

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

MINUTES of February 27, 2012

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

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: Steve & Jean Patten

BUSINESS MEETING

I. CALL TO ORDER

Mr. Cummings called the meeting to order at 6:02 PM.

II. APPROVAL OF MINUTES

Mr. Crate moved to accept the minutes of February 7 & February 8, 2012 as printed, Mr. Kluge seconded. Mr. Crate and Mr. Kluge in favor, Mr. Cummings abstained, motion carried.

III. COMMUNICATIONS

None.

IV. BOARD REPORTS

Enfield Village Association:

EVA is continuing with breakfast meetings and brown bag lunch meetings. They are focusing on both the upcoming sewer and water project and different ways to address the resulting traffic issues, and social media. They are also working on a new directory.

EVA made an offer on the Greeley house at the corner of Main Street and Shaker Hill Road. The offer was accepted, but because the property is in foreclosure they are still awaiting paperwork. At this point it looks like EVA will own the Greeley building. EVA hopes to partner with another organization to rehab the building.

V. TOWN MANAGER'S REPORT

Force Main Relocation Supplemental Loan Agreement:

The loan agreement is paperwork catching up to the Shaker Bridge Force Main Relocation Project. Mr. Schneider is looking for authorization to enter into this loan agreement. The payment schedule indicates a total amount due of \$291,000 with payments just shy of \$20,000 over a 20 year period, however the State has reimbursed \$160,000 which will be applied to this loan to pay it off at a faster rate. Only \$131,000 will remain to be paid. The first two year's payments will be made from Sewer Capital Reserve Funds as previously authorized by the Board of Selectmen/Water & Sewer Commissioners.

Mr. Kluge moved to authorize the Town Manager to sign the Force Main Relocation Supplemental Loan Agreement, Mr. Crate seconded, vote unanimous in favor of the motion.

VI. PUBLIC COMMENTS

Dan Kiley – Planning Board Meeting:

Mr. Kiley reported on the Planning Board meeting that was held on February 8, 2012. The Planning Board met for 2-1/2 hours on the Laramie Farms project. The State has said there's no need for a turning lane off of route 4. The Planning Board has asked Nate Miller to send a letter to NH DOT to reconsider or at least to widen the asphalt so cars can make it around someone stopped in the travel lane to turn.

Also, they are highly desire a sidewalk from the development, eastward alongside Route 4 to Brownie's. The developer wants to do it. Mr. Miller will send a letter to the State requesting installation of a sidewalk. The right-of-way needs to be wide enough.

The developers are not looking at smaller apartments so they may fit the 154 apartments into 4 buildings instead of 5 and the road would go to only 2,000 feet rather than 3,000 feet. The height of the buildings will be within the requirements of the zoning ordinance of not more than 35' with two stories in front and 3 stories in back. The 4 units will consist of a small number of 2-bedroom units, but primarily 1-bedroom units and studio apartments.

The developers have been asked to talk to Advance Transit about creating a stop within the development.

The Board of Selectmen agreed to send a letter to the State in support of a sidewalk and turn lane on Route 4. Mr. Schneider will prepare this letter for signature by the Board at their next meeting.

Mr. Kiley added that the State says they see a need for a turning lane but not from an economic standpoint. In other words, they don't want to spend the money.

VII. BUSINESS

Whitney Hall Generator:

Mr. Schneider reported that the generator has been ordered and hopefully the wiring will be installed this week.

Route 4A Project:

The State has asked if the Town wants a meeting to be held about the Route 4A work. Mr. Shcneider thinks it's a fine way to communicate the work they've done and work they have yet to do. They can also give an update on the Shaker Bridge construction.

The Board agreed they State should hold a meeting. Mr. Schneider will work on scheduling something in March.

Town Meeting:

There is a change in Town Meeting due to the long-term bond/note for the DPW trucks. This is the reason for tonight's public hearing as well. The article without an escape clause must be treated as any other long-term loan in excess of \$100,000.

