

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

MINUTES of October 1, 2012

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: David Beaufait, Moderator; Katherine Stewart; Dan Kiley

BUSINESS MEETING

I. CALL TO ORDER

Mr. Crate called the meeting to order at 6:00 PM. Mr. Cummings was not present at this time.

II. APPROVAL OF MINUTES

Mr. Kluge moved to approve the regular and non-public session minutes of September 17, 2012 as printed, Mr. Crate seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Tax Collector's Report – September 2012:

At 96% collected, tax collection is comparable to 2009 and 2010 or a little better than 2011.

Town Clerk's Report – September 2012:

Motor vehicle registration revenues are better than anticipated. Mr. Schneider recently read a report that young people are starting to buy cars.

IV. BOARD REPORTS

Planning Board:

Mr. Kluge reported a busy evening for the Planning Board with a couple of conceptualls and the Keene Medical Products project. Liberty Utilities, previously National Grid, did a nice presentation on trimming. There was also a presentation of proposed zoning revisions for the Route 4 water/sewer extension area.

V. TOWN MANAGER'S REPORT

Huse Park Sign & Entrance Repair:

Repairs are moving along. The company doing the ironwork repairs is coming tomorrow. The ironwork needs to be completed before the stonework is done.

FastRoads:

Two of our municipal buildings had fiber drops constructed: Enfield Center Fire Station and the Enfield Community Building. There is no connection to the internet yet.

6:03 PM - Fred Cummings arrived at this time.

VI. PUBLIC COMMENTS

There were no public comments.

VII. BUSINESS

Shaker Bridge Painting:

The painting depicting the Shaker Bridge that was donated to the Town has been looked at by Bart Thurber. While the painting is a nice one, the cost to restore it would be considerable. The painting can still be displayed, but it would cost a couple of thousand dollars to clean and restore it.

Mr. Kluge said if we decide not to pursue it we can offer it back or see if the Shaker Museum has interest in it.

November Election:

Dr. Beaufait, Moderator, came to prepare the Selectmen for the November election. The Assistant Attorney General did an inspection of the Enfield polling place and didn't have too much to say. They talked about voter ID questions. Some towns went beyond the statutory recommendations. The Assistant AG also looked for ADA accessibility. We had some minor issues that are easily correctable. The Attorney General's Office inspected not only Enfield, but probably all polling places.

A large turnout is expected at the November election. There were over 200 voter registrations at the last presidential election. The conference room will be used for new registrants. Dr. Beaufait will find one additional assistant for the Supervisors of the Checklist. A greeter will be needed at the doorway in the lobby or just as they enter the main auditorium to direct them and provide information of the required ID. The polling place should be advertised.

Inspectors of Election need to be reappointed. A regular Republican Inspector of Election is needed. Dr. Beaufait has a list of people for the second Republican.

Mr. Schneider had a question today from someone working with the school about the new building, wanting to know if they can be in the parking lot distributing information.

It was pointed out that parking behind Whitney Hall is limited to one hour. A reminder needs to be sent to employees and workers at the polls, perhaps with a notice on the Enfield Listserv. Alisa

Bonnette will get together with Dr. Beaufait to determine what information needs to be included in this notice.

Katherine Stewart requested that sample ballots be made available on the Town's website.

Dan Kiley noted that the stage in the auditorium is still an issue; it has a small lip that is a tripping hazard.

Ms. Bonnette will print a "Watch Your Step" sign, perhaps in bright yellow and black to alert people to the hazard.

A Meet the Candidates event will be held on Monday, October 15th at the Enfield Community Building.

Finance Employee: P/T:

Mr. Schneider informed the Board that he is anticipating the need for a part-time employee, to take care of the added workload resulting from the Affordable Care Act. The position would be about 10 hours/week. The expected cost in 2012 is about \$1,500. There are funds enough in the finance budget to cover this. Things need to be done before the first of the year so the bookkeeper needs assistance with this and/or other duties. Mr. Schneider is not sure who will do which tasks, but both the bookkeeper and assistant will be trained.

Mr. Crate asked if this would be a permanent position or a temporary one. He was informed that it would be for the remainder of 2012 and all of 2013. After that the position may be phased out.

Library Employee:

The Library has hired a new Library Clerk, Julie Blain. Mr. Schneider does not have a lot of involvement in the hiring of Library employees.

2013 Budget:

A budget memo was distributed to departments and boards. This should be the year we address the neglected maintenance items.

Mr. Cummings feels it would be beneficial to do paving of the Public Works drive, and the Fire Station, Whitney Hall and Ambulance parking lots. This is a year we can absorb some of costs, so he would like those projects included in the budget.

The Budget Committee will hold its first meeting on Wednesday, October 3rd. This will be an organizational meeting.

Discussion ensued regarding costs and if it's wise to pave the Whitney Hall parking lot if part of it will be torn up for the new Library building.

Mr. Crate inquired about the status of the new library. He was informed by Mr. Schneider that the Library Fundraising Committee has been meeting with potential donors at hosted events at private homes. They do have some money pledged. It will still be a number of years before they expect to break ground.

Mr. Taylor offered to look at the site plan for the new Library building and suggested paving only what won't be torn up later. This would require the new pavement taper to meet the existing pavement.

