

**Enfield Board of Selectmen
Public Works Facility
Enfield, New Hampshire**

MINUTES of December 17, 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; Richard A. Crate, Jr., Chief of Police

Others: Lee Carrier, Doug Pettibone, Dan Kiley, Kurt Gotthardt, Janet Shepard, Gayle Hulva, Lori Saladino, Shirley Green, Gary Gaudette

BUSINESS MEETING

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mr. Kluge noted a correction of the December 3, 2012 minutes where V. TOWN MANAGER'S REPORT should read, "Mr. Kluge would like to commend Steve Schneider on the high quality Town Manager's Updates. "

Mr. Kluge moved to approve the minutes of December 3, 2012 as corrected, Mr. Cummings seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Tax Collector's Report – November 2012:

Taxes are due Thursday, December 20, 2012. We have 17% collected as of the end of November, on par with past collections.

Town Clerk's Report – November 2012:

Overall we're ahead of where we were last year at this time by about \$35,000. November was a little less in 2012 than November 2011, but if we have an average December we will end up with \$10,000 to \$15,000 more revenue than budgeted.

IV. BOARD REPORTS

Planning Board:

Mr. Kluge reported a busy meeting. The McConnell Road pump station subdivision was approved. The Board is planning for the roll out of the Route 4 District Business Corridor. The Town has a

grant to send information to all residents. Nate Miller, Acting Planner, has prepared a nice informational brochure which indicates on the back that there will be two meetings, an informational meeting on January 9, 2013 at the Public Works Facility at 7:00 PM and a Planning Board Public Hearing on the Route 4 District proposal on January 16, 2013 at the Public Works Facility at 7:00 PM. Bill Warren also stopped into the Planning Board meeting for a conceptual so there may be future construction.

V. TOWN MANAGER'S REPORT

Personnel Policy Amendment:

Mr. Schneider provided the Board with an amendment to the Town's employee personnel policy which defines the compensation that would be used in calculating retirement eligible compensation. The NH Retirement System has pushed to have a definition included in the personnel policy.

Discussion ensued regarding the inclusion or exclusion of longevity pay in this calculations with opinions from both sides. It was noted that longevity is not included in determining an employee's salary and is not a benefit you receive during regular 2-week payroll periods, but is paid just once a year. Past payments for longevity have had amounts deducted for retirement contributions, so it was argued that it should be included when calculating retirement benefits. Those employees who are not yet vested in the retirement system and do not yet receive longevity pay by the Town, both of which occur after 10 years, might be excluded.

Discussion also took place regarding Police retirement that differs from other classes of employees. Police are eligible to receive about full salary, based on the last 3 years of wages, versus other employees who have retirement calculated on the last 5 years of wages and must be employed 62 years to receive full salary.

Mr. Cummings pointed out that the Town doesn't dictate what's included; the State has determined what's included. There are also lawsuits pending. He would be hesitant to put wording in the personnel policy or would put in a statement that retirement is calculated as the State dictates.

Mr. Kluge asked if other towns offer longevity pay. He was informed that this is common in municipalities.

The NH Retirement System limits benefits to 125% of salary. Any retirement paid in excess of 125% would have to be paid by the Town, though there is no anticipation that this would occur and is not something the Town wants to do.

Due to the number of questions that have not been answered, Mr. Kluge moved to defer this issue to the next meeting, Mr. Cummings seconded, vote unanimous in favor of the motion.

VI. PUBLIC COMMENTS

Kurt Gotthardt – Petitioned Warrant Article:

Mr. Gotthardt presented the Board with information about a petitioned warrant article he will be seeking for the 2013 Town Meeting. He read the information to the Board regarding the petitioned article that would call for an analysis of streetlights and removal of streetlights that don't meet certain criteria. The Energy Committee supports the article.

Mr. Cummings noted that it's not up to the Energy Committee to determine where there should be streetlights; it's up to the Board of Selectmen, Police Department and Energy Committee.

Mr. Schneider noted that streetlights are not just to prevent accidents but also for safety. Mr. Gotthardt pointed out that there are whole sections of town with no streetlights. And while Mr. Cummings feels there are some back roads that need streetlights, Mr. Gotthardt respectfully disagrees.

Mr. Gotthardt explained the motivation to remove streetlights is two-fold: save tax dollars by reducing energy consumption as well as dark skies and keeping Enfield rural. There could also be discussion at Town Meeting about having streetlights replace with cull cut-off lights thereby reducing 90% of the wasted lighting of the sky. LED lights also give you more light using less energy. Removing streetlights is not a one-time savings, but will amount to significant savings over time. He pointed out there are section of Route 4 and 4A being light that are straight-aways.

