

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

MINUTES of July 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

Others: Jeff Potter, NH Dept. of Transportation; Lori Bliss Hill; David Saladino, TIF Committee Chairman; David Beaufait; Dan Kiley

BUSINESS MEETING

I. CALL TO ORDER

Mr. Cummings called the meeting to order at 6:00 pm.

II. APPROVAL OF MINUTES

Mr. Kluge moved to approve the minutes of June 6, 2011 as printed, Mr. Crate seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Tax Collector's Reports ~ May 2011 & June 2011:

The Town is flush with cash since taxes are due now. The Tax Collector feels funds are coming in as scheduled. July reports presented at the Selectmen's August meeting will give a better feel for where we are.

Town Clerk's Reports ~ May 2011 & June 2011:

May 2011 brought in more than May of last year. We are now within about \$4,000 of last year's revenue figure.

Shoreland Permit Application (Regan):

Crystal Lake, Map 44, Lot 30, garage construction, re-grade gravel driveway, replace portion of driveway with loam, seed & mulch.

IV. BOARD REPORTS

Enfield Village Association:

Mr. Kluge reported that, though participation was down from last year, the Shaker 7 Road Race held two weeks ago was successful in spite of the bridge closure.

Enfield 250th Anniversary:

The 250th celebration was a magnificent success all the way through.

V. TOWN MANAGER'S REPORT**Diane Heed Commendation:**

Mr. Schneider wishes to issue an official thank you to Diane Heed, Human Services Director, who also does some office administrative work. She found that Paetec was incorrectly taxing the Town, contacted them and followed through to obtain a refund of over \$2,500. A special thank you is extended to Ms. Heed. A letter will be written for her personnel file.

Building Maintenance:

There has been some discussion of our occasionally used municipal buildings and how the buildings are managed to be sure that those that do have access are handling them properly; specifically the Enfield Center Town House and Shaker Recreation Park building,

Mr. Kluge said this discussion ties in with our last meeting with talk about the Community Building maintenance. We need a plan, someone or some entity to be sure buildings are maintained. The Shaker Recreation Park building is full of junk, a true disaster. The building could be very useful.

Mr. Schneider replied that the Recreation Commission is the logical Town board that has a direct connection to that site. The Shaker Recreation Park building is probably not a priority for the Recreation Commission. Phil Neily oversees the Community Building.

Mr. Kluge noted that while some one is in charge of the Community Building it is not always cleaned as well as it can be.

Mr. Schneider responded that the Community Building is a heavily used building and the cleaning crew has a difficult time getting in to do a more thorough cleaning. Mr. Schneider has spoken with Phil Neily about the possibility of closing the building on a scheduled basis for a more thorough cleaning; perhaps once per month or once per quarter.

At the Enfield Center Town House they did a good job. This building tends to be looked on as dry storage and we need to be aware it has other uses. The more you store in it the less useful it is.

At the next meeting Mr. Schneider will have a spreadsheet of buildings identifying who's responsible for each and how we'll be sure they are adequately maintained.

Employee Compensation:

Performance reviews have been completed for employees. Traditionally raises are retroactive to April 1, but this is a decision of the Board of Selectmen. Merit increases as of April 1 were included in the 2011 budget.

Mr. Kluge moved to grant 2011 merit increases retroactive to April 1, Mr. Crate seconded, vote unanimous in favor of the motion.

State Retirement:

There will be a memo issued to employees in their next paycheck regarding changes in NH Retirement System contributions from employees. Rates have increased for Group I employees from 5% to 7% of gross annual wages and for Group II employees (Police) from 9.3% to 11.55% of gross annual wages. Lawsuits have been filed, but the Town has been advised to put the changes into effect. If the results of the lawsuits mean returning to previous contribution rates a refund should be issued.

Employer contributions will also change. Changes in employer rates will offset changes made in the State budget. Those changes will take place after they do some actuary work. Some other changes to the NH Retirement System were also made regarding the calculation of benefits.

250th Thank You:

The Enfield 250th Anniversary Celebration was a resounding success. Many thanks to the Public Works Department for the work they did to be sure the Village was in great shape. Fences were painted at Huse Park, Whitney Hall was prepped and the Enfield Center Town Hall was cleaned out. The Street Dance and crowd of people were amazing; 500 – 600 people turned out. The Parade was very successful; a great event.

