

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

MINUTES of April 19, 2010

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

Administrative Staff: Steven Schneider, Town Manager; Alisa D. Bonnette, Executive Assistant; Richard A. Crate, Jr., Chief of Police

Others: Larry Battis, Carol & Richard Lammert, Kim Quirk, Energy Committee Members; Laura Chesnut, Municipal Energy Assistance Program; Tony Lozeau, Jeff & Sarah Snow; Mike & Megan Linn, and other members of the public.

BUSINESS MEETING

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mr. Cummings moved to approve the regular and non-public session minutes of April 5, 2010 as printed, Mr. Kluge seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Notice of Special School District Meeting:

The Board received notice of the meeting schedule for the discussion on vote on a Support Staff Association contract. Notice was made on the Enfield Listserv to get the word out to residents.

Trustees of Trust Funds Report ~ First Quarter, 2010:

The Trustees are seeing an overall interest rate of 1.57%. The Town has 1.3 million to invest and the Trustees are doing their best to group funds and invest them for as long as we can in order to receive the highest interest rate possible. Capital Reserve Funds continue to grow.

Water/Sewer Arrearage Report:

The Board received a list of Water/Sewer arrearages that may go to lien on April 29, 2010. We've been diligent about telling them their accounts are past due. Typically, properties are not liened for accounts that are only delinquent for one quarter, but instead they are usually delinquent for more than one quarter and sometimes a year.

Potential Deedings:

The Board received a list of properties that are subject to potential deedding on May 3, 2010.

Mr. Cummings asked where we stand on Whaleback?

Mr. Schneider responded that they are meeting their commitment. They've made payments and will be off the list of potential deeddings. This list is pretty standard when compared to previous years. There is one vacant parcel the Town will be taking as the estate has no interest in it. Vacant land is usually held for 3 years before sale. The Board meets on May 3rd and we'll see where we stand on that date.

IV. BOARD REPORTS**Planning Board:**

Mr. Kluge reported that the Planning Board is busy with three public hearings and a conceptual hearing. The Board discussed the opening on the Planning Board and unanimously supported the reappointment of Kurt Gotthardt. The Planning Board is looking for an alternate or two and asks this be posted on the Town's website. A representative to the Upper Valley Lake Sunapee Regional Planning Commission has also been sought. Dan Kiley has offered to take this on. Mr. Kluge public commended Dan Kiley for his commitment to the Town.

Mr. Kluge moved to reappoint Kurt Gotthardt to the Planning Board, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Cummings moved to appoint Dan Kiley as representative to the Upper Valley Lake Sunapee Regional Planning Commission, Mr. Kluge seconded, vote unanimous in favor of the motion.

V. TOWN MANAGER'S REPORT**Bid Opening ~ Highway Department Vehicles & Equipment:**

The Board received the results of the bid opening for F550 Cab & Chassis and Backhoe/Loader.

Bids were received for the F550 Cab & Chassis from Gateway and Flanders & Patch. Gateway was almost \$2,000 less than Flanders & Patch.

Bids were received for the Backhoe/Loader from Milton, Townline and Nortrax. Milton was about \$1,400 less than Townline, the next lowest bidder. Nortrax came in with the highest bid.

Mike Sousa and Scott Johnston made sue the proposals met the Town's specifications. Mr. Johnston will begin to put together the remaining equipment for the truck. If the bid specifications look like what we identified Mr. Schneider feels it's safe to award to Gateway and Milton.

The Selectmen voiced no objections.

Comcast Franchise Agreement:

A public hearing will be held on May 3, 2010 regarding the Comcast Franchise Agreement renewal and to formalize the understanding that Comcast will extend their service to Boys Camp

Road and the Town will enter an agreement for 10 years. The Board may want to hold this meeting at the Public Works Facility.

