

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

MINUTES of November 18, 2013

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

Administrative Staff: Steven Schneider, Town Manager; Alisa D. Bonnette, Executive Assistant; Jim Taylor, Director of Public Works; Richard A. Crate, Jr., Chief of Police

Others: Henry Cross, Dan Kiley

BUSINESS MEETING

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mr. Cummings moved to accept the regular session minutes of November 4, 2013 as presented, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Cummings moved to accept the non-public session minutes of November 4, 2013 as presented, Mr. Crate seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Town of Hanover Notice of Application Seeking to Construct a Personal Wireless Communications Facility on Moose Mountain, Hanover, NH

Minimum Impact Wetlands Permit Application – 89 NH Route 4A

IV. BOARD REPORTS

Planning Board:

At the last Planning Board meeting conditional approval was granted to Family Dollar. The trailer on the site is gone today. A building permit application has been submitted and is being processed. The Planning Board also granted conditional approval of the Webster Brook Roadway.

The Planning Board reviewed proposed changes to the Zoning Ordinance involving the tweaking of some language. Many amendments were considered, but were narrowed down to 5 amendments for the next Town Meeting.

V. PUBLIC COMMENTS

Henry Cross – Veterans Memorial Park:

About 3-1/2 weeks ago the two lights on the roadway going into the park were out. When the lights hadn't been fixed, two days before Veterans Day Richard Crate tried to replace the bulbs, but regular bulbs won't fit in the LED fixtures. The grounds crew told him a certified electrician is needed to put the bulbs in the park. Mr. Cross spoke with Larry Battis, Energy Committee member, who informed Mr. Cross we'd save a lot of money with the LED fixtures. At a cost of \$180 and an electrician vs. a \$9 bulb, Mr. Cross wonders where we're saving money.

Mr. Taylor spoke with Defiance Electric and they'll check to see if it's a photo cell or bulb.

Mr. Schneider informed Mr. Cross that after switching to LED fixtures at the Veterans Memorial Park and on the bridges in the Village the Town has saved \$6,000 per year. The Veterans Memorial Park was a big consumer of energy because of the lights being used.

Mr. Cummings asked why we would get lights that need an electrician to replace the bulb.

It was explained that we aren't sure if it's the light or the photocell. It's not a normal fixture.

Mr. Cross asked that the Town be prepared with spare lights in the event one goes out. He added that the Grounds Crew did a marvelous job at the Veterans Memorial Park this year.

Mr. Kluge agrees we should have a couple of bulbs on hand.

Mr. Taylor explained that the thing that gets changed is the entire hard-wired unit. Though LED fixtures are supposed to last a long time, sometimes lightning will cause problems.

Chief Crate – Streetlights:

Chief Crate informed the Selectmen that he would be submitting a memo to the Board of Selectmen and Town Manager with his report on the streetlights.

Mr. Crate asked who was recommending taking what lights out. He was informed a list was provided to Chief Crate by the Energy Committee. The lights to be removed include anything that does not meet the criteria specified the Town Meeting warrant article and those in the village areas. The Enfield Village area was based on the Historic District with some minor changes and the Enfield Center Village area was based on the 30 mph zone. When Chief Crate's review is done the recommendations go to the Board of Selectmen.

Mr. Crate said there is no light at the major intersection of Ibey Road and Lockhaven Road.

Chief Crate will meet with Kurt Gotthardt on the 2nd or 3rd of December.

VI. BUSINESS

Community Building Acoustics:

Mr. Cross came before the Board to discuss the acoustics at the Community Building. He's filling in for Dwight Marchetti who made the original proposal. The Selectmen were provided a photo of the installation of acoustic panels at the American Legion.

Mr. Schneider explained that the way they were installed in the American Legion is not the way the company intends for them to be installed. They aren't supposed to be installed flat on the ceiling, but vertically.

Mr. Kluge can't see using these panels at the Community Building; it's dreadful.

Mr. Crate asked if there was anyone in the area who specializes in acoustics.

Mr. Schneider explained that a few years ago we had someone come in. It's expensive. It costs a few thousand dollars for a report and several thousand to have the work done. We previously had a review with no formal report. We can either put money aside in 2013 or dedicate some funds in 2014. The solution needs to fit the character of the building, be effective and can't compromise the safety of the building, specifically the sprinkler system. A combination of something on the ceiling and on the windows, such as curtains, might be a solution.

