

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

**MINUTES of October 18, 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; Jim Taylor, Director of Public Works; Richard A. Crate, Jr., Chief of Police

**Others:** Dan Kiley

**BUSINESS MEETING**

**I. CALL TO ORDER**

Mr. Kluge called the meeting to order at 6:01 pm.

**II. APPROVAL OF MINUTES**

**October 4, 2010:**

Mr. Cummings moved to accept the minutes of October 4, 2010 as printed, Mr. Kluge seconded, vote unanimous in favor of the motion.

**III. COMMUNICATIONS**

**Trustees of Trust Funds Quarterly Report as of September 30, 2010:**

The Town is earning just 1.57% interest on invested funds, but there is a balance of over \$1 million in capital reserve funds and almost \$300,000 in trust funds.

The Board discussed funds such as the Land Acquisition fund with a balance of \$117,000 and the Municipal Building fund with a balance of \$86,337.26. \$117,000 is not a lot of money to acquire property. As we get closer to Town Meeting the Boar may want to discuss what to do with these.

Mr. Kluge expects the Town will want to purchase the old motel property.

Mr. Schneider pointed out the old motel property may be less valuable with a road going through it.

Mr. Kluge asked if the State expects fair market value. He was informed that the State does expect fair market value less a small percentage.

**Shoreland Permit Application ~ Levine, Shaker Boulevard, Map 24, Lots 23, 24 & 25:****Planning Board ~ Public Hearing Notice, October 27, 2010:**

The Town has received this notice as abutter to the Knittle property

**IV. BOARD REPORTS****Enfield Village Association (EVA):**

Mr. Kluge reported that EVA has officially opened its Information Office on Main Street. It's been fairly busy. They have trail maps for sale.

Thirty-one people attended the Fall Green-Up Day. Twenty-four were from out of town and included Dartmouth students and some from Ledyard Bank. The group did more than Main Street.

Dolores Struckhoff, Executive Director, is working on a budget proposal.

EVA has been coordinating with the Enfield 250<sup>th</sup> Committee. A logo contest was held and a logo presented. The Enfield 250<sup>th</sup> Committee has a long list of events. Even local churches are getting involved. Some things will cost money, however.

Discussion ensued regarding the 2011 budget for 250<sup>th</sup> Anniversary Celebration events. Mr. Kluge said it's looking to him like it may cost the Town about \$12,000 for several days of events, starting with a street dance on July 1<sup>st</sup> and running through July 4<sup>th</sup>.

**V. TOWN MANAGER'S REPORT****November Election**

The election is coming up on November 2<sup>nd</sup> and will need Board supervision. The Board will review their schedule at their first meeting in November.

**VI. PUBLIC COMMENTS****Police Chief ~ Enfield 250<sup>th</sup> Anniversary Celebration:**

Chief Crate informed the Board of a request to allow drinking at the street dance planned for the 250<sup>th</sup> celebration. He is not in favor of open containers. Discussion ensued regarding alternatives, including the possibility of a special one-day permit to a private vendor. Permits can be issued for outdoor events.

**VII. OLD BUSINESS****Comcast Franchise Agreement/Build Out:**

The Board would like to meet with Attorney Kate Miller to discuss the Boards options. The Board does not see much incentive for signing an agreement at this point. What are the implications if we don't sign?

Mr. Schneider reported that the Town did get a grant for fiber to the home which is targeted to the same area Comcast is asked to serve.

Mr. Crate asked if the whole town would be served.

Mr. Schneider explained that the trunk line will go through Enfield. As part of the grant between 200 and 300 homes in Enfield will get a connection. Also, community anchor institutions, including the elementary school and municipal buildings, will be connected. The line will run through other communities, including, but not limited to Hanover, Keene and Claremont, and their anchor institutions will also be connected. The ultimate goal is to have every home connected that wants it. The specific route the trunk line will take is not yet determined.

Mr. Kluge added that Fairpoint has said that most people can get high speed internet over their phone line.