Huse Park Tax Increment Finance District (TIF) Project:

There was a Huse Park walk-through for engineers for the TIF Project. They identified needs such as lighting, room for the annual fair, and the need to convince us the pavilion needs to be moved; it's a fairly new building. It was also mentioned that whatever orientation the ball field is in it has to be adequate for Little League and Jr. High School games.

Those bids are due April 29, 2010. Work would be started in the late fall to avoid issues with the spring of 2011.

The Next TIF Committee meeting is May 4th. They had a good meeting, good discussion and good turn out.

Enfield 250th Anniversary:

The Enfield 250th Anniversary Committee met last week. They created and settled on events, which include events discussed before, such as a parade, dance and dinner. They also discussed who was going to set these things up.

The dates for the fair can't be moved closer to the Town's 250th anniversary. They need to book the fair years in advance. It may be the soft start to the celebration.

VI. PUBLIC HEARING

Mr. Kluge read the notice for the Public Hearing being held to discuss the acceptance of grant funds in the amount of \$19,400 for outdoor lighting upgrades as part of the energy Efficiency and Conservation Block Grant.

Mr. Cummings moved to open the public hearing at 6:33 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

The grant was obtained to retrofit the Village bridge lighting and the lights at the Veterans Memorial Park.

Kim Quirk said it was a good idea and will save money.

Larry Battis added that the Veterans Park lighting will pay for itself in a little over a year.

Richard Lammert said there was talk among the Energy Committee members of putting aside some of the money the Town would save for future energy projects.

Mr. Schneider said this would be the difference between what we pay now and what we could have paid. This is not a decision that has to be made now, however the Board expressed support for the idea.

Mr. Cummings informed the Board that lighting was discussed at a meeting earlier in the day. There is the possibility of putting in LED lights as we go. There are quite a few lights in the

State plan and will be a significant cost. He expressed the desire to involve the Energy Committee in bridge lighting issues.

The Energy Committee will work on compiling figures of the amount of energy currently used and what the Town can save with energy saving fixtures. A funding mechanism will also be looked into by the Town.

Charlie DePuy asked how many years the Town could keep this funding program in place, perhaps three years, the pay-back period.

Mr. Schneider suggested that it could be the useful life of the fixtures.

Mr. Cummings suggested a discussion of this at the next Energy Committee meeting.

Mr. Cummings moved to closed the public hearing at 6:38 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Cummings moved to accept the \$19,400 in grant funds, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Cummings moved to authorize the Town Manager to execute the grant contract documents, Mr. Crate seconded, vote unanimous in favor of the motion.

VII. PUBLIC COMMENTS

None.

VIII. OLD BUSINESS

Municipal Energy Assistant Program (MEAP) Update:

Laura Chesnut provided the Board of Selectmen and Energy Committee official copies of the report from the first phase of the MEAP project. This report includes energy use data and comparisons for Town buildings, vehicles and streetlights.

Laura Chesnut and her colleague worked with the Energy Committee to enter data into two carbon calculators: EPA Portfolio Manager and Small Town Carbon Calculator. The EPA Portfolio Manager provides an in depth view of buildings. Huge thanks were given to the Enfield Energy Committee. Charlie DePuy had already started data entry in Portfolio Manager and even went back to 2007 so the Town can now look at trends. The MEAP recommends this data be entered and evaluated each year. Kim Quirk was instrumental in collecting the last of heating and vehicle data.

There were a lot of lessons learned. Going forward, the Town should try to track as much as possible. It might be easier to enter data at least every couple of months. Other than that, Whitney Hall and the Public Works Facility cost a lot of money. The project didn't look only at cost, but also energy use. The cost of Rymes was half the cost of Irving, so it was necessary to look at BTUs used and emissions of each building. Overall, this data should help with aspects going forward.

The next stage of the project is an audit of one of the Town's buildings. Every participating town gets a baseline inventory. An audit will be done of one of our buildings, likely following a walk-through of a few buildings. Ms. Chesnut doesn't know whether the Town will get a decision-grade audit or an investment-grade audit.

