

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

**MINUTES of December 19, 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; Jim Taylor, Director of Public Works; Richard A. Crate, Jr., Chief of Police

**Others:** Doug Pettibone, Budget Committee Chairman; Shirley Green and Sam Eaton, Budget Committee members; Dan Kiley

**BUSINESS MEETING**

**I. CALL TO ORDER**

Mr. Cummings called the meeting to order at 6:05 pm.

**II. APPROVAL OF MINUTES**

**December 5, 2011:**

Mr. Kluge submitted corrections to the minutes of December 5, 2011.

Section IV. BOARD REPORTS, Enfield Village Association: paragraph 3 should read, "Hometown Holidays is not a fundraiser for EVA, but is something they do for the community this time of year."

A typographical error will be corrected on Page 3, section VI. PUBLIC COMMENTS, Kurt Gotthardt – Shaker Hill Road Maintenance.

Mr. Kluge moved to approve the minutes of December 5, 2011 as corrected, Mr. Cummings seconded, vote unanimous in favor of the motion.

**III. COMMUNICATIONS**

**Tax Collector's Report:**

The second issue tax bills were due on Wednesday, December 14, 2011. As of Monday, December 19, 2011 the second issue taxes are 90% collected, the same as last year. Mr. Cummings asked if the taxes paid on the Whaleback property were included in this amount. Mr.

Schneider will inquire of the Tax Collector but he believes prior year taxes are not included in this figure.

#### **IV. BOARD REPORTS**

##### **Planning Board:**

Mr. Kluge reported that the Planning Board had a lengthy meeting which lasted until 10 PM. The meeting was a public hearing for the Maple Street Land Acquisition development project, also known as Ironman or Laramie Farms. The meeting was well attended and the Planning Board made significant progress. The meeting has been continued to Sunday, January 8, 2012 at 10 AM for a public walking tour, and will be further continued to the next regular Planning Board meeting on January 11, 2012. This development will be a time consuming and lengthy process.

Big issues that were discussed included traffic and steep slopes. Mr. Kluge put forth the Selectmen's concerns about the steepness of the drive.

The developers are now looking to create 1 bedroom and 2 bedroom units and suites, but virtually no 3 bedroom units, thus severely reducing the impact on schools. 154 units are proposed. This development will be upscale so they will be powerfully motivated to keep the drive well maintained. There will be a second entrance off of Maple Street for emergency access only.

It is believed the developers will be granted a curb cut from the State of New Hampshire for an entrance on US Route 4 just south of the entrance to the Town's water tower. By law, the Planning Board cannot hold up the planning process to wait for State approvals. The Planning Board can grant approvals contingent upon the developers obtaining the necessary State approvals. The State won't do anything to improve traffic flow on US Route 4 due to the anticipated increase in traffic due to the development.

Relative to traffic issues, Dan Kiley pointed out that everyone brings up snowstorms, but that's 7 days out the year. You can't issue permits based on seven days.

Mr. Crate wondered about the added traffic in addition to the 10,000 cars each morning and afternoon and expressed further concern about people pulling out into traffic during inclement winter weather conditions and causing traffic problems.

Mr. Kiley reported that they plan to have an Advance Transit bus stop within the development and a wider opening at the driveway entrance.

Mr. Crate asked what they were going to do with the water main that crosses where the proposed driveway will be. He was informed by Mr. Taylor they would redo the water main.

The Town has a right-of-way to the water tower that will remain. The Town will access the water tower using their road.

Mr. Crate asked if we have any say in what they're going to do. Mr. Schneider will ask Nate Miller what kind of comments the Town can make on the State side of things.

**Tax Increment Finance Advisory (TIF) Committee:**

The TIF Committee met about two weeks ago. About 20 people showed up for the public presentation meeting. It went well. After the meeting there were several concerns voiced about traffic and the proposed detour. In the morning hours traffic from Canaan to Lebanon will have free flow of traffic. Vehicles traveling in the other direction will have to wait a bit, or they can take Shaker Hill Road to Jones Hill Road and Blackwater Road to bypass the construction. This will work in reverse in the afternoon hours.

Concerns were voiced about maintaining access to businesses. There will be signs saying businesses are open, probably including some that list specific businesses saying you can still reach them. At the end of every day, from 7 PM on, there will be 2-way traffic.

The advertisement for the bid in in the paper. If things move smoothly at the 2012 Town Meeting the project can start in early May. It will take a full construction season, so will likely last to about October 2012.

The water portion of the project will be an option so the Town can do sewer only. Sewer only will be easier as it relates to traffic impacts.

The water extension would start at McConnell and Lovejoy Brook Roads, is a shorter run and less expensive than the sewer extension.

