

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

MINUTES of December 2, 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: Dan Kiley, Kurt Gotthardt, Rick & Leslie Barrow, Maurice Vanderpot, Peter & Susan Vickers

BUSINESS MEETING

I. CALL TO ORDER

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

Mr. Kluge announced that two public hearings would be held at 6:30 PM, for discussion of the water and sewer rates and expenditure of sewer capital reserve funds.

II. APPROVAL OF MINUTES

Mr. Cummings moved to approve the minutes of November 18, 2013 as printed; Mr. Kluge seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Tax Collector's Report – November 2013:

Taxes are coming in steadily, which is good because the School District payments are about \$700,000/month. The County tax payment is due later this month and is close to \$1 million.

Town Clerk's Report – November 2013:

\$752,000 has been collected year to date. \$710,000 had been collected by this time last year. Nearly every month has been over where we were last year. If we're over on December revenues as well we'll see close to \$800,000 in Town Clerk revenues. This will be near 2006 and 2007 levels.

IV. BOARD REPORTS

Enfield Village Association:

A forum is scheduled on the Greeley House on January 22nd at the Enfield Community Building. The purpose is to acquaint the public with the current plans for the Greeley House. EVA will only

spend money on the Greeley House that is in the bank specifically for that purpose; no more. Neither Town funds nor any other funds will be used for that purpose.

Budget Committee:

The Budget Committee discussed the Enfield Village Association (EVA) at their last meeting. EVA's request for funding has increased from \$9,000 for 2013 to \$12,000 for 2014. Mr. Cummings was hesitant to provide EVA with a 33% increase.

Mr. Kluge said that one goal is to hire someone just for clerical work so the Executive Director can concentrate on economic development work. When the Town cut funding for regional organizations, most of those organizations petitioned for the originally requested sums and Town Meeting approved it. EVA never did that.

Mr. Cummings explained the theory was that EVA wasn't a regional organization in the same sense the other organizations are. There was a clear distinction made. The Budget Committee has made no decision on EVA's 2014 funding request.

Capital Improvement Program (CIP) Committee:

The CIP Committee met two weeks ago and continued their review of projects, specifically the Lovejoy Brook Road culvert replacement and the Mascoma Lake boat launch repair. The concern they had with the Lovejoy Brook Road project is that the CIP Committee hadn't seen it before. They do not want the CIP Capital Reserve Fund and process to be views as a piggy bank that we can throw projects at and get funded.

The Lovejoy Brook Road culvert replacement project is part of the Hazard Mitigation Plan and has always been on our radar. Grant funding availability makes this project feasible. We may not be required to put up \$180,000. It may be enough to include the project in our Tax Increment Finance (TIF) District work plan. The Board of Selectmen may be asked, at a later date, to include an article on the 2014 Warrant for Town Meeting approval to add this to the TIF project list. If awarded the grant funding the funds would not be spent until 2015.

There was a good discussion of the boat launch. The majority would like to fund this project through financing while rates are still attractive so we're leveraging our dollars as best we can.

Mr. Kluge asked what our prospects are for the Lovejoy Brook Road culvert replacement grant and when we would find out if we've been approved for funding.

Mr. Taylor said this information would be available this winter.

Mr. Kluge noted this means we'll know well before work has to start.

Mr. Schneider added the grant is a 75/25 split. The Town's 25% can consist partially of in-kind work.

Recreation Commission:

The Recreation Commission met recently and discussed the issue of raising summer recreation rates. It's currently \$25/week and we may be raising it a bit. The Recreation Commission is surveying rates at other summer recreation camps.

V. TOWN MANAGER'S REPORT

Whitney Hall Porch Repairs:

The front porch repairs are completed and it looks very good. The railing on the side mirrors the railing on the front. Mr. Schneider spoke with Don Roberts this morning and we'll be billed for the quoted price of \$20,000. Some additional work was done including replacing some clapboards and repairs to part of the Town Office sign at the rear of the building. A rain deflector was installed that will prevent ice on the walkway.

Public Works Sand/Salt Shed:

The floor of the sand/salt shed has been paved and the poles are up. The contractor will be on site this week to do the roof.