Mr. Cummings noted that the data shows the FAST Squad/Ambulance building, the Police Department and Whitney Hall are the worst. He was informed that a lot has to do with the size of the building vs. energy used. Whitney Hall is a pretty bad offender on all counts.

A decision-grade audit provides general recommendations. An investment-grade audit is unlikely for Enfield as the Town was also chosen for a policy audit.

Kim Quirk thanked Laura Chesnut for all the work she has done.

Charlie DePuy noted that in the pie charts the buildings represent a smaller percentage than he thought they would. He was informed by Ms. Chesnut the reason is that vehicles take such a large percentage that it made buildings look smaller.

Mr. DePuy stated that the Town needs to take responsibility for managing record keeping. Without accurate and continuous recording of the data trends cannot be accurately identified. One problem encountered is that utility companies are giving bills in different formats.

Ms. Chesnut believes Mr. DePuy is right on that point. The value of doing this exercise is to get started and find what's needed to continue. On the Cool Air Cool Planet website they have a good checklist that provides an overview of what should be gathered and analyzed. She added that if there are further Energy Committee discussion she would be happy to help.

Mr. DePuy asked if MEAP could tell Enfield how our figures compare to other communities. He was informed that Enfield's vehicle costs are much less; other communities are 25% more.

Mrs. Quirk asked if, as MEAP completes other Town, can Enfield see comparisons of other towns.

Ms. Chesnut imagines so.

Fire Department Generator:

Mr. Schneider spoke with Fire Chief David Crate earlier today. Fire Chief Crate spoke to the supplier and got a quote of about \$27,000. Chief Crate is comfortable with a not to exceed figure of \$30,000 to include other things, such as wiring to the building.

Mr. Kluge is thinking the \$25,000 in easement revenues can offset this expense.

Mr. Schneider said \$4,300 in capital reserve funds could also be used.

Mr. Kluge noted that it looks like the State is going to be reducing the Town's revenue by \$25,000 or even more. Does this impact this decision?

Mr. Cummings pointed out that the Town is realizing a savings with no Public Works Director.

Mr. Schneider said incorporating something like that into our budget is achievable; it is not an atypical amount of money unexpended at the end of the year. The overall budget should have been at 75% unexpended at the end of the first quarter, but was at 76%. Mr. Schneider is comfortable with meeting the shortage from the State.

It is unclear if Governor's plan will go through. There are other funds they can access to offset the current spending gap. They also have an auction pending.

The State has been asked by municipal managers to look at their operations rather than pass down costs to the municipalities. The managers will continue to push the State to look at finding additional sources of dollars.

Mr. Kluge asked what the cost savings are of not having a Public works Director. He was informed that it is about \$5,800 a month, not including benefits or \$7,500 a month in savings including benefits.

Mr. Cummings moved to authorize the Town Manager to work with the Fire Chief to get a generator installed at the Fire Department in an amount not to exceed \$30,000, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Schneider will bring quotes back to the Selectmen for their review.

Shaker Bridge:

There was a meeting with Alex Vogt and the utilities engineer this afternoon, along with representatives of Friends of the Northern Rail Trail and citizens. They discussed how they will get their equipment to site without an at-grade crossing, as well as the rail trail bridge, timing of the two projects and lighting issues.

Mr. Cummings reported that it will be the State's recommendation to separate the two projects, start with the bridge project and re-hold some public hearings. Mr. Cummings fears is that after the bridge is done they'll start with the rail trail and it could become Enfield's version of the "big dig."

In the fall the State will preload the bridge site. They will drop the bridge the next year and the bridge will be unusable for a year. The whole project will last for 3 to 3-1/2 years from now.

One of Dick Mackay's issues expressed at the bridge meeting is safety. Mr. Cumming informed him there at two at-grade crossing in Lebanon on much busier roads than Main Street in Enfield. Mr. Mackay's comment in return was that they never had a bridge to begin with. It's still the Enfield Selectmen's opinion that we want an at-grade crossing. One reason is price.