The first article to be addressed at the Deliberative Session on Saturday, March 17th will be the TIF sewer and water extension project. The article for the lease of DPW trucks without an escape clause will be the second article addressed. Because this article is for a bond over \$100,000 it requires a 2/3 ballot vote. The requirement to address this before other monied articles pushes this article before the Capital Improvement Program Capital Reserve Fund article. It makes sense to have a general discussion about this in one piece.

Mr. Schneider spoke to the Town's attorney, Jim Raymond, who will present at the meeting. Town Meeting can allow this discussion to take place. Dr. Beaufait can ask permission of the voters to have the discussion all at once.

Lee Carrier said it would be to everyone's advantage to have all of the discussion take place up front.

Bob Cusick asked if the voters have to approve lease payments every year. He was informed by Mr. Schneider that if we have a lease without an escape clause we can use capital reserve funds to make the lease payments. Future leases of over \$100,000 will have to go to Town Meeting this way. It will probably take a couple of years for people to get used to it.

Dr. Beaufait suggested limiting presentations to 5 to 10 minutes to balance between brevity and complexity.

Shaker Bridge:

Rail Trail: Mr. Schneider received an email from Alex Vogt of NH DOT. The Feds are reviewing the town's option for the rail trail crossing at Main Street. This is good news. The issue was getting the State to submit the Town's preferred option to the Feds for review. They hope to put this project out to bid for construction this summer.

Bridge Lighting: There have been several requests from citizens for shielded bridge lighting stemming from the 1970 article linking light pollution to algae growth in the lake. Mr. Schneider spoke to them about having the lights shielded and replicating the lights on the other downtown bridges.

Mr. Cummings doesn't believe much of the light goes up. He does not see it as a big issue.

The Energy Committee may discuss the fabrication of shielding for the existing bridge lights.

Mr. Schneider said the shape of the globe would be the same, the State needs to know the bolt pattern.

There is a vocal group that is passionate about dark skies.

Mr. Kluge suggests putting in lights now that match what we have downtown to maintain continuity. If need in the future there might be a retrofit for the lights.

Shaker Bridge Theatre Lease:

Mr. Schneider met with Bill Coons and Doug Smith to talk about the lease and that the Town would like its costs for electricity to be covered.

Mr. Cummings preferred that the lease not extend to 2014 but be reviewed and approved annually. Mr. Schneider will make that change.

Mr. Coons and Mr. Smith proposed covering the actual cost of electricity and providing ½ price tickets to Enfield residents on the day of performances rather than \$125/month.

Mr. Kluge said that's a win-win situation and he would be in favor of that.

Mr. Schneider will make the discussed changes to the lease in preparation for the next Selectboard meeting.

Mr. Kiley told the Board that Mr. Coons gave a nice presentation at Town Meeting about holding concerts, community theatre, community dinners and free acting classes for high school students. When is he going to do these things? He's done none of these and has an attitude that some people find off-putting. He's leasing the space but it isn't his building.

Mr. Kluge suggested Mr. Schneider speak to Mr. Coons about these issues.

Mr. Cusick suggested that it would be good to have ½ price tickets for Enfield residents.

VIII. PUBLIC HEARING FOR BOND OR NOTE OVER \$100,000: DPW TRUCK LEASE

Mr. Cummings moved to open the public hearing at 6:37 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.

Mr. Schneider explained that this hearing is necessary because the Town has an article on the Warrant to lease two DPW trucks. The lease does not have an escape clause for the 10 year note.

Mr. Cummings explained the Town is looking at creating a Capital Improvement Program (CIP) Capital Reserve Fund (CRF) into which funds will be deposited. In 2012 the Town is looking to deposit approximately \$210,000 into the CIP CRF, which is equivalent to the bond payments on the Public Works Facility (paid off in 2011) and funds to be expended on capital items, and a nickel tax increase. Under the CRF the Selectboard is named agent to expend so can approve lease payments. The police cruiser fits into this plan as well.

