

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

MINUTES of November 21, 2011

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

Administrative Staff: Steven Schneider, Town Manager; Alisa D. Bonnette, Executive Assistant

Others: 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 had two corrections: Page 4, paragraph 3 should read, “Mr. Kluge expressed the need to be able to say it won’t raise the tax rate...” and page 6, last paragraph should read, “Mr. Crate doesn’t think we can do otherwise.”

Mr. Kluge moved to approve the minutes of November 7, 2011 as corrected, Mr. Crate seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Standard Dredge & Fill – NH DOT Interstate 89, Exits 15-17

Permit by Notification – Green, 69 Algonquin Road, Replace Railroad Tie Retaining Wall with Natural Stone Retaining Wall

IV. BOARD REPORTS

Planning Board:

Two representatives of the Ironman development came in to speak with the Planning Board. The Planning Board has decided that they cannot give them another conceptual but instead need to hold a noticed Phase II Public Hearing with notices to abutters. They’ve applied for access off

route 4 but haven't heard from the State. By law, the Planning Board can't hold up the project waiting for the State. A Phase II review is scheduled for December 14, 2011.

Mr. Crate inquired about the rumored sale of the field on Route 4, abutting the Enfield Garage property. Mr. Crate pointed out that retention work to prevent damage to Oak Grove Cemetery will be needed if this lot is developed. If the property is developed the Oak Grove Cemetery Association will be notified as abutters. Nothing official has been heard.

Capital Improvement Program (CIP) Committee:

The CIP Committee is trying to finalize financing for capital items. How do we pay for what we need to replace over the next 20 years? The next Selectboard meeting will be held at the Public Works Facility to allow for a joint meeting of the Selectboard, CIP Committee and Budget Committee to discuss capital planning.

Budget Committee:

The Budget Committee is going through the budget department by department. Library, Recreation and Police were completed at the last meeting. Enfield Village Association was there as well. Administration, Finance, Vital, Planning Board and Zoning Board were completed previously. Ambulance, Fire, Public Works and Capital will be reviewed on Saturday, December 10th. The Budget has been level funded so far.

V. TOWN MANAGER'S REPORT

Tropical Storm Irene:

Mr. Schneider provided an update on costs from Tropical Storm Irene, which total about \$400,000 to \$410,000. We may have to include Whaleback Mountain Road repairs and may be able to include paving as part of the long term fix for storm damages. FEMA would cover 75% of the costs, or about \$300,000. Mr. Schneider thinks the Town's share should come out of undesignated funds. The undesignated fund is at \$890,000. If we take \$100,000 from the fund it will leave us \$790,000, which is \$40,000 over where we were last year. The fund is still healthy.

The Shaker Boulevard Bridges is installed and paid for. Jim Taylor got someone from Vermont to install the guardrail. Mr. Crate thinks the guardrail looks used. Mr. Schneider thought we were going to use the guardrail that was attached to the jersey barriers. 75% of the guardrail would be paid by FEMA.

VI. PUBLIC COMMENTS

Dan Kiley – Tax Increment Finance Advisory (TIF) Committee:

The TIF Committee met last week and listened to a presentation by Stu Arnett who gave a good talk on TIF districts. The Committee doesn't have to identify the financial institution from which the funds are coming, but do need to be able to assure the public that we can cover a 30 year bond.

Dan Kiley - HUD Grants:

Mr. Kiley also reported that 9 regional planning commissions received \$3.5 million in grants for HUD. Of 468 applications, 56 were approved, including one submitted by the Upper Valley Lake Sunapee Regional Planning Commission. This grant award will assist us in creating a regional plan and should help Enfield regionally.

VII. BUSINESS**Energy Committee Membership:**

Following review of a letter of interest from Philip Vermeer, Mr. Crate moved to appoint Philip Vermeer as an alternate member of the Energy Committee, Mr. Kluge seconded, vote unanimous in favor of the motion.

2012 Budget:

Mr. Schneider said we will have a better feel for capital impacts on the 2012 budget at the next Selectboard meeting.

