

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

MINUTES of December 6, 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; David Saladino, TIF Committee Chairman; Dave Carr, Recreation Commission Member

BUSINESS MEETING

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

November 15, 2010:

Mr. Crate moved to accept the regular session minutes of November 15, 2010 as printed, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Cummings moved to accept the non-public session minutes of November 15, 2010 as printed, Mr. Crate seconded, vote unanimous.

III. COMMUNICATIONS

UNH T2 Center Roads Scholar and Master Roads Scholar Achievements:

Public Works employees Will Shoemaker and Jeff Boivin have achieved Road Scholar One status and Robert Donnelly has achieved the highest level of Master Roads Scholar. To achieve Master Roads Scholar an employee must participate in 200 hours of classes and training.

Town Clerk's Report ~ November 2010:

November 2010 was a good month, about \$18,000 more in revenue than November 2009. We should meet out \$700,000 estimated revenues for motor vehicle registrations.

Tax Collector's Reports ~ November 2010:

Collections have been steady since the second issue tax bills have been mailed out.

IV. BOARD REPORTS

Budget Committee:

The budget process is moving along. The Fire Department and Public Works budgets were reviewed on Saturday.

Enfield Village Association (EVA):

EVA had a couple of busy weekends. Two weekends ago the lights were put up downtown. This past weekend was Enfield Hometown Holidays with many activities. It was a big success.

Conservation Commission:

The Conservation Commission met last week to discuss where they are regarding the watershed protection ordinance. They were fine with the comments made by the Town boards and at meetings. They'll work with the Planning Board in 2011 to create an ordinance that will work for Enfield. They will look at the size of the districts, how those with just a few livestock will fit in the district, etc.

V. TOWN MANAGER'S REPORT

The Town made national news, including a report on CNN, after the Town Christmas tree was stolen from the Village. All parties involved handled it very well. Thanks are extended to Police Chief Crate and the Lions Club.

VI. PUBLIC COMMENTS

None.

VII. OLD BUSINESS

Comcast Franchise Agreement:

The Board received attorney correspondence regarding the latest version of the proposed Comcast Franchise Agreement. Kate Miller recommends making Whitney Hall another point of origin. Fiber is already on the street. It will cost subscribers 10 cents per month for 5 years. This additional point of origin will make Selectmen's meetings live. Enfield won't be the first to do this. Hanover does their meetings live as does Claremont.

Mr. Kluge feels 10 cents per month is reasonable.

Mr. Cummings moved to sign the Comcast Franchise Agreement as proposed, Mr. Crate seconded, vote unanimous in favor of the motion.

Huse Park:

The Town has submitted to DES for its Shoreland Permit. If DES is OK and there are no issues it will be good 30 days from the day DES accepted it. If there are issues they stop the clock.

Pictures of the culvert from the connection near the road to the end of the existing pipe were passed around. The culvert pipe isn't under Route 4 or the sidewalk so any construction won't interfere with either.

Jim Taylor informed the Board that the Fairpoint conduit is underneath the culvert rather than above it, which will make excavation easier.

The project is currently on hold. Estimates will be obtained from the engineer, but construction won't begin until spring.

Mr. Taylor reported that it will be a 42" concrete pipe. The State will do the brick and mortar from the round portion to the box culvert. This will save the Town a small amount of money.

There have been no updates from the Ad Hoc Committee.

Mr. Crate said he had discussed the project at the "coffee hour" and let a couple of the Committee members know we don't want to dig this winter.

There will be questions at the TIF meeting. According to David Saladino, the TIF Committee group concluded that just paving or the culvert may not be considered economic development.

Mr. Cummings pointed out that before anything else happens at Huse Park that culvert must be done, so it should be paid with TIF funding.

Mr. Saladino responded that it's then a question of priorities among that and other projects.

Mr. Kiley asked if the culvert goes under the ball field. He was informed it does not.

Shaker Bridge:

The trailer has been moved in to the upper beach parking lot. It's pretty visible though they were asked to tuck it away in the back corner. It's OK for now, but will need to be moved by spring. There will be no storage of materials in the summer, just in the winter until mid-January. We'll reach out to them and express our concerns about the location of the trailer. They are supposed to be sure to leave the lot in the same condition in which they found it.

Mr. Crate suggested taking pictures of the condition of the lot now.

Mr. Schneider explained project details with the Board. They are supposed to preload this winter.

Mr. Taylor added that they are working on power for the trailers and are waiting for equipment to be delivered before they begin work.