The Enfield 250th Steering Committee and Heritage Commission worked hard to prepare a wide variety of events over four days. Food was available every day so you didn't have to cook a meal if you didn't want to. Every meal was sold out. There has been talk of doing something on an annual basis.

Everyone chipped in from the Police Chief, to Director of Public Works, to the Office Staff.

Lori Bliss Hill said there was a request for an annual event. She also mentioned that most that did the Shaker 7 Road Race this year would rather the course stay the same as it was this year and not go across the Shaker Bridge when it re-opens. It's hot crossing the bridge. They liked the course this year, liked the Start and the Finish.

David Beaufait had proposed a possible traditional dance or concert for the Enfield 250th at the Enfield Center Town House because it's a nice space with good acoustics and the building is under used. Use of the Enfield Center Town House is obviously something that would require the Town to maintain and upkeep the building, including some painting and glazing. The decision was made not to hold the dance because the Enfield Center Town House is not feasibly useful. It has to be worked up significantly for Celie Aufiero's play. It's important, one way or another, to decide what will be the use of this hall. If we're going to use the building things are needed in addition to building maintenance.

Mr. Kluge asked Dr. Beaufait what he envisioned.

Dr. Beaufait said it seems a group of people might be interested. This building was apparently cleaned out 6 to 12 months ago. If it's going to be used as a public space it needs to be done and done right.

Mr. Kluge responded that the fact that the Selectmen are here at the Enfield Center Town House, means we don't want to give up on this building. It looks sort of useful but depends on what you want to use it for.

Mr. Schneider said this building has been discussed by the Heritage Commission.

Mr. Crate said the building has been painted a couple of times in the past 15 to 20 years. The roof was done as was the foundation. The townspeople voted down the purchase of land for improvements.

Mr. Kluge asked, "How important is dry storage?"

Mr. Schneider said this space took what was stored in Whitney Hall. That was our dry storage previously.

Mr. Kluge and Mr. Crate expressed support for looking into this and what can be done with it.

Mr. Schneider said there may be grant funds available. Painting and glazing are the easy part. Are we going to get parking and septic? That's the hard part.

VI. PUBLIC COMMENTS

None.

VII. BUSINESS

Tax Increment Finance District:

David Saladino, TIF Committee Chairman, wished to update the Selectmen on two issues, the Huse Park culvert replacement and the Route 4 Sewer Extension project.

The TIF Committee discussed the Huse Park culvert project at its last meeting and discussed how it would be paid for. The assumption was that TIF dollars would be spent. The Committee's concern was the assumption that TIF dollars would be available. In the end the Committee voted to fund the culvert installation up to \$45,000.

Over the next 6 to 12 months there will be a great deal of discussion about the Sewer Extension project including debt service, public meetings, design Charrette, etc. The TIF Committee wants to be sure the Selectmen are still in favor of the sewer project. Is there any information or clarification wanted by the Board? Does the Board want a presentation by CLD Consulting Engineers?

Steve Schneider mentioned that because the project will involve long-term borrowing, the Town needs to hold a public hearing during a certain time period before Town Meeting. A preliminary meeting will be held in November or December so the public hearing isn't the first time people hear about the project. The design from the engineer and final numbers should be pretty clear in September.

Mr. Schneider informed the Board that the TIF Committee will discuss funding sources, such as local banks, the Bond Bank, etc. The bond payments won't impact the tax rate. Once firmer cost figures are known we will see how TIF revenues will cover the costs. Some questions need to be answered. How will the sewer line extension impact homeowners by which the line runs? How soon will we require people to hook on if they have a working system? There will be quite a few things the Selectmen will have to address before those questions are made. We'll get revenue numbers including, but not limited to, property value change projections. This may involve talking to our assessor or hiring a firm to make these projections. There will be at least two meetings before Town Meeting in March 2012. There may be one meeting where we just invite the property owners in order to have a more focused meeting on the effects of the extension on these individuals.

Mr. Saladino said some questions may come up at the Charrette. Abutters and property owners are being specifically invited to that event.

Mr. Schneider said it looks like we can fund it entirely with TIF dollars.

Mr. Saladino added this is based on today's TIF dollars, not future TIF dollars.

The Board unanimously expressed support for moving forward with this project.

Mr. Cummings told Mr. Saladino that he doesn't know if the Selectmen were pushing for TIF dollars for the Huse Park culvert. The culvert needs replacement regardless of where the funding comes from. The Board needed an accurate understanding of the costs and was going to ask the TIF Committee about funding after those costs were known.