Mr. Crate said you can't compare \$19,000 in lights to a person's life. People walk those roads and there are no sidewalks.

Mr. Cummings asked what would happen if there is a study done by the Energy Committee and Police Department and they want to add streetlights. He was informed by Mr. Gotthardt that lights should be where they're needed and not where they aren't needed.

Mr. Gotthardt went on to discuss the removal of lights in Bow, Jaffrey and Keene where he spoke to various public officials in each community. They had broad support in each town with 50% of the residents being glad the lights were gone.

Mr. Kluge said his objection has less to do with lighting as with not cluttering up the Town Warrant. The big item in his view is the Route 4 District. The more we have on the warrant the less likely it is to pass. So he doesn't think it should be a petitioned article. He did add that Mr. Gotthardt does have a right to do it.

Mr. Kiley noted that Mr. Gotthardt was here as a courtesy.

Mr. Cummings would recommend it not be just the Energy Committee making the determination; he won't support that.

Lori Saladino ask why the lights are where they are, who decided to put them in and who installed them? She was informed by Mr. Gotthardt that they were installed by the electric company. In his research he found 58% of the existing lights were installed in 1983 & 1984 and there is no record of this in the Selectboard minutes of the time.

Mr. Crate explained the lights in 1983 & 1984 may have been due to subdivisions, individual requests or even replacement of the old "bug lights".

Mrs. Saladino asked if, after the study they'd come back to the Town. Mr. Gotthard replied that there would be a study, create a list and then go from there.

VII. BUSINESS

Budget/CIP:

Mr. Carrier first noted that individuals with an assessed property value of \$200,000 paid \$62 less in taxes this year. The Town Tax Rate in 2010 was \$5.95, in 2011 it was \$5.95 and in 2012 it was \$6.02; a 7 cent increase over a 3-year period.

Mr. Carrier made a presentation (web link: <http://www.enfield.nh.us/CIP12-17-2012.pdf>) During the year, the CIP Committee reviewed what they presented at Town Meeting and the numbers still work. They got some surprises but came up with solutions. They are still looking at a nickel when all is said and done.

Cost reductions do not have to mean losing jobs. The Town can save money in other ways.

A cost savings can be realized in the Jones Hill Road project by doing the work in-house.

Mr. Taylor noted that the big reason we were able to delay the truck purchase was that the previous winter was a low snow year so there was mostly tire wear. With Jones Hill Road, Mr. Taylor spoke to contractors and they feel the Public Works Department has a good plan for road repairs.

Mr. Carrier explained that with financing options, to make the program work we have to be flexible, using all of the options for funding.

The goal of the CIP program is to flatten out the peaks and valleys of capital needs. Funding is currently higher than spending to build reserves. If we stay with this we may not have to pay the nickel for the entire 15 years.

The CIP Committee recommends the closing of some capital reserve fund (CRF) accounts with an equal amount of funds deposited into the CIP CRF.

Mr. Cummings expressed concern about using undesignated funds as he feels people don't like to use that account. Mr. Kluge agreed that this will probably lead to some questions and discussion.

Mr. Schneider explained that using some of the undesignated funds would still leave us with 7%, the level we're at today.

Discussion ensued regarding the balances of reserve funds and the use of individual reserve funds until they're depleted, then using CIP reserve funds thereafter.

The Municipal Building CRF needs a change of purpose as this account, in place since 1967, has a purpose that is too narrow, allowing only for a new municipal building, but not repairs or renovations to existing buildings.

With the buildup of CIP reserves we eventually won't need to lease any longer. Though a year into the program they didn't anticipate the larger maintenance items that have arisen, such as painting and repairs to Whitney Hall.

Mr. Kluge feels the CIP Committee has a good plan. Comparing us to other municipalities we're doing well.

Mr. Cummings announced that the CIP Committee has decided not to fund the paving of the DPW driveway.

Discussion ensued regarding the possible replacement of the Boys Camp Road bridge which is on the State's red list for bridges. A "Bailey Bridge" as was used on Shaker Boulevard following Tropical Storm Irene would be considered as the cost of this type of bridge would be less to the Town than the Town's share of an 80/20 State/Town split of a new bridge built to State specs.

Mr. Crate said the CIP plan was very well presented.

CIP Capital Reserve Fund Expenditure:

A vote of the Selectmen is required to withdraw funds from the CIP reserve funds to pay the lease payments on the police cruisers and DPW trucks. The Selectboard is agent to expend from this fund.