Mr. Schneider said the fiber would provide 100Mbps upload and download. No one else can compare over existing infrastructure.

Mr. Kluge stated that as far as business goes, going through the business district is crucial.

## **VIII. NEW BUSINESS**

### **Lighting Upgrade Project Award:**

The Board received the results of the Lighting Upgrade Project RFP and the recommendation from the Energy Committee to grant the award to LED Conversions, Inc. LED Conversions provided the lowest bid price while at the same time satisfying the "Buy American" requirement of the grant funding and providing a suitable replacement LED fixture.

Mr. Cummings move to award the project to LED Conversions, Inc., Mr. Crate seconded, vote unanimous in favor of the motion.

### **Huse Park:**

The Board received a plan for the replacement of the drainage culvert under Huse Park. Mr. Schneider explained that before any paving is undertaken the culvert work must be completed.

Mr. Schneider understands there was a group of people that offered to help with this project. They contacted the engineer who reached back to the Town to obtain approval for the culvert replacement project. Roots are popping up, there is no bottom in the culvert and sandbagging is falling through the top.

Mr. Cummings said the group is supposed to come back to the Selectmen at the first meeting in November.

The culvert replacement requires a Shoreland permit.

Mr. Crate pointed out the need for the culvert to be adequately sized to handle flooding in the event the reservoir dam fails.

Mr. Kluge inquired about the reservoir. Is it dammed? Does the State inspect it? He was informed that it is dammed and the Town is the dam inspector.

Mr. Schneider informed the Board that the culvert replacement would be paid for with TIF dollars.

**Fast Roads ~ Fiber Project:**

Discussed a bit earlier in the meeting, Mr. Schneider added that he met last week in Keene to discuss the Fast Roads grant. Design Nine will come and view the Town, including the underserved area. Where the fiber goes, whether underground or on a pole, still needs to be determined. Who owns the pole may make a difference. Utility poles are usually OK. Fairpoint/Verizon hasn't been so supportive; they charge a fee. There is discussion at the Public Utilities Commission about the Town's 12" portion of poles.

Stimulus money has to be expended relatively quickly. The Town currently spends a considerable amount of money on T1 lines. This could be a big savings for us.

**Community Development Director:**

Mr. Schneider spoke with the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) about planning services for the Town and obtained a proposal for services. Jim Taylor reviewed the agreement. The person that would serve Enfield has been involved in Enfield projects in the past. He has good people skills.

Mr. Taylor added that he also works with the NH Dept. of Transportation.

The cost of the services would be \$1500/month to cover 34 hours per month. This would cover the planning function, but not zoning. There has been discussion of having Phil Neily take on some zoning functions. This would cover two Planning Board meetings each month, though they haven't had two meetings in a month in quite a while. The person would have regular office hours or meetings by appointment. The goal is to relieve Jim Taylor of as many duties as possible. UVLSRPC has been the planner for Claremont for three or four years.

Mr. Crate asked if we aren't happy with the arrangement how long are we tied into the agreement. He was informed by Mr. Schneider that we can get out of the agreement whenever we want.

Mr. Schneider will talk to Phil Neily about zoning duties. Jim Taylor will remain our Community Development Director and TIF Administrator.

Mr. Cummings pointed out that in the absence of a Community Development Director the Board of Selectmen act as TIF Administrator.

Dan Kiley informed the Board that if the Administrator and the TIF Committee agree on a project it goes through. If not, the Selectmen decide. If the Town doesn't have a Community Development Director the Selectmen act as the Administrator.

The Board was supportive of entering into an agreement with UVLSRPC for planning services.

**2011 Budget:**

The Budget Committee meets next on October 28<sup>th</sup>. Department heads were supposed to submit budgets before then so the figures could be entered into the budget. The Public Works Facility is paid off, so the debt service will be freed up by \$120,000. The Board can choose to have debt service to keep the balance or, because there are a lot of projects that need to get done, the Board can choose to do road repairs, the salt shed, etc.