The TIF Committee will do more work on traffic issues to be sure businesses continue to thrive. We also need a hold harmless agreement from Canaan due to traffic being rerouted to Jones Hill and Blackwater Roads.

Overall, it was a good meeting. There were not really questions about the cost, engineering or how it will be paid for. The TIF Committee should probably have a meeting with just business owners to discuss traffic issues and concerns.

**V. TOWN MANAGER'S REPORT**

**Recreation Program:**

Mr. Schneider met with Jeanine King, Enfield Recreation Director, the Canaan Town Administrator and Marcia Wilson, the former Enfield Recreation Director and Selectmen's Representative to the Canaan Recreation Commission. The purpose of the meeting was to discuss the possibility of combining the two recreation departments for a joint program. There are some things that make sense regionally, such as the possibility of a shared year-round Recreation Director.

**Employee Health Insurance:**

As part of the budget, a memo will go in employee paychecks this week regarding employee health insurance. Mr. Schneider would like to have discussions with employees before

implementing any changes. Rates on health insurance have risen 15%, or about \$71,000 and the Town needs to find ways to control costs.

Mr. Schneider discussed the high deductible plan that was put into place in 2011 to save on premiums; about \$30,000 savings in 2011.

Mr. Schneider has received and reviewed a number of alternative health plans for 2012, again to save costs for the Town. The alternatives make changes primarily in our prescription benefits. A breakdown of plans was provided to the Selectmen for review. Mr. Cummings and Mr. Kluge feel the prices seem reasonable. The rise in prescription costs will force employees to be more of a consumer where savings can be realized by choosing generics.

## **VI. PUBLIC COMMENTS**

None.

## **VII. BUSINESS**

### **Whaleback Update:**

The Town has received tax payments to stay the deeding of the Whaleback property; about \$40,000. This pays off the most delinquent taxes only. They are good until May, 2012 when they will again be subject to deeding if they have not paid off additional taxes, interest, costs and fees. They haven't paid their 2011 second issue tax bill, but the bank seems committed to them, wanting them to succeed.

### **Kiyoko Guitar Estate – Property Deeds:**

The former owner, The Kiyoko Guitar Estate, said they want to pay the taxes and redeem the two properties taken for unpaid taxes in May 2011. The Town will be made whole and the property will stay with the family.

Mr. Kluge moved to sign the deeds back to The Kiyoko Guitar Estate for the two properties on NH Route 4A, Tax Map 18, Lots 19 & 27, Mr. Crate seconded, vote unanimous in favor of the motion.

### **Permission Requested to Use Portion of Class VI Road:**

Dana Fox requested permission to use a portion of Blood Road that is classified as Class VI for access to the John & Mary Ellen Burritt woodlot. The section of about 2/10 of a mile needs some minor improvements for access with a log truck, which must be done before freeze up. The road would be used during frozen ground January – March, 2012. Mr. Fox asked if a bond would be required.

It was the consensus of the Board that they would waive a bond for this project.

Mr. Crate moved to allow Fox Tree Service to use the request 2/10 of a mile section on Blood Road, Mr. Kluge seconded, vote unanimous in favor of the motion.

**Shaker Bridge Lighting:**

The Board received a request for shielded lighting on the Shaker Bridge so the light doesn't shine into the air or onto the lakes' surface, but only onto the traveled way. Documentation regarding light pollution was provided for the Board's perusal.

Given modern standards, Mr. Kluge does not see spending a lot of money on this issue. We'll do our best to light only the traveled way.

Mr. Crate said there should be light under the bridge for boats going under the bridge at night. He proposes keeping the same lights as we have on the bridges now. Mr. Cummings and Mr. Kluge agreed. The Board agreed that the light would be shielded from shining upward into the sky.

The Board briefly discussed a 1973 Smithsonian magazine article that includes photos of Enfield residents Dimitri Gerakaris, Warren Proctor, Arthur Blain and others.

**2012 Budget:**

Mr. Schneider provided the Board with documents from the last meeting of the Budget Committee. The Budget Committee didn't have a quorum that evening so it was an informal meeting only.

Mr. Schneider reviewed the significant changes to the proposed 2012 budget. Nine months of expenses were added to the Ambulance budget for the proposed full-time, Monday-Friday staffing, plus additional supplies that we would have to cover. A quarter of the mutual aid ambulance costs (about \$11,500) need to be added back in.

Other significant changes are in debt service and capital expenses. The money that was in the budget for the DPW debt service has been removed and put into the CIP capital line. Capital Outlay is for purchases. \$20,000 is budgeted for a Fire Department transport vehicle for which funding will be withdrawn from the Fire Capital Reserve Fund (CRF) so there will be no tax impact. There will be two DPW mid-size, 25,000 GVW International truck leases for \$35,000 annual lease payments for both vehicles. Other DPW equipment, which will be purchased outright, includes a trailer and lawn mower. Police Equipment includes the lease of a fully outfitted cruiser for \$3,100 with trade-in. The lease would extend over 5 years. The cruiser is no longer included in the Police Department's operating budget.