Mr. Kluge said we should see what it would cost for heavy duty carpet that can be cleaned. He was informed of the spills that have occurred on the wood floor that would be difficult to clean from carpet.

Mr. Cummings said we talk about this and keep putting it off. He would like to either make a commitment to do it and follow through or forget it.

Mr. Kluge would rather do nothing than use the vinyl covered foam acoustic panels proposed. It will probably take more money than we have now. We need a real estimate.

The Board discussed the acquisition of services for acoustic improvements. This is something the Selectmen would like to pursue.

Mr. Cross said the Lions Club put so much into this building and we can't spend \$4,000?

Mr. Kluge said the solution may be more like \$10,000 to \$15,000.

Mr. Crate moved to talk to some companies, get recommendations and estimated costs for improved acoustics at the Community Building, Mr. Cummings seconded, vote unanimous in favor of the motion.

2014 Budget:

The Budget Committee has had a couple of meetings. Last Thursday they reviewed Administration and Human Services budgets. Mr. Schneider went over these budgets with the Board of Selectmen.

Executive Office – This budget includes the Town Manager, Executive Assistant and Board of Selectmen. There are no additional personnel or changes in hours requested in the Administrative budgets. Salary increases and software updates are included. Printing was increased to be in line with actual expenditures. Mr. Schneider still feels there's value in printing and mailing the annual report to all property owners even though some Towns are now reducing their printing costs by making copies available on-line and in the Library rather than mailing copies to property owners.

Technology – Technology needs are now separated into their own cost center. This includes some computer replacements and a mail server replacement to eliminate conflicts with the Town's file server. A separate mail server would allow better defenses against email attacks.

Vital Records – This budget includes increases due to more elections in 2014 than in 2013.

Finance – This budget includes the Bookkeeper, Assessing Administrator and Tax Collector. This budget also includes repairs and service contracts, including updates for assessing software and tax collection software. There are no hour or personnel changes.

Revaluation – 2014 will be a full community revaluation years. The budget is increased to \$52,000 for this purpose. \$30,000 is the normal contract amount. In a reval year the contract goes to \$40,000, plus another \$12,000 for utilities values. We may need to do utility values again pending the outcome of the lawsuit.

Legal – Increase in this account due to lawsuit.

Personnel Administration – This is the budget where we carry benefits. Health insurance is now budgeted at \$550,000 vs. the \$680,000 first estimated. This budget includes not only health insurance, but workers compensation, and the employee deductible program. At first the deductible program was budgeted as worst case scenario at \$16,000, but is now budgeted closer to actual experience. The separation liability line is for someone who retires.

Planning – The planning position is still at 25 hrs./wk. It will be at least a year before we'd consider increasing the hours. Benefits aren't provided until 35 hrs./wk. Having Scott Osgood on staff at 25 hours fits our needs right now. As the Town develops additional hours may be needed.

When Jim Taylor was the Planning Administrator the position also included zoning and economic development. We may go back to the combined Planning/Zoning position, but were' about a year away from that transition.

The Zoning Administrator salary was in the Building Inspection cost center. This year the salary for the zoning position has been broken out for a more accurate reflection of zoning costs.

General Government Buildings and Cemeteries have not been reviewed yet.

Insurance – This includes property-liability and public officials bonding.

Regional Organizations have not yet been covered. There's a Budget subcommittee that meets and reviews the submissions. No recommendations have been received from the subcommittee yet.

Human Services Administration – this includes the Human Services Director's time. The salary line better reflects the time she spends doing Human Services. She's here one day a week doing Human Services and when at the Public Works Department she sometimes does some Human Services duties, but works primarily on Public Works projects.

Direct Assistance – This includes what is paid out to assist clients. The Human Services Director asks that rent be increased from \$13,000 to \$15,000 based on need and because rents in the Upper Valley are becoming more expensive. Traditionally, rent is what we spend most of Direct Assistance on. The Human Services Director has done a great job using her contacts with non-profit agencies to be sure clients' needs are met and at the same time being sure the Town's responsibilities are also met.