Mr. Cummings moved to withdraw from the CIP CRF the funds so voted at the 2012 Town Meeting for the lease payments on the cruisers and DPW vehicles, Mr. Kluge seconded, vote unanimous in favor of the motion.

This vote withdraws \$35,000 (Article 6) for the DPW truck lease payment and \$15,000 (Article 10) for the police cruiser lease payment for a total withdrawal from the CIP CRF of \$50,000.

Route 4 Water/Sewer Extension Update:

The monthly meeting on the project was held last week. The contractor is doing line testing and working on the pump station. They will be in the construction trailer until the end of January.

Mr. Crate asked about the status of Baltic Street. It is 2' narrower than it was before the construction. He was informed by Mr. Taylor that Mike Sousa measured the width at 20'. It could be widened at Town expense. Mr. Taylor will check with the engineer on this issue.

Mr. Crate asked if the contractor had been paid. He was informed by Mr. Schneider that the contractor is paid monthly but the Town has a 10% retainage.

McConnell Road Pump Station Subdivision Update:

The Zoning Board of Adjustment (ZBA) granted a variance for a non-conforming lot of approximately .22 acres. The Planning Board met the next night and approved the subdivision. That satisfies the agreement with Bill Warrant. We will be able to obtain the property on our own. When the contractor is done with the pump station the surveyor will mark the boundaries.

Ambulance Billing Update:

Mr. Schneider informed the Board that approximately \$27,000 has been billed. A few thousand has been collected. The Town has just completed the Medicaid paperwork so we should make up the backlog. The Board requested more specific figures including the amount billed by the Town, the revenues received, what the City of Lebanon has billed and what the City of Lebanon has collected from the Town of Enfield.

Rail Trail Bridge:

The Town received a letter today from the NH Dept. of Transportation stating that NHDOT received numerous comments regarding the Draft Environmental Study/Categorical Exclusion & Draft

Section 4(f) Evaluation for the subject project which was provided for public comment in September, 2012. Upon review of these comments and further consultation with the Federal Highway Administration, the Department plans to engage the services of an independent consultant to update the existing Northern Railroad Historic District Area Form. The updated form is intended to facilitate improved decision-making with respect to design. The Department anticipates receiving the results of this study by mid-summer 2013, for an updated eligibility determination by early fall of 2013.

Mr. Cummings and Mr. Kluge concurred to file a right-to-know (RTK) request for all correspondence from the State of New Hampshire and between the State of New Hampshire and the Rail Trail groups regarding this issue. Mr. Schneider has received RTK requests but has no experience writing one so is consulting with the Town's attorney to be sure it is worded correctly.

Mr. Crate asked Police Chief Crate if he had any luck getting in touch with Kelly Ayotte. Chief Crate informed him the representative of Kelly Ayotte didn't think the federal government would tell the State what they could or could not be doing.

Mr. Cummings just wants to be sure there's no impropriety.

Mr. Schneider said that if there was something about a connection with a Rail Trail group there has to be a record. It would be nice to know but the RTK request is for records.

FastRoads Update:

The Town received delivery of the cage for fiber network computer equipment that will be housed at the Public Works Facility. They are continuing to work on fiber and will be contacting homeowners about individual connections during the first quarter of 2013.

Board & Committee Resignations:

The Board received resignations from Bart Thurber from the Board of Library Trustees, effective December 31, 2012 and Dolores Struckhoff from the Recreation Commission, effective immediately.

Phil Cronenwett has agreed to fill the term of the position vacated by Bart Thurber.

Mr. Kluge moved to appoint Phil Cronenwett to the Board of Library Trustees, effective January 1, 2013 until March 2013 elections, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Kluge noticed in Mr. Thurber's letter that the new Enfield Public Library is due to break ground in 2014; very exciting.

Administrative Items:

The Board review and approved the following documents: Corrected Second Issue Property Tax Warrant, Yield Tax Levy, Property Tax Refunds, Property Tax Abatements.

VIII. OTHER ITEMS

Enfield Center Project:

Mr. Crate inquired about the Enfield Center project that went before the ZBA for approval. He was informed that the ZBA denied a motion to reconsider. The party bringing the motion to reconsider to the ZBA had 30 days to file an appeal with the court, which was not done.

Shaker Bridge Lights:

Mr. Crate asked about the status of the Shaker Bridge lights. He was informed by Mr. Taylor that the electric connections are completed. The installation is scheduled to be completed soon.

Boston Post Cane:

Mr. Crate asked who was next in line to receive the Boston Post Cane. Alisa Bonnette will work with Marjorie Carr to determine this.

