

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

**MINUTES of April 5, 2011**

**Board of Selectmen:** B. 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:** Curtis Payne, David Beaufait, Dan Kiley, Kate McMullen, Kim Quirk, Charlie DePuy

**BUSINESS MEETING**

**I. CALL TO ORDER**

Mr. Cummings called the meeting to order at 6:03 pm.

**II. APPROVAL OF MINUTES**

Mr. Kluge moved to approve the minutes of March 23, 2011 as printed, Mr. Crate seconded, vote unanimous in favor of the motion.

**III. COMMUNICATIONS**

**Tax Collector's Report ~ March 2011:**

The percentages of collections are the same for the first and second issue of March 2010 and March 2011.

**Town Clerk's Report ~ March 2011:**

March was not as strong in 2011 as it was in 2010, being down about \$8,500 to \$9,000.

**IV. BOARD REPORTS**

**Enfield Village Association:**

EVA recently had a business breakfast hosted by Mascoma Savings Bank. Word is getting out about an early evening business event to be held at the Shaker Museum.

**V. TOWN MANAGER'S REPORT****Employee Compensation:**

Department heads are getting ready to do employee evaluations. A memo was sent out to employees with the last paycheck explaining that there have been no changes made to benefits and that evaluations will soon be conducted. Mr. Schneider met with Jim Taylor and Police Chief Crate about the employee evaluation process. Mr. Schneider wants to be sure that his numbers are the same as their numbers to keep evaluations fair and equitable between departments. Reviews include several sections on which employees are rated from a high of 5 to a low of 1. Mr. Schneider wanted to be sure the department heads are on the same page as to what a 2 means, what a 3 means, etc.

Mr. Cummings asked about the 2% increase for employees. He understood this was a cost of living adjustment (COLA) and was not merit based. His understanding is that the town used to have a merit based system with step raises in addition to an across-the-board cost of living adjustment. He asked why pay increases are now merit based rather than COLA.

Mr. Kluge thought maybe a COLA system may be true of public schools and some municipalities, but he's not sure it's true of private schools and industry.

Mr. Schneider explained that when he came to Enfield he felt pay increases should be primarily based on merit. From his perspective as a manager it should be all based on merit. That's his philosophy. The employee evaluation process documents what the employee is doing right and what needs improvement rather than providing an automatic raise.

Mr. Cummings stated there is a way you deal with poor performance. There's a series of steps, a process. Over the next few months he feels the need to look at whether it makes sense to have no COLA.

Chief Crate explained that in the past the Town had a step based system, first a 10 based system with 5% between steps, then a 20 step system with 2.5% between steps. The drawback to this system is that once an employee reaches the top step they receive only COLA. With the system as implemented by the Mr. Schneider the long term employees with good performance get an increase regardless.

Mr. Cummings said that once a year is not the way to evaluate an employee. You shouldn't wait until raise time to tell someone about poor performance.

Mr. Schneider explained that there is a difference between poor performance which is discussed and addressed year round and the evaluation process and associated pay increase which is provided once a year.

Mr. Cummings said there was no discussion of evaluations when the percentage of pay increase for employees was discussed by the Board.

Mr. Schneider said that he takes direction from the Board of Selectmen. In the past the Selectmen approved a percentage for COLA and a percentage for merit.

Mr. Cummings thought the percentage approved by the Selectmen was for COLA.

Mr. Schneider does not recollect that. With a straight COLA the Town loses the effectiveness of merit based pay.

Mr. Kluge noted that if there's an exemplary employee you want to give them more.

Mr. Crate said he had no thoughts now, but that he has to think about it. Is anyone disgruntled?

Mr. Schneider responded that he is not the first to hear if someone is disgruntled. This is a change Mr. Schneider made when he got here. He agreed with Mr. Cummings that poor performance cannot wait to be addressed once a year, but annual evaluations are a valuable tool.

Mr. Cummings understood the step based program was based on a study the Town paid for.

Chief Crate confirmed this was true. COLA used to be retroactive to January 1<sup>st</sup>. It was then moved to April 1<sup>st</sup>. He stated that it was he who suggested to April Whittaker that we do merit pay the same time of year rather than on an employee's anniversary date of hire. The only complaint he has heard is the pay plan in the Annual Report is not accurate.

Curtis Payne suggested the Board talk to the proponents of this: Dominic Albanese and Nancy Scovner.

Mr. Cummings was asked about it and didn't know the answer so felt he should ask the question.

Mr. Schneider replied that managers have their own styles. This is his philosophy.

Mr. Crate asked if Enfield is competitive with surrounding towns.

