jones Hill Road Project: Mr. Kluge moved to recommend Article 4, Mr. Cummings seconded, vote unanimous in favor of the motion.

Article 5 – Operating Budget: Mr. Cummings moved to recommend Article 5, Mr. Kluge seconded, vote unanimous in favor of the motion.

Article 6 – Salt/Sand Facility: Mr. Cummings moved to recommend Article 6, Mr. Kluge seconded, vote unanimous in favor of the motion.

Article 7 – CIP Reserve Fund: Mr. Cummings moved to recommend Article 7, Mr. Kluge seconded, vote unanimous in favor of the motion.

Article 8 – Transfer Station Storage Shed: This is based on a 24 x 24 LaValley's no-frills garage. It would house the tractor that plows and moves refrigerators, as well as tools and valuable recyclables. Mr. Crate wonders why we need a shed to house a tractor when the DPW building is a ¼ mile away. It was noted that the needs of the transfer station may change based on what is done with curbside collection of solid waste and/or recycling. In any case, the Transfer Station would be open at least every Saturday. The funds do not have to be spent if it's found there isn't a need.

Mr. Cummings moved to recommend Article 8, Mr. Kluge seconded, vote unanimous in favor of the motion.

Article 9 – Repurpose Municipal Building Reserve Fund: No recommendation is required. Discussion ensued regarding the need for Enfield Center Town House maintenance. The repurposed fund could be used for those maintenance items.

Article 10 – Municipal Facilities, Maintenance & Equipment Expenses: Mr. Cummings moved to recommend Article 10, Mr. Kluge seconded, vote unanimous in favor of the motion.

Article 11 – Cruiser Lease: Mr. Cummings moved to recommend Article 11, Mr. Kluge seconded, vote unanimous in favor of the motion.

Article 12 – Discontinuance of Reserve Funds: No recommendation required.

Article 13 – Deposit into CIP Reserve Fund: Mr. Cummings moved to recommend Article 13, Mr. Kluge seconded, vote unanimous in favor of the motion.

Article 14 – Thermal Imaging Camera: Mr. Cummings moved to recommend Article 14, Mr. Kluge seconded, vote unanimous in favor of the motion.

Article 15 – Establishment of Ambulance Revolving Fund: No recommendation required. The Budget Committee Chairman has expressed concern that this fund could become a slush fund. The ambulance budget could be budgeted as any other department with expenses offset on the revenue side. Mr. Cummings suggested removing Article 15 and 16, which appropriates previously received revenues to this fund. Mr. Kluge concurred.

Article 17 – Procedure for Sale of Property: This article is optional and addresses how we handle the sale of property. We already ask the Planning Board and Conservation Commission

for input. This article also allows 50 registered voters to require the sale of property to go to Town Meeting vote. Mr. Kluge feels this is overly complicated. Mr. Schneider said this was recommended by our attorney and provides a cleaner title so the new owner can obtain title insurance on that property. The Board unanimous deleted this article from the warrant.

Article 18 – Cemetery Maintenance Expendable Trust Fund: Mr. Cummings voted to recommend Article 18, Mr. Kluge seconded, vote unanimous in favor of the motion.

Article 19 – Petitioned Warrant Article for Scenic Boardwalk: This is a petitioned warrant article, but as a moneyed article requires the Selectmen to vote to recommend or not recommend its passage. Mr. Cummings still has too many questions regarding this proposal. Mr. Kluge feels we need to live with it for a summer. Mr. Kluge moved to recommend Article 19, Mr. Cummings seconded, vote unanimous in opposition of the motion. The Selectmen voted unanimously not to recommend Article 19.

Administrative Items:

The Board reviewed and approved a Petition & Pole License for Boys Camp Road.

VIII. OTHER ITEMS

Next Meeting:

Wednesday, February 6, 2013, 6:30 PM, Public Works Facility. A bond hearing will be held by the Board of Selectmen, following by the Budget Hearing. The Budget Committee will then hold a meeting and review the warrant.

CONFERENCE

I. ADJOURNMENT

Mr. Cummings moved to adjourn at 8:07 PM, Mr. Kluge seconded, vote unanimous in favor of the motion, meeting adjourned.