Next Meeting:

Monday, January 7, 2013, 6:00 PM. Whitney Hall Conference Room

CONFERENCE

I. ADJOURNMENT

Mr. Kluge moved to adjourn at 7:42 PM, Mr. Cummings seconded, vote unanimous in favor of the motion, meeting adjourned.

CIP Financing Options Available

- . Municipal Taxes**
- . Undesignated Funds**
- . Float a Bond**
- . Bank Loan**
- . Capital Reserves**
- . Lease**

CIP's 2012 Efforts

- . In 2012 the CIP Committee focused on staying on budget**
- . Monies were allocated to the CIP-RF as forecasted**
- . Spending less than Budgeted**
- . Major Cost Reductions Implemented**
 - Delayed purchase of Two DPW trucks Saves \$27.4 K/yr.**
 - Reduce Jones Hill Cost by \$354K**
 - Sand & Salt shed payment will come from reserves saves \$34K in 15 yrs.**
 - Sand & Salt shed at DPW will reduce Operating cost by \$\$**

Review of 2012 CIP Plan
Budget vs Actual

	<u>2012</u> <u>Budget</u>	<u>2012</u> <u>Actual</u>	2012 <u>Warrant</u> <u>Article</u>
CIP Appropriations	\$420,000	\$390,000	6 & 10
CRF Withdrawal Fire Rescue	\$20,000	\$20,000	14
Fund CIP- RF Reserve	\$210,168	\$210,168	9
Cost to Lease Equip.	\$50,000	\$50,149	6 & 10
Liability (Leased Equipment)	\$305,706	\$307,557	
Tax increase 5 cents	\$27,000	\$27,000	8
Tax Impact on \$200K House	\$10	\$10	

FY 2013 CIP Capital Items Approved

Highway/Grounds

Jones Hill	\$265,504
Salt Shed	\$150,000
Sub Total	\$415,504

Sewer & Water

Meter Vault	\$5,000 *
Main Cleaning	\$15,000 *
Sub Total	\$20,200

Town Facilities

DPW Oil Burner	\$8,500 *
Community Heating/Cooling	\$15,000 *
Whitney painting & repair	\$40,000 *
Storage Shed transfer station	\$15,005 *
Sub Total	\$78,505

Equipment

Cruiser	\$30,000
Thermal Camera	\$14,000 *
Sub Total	\$44,000

FY2013 Capital Request

Grand Total **\$558,209**

* 7 out of 10 items not projected in 2011

Financing Capital Expenditures 2012 to 2026 15 Years

- 1. Transfer To Capital Reserve every year \$210,168 of the non-recurring 2011 Capital Expenditures. Going Forward This Has a No tax impact and will add to CIP Reserves \$3,190,500 in 15 years**
- 2. Apply existing Reserve Fund Monies where applicable. There is \$416,100 in reserves that are applicable**
- 3. Increase Tax Rate 5 cents every year and appropriate this money to a Capital Reserve Fund that will be called the “CIP Capital Reserve Fund” This will generate \$3,000,000 in Revenue by 2026**
- 4. Implementing above Suggestions Will Finance the \$6.6 Million Dollar Capital Needs at an Incremental Yearly Tax Impact of Less Than .007%**

FY 2013 Financing \$558,209 in Capital Items

#	Items Requested	Est. Cost	Source Of Financing		
			Bond/loan	CIP-RF	CRF
	Highway & Grounds				
1	Jones Hill	\$265,504	\$235,504	\$30,000	N/A
2	Salt Shed	\$150,000	UF	\$133,730	\$16,270
3	Storage Shed	\$15,005	N/A	\$15,005	N/A
	Sub-Total	\$430,509	\$235,504	\$178,735	\$16,270
	Sewer & Water				
4	Meter Vault	\$5,200	N/A	N/A	\$5,200
5	Main Cleaning	\$15,000	N/A	N/A	\$15,000
	Sub-Total	\$20,200			\$20,200
	Safety & Facilities				
6	Oil Burner	\$8,500	N/A	\$8,500	N/A
7	Heating/Cooling	\$15,000	N/A	\$15,000	N/A
8	Police Cruiser	\$30,000	\$8,000	N/A	N/A
9	Whit. paint & repair	\$40,000	N/A	\$40,000	N/A
10	Thermal Camera	\$14,000	N/A	N/A	\$14,000
	Sub-Total	\$107,500	\$30,000	\$63,500	\$14,000
	Total Requested	\$558,209	Bond	CIP	CRF
			\$265,504	\$242,235	\$50,470

CIP Committe Approved \$558,209

CIP= Capital Improvement Program

CRF = Capital Reserve Fund

Capital Improvement Plan (CIP) Recommended FY 2013 Warrant Articles

A. To see if the Town will vote to raise and appropriate the sum of \$264,854 to be placed in the Capital Reserve fund. This amount has an incremental tax impact of 5 cents/M on the 2013 tax rate.