Mr. Cummings said this number would go up if we decide to lease more cars. If we decide to lease 7 vehicles it would cost us \$21,000/year. The theory is the cars will last longer if they aren't used as frequently. We could lease the cars for 5 years and keep them for 6 years. If we lease 7 vehicles that will be 2 more than we have now and it provides a vehicle for every FT officer. Officers could then take the cruiser home. It is less expensive to do this lease than buy a car outright.

Doug Pettibone suggested the Town wait until the current cars have reached the end of their useful lives before replacing them with a leased vehicle.

Mr. Kluge said it doesn't make sense to get rid of a car to get a lease.

Chief Crate said he'd want to see the benefits of the seven cruisers. Would there be a cost savings? We would still need to buy fuel and tires for each vehicle. He would want to see the budgetary benefit.

Chief Crate added that in Auburn they lease new cars every 2 years. They have 30,000 miles on them and get about \$10,000 on trade-ins. We're getting closer to \$2,000 for our older vehicles.

Chief Crate is not sure we need seven cruisers. We need to look at the numbers.

Mr. Cummings responded that the thinking was to keep the mileage down on each cruiser.

Dan Kiley pointed out that cash is cheap now and the lease is real low, but if we lease and prices go up you'll have a lease payment that's higher. You're then making the decision to lease forever. Staggered leases have cars reaching the end of their useful lives at different times rather than all at once.

Chief Crate noted that Hanover leases cruisers and they do their patrol cars at a different time than the Chief's car and Detectives' cars so the leases are offset.

Mr. Kluge would come down strongly on one new cruiser per year.

Mr. Schneider stated that at the moment we have funding for leasing one cruiser in 2012.

Mr. Cummings pointed out that taking the cruiser out of the general operating budget theoretically offsets the nickel increase for capital improvement projects.

Mr. Schneider explained to the Board that the CIP capital reserve fund has to be specific. It cannot be a generic CIP CRF. Per our attorney it has to be specific, but we can indicate it is for Public works, Fire, Ambulance and Police Vehicles and Equipment. The nickel tax increase that would raise \$20,000 would go into that fund.

The lease for the DPW International trucks is a 10-year lease for about \$388,000. The CIP CRF would go towards future lease payments.

Mr. Crate expressed concern about a 10-year lease feeling that after 7 years a large truck will begin to need more maintenance. He feels 10 years is a long time. He also inquired about money in capital reserves for a new fire truck.

Mr. Schneider informed the Board that there is still a Fire CRF that will be used when we have to purchase a new truck, but it doesn't reflect in the 2012 budget. The CIP will account for future purchases. The first fire truck will be paid primarily with funds from the existing CRF. If Town Meeting approves an incremental tax increase, future fire trucks will be funded. Every year the CIP has to be reviewed and revised in response to equipment changes.

Mr. Pettibone does not think the plan accounted for future appreciation of the property tax base. He added, in response to mention by Mr. Kluge, there weren't reservations about the plan. There was some cautiousness about the plan for full-time ambulance staff. He looks forward to a full discussion of this at the next Budget Committee meeting.

The next Budget Committee meeting is on January 5<sup>th</sup>. Mr. Schneider will have year-end figures and will make budget adjustments.

Mr. Pettibone noted that \$170,000 is related to employee related costs that will require serious consideration.

Mr. Schneider explained these costs include health care, pensions and wage increases. We're not at a place where we have to make changes to the tax rate or the budget.

**TIF Water/Sewer Extension Update:**

Bid documents for construction are available for the Board to review.

**Main Street Water Main Replacement Update:**

The Town has a signed contract with L&M Construction. They've started today. Notices were sent to residents to alert them to the construction taking place.

Mr. Crate asked about the status of the Shaker Bridge.

They still have people there. It looks like one crane is now gone. Piers are in. It also looks like they're now breaking down the barges.

**Ambulance Update:**

Mr. Schneider provided the Selectmen with a worksheet including a wage and benefit summary, a revised supplies budget and projected revenues.

The Board reviewed on-call time which is estimated at 16 hours/day at \$3.50/hour to be on call. There is then an added cost for paid volunteers based on 180 calls. Mr. Schneider spoke to Sam Provenza who is getting more detailed call data so we can get a better understanding of a projected full-time response vs. on-call response. Salary numbers are included in the revised column of the ambulance budget. Supplies have increased based on the Town having to supply those supplies that otherwise were provided by Lebanon when they respond to calls.