Salt/Sand Spreader Bid:

The Board received a copy of the results of the Salt/Sand Spreader bid. Five bids were received with less than \$500 difference between the high and low bids. Mr. Schneider said they recommend going with the low bid.

Mr. Crate asked if they have to go to Concord for service.

Mr. Taylor replied that it's a standard Fisher spreader so any area dealer will have parts.

Mr. Crate expressed concern about the cost to travel for warrantee work. For \$200 more, Lucky's is a lot closer.

Mr. Cummings was in approval of the low bid. Mr. Kluge agreed.

VI. PUBLIC COMMENTS

Kurt Gotthardt – Streetlights:

Mr. Gotthardt met with Police Chief Crate to discuss the streetlight warrant article from Town meeting. Chief Crate will provide a report to the Board of Selectmen at a later date. Mr. Gotthardt said he and Chief Crate are coming from 2 different perspectives – different ends of the spectrum. Mr. Gotthardt provided the Selectmen with the Energy Committee's current position and a list of where streetlights would continue. He explained the area designated by the Committee as the "village areas".

The Town Meeting vote required the Police Chief, as safety officer, to review the lights. He and Mr. Gotthardt have a different point of view as to what the voters' wishes are. The Selectmen were provided the minutes of the Town Meeting relating to this vote.

Mr. Kluge would not comment; he'd like to see all of the lights.

While some maps of the streetlights might be difficult to read, Mr. Gotthardt provided maps of streetlights to Chief Crate and these are fairly clear.

Mr. Crate said he would wait for the Chief's recommendation.

Dan Kiley – Enfield Village Association (EVA) Funding:

Mr. Kiley understands EVA has changed over the years. He said that at Town Meeting they first said they wanted \$10,000 per year for three years and they would never come back again. If you ask people in Town what EVA does they're likely to say they rehab buildings. Regarding economic development, Mr. Kiley sees them put out a business directory ones a year. That is not worth \$10,000.

VII. BUSINESS**Solid Waste Ordinance:**

The Board received a revised Solid Waste Ordinance for review. Major changes include cleaned up language specific to containers and a definition of storage area. The new wording prohibits storage of containers in the State or Town right-of-way or adjacent to a sidewalk. Containers are left out more now than in the past. The new wording provides clarity. The ordinance has changed commercial from 5 units to 6 units because 6 units is the number we've used all along. The remainder of the ordinance remains pretty much the same. If the goal is to get the container off of the street side, this should take care of it.

Mr. Kluge pointed out that in some cases this means containers would have to be on the side or rear of a building. Mr. Kluge inquired about the change to 6 units.

Mr. Schneider responded that anything more than 6 would be considered commercial; meaning 7 units or more is commercial. Mr. Schneider believes there is one building on Main Street with more than 6 units.

Mr. Taylor said they also talked about penalties, like removing service and taking totes back.

Mr. Schneider added that some communities will do warning letters.

Mr. Cummings said the danger is you'd have bags all over Main Street.

Mr. Schneider agreed that might be the case, but we can then enforce it criminally as littering.

Mr. Kluge asked what's been done about the current issue on Main Street.

Mr. Schneider informed the Board that a certified letter has been sent.

Mr. Kluge noted that Casella picked up bags that were put on the sidewalk. This is not a good precedent.

Chief Crate explained that if service were discontinued and trash left on the roadside there would then be a different statute to follow up on. To be fair the tenants need to be informed that they can't put trash there. It would not be about case law regarding an ordinance at that point, but about littering.

It was noted that we're having problems with owners vs. tenants vs. property managers. They are all just point fingers at the others.

Mr. Cummings asked to come back to this later. Mr. Crate agreed.

Mr. Schneider asked the Board if they were comfortable with the definition of “storage area.”

Mr. Cummings replied that he’s comfortable with everything except penalties.

PUBLIC HEARINGS

Water & Sewer Rates

Mr. Kluge read the public hearing notice regarding discussion of the setting of Water & Sewer Rates.

Mr. Crate moved to open the public hearing at 6:33 PM, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Schneider distributed a copy of the Sewer and Water Department budgets. Mr. Schneider reviewed the proposed 2014 Water budget, which has risen from \$200,000 to \$213,000. The \$213,000 includes \$20,000 to be deposited into capital reserves for future maintenance and repairs.