Mr. Carrier explained that needing two trucks, without a program like this it would mean a 60 cent or 10% tax increase. With this plan the trucks can be purchased with CRF and the annual nickel increase. Mr. Carrier noted there are balances in existing reserves that would also be used. The CIP CRF program is for multiple departments to fund all of the vehicles and equipment. The Town currently has 44 vehicles. \$300,000 sounds like a lot of money for trucks, and it is. We're snowplowing with 550's and the trucks are taking a beating. The CIP Committee looked at the

maintenance costs and we thought we should upgrade to something more rugged. We were looking at trucks costing \$90,000 and we're not looking at trucks costing \$150,000 but they're different trucks.

Mr. Cummings added that the new International trucks would be between a 550 and 6-wheeler in size.

Mr. Cusick said the CIP Committee looked at all of the vehicles. The Committee did a 15 year plan and developed a conservation replacement schedule. Capital leases are running at 2.5% to 3% so it made sense to look at these for the equipment needed. The Committee then planned a way to pay for it. We're deficient in replacing equipment. The Committee even looked at mowers, fire trucks, ambulance, salt & sand shed, and Jones Hill Road improvements. The Committee looked at a financing plan that eliminates the financing spikes.

Mr. Carrier pointed out that it also smooths out the tax rate. For 15 years we'll be paying an extra nickel each year to raise \$6.7 million over 15 years, compounded.

Mr. Cusick said the property tax base increases may result in the need to raise the tax rate by less than a nickel to raise the needed funds. The goal is to raise another \$25,000 each year, not to raise a nickel, with an increased property tax base it may take less than a nickel to raise the additional \$25,000.

Mr. Cummings said that after 20years of putting enough money into capital reserves we can then buy our vehicles and equipment rather than lease.

Mr. Carrier clarified that commercial leases are not like consumer leases. When we're done with the lease we own the vehicle.

Mr. Patten questioned if there was no escape to this. He was informed by Mr. Schneider that with no escape clause it's considered a loan, thus the need for this hearing and the need to discuss this lease before other articles at Town Meeting. If the voters don't approve this article they can approve a lease with an escape clause. If a future Town Meeting then does not approve payments we lose the equipment and could damage our credit rating.

Mr. Taylor explained that our 550 trucks are now about 10 years old.

Mr. Cummings pointed out that the Town would not keep the vehicle only until the lease is paid off, but will keep them as long as they have useful life.

Mr. Cusick explained the structure of financing the necessary equipment using different sources, including taxes and capital reserve funds. The Town has not taken care of this in the past. Leasing makes it easier to get through this while we play catch up.

Mr. Patten said in defense of not keeping up with putting funds into capital reserves, we had trouble financing it. He then asked if the leased vehicles are maintained by the Town.

Mr. Schneider explained that it's called a lease, but it's really a loan.

Mr. Patten asked, "When banks start changing to higher rates what happens to the lease?" He was informed the interest rate is locked in. We can also purchase from any vendor we want.

Mr. Cummings added that we get fully outfitted vehicles with one lease payment rather than different payments to multiple vendors.

Mr. Patten asked if the Town was still specing its own equipment. He was told, yes, the Town would be.

Mr. Cummings stated the Dept. of Public Works put a lot of effort into researching the International trucks. There's nothing saying we can't adjust the schedule of purchases as needs change. Everything is paid from the same pool of money, the CIP CRF.

With no further comments from the public, Mr. Cummings moved to close the public hearing at 7:00 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.

IX. BUSINESS, CONTINUED

Ambulance:

The Town got one response to its Request for Proposals (RFPs) for ambulance billing services. RFPs were specifically sent to Comstar and CAG (Certified Ambulance Group). The Town received a response only from Comstar. There were two pieces to the RFP: specifications and charges. Comstar's proposal is for 7% of actual revenue. Comstar provides services to other local communities and other NH communities, including Grafton, Hanover, Lebanon, Andover, Salem, Portsmouth, Keene & Tilton.