There are two options for access to the old motel site. There is a new movement to raise the current bridge higher than it already is, not to realign the road or move the bridge, just to raise it. Another option is to do a temporary at-grade crossing at the motel site east of Main Street.

Mr. Cummings noted that Rick Sam was at the bridge meeting. He said you can raise the existing bridge as much as you want but still won't be able to fit a tractor trailer under the overpass because of the approach.

The Selectmen reviewed the plans for a temporary at-grade crossing.

Mr. Crate feels it's a waste of money to raise the existing bridge.

Mr. Cummings feels the Board can push back on the State. He is sympathetic with people who use the trail, but the majority of Enfield residents he's spoke with have not wanted to keep the existing overpass. It's his job, as Selectman, to advocate for those people. If people of Enfield want the bridge, it's his job to advocate for that. The danger is that if the overpass project gets fouled up it could shut down the whole project until it's figured out. Mr. Cummings feels it may be good to have public hearings again.

Police Chief Crate said that at the last meeting at the Public Works Facility he asked Alex Vogt how we'd have access to the residents of Pine Drive and Bridge Street. At that time they were going to remove the underpass.

Mr. Cummings pointed out that the State has drawing for an at-grade crossing. The Selectmen have a duty to the people that live in this Town that they get what they want.

Mr. Crate asked what the Town's options are. The problem is someone from outside of Enfield is playing politics. The Town can't get plow trucks through the underpass.

Mr. Cummings also questioned access by oil trucks, fire trucks, etc. Mr. Cummings thought there were two options on the table, an at-grade crossing or a new taller, longer bridge. Now there's a group that wants to keep the existing underpass.

Mr. Kluge cautioned that the Board doesn't want to push so hard that they stop the Shaker Bridge project. It's one of the lowest rated bridges in NH and needs to be replaced.

Mr. Crate feels the Board should push full force.

Mr. Cummings said our prime objective is to get the Shaker Bridge done. He agrees with keeping it at an at-grade crossing and straightening the road, but the bridge is the primary goal.

Mr. Schneider noted that the Town does want to push the State too hard. The Town doesn't want them to act so when they do act they stop the project.

Mr. Cummings wants to push for the at-grade crossing.

Chief Crate stressed the importance of sending a message to the State. The project needs to be done thoroughly and correctly. Politics are getting involved. The majority of the people will be happy with it. His frustration is that they're not doing that.

Mr. Schneider does not want to fault the people here from the State. They are filling orders from the top.

Discussion ensued regarding a meeting with State officials and the timeline of work. It's necessary to have access to Pine Drive and Bridge Street before the bridge is closed.

There has been discussion of the rail going back, but that is going to take a lot of work. Phase I would be from Boston to Concord and Phase II would be Concord to White River Junction. The cost is estimated at \$30 million.

Chief Crate recommended requesting a meeting with the Governor and going to Concord for that meeting. The Selectmen taking their time to go meet with the Governor would show the State the seriousness of this issue to the Town of Enfield.

Shaker Bridge Lighting:

The Board reviewed a plan for lighting of the Shaker Bridge at a cost of \$5,000 per fixture installed. The cost would be borne by the Town. It is believed the State can do the conduit on the bridge. Mr. Schneider feels it's appropriate to light the bridge.

Discussion occurred regarding the number of lights, perhaps on the abutments and piers, 8 in total at a cost of \$40,000.

Kim Quirk pointed out that it is not the Energy Committee's recommendation to put all those lights on.

Mr. Cummings pointed out that these lights won't pollute upwards. He feels the section of Main Street included in the plan is important because of the sidewalks.

The cost of \$5,000 per fixture is for an LED fixture. The cost of fixtures the same as existing Main Street bridge fixtures would be \$4,000 each.

Sewer Line Replacement:

The boring company has brought in their equipment. They have the sleeve. Wednesday they'll go into the lake itself. There's been some discussion of rearranging so people won't have to back in to launch a boat.