The two departments share two full-time employees; 60% Water/40% Sewer. We don’t have a sewer treatment facility, which is why most of the employees’ time is allocated to the Water Department. In the future we’ll more closely track their time within each department.

Water rates will stay the same; we are not asking for an increase.

The Sewer budget in 2013 was \$451,565. The request for 2014 is \$467,858; close to a 3% increase. The big driver is the treatment with the City of Lebanon. An article in the Valley News recently reported that the City of Lebanon would be holding a hearing later this week and anticipated a 9% increase in their sewer rate. They may adjust their rate structure to be similar to ours. Ten percent of their customers pay the minimum every year. The City of Lebanon doesn’t want to make it too expensive to live and work in the city. They are spending tens of thousands of dollars to separate storm water from their system. The Town of Enfield gets involved in this because we own part of the sewage treatment plant.

\$275,000 has been requested in the 2014 for treatment until we hear from the City of Lebanon. \$275,000 of the total Sewer budget is going to treatment of waste. The Sewer budget also includes \$25,000 for deposit into capital reserves; \$5,000 more than last year. We’ve extended the sewer and added customers, but the majority of our system is old – over a century old – and reserves are needed for unplanned repairs and planned maintenance. It is recommended that the sewer rate be increased 9%

Mr. Kluge would like the sewer rate to reflect the increase by the City of Lebanon. It was agreed by the Board that Enfield’s rate increase should match that of Lebanon’s increase, up to 9%.

Mr. Taylor explained the reason for holding this public hearing before the City of Lebanon reached a decision is that we want the new rate in place for the first of the year.

Rick Barron asked if adding customers doesn’t affect what we need to bring in.

Mr. Schneider explained that adding customers will increase usage.

Mr. Barrow asked, “even though we have a 25% increased customer base that won’t lower the costs?” He was informed that in the future we may not see the see increases. While Mr. Barrow would like to see a decrease in costs, he was told we may be able to keep the increase to something less than Lebanon’s increase.

Mr. Barrow asked if FastRoads was supposed to decrease internet costs. He was informed by Mr. Schneider that as an organization we haven’t joined the FastRoads network yet. The 2014 budget is reflective of current conditions. The following year will reflect changes.

Mr. Schneider explained that he and Mr. Taylor have talked about how to track costs more accurately. In 2014, we’ll try to make a more accurate distribution of expenses between the Water & Sewer Departments.

Electric utilities have been budgeted at \$14,000 for two years and we’ve spent \$8,500. While it might appear that the departments might run a surplus as a result, this isn’t the case. All bills aren’t paid.

Mr. Kiley said there should be a savings on the fixed side. There will be revenue on the fixed side for those who didn’t hook up.

Mr. Kluge invited further comment on the Water & Sewer rates.

John Carr wondered if we had compared our rates to Lebanon’s rates. The newspaper article says the average user in Lebanon pays \$500 per year for water and sewer. Lebanon is going up 9%.

Mr. Taylor explained that the Town of Enfield is considered a user on the system and Lebanon users will be charged 9% more. The only difference is we go through pump stations. Lebanon does it by the cubic foot vs. gallons as we do, but a comparison could be done.

Mr. Gotthardt said if the Town of Enfield doesn’t charge enough the departments will have to go to Town Meeting asking to cover the deficit.

There were no further comments.

Mr. Cummings moved to close the Public hearing at 6:47 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Crate moved to increase the sewer rate up to 9%, Mr. Cummings seconded, vote unanimous in favor of the motion. The intent of the vote is to match, up to 9%, the increase voted in by the City of Lebanon.

Expenditure from Sewer Capital Reserve Fund

Mr. Kluge read the public hearing notice for discussion of expenditure of funds from Sewer Capital Reserves.

Mr. Cummings moved to open the public hearing at 6:48 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

The Board of Selectmen received three quotes for repair of the sagging sewer line adjacent to NH Route 4A, ranging from \$65,000 to \$99,000.

This issue has been discussed in the past. It is proposed to expend \$15,000 that was budgeted in 2013 for the pig launcher, with \$40,000 to come from Sewer capital reserves and the remainder from the 2013 Sewer Department operating budget.