Mr. Kluge asked what kind of track record they have with soft-billing. Mr. Schneider will speak to them about this.

Mr. Cusick asked, "How many people pay the first time they're billed?" IF they don't pay the first time we don't chase them down.

Hanover reports 92% collections, but they may use hard-billing.

Mr. Schneider will follow up with them on that.

Mr. Cummings feels the estimated \$30,000 - \$50,000 in revenues is low.

Mr. Carrier asked if there are any fees over the 7% charge of actual revenues. He was informed by Mr. Schneider that there are not, just the 7%.

While Mr. Cummings is surprised that CAG didn't respond to the RFP, Mr. Schneider has spoken to the Chief in Lebanon and they are happy with the services from Comstar.

Mr. Cusick asked Mr. Schneider how his meeting with the Ambulance Department went. He was informed the meeting went well.

Mr. Cummings said he'd spoken with someone who may be interested in working per diem for the Town.

Recreation Department:

There was a joint meeting of the Enfield and Canaan Recreation Departments about the possibility of joining the two departments. There is not a lot of support from the Enfield Recreation Commission as there is not a lot of benefit to Enfield.

They will have a grant writer look at funding for this. Mr. Schneider will talk to the Selectboard before making any decision. Much of the discussion centered around providing support for area youth organizations. Typically the adult heading up a youth program has children in the program; they then move on when their children are no longer participating.

With a joint program all of the benefit seemed to be on the Canaan side and nothing on the Enfield side. Mr. Kluge would want to see a cost/benefit analysis if we pursued it further.

TIF Water/Sewer Extension Update:

None.

FastRoads Update:

Over the past couple of weeks, Mr. Schneider has been meeting with other FastRoads boards and banks. FastRoads need to come up with matching funds for federal dollars. They are looking for \$200,000 - \$300,000 commitments. Positive responses were received from Lake Sunapee Bank and Mascoma Savings Bank.

Mr. Cummings asked if Lake Sunapee Bank was interested in the Route 4 project. Mr. Schneider said they were, but their terms were not as good as Mascoma Savings Bank.

Discussion ensued regarding financing for the fiber project, including bank funding and private investment financing over 10 year with 6% returns to be paid with revenues from the project. The project is on track for matching funding.

They should begin stringing fiber this spring. They've been out surveying the poles. We have about 125 people committed and signed up for connection.

It's been a very positive project. Banks are asking all of the right questions about sustainability and maintenance. The next phase to consider is how to get it out to other parts of the community. Since Enfield is one of the first communities to be generating revenues we are likely to be first in expanding as well.

Administrative Items:

The Board reviewed and approved the following documents: Supplemental Warrant for Fairpoint conduit, Certificate of Posting of the 2012 Town Meeting Warrant.

Mr. Crate moved to authorize Mr. Cummings to sign a Petition & Pole license for poles on Boys Camp Road, Mr. Kluge seconded, vote unanimous in favor of the motion.

X. OTHER ITEMS**Next Meeting:**

March 5, 2012, 6:00 PM. Whitney Hall Conference Room.

CONFERENCE

I. NON-PUBLIC SESSION

Mr. Kluge moved to enter non-public session at 7:22 PM, RSA 91-A:3 II (a), Mr. Crate seconded. Roll call vote: Mr. Kluge – aye, Mr. Crate – aye, Mr. Cummings – aye, vote unanimous in favor of the motion.

Mr. Kluge moved to come out of non-public session at 7:27 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Cummings moved to seal the minutes until after Town Meeting, Mr. Kluge seconded, vote unanimous in favor of the motion.

II. ADJOURNMENT

Mr. Crate moved to adjourn at 7:28 PM, Mr. Kluge seconded, vote unanimous in favor of the motion, meeting adjourned.