More than \$190,000 was added to the 2010 budget, plus \$50,000 in regional associations. This increased the tax rate by 5 cents. These are two big issues that allow us to be more creative this year. The Board doesn't have to talk about raising the tax rate, but can still get some things done.

The Board discussed Public Works vehicles and equipment. Jim Taylor informed the Board they are looking at a tractor vs. a Holder sidewalk plow; something they can get parts for. He also informed the Board, following Mr. Crate's inquiry, that the grader is 8 years old. Fortunately, the big, expensive pieces of equipment in the highway department have 5 years in them at least.

There are dollars that can go into capital reserve to perhaps purchase a grader in the future.

Mr. Schneider also needs to gauge the Board of Selectmen on what interest they have in a salary adjustment for employees, if any. A 1% increase is roughly \$15,000, a 2% increase roughly \$30,000 and so on.

The Board discussed a salt shed for the Town. Mr. Cummings would like to see what a salt shed would cost. The Town is currently looking at a shed design with a cinder block base and fabric top. Mr. Crate suggested Jim Taylor go take a look at Hartford's salt shed, it's great. Mr. Taylor noted that Lebanon isn't all that happy with theirs.

We're in a good position looking at September expenditures. We still have 33% of our budget remaining and should have 25%. Personnel vacancies contributed to the savings.

Mr. Kluge can't see taking on debt service for road work. He can see taking out debt service for buildings, but not things that depreciate right along.

Mr. Schneider responded that it might make sense if the Town was doing a full reconstruction from the base up.

Mr. Cummings said it takes a considerable amount of money to reconstruct a road. The Town might need to look at debt service. It's not something the budget can absorb.

Mr. Crate agreed that if you don't do a complete job, including drainage, you're wasting your money.

**Administrative Items:**

The MS-5 is not yet complete, but is undergoing review. The Board reviewed and approved the MS-1 Summary Inventory of Valuation and the November Election Warrant.

**IX. OTHER ITEMS**

**Street Lights:**

Mr. Crate said the Board had discussed a street light at the end of Stevens Street. What's the status of that?

Chief Crate has had the same problem with National Grid. They were contacted about two lights and we haven't gotten anywhere.

**Peter Bill Property:**

Mr. Crate reported that Peter Bill has quite the collection of items on his property.

Mr. Schneider informed the Board that photos would be taken and sent to our attorney.

Mr. Crate added that Mr. Bill also still has things on Sargent Street.

Mr. Schneider explained that the Town's attorney was given the go ahead before Mr. Schneider left in August. Mr. Schneider will check on the status.

**Trash Collection:**

Mr. Crate asked if we pick up trash at our municipal buildings and which do they do?

He was informed that the Sanitation Department collects recyclables at Whitney Hall, the Police Department and the Elementary School.

Mr. Crate heard they were picking up trash at the SAU office.

Mr. Taylor believes they were picking up recyclables.

Mr. Crate is OK with recyclables pick up.

**Main Street Sidewalk:**

Mr. Cummings asked where we are on the Main Street sidewalk issue.

He was informed that the paint is on order. We did not get a stamp, but borrowed Blaktop's stamp.

**Fire Department Generator:**

When the Fire Department bought their generator they got it with wheels so it could be transported to the school for emergency situations. He asked if there is a hook up at the school and if someone could follow up on that.

Chief Crate will call; he thought it was done but it depends on the connections.

**CONFERENCE**

**I. NON-PUBLIC SESSION**

Mr. Cummings moved to enter non-public session at 7:05 PM to discuss employee compensation issues, RSA 91-A:3 II (a), Mr. Crate seconded. Roll call vote: Mr. Cummings – aye, Mr. Crate – aye, Mr. Kluge – aye, motion carried.

Mr. Cummings moved to come out of non-public session at 7:30 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

**II. ADJOURNMENT**

Mr. Cummings moved to adjourn at 7:30 PM, Mr. Crate seconded, vote unanimous in favor of the motion.