Mr. Barrow asked what the issue was. He was informed there is a sag in the sewer line located right next to the Lake. It's a plastic pipe. He asked if it's in the roadway and was informed that it is not; it's located in the bank adjacent to the roadway.

Morris Vanderpot lives on Tiffany Lane. The Vickers, also in attendance, lives there as well. The sewer line runs by their homes. Mr. Vanderpot has spoken to the representatives of the three contractors who submitted quotes. He informed the Board there is a wide difference in what they understand the project to be. He's concerned that they each think it's a different project. CLD Engineers did a plan and Mr. Vanderpot thinks that is the project that should be executed. Mr. Vanderpot is in favor of the project, but whatever vendor the Town chooses should know exactly what they're supposed to be doing.

Mr. Taylor explained that all of the contractors had the same plans and permit from the State. He met with all three contractors as late as 3 PM today and he answered questions. He will have a pre-construction meeting with the contractor and residents. All three contractors indicated they could start this month.

Mr. Vanderpot said this was good to hear because as of 10 AM this morning it was not clear.

Mr. Vanderpot and other neighbors are in favor of the repair project as they would hate for the pipe to burst and harm the quality of the lake.

L&M Service Contractors, with the low quote of \$65,000, was recommended to the Board of Selectmen. Mr. Taylor said he'd be happy with any of the three contractors.

Mr. Vanderpot asked if in their bids and the Town's acceptance there is 10% +/- . He asks because over the past years all vendors and engineers have said they have to open it up and find out what's real.

There were no further comments.

Mr. Cummings moved to close the public hearing at 6:56 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Cummings moved to authorize the expenditure of \$40,000 from the Sewer Capital Reserve Fund for repair of the sagging sewer line, Mr. Crate seconded, vote unanimous in favor of the motion.

The Town's engineer will check in periodically on the project.

Petition & Pole Licenses:

The Board received a petition for amendment of the Town's Pole & Conduit Licenses as recommended by the Town's attorney. A public hearing must be held and has been scheduled for

Monday, December 16, 2013 at 6:30 PM, in the Whitney Hall Conference Room. The law has changed and we're now allowed to issues some licenses we couldn't in the past.

Treasurer Position:

Mr. Schneider received an email from the Town's Treasurer, Lisa Gelinas, indicating her intent to resign from the position due to increased work outside of the Town of Enfield. Mr. Schneider has not been able to meet with the Treasurer since the email was sent. Joyce Osgood serves as Deputy Treasurer and the position will be up for election in March. The Deputy Treasurer can serve as Treasurer. We'll need a new Deputy Treasurer just in case.

Mr. Cummings inquired about incompatibility of offices. Mr. Schneider explained that most of the staff would not be able to take on the position, but that he or Alisa Bonnette could take it on. Potentially, Sasha Holland, could fill the position. She is familiar with reconciling accounts.

Parks & Recreation Artwork:

At the last Recreation Department meeting a high school art student presented ideas for putting art on the Shakoma Beach building and the Huse Park Pavilion. Examples of what is proposed were presented to the Selectmen for consideration. The smaller blue & yellow artwork would work best at the beach, would be painted on a 2' x 2' piece of wood and affixed to the building. It will be removable. The other artwork is proposed as a 4' x 6' or 5' x 7' piece at Huse Park.

People don't go down to the beach to view artwork, but a splash of color wouldn't hurt. The Huse Park artwork would be on a wall facing the fields and would incorporate things you do at the park.

Mr. Kluge is OK with the proposal as long as the artwork is removable. Mr. Cummings and Mr. Crate agreed.

Dan Kiley suggested putting plexi over the artwork to protect the surface from vandalism.

Community Building Acoustics:

Mr. Schneider met with and spoke to a couple of groups regarding the acoustics at the Community Building. The White River firm will look at it again as well. A company from Cambridge MA has done a lot of work in the Upper Valley and will need floor plans and dimensions of the building. The last group is the one Dwight Marchetti was working with.

2014 Budget:

At the last Budget Committee meeting they reviewed the Library budget, which for the most part saw no changes. The budgeted amount for personnel is worst case scenario and each year the request is reduced to something closer to actual expenditures. The Library budget will be fairly static.