Route 4 Water/Sewer Extension Update:

The Board received an update of the proposed zoning changes for the Route 4 Water/Sewer Extension area. This is not construction, but it still a part of the project – the second step toward development of the Route 4 corridor the way we want it to be. The proposed zoning will allow property owners to do more and develop more intensely. The style of building will be dictated, somewhat, by this zoning, but will provide for far greater variety of use.

Mr. Kluge said the zoning proposal relaxes the parking standard. It's complex and at some point people will have to talk about this.

Mr. Schneider reported that the Town received a planning grant to host a series of events and provide educational materials about the zoning proposal. Larger property owners have been supportive.

Mr. Kiley pointed out that the zoning question will be on the ballot because it's a zoning change; it doesn't go to the deliberative session of Town meeting for discussion.

When the question is presented on the ballot, the Planning Board will recommend or not recommend adoption of the proposed zoning changes. Because it is a zoning question, the Board of Selectmen does not provide a recommendation either in favor of or opposed to adoption of the article.

The Board discussed traffic issues within the construction zone of the water/sewer extension. Mr. Cummings would like to see the Police Department directing traffic and teaching flaggers how to do it. Delays are resulting, in part, due to through traffic not using the detour.

Placement of the detour signs may need adjustment. Mr. Schneider will bring up the sign location and Police assistance at the next project meeting. They are almost done with the construction season this fall. Mr. Schneider has been assured they'll be done with the Route 4 work. Mr. Schneider will get a schedule update at the next project meeting.

The Board discussed the contractor doing the work. The project engineer says the crews are doing fine work. Jeff Albright, State Engineer, is fair and reasonable.

Mr. Kiley pointed out that the construction company is the same one that did work on Bank Street in Lebanon and that those in Lebanon were happy with them.

Mr. Schneider will provide the Selectmen with an update after the next project meeting. At this point they intend to continue work as long as asphalt is available. The project will not be complete this fall. McConnell and Lovejoy Brook Roads will be a little rough. Route 4 and Baltic Street will be in better condition.

Mr. Kiley asked that the trucks hauling stone on Shaker Hill Road drive a little slower.

Shaker Bridge/Rail Trail: Lighting Update:

The Energy Committee put in a request for reduced wattage of the new Shaker Bridge lights since there will be more light fixtures than previously thought.

Mr. Cummings voiced his opposition to reducing the wattage of the light fixtures. The Board has already agreed to install shielded LED light fixtures. He wants to retain the higher wattage.

Mr. Taylor said the higher wattage is what the lighting vendor recommends for that use and feels the Town will be happy with the 95W fixtures.

The Board agreed to install 95W fixtures on the Shaker Bridge. At this time they are OK with the additional lights going into Village being a lower wattage, but not the lights on the bridge.

Appointments – Inspectors of Election:

The Board approved the reappointment of the following individuals as Inspectors of Election: Kathy Decato, Becky Powell, Francine Lozeau and David Stewart (Alternate).

2013 Municipal Calendar:

The Selectboard was asked to provide a 2013 summer meeting schedule for inclusion in the 2013 Enfield Municipal Calendar. The Board agreed to the same summer meeting schedule as held in 2012. Additional meetings will be scheduled on an as needed basis.

Administrative Items:

None.

Other Business: Ambulance Billing / Expendable Trust Fund:

A public hearing to create an expendable trust fund for ambulance billing was not scheduled for this meeting as previously discussed. Because the funding of the trust would be from billing and not from donations it requires Town Meeting approval.

Mr. Cummings noted it, since an expendable trust cannot be established by the Board of Selectmen for this purpose, it might be beneficial to discuss the types of accounts that can be created to fulfill this purpose. The Town can always have the revenues go into the general fund to offset any increased expenses in the ambulance department. The revenue can be used to minimize any property tax impact.

Mr. Cummings said it looks like ambulance personnel are signing up for on-call duty the majority of the time. If the sole goal of hiring for Monday-Friday staffing coverage is to capture the revenue now going to the City of Lebanon, it will only affect daytime coverage.

Mr. Schneider said he can invite the Budget Committee and FAST Squad to a meeting.

Mr. Kluge pointed out that the big question is the revenues we can expect to receive. We won't know that for a while.

Mr. Cummings wants, in November and December, to incorporate full-time people into the budget. The voters will need to be warned of the FAST Squad budget increase and alerted to the offset of that increase by revenues.

Mr. Schneider will bring this up with the Budget Committee at their Wednesday meeting.

VIII. MISCELLANEOUS

Next Meeting:

Monday, October 15, 2012, 6:00 PM, Whitney Hall Conference Room, 23 Main Street, Enfield.

Legal Issues:

The Board discussed the issuance of cease and desist orders for two properties on which quantities of junk are being stored.

Highway Department Staffing:

Mike Sousa will be on extended leave from the Highway Department. Scott Johnston and Robert Donnelly will be in charge of the department during Mr. Sousa's absence, with oversight by Jim Taylor, Director of Public Works.

CONFERENCE

I. ADJOURNMENT

Mr. Kluge moved to adjourn at 7:10 PM, Mr. Cummings seconded, vote unanimous in favor of the motion, meeting adjourned.