Mr. Crate said we don't want to hamper the sewer work.

Mr. Schneider added that they'll be there for 6 weeks. They'll start work at 6 AM.

IX. NEW BUSINESS

No Parking Sign Request:

The Board received a request for a No Parking sign at the end of Bridge Street from Rick Sam. People are parking on the end of Bridge Street, often blocking his driveway.

There is a sign that says No On-Street Parking on Bridge Street.

The Selectmen unanimously agreed to have a No Parking sign installed at the end of Bridge Street.

Human Services:

Mr. Schneider reported the receipt of a letter from the City of Lebanon asking us to end our joint venture of Human Services operations. The new Interim Manager and Human Services Director don't feel it's working out. The Town will employ a person for 25 hours/week. Staffing of the position by the existing employee was discussed.

Administrative Items:

The Board reviewed and approved the following documents: Conkey Enterprises Sand and Gravel Pit Intent to Excavate, Certifications of Yield Taxes Assessed, 2009 Property Tax Refund and two Property Tax Abatements.

Conkey has posted a bond of \$700 as required by State law due to the non-payment of property taxes.

Mr. Kluge noted that Conkey hasn't reclaimed the northern side of the pit.

Mr. Schneider agreed, but that has nothing to do with this action.

Mr. Crate pointed out that Conkey's pond keeps overflowing and an overabundance of water is emptying into the culvert.

Jim Taylor is aware of this and will work on it.

Mr. Crate asked if Conkey owes \$29,000 in taxes and when was the last time the Town received money.

Mr. Schneider confirmed that was past due taxes. Partial payment was received in 2009. He does not believe anything has been received in 2010.

X. OTHER ITEMS**Main Street Property Cleanup:**

Mr. Kluge noted that the building on Main Street has been slightly cleaned up.

Driveway Culverts:

Mr. Crate stated that years ago the Town maintained culverts at the end of driveways in the Town's right-of-way. The initial culvert was purchased and the Town would oversee installation to be sure everything was done correctly. Once Mr. Crate was no longer Selectmen, the Selectboard changed this policy. Mr. Crate spoke with the Highway Department last month. The Town is losing roadway if problems arise from a culvert. Mr. Crate would like the Town to again maintain driveway culverts within the Town's right-of-way.

Mr. Cummings agrees the Town should maintain and replace these culverts.

Mr. Schneider said there's definitely preventative maintenance.

Mr. Crate contends that if the Town doesn't maintain the ditches we could have more damage to the roads than the cost of the culvert.

Mr. Schneider wants to protect the Town if a homeowner causes the failure of a culvert.

Mr. Crate said in that instance the homeowner would be liable for repairs.

Mr. Kluge inquired about the average cost of a culvert.

Mr. Schneider offered to get information on costs to the Selectmen.

Mr. Crate said, "No." He does not need cost information.

Mr. Kluge would like to know what kind of demand there is and the cost the Town may see. He knows of some culverts not installed well or big enough. He'd hate for the Town to be liable for that. He'd go along with maintenance and replacement by the Town if the original culvert is installed or inspected by the Town.

Mr. Crate said a culvert installation might take 4 or 5 hours to do. The Town buys culvert pipe at a much lower price than a homeowner could.

Mr. Kluge asked if it's part of Mr. Crate's proposal that the town inspects culvert installations.

Mr. Schneider said it is part of the driveway permit.

Mr. Crate moved that the Town maintain culvers on Town roads after initial installation, Mr. Cummings seconded, vote unanimous in favor of the motion.

CONFERENCE

I. MUD POND ROAD / MUD POND TRAIL UPKEEP

Jeff & Sarah Snow and Mike and Megan Linn came before the Board to discuss the upkeep of Mud Pond Road, a Class VI road located off Lockehaven Road near Crystal Lake Dam.