Mr. Schneider believes we are, though we need to be more vigilant with the Police Department than other departments.

It was explained that the pay plan reported in the Annual Report has minor inaccuracies due to the transition from the old merit pay system and the new, more flexible merit pay system.

Mr. Kluge asked to see a copy of the form used for employee evaluations.

Dan Kiley told the Board that in the business world there is no COLA; everything is merit.

## **VI. PUBLIC COMMENTS**

### **David Beaufait ~ Election Report:**

Dr. Beaufait said things went smoothly except for a contingency to have alternative power. Looking ahead to the presidential primary and election he hopes to have use of the Conference Room for new registrations and he will need additional personnel. There has been some discussion of shutting the Town Clerk's office and using both the Town Clerk and Deputy Town Clerk at the election, as well as the possibility of additional ballot clerks or Supervisors Pro Tem. Five to ten more table-top voting booths will probably be needed as well.

**Police Chief Crate ~ 2011 Cruiser:**

The Police Department got their new cruiser today. They traded in another one. The new cruiser is getting painted at Upper Valley Auto, then equipment will be installed. It should be in served the end of next week.

**Police Chief Crate ~ Ice Storm:**

A meeting was held to go over the ice storm. A couple of issues need to be addressed. The telephone system and internet connection are through the Town Offices. The Town Offices lost power and do not have a generator so the Police Department was without their phone system or internet and had to rely on radios and cell phones. Various options were discussed and the least expensive option appears to be the installation of a small generator at the Town Offices. Chief Crate will look into the cost of a generator and hook-up.

Chief Crate also looked at the possibility of using a new phone system over the internet. Internet issues should be solved when the fiber network is installed to municipal buildings.

Mr. Cummings added that there was also discussion of a transfer switch at the Community Building.

Mr. Crate asked if there was funding for this. He was informed by Mr. Schneider that there is about \$4,500 in the Emergency Services capital reserve fund, which may be enough for prep work for a connection. Mr. Schneider does not think the Town Offices need the size generator the Police Station has, but a smaller one to run the essentials here, something to run those two systems.

Dr. Beaufait said the other thing to be careful of is surge protection.

It was noted that there should be a hook-up included for the large, portable, Fire Department generator. This will be looked into.

**VII. BUSINESS****Sailing Club ~ Year End Report:**

Dr. Beaufait distributed to the Board a 2010 Season Year End Report of the Sailing Club. He thanked the Board for the use of the Shaker Landing property. The sudden discontinuance last year was challenging as will be the next couple of years while the bridge is under construction. The Club is hoping to be able to use the waterfront below the tie wall and the access there. Parking will be a challenge as well and they will try to minimize impacts there.

A June Regatta is planned and another one in the fall if the June Regatta works.

The Gaspariks have given the Sailing Club permission to use their property for the short demo on July 4<sup>th</sup>. The Sailing Club will make arrangements for a private port-a-john.

The Sailing Club is appreciative of the progress being made on the Rail Trail and future use of the old motel/Shaker Landing site.

**Energy Audit:**

Charlie DePuy spoke to the Board about the recent Energy Audit conducted on Whitney Hall. The Selectmen received a copy of the audit at their last meeting.

The Energy Audit was done with a grant through the Municipal Energy Assistance Program and is a first level audit of Whitney Hall. Mr. DePuy and Mrs. Quirk came to the Board to bring their attention to a serious issue: the air quality in the building, particularly on the basement level. The audit explains that they didn't do a blower door test due to contaminants, such as mouse and bat droppings, mold and possible lead paint and asbestos. They didn't want to blow these contaminants around in the living space.

The audit also talks about installation of Heat Recovery Ventilators (HRVs). There is first a need to clean up or cover up the hazardous materials then install a residential sized HRV to bring in fresh air and keep air drier to limit mold. A/C units can bring in mold too.

Installing an HRV now would not be inconsistent with long-term plans for the building; the rest of the recommendations in the audit.

Mrs. Quirk informed the Board that this is a more immediate need. The rest of the recommendations are more long-term.

The cost for the HRV hardware is approximately \$1,000, plus another \$1,000 to \$2,000 for installation. Mrs. Quirk added that this is needed if or when we do further recommendations from the audit, such as insulation.

Mr. Schneider believes the biggest potential risk from lead paint and/or asbestos is in the back room vs. where the employees are. We don't want to subject the public or employees to something that's hazardous to their health. The foundation also needs attending to with re-pointing and mortaring.

The Town has a Whitney Hall capital reserve fund which may not be enough money right now, but it can act as a mechanism for future funding.