This coming Thursday the Budget Committee will review Police and Parks & Recreation budgets. The first Saturday of December will include review of the Fire and Public Works budgets. Following these meetings will be review of capital items.

From late December to mid-January we want to get as many of these reports and numbers up on the Town's website as possible.

Curbside Trash/Recycling: Main Street:

Mr. Kluge expressed concern with the situation on Wednesday where the trash containers at curbside at one apartment building on Main Street were already full as were the containers behind the building. There was also trash on the ground. This was visible from the road and the rail trail.

Mr. Kluge had asked previously how many units were in this apartment building. He was informed by Mr. Schneider that this building, owned by Terry Johnson, has 4 units. There are 16 multi-unit buildings, with a total of 70 units between them, located on Main Street. 74 Main has 6 units. 60 Main has 9 units. 12 Main has 7 units. Michael Davidson has 14 units in 2 buildings.

Mr. Kluge assumes that since there are only 4 units this particular building can't be required to get a dumpster.

Mr. Schneider said toters need to be 5' from the sidewalk. They can be stored on the side or rear of the building.

Discussion ensued regarding who has been contacted there and if a registered letter was sent. All of the property owners were contacted, but not the tenants. A letter was sent by regular US Mail. Mr. Kluge suggested a registered letter be sent with more forceful language. He believes we can pick up the trash and charge them a premium for doing so.

Mr. Crate said if there's trash behind the building maybe Phil Neily should check this out in his capacity as Health Officer.

Mr. Crate asked if a complaint he relayed to Mr. Schneider about collection on Goodhue Hill Road had been taken care of. Mr. Schneider replied that it would be.

Other locations in Town where toters are left curbside were discussed. Mr. Kluge said this probably shouldn't be a Selectboard problem to worry about, but that Phil Neily should be more proactive.

Mr. Schneider informed the Board that changes to the Solid Waste Ordinance may be needed to be more specific.

Dan Kiley reported that Casella is leaving notes on recycle toters that they are not trash bins and they won't be picked up if they are full of trash.

VII. TOWN MANAGER'S REPORT

Water/Sewer Rates:

The City of Lebanon is increasing sewer rates by 9% so we need to address our rates. A public hearing to discuss the sewer rates needs to be scheduled.

Sewer Repair:

There is a sagging sewer line on NH Route 4A near the last house at Lower Shaker Village. We've been quoted \$65,000 for the repair. We found the sagging when the line was scoped. The line was not installed by the Town, but was taken over by the Town in 1995. The cost of repair won't affect the tax rate. We can use funds intended for the pig launcher (sewer line cleaner); \$15,000 was dedicated to that. We can also use some capital reserve funds. The high cost of repair is due to the cost of State permitting and the proximity of the line to the lake. We can start the repair right after Thanksgiving, if approved. We haven't gotten a lot of quotes as this is a complicated project many aren't interested in taking on.

Mr. Crate recommended a contractor to contact for a quote in addition to the one already received.

Whitney Hall Repairs:

There will be a walk-through of the repair project on Thursday. The porch floor was replaced and most of the roof as well, plus some clapboards. They are working now and it's nearly completed. Don Roberts is doing the work.

Sand/Salt Shed:

The poles are up. We hope to have the floor in by the end of the week. It needs to be done before the plants close. The Public Works crew is bringing the base up to grade now.

Administrative Items:

The Board reviewed and approved the Equalization Ratio Certification form.

VIII. OTHER ITEMS

Parking in Front of Whitney Hall:

Mr. Crate reported a problem with a car being parked in front of the Library by the fence.

December Meeting Schedule:

- Regular Meeting: Monday, December 2, 2013, 6:00 PM, Whitney Hall Conference Room
- Regular Meeting: Monday, December 16, 2013, 6:00 PM, Whitney Hall Conference Room
- Joint Meeting with Budget Committee & CIP Committee, December 19, 2013, 6:00 PM, Public Works Facility

CONFERENCE

I. ADJOURNMENT

Mr. Crate moved to adjourn at 6:58 PM, Mr. Cummings seconded, vote unanimous in favor of the motion, meeting adjourned.

John W. Kluge, Chairman

B. Fred Cummings

Donald J. Crate, Sr.
Enfield Board of Selectmen