In the 2009 Annual Report the Conservation Commission reported the completion of restoration work of Mud Pond Trail for recreational use. They encouraged all Enfielders to take a walk along this trail. The Snows and Linns raised concerns about the increased traffic this has caused on Mud Pond Road. Today alone there were 9 cars. The Snows have lived on Mud Pond Road for 26 years and have maintained the road for their access to their home for most of that time. The Conservation Commission report has made a bad situation worse. The snowmobile club also came down the road with an excavator that made it better during the winter, but worse after the snow melted.

There is a barrier put up on Mud Pond Road after the last house on the road.

Jeff and Sarah Snow pointed out that the gate was installed, but there was no mention of making this Class VI road a trail. There used to be a sign put up saying “no wheeled vehicles during mud season.” This sign is no longer there.

Paul Currier told the Snows that he was putting in foot bridges. This discussion took place when Paul Currier met with someone from the Conservation Commission.

Mr. Schneider pointed out that for the past 26 years hikers and horseback riders have been going in. He also noted that part of the work done was to mitigate some of the damage done to Mud Pond Road by vehicles.

Mrs. Snow informed the Board that they enjoy walking on the road and don't mind people walking on the road. Unfortunately, many people drive to the end, see the barrier, turn around and damage to the road and the Linns' driveway in the process.

Mr. Schneider can work with Public Works. Signs for “no thru traffic” and “no wheeled vehicles during mud season” and parking signs can be posted.

Mr. Crate asked if there was a speed limit sign on the road. Mrs. Snow replied that the only speed limit sign is the 10mph sign posted by the snowmobile club.

Mr. Schneider said that a “rules” sign could also be posted that asks drivers to be aware that this is a residential neighborhood.

Mrs. Snow stated that the Town has created the damage.

Mr. Kluge does not see how the Town caused the problem. Class VI Roads are an appropriate use for recreation and the Town can't deny access.

Mrs. Snow said they are not looking to deny access.

Mr. Kluge mentioned that there is a piece of the trail that he'd be worried about sliding into the river. He added that he thinks the Town is pretty committed to public access.

Mrs. Linn informed the Board that she, her husband and the Snows put a lot of work into the road last fall. The road is already in worse shape that it was then.

Mrs. Snow said they are looking for consideration of their safety, the children that visit and their animals, and damage that is happening to the road.

Mr. Snow asked if they could ask the Conservation Commission for money to fix the road. Mr. Schneider replied that they could try.

II. TONY LOZEAU ~ SALE OF PROPERTY/DEEDING

Mr. Lozeau explained that a piece of property located at 178 Grafton Pond Road that consists of 35 acres, and an abutting 11.3 acres in Grafton are at issue. The owners are using the property for snowmobiling and hunting. Two of the three original owners have passed away. A few years ago the Town deeded the Enfield parcel for non-payment of taxes, but the property was

later sold back to the owners and heirs of the property. Taxes are again delinquent and the Enfield property is again up for deeding. The taxes are also past due on the Grafton parcel. Mary Gambone is now executor of the estate. There is a purchase & sale agreement on the Grafton parcel. Ms. Gambone has agreed to sell the Enfield parcel at a reduced price.

Mr. Lozeau requested an extension on the deeding because the executor intends to pay the taxes on the Enfield parcel when the Grafton parcel is sold.

Mr. Cummings feels the Board can give a 30 day window and not sign the deed; until the end of May. Mr. Kluge and Mr. Crate agreed.

III. NON-PUBLIC SESSION

Mr. Cummings moved to enter non-public session at 8:11 PM to discuss a personnel issue, RSA 91-A:3 II (b), MR. Crate seconded. Roll call vote: Mr. Cummings – aye, Mr. Crate – aye, Mr. Kluge – aye, vote unanimous in favor of the motion.

Mr. Cummings moved to come out of non-public session at 8:25 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.

IV. ADJOURNMENT

Mr. Cummings moved to adjourn at 8:25 PM, Mr. Crate seconded, vote unanimous in favor of the motion.