Mr. Crate's response was that we have to do what we have to do.

Mr. Schneider informed the Board that we fund for operating expenses for small things on an annual basis. It's probably best to fund it through capital reserves.

Mrs. Quirk said the Energy Committee will look for other funding sources and can assist with development of an RFP.

Mr. Schneider stated that the audit is an interesting and detailed report. There were some positives about the furnace we have in place now. It measures the outside air temperature to determine how much heat needs to be generated.

The first step is clean up.

**250<sup>th</sup> Celebration:**

Mr. DePuy came before the Board on behalf of the Exhibit Committee for the Shaker Museum. The Committee requests permission to install three panels on the rear of the Depot Street Ambulance Building, facing the Rail Trail, to include photos and text regarding the development of the mills in the 1930's. The panels would be installed on blocks on the wall so they stand off the wall and would be screwed through the siding. They would be removed after a period of time.

Mr. Cummings approves the installation as long as Jim Taylor and Richard Martin are OK with it and it doesn't interfere with operations at the building. Mr. Crate and Mr. Kluge have no problem with the installation.

Mr. DePuy anticipates the panels will be installed a couple of weeks before the July 4<sup>th</sup> weekend and remain in place at least a couple of weeks after the July 4<sup>th</sup> weekend. The Committee is taking it on faith that passersby will be respectful of the installation.

**Shaker Bridge / Rail Trail:**

Mr. Cummings reported having 4 petitions full of signatures in support of an at-grade crossing.

April 14<sup>th</sup> in Concord is the next opportunity to discuss the historic aspects of the Rail Trail corridor with the State Historic Preservation Office (SHPO). The Town is now a "consulting party" as is the Enfield Heritage Commission. The Upper Valley Trails Alliance has been a consulting party for some time.

Mr. Crate asked if the Town was going to stop the petitions on April 14<sup>th</sup>. He was informed by Mr. Schneider that we will continue to gather signatures, though the petitions signed to date will be brought to the April 14<sup>th</sup> meeting.

Minutes of SHPO are available on-line.

The Heritage Commission will write a letter to SHPO. Paul Mirski will attend the April 14<sup>th</sup> meeting. Mr. Mirski is on the Heritage Commission and has been involved in historic preservation as an architect.

Mr. Kluge understands that Mr. Mirski has an alternate proposal. Should the Selectboard hear about it first? It may prolong the process if there are more proposals.

Mr. Schneider told the Selectmen they are more than welcome to attend the April 14<sup>th</sup> meeting. This is an opportunity to discuss the historic aspects of the rail corridor, but it shouldn't be the last time. Mr. Kluge may attend.

Alex Vogt has said they want to do what the Town wants and are trying to find a way to get there.

Dr. Beaufait said it seems it might be a good time to show that it's important to the Town.

Mr. Cummings and Mr. Crate said they are comfortable with Mr. Kluge attending and speaking for the Board.

Congressman Bass' office will have someone there as well. They may not have a direct impact but they are supportive of what the Town wants. Nancy Scovner is going to talk to Jeanne Shaheen's office.

Chief Crate ran into the Governor's attorney last week. They are working on what the Town wants with the Commissioners Office. They don't know how it got so complicated.

Mr. Crate's response: Politics.

**Huse Park:**

Mr. Schneider reminded the Board there is an Ad Hoc group thinking about updating the Huse Park plans. The Town has culvert plans and permits. The installation of the culvert will wait until after the July 4<sup>th</sup> holiday weekend due to weather and time restrictions.

Mr. Crates asked about money for the TIF fund. He understands the TIF Committee spent money on a survey on what Route 4 might look like after the Route 4 sewer extension. How much money was spent?

A Charette is being done for approximately \$20,000.

Mr. Taylor explained that CLD Consulting Engineers received money for the Route 4 Sewer Extension.

Mr. Cummings asked why the Selectboard is hearing about this from outside the Selectboard meetings. This is taxpayers' money. He pointed out that money was spent on the Huse Park redesign that may have to be redone.

Mr. Schneider responded that it's fair to say that the Charette and Route 4 planning hasn't been to the Board of Selectmen. Huse Park plans did come to the Selectmen. It's unfortunate we don't have a plan in place. TIF is going to continue to be an issue for us. We'll try to keep the Selectmen better informed. TIF will be part of our governance for 10-20 years.

The TIF Committee is an autonomous group that has the power to spend TIF money.

Mr. Crate responded if things continue as they have, TIF may be gone.

Mr. Schneider explained that the Selectboard's role is in appointing the TIF Committee.