Whaleback Update:

The Town Manager and Tax Collector have received instructions from the Town's attorney regarding the appropriate noticing for the impending deeding of the Whaleback property for non-payment of taxes. Notices were sent last week. The property is scheduled for a Selectboard vote to take the property on December 21, 2011. Whaleback is aware of the impending deeding. They believe they can get funds together by November 25th. In order to stay the deeding, they need to pay off 2008 and 2009 taxes amounting to about \$40,000.

TIF Water/Sewer Extension: Sewer Ordinance Policy Decisions:

The Selectmen need to address three issues: connection fees, distance and time frame for connections. Two ordinances need to change accordingly.

Section 4 of the current Sewer Ordinance requires connection if the building foundation is within 300' of the municipal sewer system. It allows 90 to connect unless a waiver is granted by the Board of Selectmen in accordance with Section 4B of the ordinance. The exception currently has no limitation, though certain conditions apply.

Mr. Schneider informed the Board that they can amend to ordinance to allow waivers to be granted by himself or Phil Neily, Building Inspector/Health Officer. He also suggested an annual inspection of septic systems if a waiver is granted.

Mr. Cummings is OK with no deadline for an exemption.

Mr. Kluge pointed out that an annual inspection is not required by the current ordinance.

Mr. Crate does not agree with annual inspections if waivers are granted. He believes anyone with a failed system will want to hook on to the system. He also wants the Selectmen to be in charge of granting waivers. If a property owner has a state approved system he doesn't think they should be forced to hook on until it fails.

Mr. Schneider thinks there should be some provision that allows the Town to inspect the system.

Mr. Cummings suggested wording for the ordinance to the affect that "if information is received that there is a failed system, the Town reserve the right to inspect" on an as needed basis.

Mr. Crate contends that if there's a problem and they don't want to hook on to the system we can go to the State. No one did inspections when we did the town-wide system. He doesn't think we need to police this.

The Board discussed fees and charges. Mr. Schneider recommended adding an addendum for this TIF project that specifically states that if a property owner connects within 90 days of this extension project the connection fees would be waived.

A question arose about how to charge for sewer if the customer has his own water system. How are those charges determined? Mr. Schneider will look into it and report back to the Board.

The Selectmen were in support of waiving fees if connection is made within 90 days or with hardship as determined by the Board of Selectmen.

Mr. Crate asked how deep stubs are going to be. The stubs on Main Street were dangerously deep at 12-14'.

In response to Mr. Cummings inquiry about the distance required for connection, Mr. Schneider explained that is it currently 300'. The only properties outside of that distance are those buildings behind the yellow barn and behind the pharmacy plaza. The School District and Shaker Granite may also lie beyond the 300' mark.

FastRoads:

At the last meeting the Selectboard approved the municipal connection to the FastRoads fiber backbone. Mr. Schneider no presented authorization to use some Town property, specifically a wall mount in the back room of Whitney Hall and a space in the mezzanine area of the Public Works Facility that will have a caged area of electronics.

Mr. Crate asked if we have to pay the electric bill to run the equipment.

Mr. Schneider said no, they have asked only for space. They pay the power.

Mr. Kluge moved to approve the license agreement between the Town and FastRoads.

Mr. Crate questioned how they will pay for the power when it's on the Town's systems.

Mr. Schneider said they would be on our generator. He does not want to pay their electricity and will be sure it's meter separately.

Mr. Crate seconded the motion to approve the license agreement between the Town and FastRoads, vote unanimous in favor of the motion.

FAST Squad: Preliminary Personnel Costs:

Mr. Schneider presented preliminary estimates for wages and benefits for potential full-time ambulance personnel. Mr. Schneider surveyed several Upper Valley communities, plus others of our size to get a feel for where salaries would be.

The salaries range from \$40,000 for a Paramedic, \$37,500 for an Intermediate to \$35,000 for Basic. With benefits these positions would be estimated at \$74,632, \$71,608.50 and \$68,585 respectively. We would have to have at least two on staff for full-time, Monday-Friday coverage with on-call per diem for back up. To obtain the most revenue from ambulance billing we need a paramedic.

A paramedic and intermediate comes to about \$145,000/year with salary and benefits. The Town is currently paying Lebanon about \$45,000/year. The ambulance budget is about \$80,000 including the \$45,000 to Lebanon. The cost for personnel will nearly meet or exceed the high estimate of what we could make through billing. If we make the high estimate from billing we will roughly break even.