Mr. Saladino thanked Mr. Cummings for the clarification.

In response to a question from Dr. Beaufait, Mr. Schneider confirmed that the Town has to approve a long-term bond with a 60% majority vote.

Mr. Schneider reported that the RFP for the culver was sent to a number of local contractors and we received no proposals. Jim Taylor will send it out further.

Mr. Taylor sent the original RFP to about 10 local contractors. He may want to send one to the contractor that's working on the Shaker Bridge replacement since they're currently in Town.

The TIF Committee approved \$45,000 for the culvert replacement. If the Town gets a bid it will be brought to the TIF Committee.

Shaker Bridge/Rail Trail:

Jeff Potter, NH Dept. of Transportation, came before the Board to discuss the need to address conflicts with the water main near the Shaker Bridge. The contractor for the Shaker Bridge replacement, when doing drainage crossings, ran into water main conflicts. The plans were inaccurate. On conflict was close, one was fairly close. A redesign of the drainage has been done. They can make it work with only one direct conflict that must be addressed. The problem is that the Town will have a new road and 100 year old water line. It's also a cast iron line vs. ductile iron line, which is highly preferred. Mr. Potter thinks the Town will run into problems if

they don't do something. There are three locations with clearance of just 6" to 9" between the drainage system and water line. One section of the water line will have to be relocated. If the State has to relocate the line it would be a section of only about 10' leaving the Town with a patchwork of old/new/old line.

Mr. Crate asked how much line Mr. Potter would recommend the Town replace?

Mr. Potter replied that if he were the Town, from his personal point of view, he would do a 500' section.

Discussion ensued regarding the location of the line and conflicts, as well as the use of a valve at the lake for flushing hydrants.

Mr. Potter said the Town's engineer would design this, then the Town would go out to bid or get a bid from the contractor that is already there. The State has not come up with a dollar figure for this replacement/relocation, but has deferred to the Town's engineer. The engineer has the information. The Utility Section would have to determine how much funding the State would provide toward this project.

Mr. Schneider said the Town is looking for closer to 18" separation vs. 6" to 9". We have some funds in the Water Department capital reserves.

Mr. Cummings asked if there was any of the work on this project that our own crews could do.

Mr. Crate said the Town should get a contractor.

Mr. Taylor agreed as repairing pipe, which his crew can do, is different from laying pipe.

The Board further discussed costs and financing. Mr. Crate said if we have funding he'd recommend doing the entire 500' of pipe.

Mr. Taylor said the Board doesn't have to make a commitment now, but we don't want to pay an engineer if we aren't going to proceed with the project. Mr. Taylor can work up funding possibilities.

Mr. Kluge moved to replace the 500' +/- of water pipe, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Potter reported to the Board that a barge will be going in at the Shaker Bridge construction site soon.

Mr. Cummings asked if there was any way the boat launch could be opened up more. People are complaining.

Mr. Potter told the Board they'd notice a significant change over last week. What's left there is some pipe which is for that area.

Mr. Crate thinks we should let them do their job.

Dan Kiley told the Board that the boat launch is open enough to back up a trailer and launch a boat.

Mr. Cummings added that there are a lot of people parking in the boat launch area to go swimming at the beach, as well as on the sidewalk on Main Street by the Rail Trail. This will be looked into.

Progress is being made on the Shaker Bridge project. The bulk of the pre-bores for the abutment piles are done. They are welding abutment piles now. They will be 108' long. They will then drive them into the ground. There will be two barges used, one for the drill rig and one to service the drill rig. Boats will still be able to go back and forth.

They will continue the drainage crossings on NH Route 4A then will return to work on the Main Street side of the bridge. Another course of pavement between Evenchance and the bridge remains to be done. There will be full roadway reconstruction from Main Street to LaSalette.

Sewer Line Relocation:

Mr. Schneider received word from the State that they are ready to be repaid for the sewer line relocation project at the Shaker Bridge. Mr. Schneider provided a spreadsheet that outlines a 20 year term. He has requested, but has not yet received, 5, 10 and 15 year terms as well. The impacts of various financing scenarios were discussed by the Board. The annual debt service is expected to be about \$19,810 over a 20 year term. Each cent raises \$5,301. The Selectmen need to determine the distribution of debt between Town taxes and sewer users. The State has offered a reimbursement of \$160,000 that can go toward repayment of the total cost, leaving the real cost at about \$131,000. When Mr. Schneider has a repayment schedule for 5, 10 & 15 years the Board will have a better idea for repayment.