Mr. Crate said the spending is at their discretion but they should come to the Selectmen with information.

The TIF District generates \$170,000/year in funding.

Mr. Crate said we should not waste it.

Mr. Taylor feels it's a good idea to do planning.

Mr. Crate asked if some TIF funds could be used on sidewalks. Some of our Village sidewalks need attention. He was informed by Mr. Schneider that it could be in the TIF District and is part of the TIF Plan.

Mr. Cummings said the planning exercise makes sense to him. A lot of people have approached him about the money spent on Huse Park.

Mr. Schneider informed the Board that TIF will be on the Selectmen's agenda on a monthly basis.

Dr. Beaufait said that at the TIF meeting last fall one issue was the use of Huse Park. Lori Saladino and Dr. Beaufait are working on a Huse Park Watch that will be designed to be done without taxpayer expense.

#### **Route 4 Water/Sewer:**

There has been a lot of work on the Route 4 Water/Sewer Extension project. Engineering is complete enough to go to bid. The planned extension goes to the top of the hill just before West Farms road at the Town line and along Route 4 to Baltic Street.

The TIF Committee is looking into the likelihood of a Special Town Meeting. According to the Town's attorney, there needs to be a serious danger to our wells or the Mascoma River. Mr. Schneider has some material to present. If it's 50/50 Mr. Schneider will not go to a judge. If we're forced to go to March 2012 we'll get out information to the public. There will be a cost to customers to hook onto the new line. The Selectmen will have to decide what to do with people with new systems. There are some issues we need to get in front of before we move forward. It will cost \$3.125 million for the water and sewer extension of which \$400,000 to \$500,000 is the water extension.

SAG (State Aid Grant) might pay for about 20% of the project.

Dr. Beaufait asked if that's in addition to hookup and user fees.

Mr. Schneider explained that hookup and user fees would go to the Water & Sewer Departments. TIF funds would pay for debt service. The State has asked us to do some construction at night, which would add 10% - 15% to the project costs. The TIF Committee asked that we write a letter asking not to do nighttime work. Mr. Cummings moved to write the letter. Mr. Crate said night work is too dangerous. Mr. Kluge stated the Selectmen are all in favor of writing the letter. The engineers feel a single land closure during certain parts of the day is doable.

The TIF Committee also hopes to have the State cover some of the paving costs in 2012, but things need to be timed correctly.

Mr. Cummings said this is another reason for a Special Town Meeting.

Mr. Taylor informed the Board that we've already requested a deferment from this year to next.

Mr. Schneider is not sure the State will have funding anyway.

There are still funds in the TIF fund to get engineering done so we can put out a bid only for construction.

**Draft Septage Agreement:**

The Board reviewed a draft Septage Agreement between the Town and the City of Lebanon. Septage is the acceptance of domestic sewage not part of our municipal system. The agreement is fairly standard and the same as we've had in the past.

**Administrative Items:**

The Board reviewed and approved the following documents: Tax abatement/refund, Intent to Excavate, tax credits and exemptions, Timber Tax Levy, Current Use applications, Land Use Change Tax and Current use penalties.

**VIII. OTHER ITEMS****Shaker Hill Road:**

Mr. Cummings asked if there is any way to implore the State to improve Shaker Hill Road.

Mr. Taylor replied that drainage will be done from the Sarette's at the corner of Wescott and Shaker Hill to the sheep farm on Dan Kiley's side of the road. The State bought pipe last year.

The Board discussed the deplorable condition of Shaker Hill Road. Drainage is needed along the length of the road from the Cattabriga's to downtown. From Cattabriga's to Crystal Lake Road is in good shape.

**Septage:**

Dan Kiley asked if there was any change of getting septage from trucks accepted at locations in the municipal system.

Mr. Schneider replied that we need to update our Intermunicipal Agreement with the City of Lebanon rather than the Septage Agreement. We might have to give something up in trade.

Mr. Crate said we don't want to give up capacity. Mr. Schneider agreed.

**Board and Committee Membership:**

The Board discussed potential TIF Committee candidates.

It was noted that Paul Mirski, Planning Board Alternate Member, does not attend Planning Board meetings.

**Legal Issue:**

Mr. Crate asked about the status of the sale of property by Peter Bill on Sargent Street. He was informed that Phil Neily is monitoring the situation, including vehicles and trailers that can be registered.

**CONFERENCE**

**I. ADJOURNMENT**

Mr. Kluge moved to adjourn at 7:40 PM, Mr. Crate seconded, vote unanimous in favor of the motion, meeting adjourned.