Mr. Schneider used the average estimate for revenues for a 9 month period. He explained the revenue estimates and how those numbers were arrived at. Ambulance revenue is incorporated into the revenue budget. Based on 9 months it will be about \$65,000; this is based on an April 1 start date for billing and the anticipated delay in reimbursement.

Dan Kiley said the window for reimbursement will shorten by the end of the year. It may be 3 to 6 months in the beginning but should be only a matter of a couple of weeks by year's end. Currently we're spending \$80,000 on ambulance so the difference to the taxpayers will be closer to \$35,000.

Mr. Cummings thinks the revenue number will be higher. The impact on the tax rate will be less than a \$35,000 increase, though he agrees with going with the lower estimate for revenues.

Mr. Pettibone said the caution he'd like to make is that we don't know what revenues will really be. He recommends a 2-stage approach. The best thing to do is increase responses for on-call personnel. Begin billing immediately and pay on-call immediately, then after 9 – 12 months you'll have a better idea of what revenues will be.

Mr. Cummings contends that won't be a true revenue number because we'll still be paying Lebanon and not getting that revenue. Mr. Cummings has a significant problem saying we're going to bill for something if we're not going after it 100%. We need not only to improve on-call response, but we need to improve on the Lebanon response times and collect that revenue as well. Mr. Cumming would rather go into 2012 knowing it will cost an additional \$35,000 the first year. He feels that in future years that number should come down.

Mr. Pettibone asked Mr. Cummings to be at the January 5<sup>th</sup> Budget Committee meeting. The Budget Committee is not aware of some of the potential benefits of this plan.

Mr. Cummings stated that the Board of Selectmen has already made the commitment to hire people and begin billing in 2012. We've already made the commitment to go this route. Ninety-eight percent of the people he's spoken to said if this cost them \$20 more per year in their taxes and we improved service, they're OK.

Mr. Kluge thinks this is the way to go as long as the figures work out for us. He can live with an additional \$35,000.

Mr. Pettibone expressed concern about the reliability of revenue projections. Just because you bill someone doesn't mean you're going to see the revenue. And, if word of soft-billing circulates you'll get a reduced response as well. That's why he suggests a 2-stage approach and hire in 2013.

Mr. Cummings would like Mr. Schneider to contact Comstar for billing services. Hanover and Lebanon speak highly of them. Whatever billing company we choose we want the biggest bang for our buck.

Mr. Schneider will obtain more detailed call data which will provide a more accurate estimate.

Mr. Cummings noted that Medicare pays a standard amount of money as does Blue Cross/Blue Shield. The full-time personnel will be responsible for making sure paperwork is accurate. The accuracy of records will affect what we can charge for calls since we need to document what services are provided on each call.

Paul Mirski had asked that benefits be included in the ambulance analysis; they are now included.



**Commercial Dumpsters:**

The Board was provided the most current list of commercial dumpsters that are not service by the Town. While it was the most current list available, it needs updating. Jim Taylor and Steve Schneider will meet with Northeast Waste to discuss curbside collection and the previously proposed single stream recycling service. A conflict in the existing contract regarding the number of units in a residential building that is the cut-off for curbside collection will be rectified.

**FastRoads Community Meeting:**

Mr. Schneider informed the Board that a public meeting has been scheduled for January 25, 2012 for the soon-to-be-connected residents. There will also be information at the Farmers Market in January. A letter regarding this meeting will be sent to those who will be affected by the fiber project.

The area that will be serviced is defined by a census block group because they are the ones who are underserved. The census block splits down the middle of Shaker Hill Road. The cost to residents in the serviced area will be the cost of fiber onto the property and the electronics that must be attached to your house. Out of this project we can get whatever is available over fiber optics. There is no limit to speed. FastRoads is not the provider. There will be a question of whether you can get local channels or not. The real benefit will be the connection we have to each other, as well as the connection to dispatch. The fiber will be installed in the spring.

The project needs pole attachment agreements with Fairpoint, National Grid and NH Coop. Some poles also need to be replaced where there's no room for fiber. In response to Mr. Kluge's inquiry, Mr. Schneider explained that the poles are paid for as part of the project, by the federal government.

**VIII. OTHER ITEMS**

The Board took a 5 minute break before continuing with the meeting.

**Next Meeting:** Tuesday, January 3, 2012, 6:00 PM, Whitney Hall

**CONFERENCE****I. NON-PUBLIC SESSION**

Mr. Kluge moved to enter non-public session at 7:55 PM, RSA 91-A:3 II (a), Mr. Crate seconded. Roll call vote: Mr. Kluge – aye, Mr. Crate – aye, Mr. Cummings – aye.

Mr. Kluge moved to come out of non-public session at 8:10 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

## **II. ADJOURNMENT**

Mr. Crate moved to adjourn at 8:10 PM, Mr. Kluge seconded, vote unanimous in favor of the motion, meeting adjourned.