(A 10-cents/M-tax impact equals \$54,686 plus the amount of article 9 at the 2012 Town meeting of \$210,168 totals \$264,854

B To see if the Town will vote to raise and appropriate the sum of \$265,504 to repave and repair Jones Hill road. To finance Project the Jones Hill reserve of \$30,000 will be applied. The balance (\$235,504) will be borrowed at a yearly cost of \$19,478 for 15 years.

C. To see if the Town will vote to transfer \$99,401 out of the Undesignated Reserve fund which is currently at 7.8% or above the 7% recommendation. This transfer of funds will be used towards the \$150,000 COST of a salt/sand shed. The rest of the funding will come from two different CRF accounts. The Salt/sand capital reserve account will fund \$16,270 and the CIP account will provide the balance of \$34,329, the total of these three accounts equals \$150,000.

D. If "C" is not approved we offer the following alternative. To see if the Town will vote to raise and appropriate the sum of \$150,000 to build a salt shed and to authorize the withdrawal of (\$16,270) from the "salt/sand " CRF. The balance (\$133,730) will be borrowed at a yearly cost of \$11,184 for 15 years.

E. To see if the Town will vote to raise and appropriate the sum of \$15,000 to purchase storage shed for the transfer station and to authorize the withdrawal of (\$15,000) from the CIP Capital Reserve Fund

F. To see if the Town will change a 45 year old and never used Capital Reserve Fund called “Municipal Building” to read “Municipal Maintenance and Equipment” and to see if the Town will vote to appropriate the capital from this account to fund the following maintenance projects.

- 1. Repair Damaged Whitney Hall roof, casings & Moldings \$40,000**
- 2. Replace undersized Community Center HVAC System \$15,000**
- 3. Purchase an oil burner that will utilize recycled oil \$8,500**

G. To see if the Town will vote to authorize the selectmen to enter into a lease/purchase agreement in the amount of \$30,000 payable over a term of four years for a new police cruiser. The annual payment will be \$7,968 a year for 4 years.

H. To see if the Town will vote to close four CRF accounts that total \$2,616 and transfer funds to the CIP account.

- 1. Whitney Hall Renovations.....\$1,594**
- 2. DPW Equipment.....\$8**
- 3. Technology Services.....\$457**
- 4. Emergency Equipment.....\$ 557**
- TOTAL..... \$2,616**

I. To see if the Town will vote to raise and appropriate the sum of \$14,000 to purchase a thermal camera and to authorize the withdrawal of (\$14,000) from the fire reserve.

Town of Enfield Trust Funds
Quarterly Selectmen Report
As of September 30, 2012

Description	Ref #	1st Quarter	2nd Quarter	3rd Quarter
CAPITAL RESERVE FUNDS				
CRF-Municipal Building Established 190001		87,829.08	88,060.31	88,294.71
CRF-Reappraisal	0002	10,419.96	10,447.39	10,475.20
CRF-Ambulance	0003	2,898.31	2,905.94	2,913.67
CRF-Municipal Water System	0004	44,575.03	44,692.38	44,811.35
CRF-Whitney Hall Renovations	0005	1,585.22	1,589.40	1,593.63
CRF-Fire Vehicles & Equipment	0006	297,860.89	298,645.09	299,440.03
CRF-Public Works Vehicle & Equipme	10	8.07	8.09	8.11
CRF-Cemetery	0011	6,329.50	6,346.17	6,363.06
CRF-Water Meter/Back Flow Prevente	0012	12,964.34	12,998.48	13,033.08
CRF-Municipal Sewer System	0013	60,867.58	61,027.83	61,190.28
CRF-Land Acquisition	0014	119,240.53	119,554.46	119,872.69
CRF-Technology Services	0015	454.86	456.05	457.27
CRF-Library Technology	0016	2,874.43	2,882.00	2,889.67
CRF-Sidewalk Established 2004	0018	15,618.72	15,659.85	15,701.53
CRF-Bridge Construction	0019	1,991.52	1,996.76	2,002.08
CRF-Emergency Services and Equip.	0020	554.57	556.03	557.51
CRF-Salt/Sand Facility	0021	16,184.14	16,226.75	16,269.94
CRF-Library Building	0022	280,824.68	281,564.03	282,313.50
TOTAL CAPITAL RESERVE FUNDS		963,081.43	965,617.01	968,187.31