Mr. Cummings pointed out key factors including the savings of \$45,000 paid to Lebanon, we will pay more for on-call personnel, and we'll have personnel in Town to respond to calls. On-call staff will be paid to stand by, then get a higher rate if they respond to a call.

Mr. Cummings' goal is to provide the best level of care. If we get called by Canaan or Grafton to do a paramedic intercept we'd bill for that service. Mr. Cummings would like to see Mr. Schneider meet with Richard Martin and Bob Cusick to figure out the full costs. As Selectmen we need to endorse that. This may cost us a little money, at least while we get started. He thinks the Town will break even or even make a small profit in 2 to 3 years. We need to provide this essential service.

Mr. Kluge stated that the Board will make a better case if we can say it will have no impact, or very little impact, on the tax rate.

Mr. Cummings said that's true, but we need to be prepared to see the budgeted amount for ambulance go up significantly. It will be offset by revenues. It will be tough in the first 2 years because it will be a learning curve.

Mr. Schneider pointed out that it was the Selectmen's goal to start January 1st. Typically we don't start new, large expenditures until after Town Meeting. We're asking Town Meeting to consider a change to the budget. It would be neater and cleaner if April 1st was identified as the implementation date. He doesn't want to rush that, since this is completely new to the Town.

Mr. Cummings said the Board has identified a problem we're having. He thinks the longer we put this off it puts us in a liable position.

Mr. Schneider contends that the Board is then asking Town Meeting to approve something after the fact.

Mr. Crate stated that he would approve this tomorrow but understands what Mr. Schneider is saying. He doesn't want to do something behind the taxpayers' backs.

Dan Kiley pointed out that this was also voted down already at Town Meeting.

Mr. Crate would agree to an April 1st implementation date even though he'd like to see this on January 1st.

Mr. Schneider said the question will be raised. He completely agrees with everything that Mr. Cummings has said - it's an inadequate service; this is how we're addressing that. Based on an April 1st implementation date there will be a 9 month expense and revenue impact vs. a 12 month impact.

While we don't have a residency requirement for personnel, Mr. Cummings would recommend that we have a response time requirement for our paramedic, as we have for police officers, perhaps a 10 minute response time so we can utilize our own paramedic.

By the next Selectboard meeting Mr. Schneider hopes to have met with Richard Martin, Bob Cusick and Sam Provenza and have a better understanding of on-call expenses in the 2012 budget and a breakdown of when calls come in so we can begin to flesh out the structure of the department.

Mr. Cummings said Richard Martin currently runs the department and he has no problem continuing with that.

Mr. Schneider thinks this is the right direction for the Town to go in. The Board is likely to receive questions or comments and they can be directed to contact Mr. Schneider.

Mr. Cummings asked Mr. Schneider to negotiate a lower rate with CAG. We also need to start the paperwork process.

Administrative Items:

The Board signed committee appointments for those appointments approved at their last meeting.

VIII. OTHER ITEMS

No Parking Sign:

A no parking sign was requested at the last Selectmen's meeting at the gated entrance to the Town's water tower. No sign has been put up. Mr. Schneider will be sure this gets done.

Commercial Dumpsters:

Mr. Kluge asked about commercial dumpsters and who dumps them. Dan Kiley said the Town doesn't pay at Anderson Hill Condos. Do we pay at Lakeview?

Who pays and why will be investigated and reported back to the Board.

Dumpster at Public Works:

Mr. Crate thought the Board decided to put a dumpster in at the Public Works Facility for the collection of large items, such as furniture.

Mr. Schneider responded that he thought they were doing to see what the demand was.

Mr. Crate reported that they're dumping them off on the side of the road.

CONFERENCE

I. NON-PUBLIC SESSION

Mr. Crate moved to enter non-public session to discuss a personnel issue at 7:17 PM, RSA 91-A II (a), Mr. Kluge seconded. Roll call vote: Mr. Crate – aye, Mr. Kluge – aye, Mr. Cummings – aye.

Mr. Crate moved to come out of non-public session at 7:45 PM, Mr. Kluge seconded, vote unanimous.

II. ADJOURNMENT

Mr. Crate moved to adjourn at 7:45 PM, Mr. Kluge seconded, vote unanimous, meeting adjourned.