Mr. Cummings asked Dr. Beaufait, as a sewer user, who he thinks should pay for the debt.

Dr. Beaufait feels $\frac{1}{2}$ to $\frac{2}{3}$ of the cost should come from sewer users. As a taxpayer he'd also be paying the tax cost of payment. It would be nice to have some show of support from the Town. Some individuals may have difficulty with the extra \$40 - \$50 per year for the debt payment.

Mr. Cummings has thought about this. It is not remotely the sewer users' fault that the line had to be replaced, it's a Town issue. He is torn between a 50/50 split and making the Town as a whole pay for it in entirety.

Mr. Kluge is opposed to the Town paying as a whole. There are taxpayers with private septic systems that have to look at replacement costs of their systems with no help from the Town. He could not go further than a 50/50 split.

Mr. Kiley has a problem with the water main being paid by the Town.

Mr. Schneider replied the water main would be paid by Water Capital Reserves. There's about \$80,000 in the Sewer Capital Reserve Fund.

Mr. Cummings suggested a three way split between Sewer Capital Reserves, sewer users and Town taxation.

Mr. Schneider will confirm that this is an allowable purpose for expenditure of Sewer Capital Reserves.

Dr. Beaufait suggested taking an even \$40,000 from the Sewer Capital Reserves and split the remainder 50/50. The Selectmen were supportive of that suggestion.

NH DOT is reimbursing the Town the \$160,000, but NH DES is the one getting paid. Alex Vogt is on the DOT side who will figure out when the Town is going to get those funds.

CIP Update:

Mr. Schneider feels the Selectmen should meet with the CIP Committee and a few members of the Budget Committee so the three groups have a mutual understanding of the CIP plan, process and budget goals; a meeting of the minds. Mr. Schneider anticipates this joint meeting in August.

Winter Sand Bid:

The Town received two bids for winter sand, one from Don Crate & Sons, the other from Conkey. The Public Works Department would like to accept the low bid from Don Crate & Sons. No motion is required as Mr. Schneider has the authority to award the bid. Mr. Cummings and Mr. Kluge had no objections. Mr. Crate abstained from comment.

Whitney Hall Emergency Generator Bid:

The Town received bids from three vendors, Defiance Electric, MG Electric and Langlois Electric. All three provided a package that would provide service for heating, the phone system and computer servers. Mr. Schneider recommended accepting the low bid from Defiance Electric for a 10kW generator.

Mr. Cummings asked if it made sense to go with the 12kW generator for an additional \$800.

Mr. Schneider replied that in an emergency we need heat to keep pipes from freezing, the phone system and computers running. He doesn't expect the office to be open.

Mr. Cummings moved to approve the 12kW generator at \$7,300.

Mr. Crate asked why other outfits bid different kW generators.

Mr. Schneider explained that they all came through the building and saw what we needed. All of the vendors had an opportunity to see the site and propose what they felt was needed. Phil Neily has looked over the bids and feels they all would be sufficient to power those services we require.

All of the proposed generators run on propane, have an automatic start and a battery charger. Shelter will have to be constructed.

Mr. Kluge seconded Mr. Cummings motion, vote unanimous in favor of the motion to approve the 12kW generator at \$7,300.

Administrative Items:

The Board reviewed and approved the following documents: Appointments previously approved (CIP & TIF), Certifications of Yield Taxes Assessed, Timber Tax Levies, Tax Lien Abatement.

VIII. OTHER ITEMS

Next Meeting:

Monday, August 1, 2011, 6:00 PM, Enfield Center Town House, NH Route 4A

Transfer Station Hours:

Mr. Crate inquired about the Transfer Station hours and how these are being handled by the staff with the public.

He was informed the hours are from 12 – 4 PM. The reason for closing 15 minutes early is due to people bringing in large amounts at 3:59 PM and the workers having to stay late and incurring overtime.

Discussion ensued regarding staggering of shifts or otherwise adjusting hours to avoid overtime but to allow the Transfer Station to remain open for the posted hours.

Zero-Sort Recycling:

Mr. Cummings asked that we follow through on the zero-sort recycling.

Mr. Taylor has spoken with Northeast Waste and they're working with two other towns now. Once they have completed that work they'll work in Enfield.

CONFERENCE

I. ADJOURNMENT

Mr. Kluge moved to adjourn at 7:45 PM, Mr. Crate seconded, vote unanimous in favor of the motion, meeting adjourned.