Mr. Schneider informed the Board the contractor was informed they can't use the boat launch area. The contractor is also responsible for plowing the upper beach parking lot.

2010 Budget ~ End of Year Expenditures:

The Board was presented with a spreadsheet outlining the major cost centers. The bottom line is \$85,000 remaining in the 2010 budget to expend on 2011 budget items.

Mr. Cummings reported a total of \$9,000 for firearms, vests and money toward uniforms for the Police Department.

Police Chief Crate said it may come in at a lower cost.

Mr. Schneider explained that Chief Crate will submit purchase orders to him for approval.

2011 Budget:

The Budget Committee has Ambulance and Regionals left to review. The Regional Organizations subcommittee has developed a process for appropriations. They're working with 1% of the budget, which is close to the current \$48,000 budget. It is hoped this subcommittee work will make the process go more smoothly with the full committee.

In response to Mr. Kluge's question, Mr. Schneider confirmed the Budget Committee has signed off on the 1% as that is what the Town has been spending in the previous years.

The goal is not to raise taxes, which are now at \$5.95.

Route 4 Sewer Extension:

The Tax Increment Finance (TIF) Advisory Committee meets next on December 21st. The engineer has been working in the field and has identified parcels they would like for the pump station. One parcel is on McConnell, the other on Lovejoy. The owners of the properties, Warren and LaCroix, have been contacted and they indicated a willingness to discuss the project. They would recommend one parcel over the other, though it is probably not big enough to subdivide, so a temporary and/or permanent easement would be needed. Mr. Warren will be approached. Preliminary work that needs to be done includes an assessment of the property and a value for the easement needs to be determined.

We also need to figure out what the TIF fund can pay for in the way of a 30 year note. Financing can be done through the Municipal Bond Bank or a local lender. Mr. Schneider obtained a payment schedule with \$100,000 payments on principal with declining interest. The results are a shortfall in revenue until year 19. So there's work to be done. Mr. Schneider will also contact Mascoma Saving Bank and have an update for the Selectmen on December 20th. The Town is not required to go with the Bond Bank. A bond requires a 60% super majority vote. After the sewer line is installed property values should increase.

The Bond Bank has provided a conservative 5% interest figure. It would likely be lower.

The engineer will be at the TIF meeting on December 21st.

Mr. Schneider suggested the option of doing the project in stages to allow for additional revenue from the first phase before the second phase is completed. Work needs to be done if we want a Town Meeting discussion.

Mr. Crate stressed the need to get water and sewer extended in order to attract businesses. Sewer is the most critical.

Mr. Schneider reminded the Board of the need to increase the line from Baltic Street to behind Whitney Hall to a 12" main. Some engineering issues need to be hammered out with CLD Engineers.

These issues need to be figured out regardless if this goes to Town Meeting in 2011.

Mr. Kiley said the Public Works loan will be paid off in 2011. The \$120,000 may help.

Mr. Schneider mentioned the possibility of grant funding, though it's difficult to know what the new census data will support.

Mr. Saladino said it would be interesting to know if the preference would be for a project that's scaled down or done in stages.

Mr. Crate and Mr. Kluge were of the opinion that a project done in stages would be preferable over a scaled down project. Mr. Crate reiterated that a water extension isn't critical; sewer is. Petro Mart has had problems. Cantlin's old store system has failed twice.

Chief Crate pointed out that the old Raphael building doesn't even have a septic system, just a holding tank.

VIII. NEW BUSINESS

Farmers' Market:

The Recreation Commission has discussed the Farmers' Market and the Town's willingness to be a more active participant.

Mr. Crate asked why the Farmers' Market moved.

Mr. Schneider explained that the original Farmers' Market was coordinated by the Enfield Village Association (EVA). EVA had trouble finding volunteers to manage the event. The Shaker Museum took it and moved it to their location on NH Route 4A.

Mr. Schneider did a little research about what other municipalities are doing: one offers space for the event, one coordinates a co-op for those that have gardens and have too much produce, giving them an opportunity to sell what they have. It's unsure now how an Enfield Farmers' Market would be managed. Staffing can be difficult. It might be managed by a Recreation Commission member or partnered with EVA.

Mr. Kluge said that for EVA the Farmers' Market took up a great deal of the Association's energy and funding. In response to a question from Mr. Cummings, Mr. Kluge went on to explain that funding was used to pay for insurance, advertising and entertainment.

Dave Carr said EVA spent about \$2,000 each year on entertainment. Entertainment is dispensable. The Recreation Commission has been approached by someone to take it over.