The Recreation budget includes a request for \$5,000 for the regional recreation person. Currently there's \$15,000 in grant funds in 2014. Enfield would contribute \$5,000 from the operating budget and Canaan would be fund by other means, including user fees, but not taxation, and would contribute \$5,000 as well. The difference that is concerning to Mr. Schneider, and that has been discussed previously, is the issue of funding methods used in Canaan. The added funding would provide more hours for the regional recreation person.

Mr. Kluge wants to be sure we aren't subsidizing or helping to support Canaan's role in this. Does Canaan charge user fees to Enfield residents?

Mr. Schneider explained that Enfield and Canaan have their own Town recreation programs, then there's the regional program that may have events take place in Canaan but funds go to support the regional recreation programs. The question is will Canaan programs be cut so much that they don't have user fees to support their share.

The major budget reviewed at the last meeting was the Police Department. There are no major changes associated with the Police Department. There are additional dollars for the prosecutor through the Lower Grafton County Prosecutorial Association. Those costs have gone up. The total budget is increasing by \$14,000.

The next Budget meeting will be on Saturday and will include review of the Public Works, Fire and Ambulance budgets.

Mr. Kluge noted that there has been no report on ambulance revenues in a while. He would like to see that.

Mr. Kluge asked if the Fire Department was looking for a new truck.

Mr. Schneider has not been told so.

Mr. Cummings asked if the Board can get the price on the rough trade of the 2009 truck.

Mr. Taylor said he could provide this and will have repair records available as well.

Curbside Trash/Recycling:

Revisiting this issue of curbside collection the Board was asked if they would like to institute penalties and a warning system.

Mr. Cummings said the idea of revoking trash service heightens his fears that people will start dumping trash. He's not sure how fines will stand up.

Mr. Kiley asked who would the Town fine? If trash collection is part of an individual's rent, as a tenant it's the landlord's responsibility to get rid of trash.

Mr. Cummings feels the issue is very muddy.

Mr. Schneider reported that in the past, on Algonquin Road, renters were the issue and the property owner got the notice.

Mr. Kiley said it's up to the landowner.

Mr. Kluge thinks the bags of trash behind the building may be a health issue.

Discussion ensued regarding how the ordinance would be enforced; how it would hold up in court. Mr. Cummings said people will fight it. We provide the service, they pay their taxes and part of that pays for trash. It was agreed that the Town's attorney should be consulted to be sure the ordinance can be enforced because if it can't be enforced there's no sense in having it.

Administrative Items:

The Board reviewed and approved an application for an elderly exemption.

VIII. OTHER ITEMS**Veterans Park and Streetlights:**

The lights at the Veterans Park have not been fixed yet. Mr. Taylor reported that the lights are covered by a 5-year warranty and parts are coming.

Mr. Crate reported that some streetlights are working ½ the time, blinking on and off. A pole on Baltic Street is a problem.

Mr. Taylor takes care of the Town installed lights. Chief Crate has the contact for streetlights on utility poles.

Mr. Kiley pointed out that the sensors on the downtown bridge lights have been covered by decorations so the lights are remaining on during the day.

Boys Camp/Bicknell Brook Bridge:

Mr. Crate inquired about the Boys Camp/Bicknell Brook Bridge and if there had been any further investigation into the replacement of the bridge. It's too narrow

Mr. Taylor replied that the bridge is in good shape, but agreed that it's too narrow.

Mr. Schneider said a Bailey bridge was discussed last year.

Mr. Cummings said if he had to prioritize bridges he'd do Boys Camp before he'd do Lovejoy Brook Road.

Mr. Schneider asked if the Board would be looking for a Bailey bridge like the one on Shaker Boulevard that is 1-1/2 lanes wide.

Mr. Crate said that would be fine. If you put in a Bailey bridge it just needs a couple of headers.

Mr. Taylor said that would not be a problem. Ledge makes it less of a project.

Mr. Schneider said they would look into the costs with Jim Taylor and get it on the CIP.

December Meeting Schedule:

- Regular Meeting: Monday, December 16, 2013, 6:00 PM, Whitney Hall Conference Room
- Public Hearing – Petitioned Amendments to Pole & Conduit License: Monday, December 16, 2013, 6:30 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 7:31 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