Mr. Kluge questioned who approached the Recreation Commission and if the Museum want to give it up.

Mr. Carr did not say who approached the Recreation Commission about taking it over and he was not here to discuss the Museum's role in the Farmers' Market. There has been interest in extending the length of the season, starting earlier in the year but avoiding conflict with the Enfield Family Fair. The Commission thought about closing the western most Route 4 entrance to Huse Park to accommodate the few early vendors that might be expected. There's a need to pay attention to publicity. They thought they could work to make fresh produce available locally. Discussion also took place about doing something year round with a once a month a month event at the Community Building, an event that might include crafts, etc. There's a fee attached to vendors that could be used to support the Summer Recreation Program in the form of supplies or scholarships for people who can't afford the program.

Changing the date of the Farmers' Market was discussed; Hanover has Wednesdays, Lebanon has Thursdays. Tuesdays or Saturdays are options.

Mr. Carr reported that Nancy Smith has offered to assist. When EVA did it they felt they had to dispense lemonade and hand out information. The Recreation Commission wouldn't be doing that.

Mr. Schneider had not spoken to the Shaker Museum yet as he wanted to know from the Board if it was OK. Mr. Cummings and Mr. Crate indicated support for the Town taking on this project.

Mr. Crate asked about the culvert replacement and if the closing of the Huse Park entrance was temporary. He was informed by Mr. Carr that the entrance closing would only be for the day of the Farmers' Market.

Mr. Crate mentioned that Tuesdays would not interfere with the Fair, Saturday would.

Mr. Kluge asked if the Recreation Commission would take responsibility for the organization and running of the Farmers' Market. He was informed by Mr. Carr that several people have stepped forward with offers of assistance. Vendors should and would take more responsibility for how the Farmers' Market is run. Someone would have to mark the spots and pick up when it's over.

The Selectmen expressed approval of the plans. Mr. Schneider hopes to have an update for the Selectmen at their next meeting.

Mr. Crate asked how long it will last.

Mr. Carr replied that Canaan's entertainment lasted until 7 or 8 PM. Enfield probably won't have entertainment. Lebanon has some. Volunteers for entertainment would be OK.

Skating Rink:

The Recreation Director has asked if she can purchase a skating rink and the materials for approximately \$2,800.

Mr. Cummings pointed out there had been discussion of using end of year funds.

In response to Mr. Crate's question about the type of skating rink, Mr. Schneider explained that it was plaster with a border and pull behind resurfacer. A nearby water source is needed. They are thinking about Huse Park because it's level and has parking.

Water sources were discussed, including the pavilion building or the outside faucet at the Community Building. Mr. Crate said an adapter could be put on the hydrant at the church.

The \$2,800 rink is about 40' x 80' and is designed for up to 60 people. It wouldn't be large enough for hockey practice. Guidelines would be needed allowing time when sticks are allowed and times when they aren't.

Because it gets dark early, lighting was discussed, including the possibility of temporary lighting mounted on the backstop using the outlets on the backstop.

Mr. Carr also recommended a location that's visible for drive-by surveillance.

Mr. Cummings suggested the Recreation Commission work with the Police Department to be the chosen location works.

Mr. Carr asked if the Fire Department could do the initial fill up. He was assured by Mr. Cummings that it would be no problem.

Mr. Schneider has spoken to New London who has rules for their skating rink. They have certain hours for sticks and certain hours for just skating.

Mr. Kluge will see if EVA will kick in anything toward this endeavor.

Snow removal was discussed. Someone will also need to maintain the ice surface at least once a week.

Mr. Crate moved to approve the expenditure of \$2,800 for the skating rink, Mr. Cummings seconded, vote unanimous in favor of the motion.

The Selectmen approved of regulations enacted by the Recreation Commission as long as they are provided copies of the rules in the event anyone asks them.

Mr. Kluge shoveled the frog pond on Main Street for skating last winter. He said that, perhaps, he could assist with shoveling the skating rink at Huse Park instead.

Non-Public Session:

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

The Board took a brief recess at this time. The Board entered non-public session at 7:09 PM.

Mr. Cummings moved to come out of non-public session at 7:27 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

Administrative Items:

The Board reviewed and approved the following documents: Property Tax Abatements, Yield Tax Warrant, Permit to Conduct a Raffle.

IX. OTHER ITEMS

Next Meeting:

December 20, 2010, 6:00 PM. Whitney Hall

CONFERENCE

I. ADJOURNMENT

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