

**Enfield Board of Selectmen
Public Works Facility
Enfield, New Hampshire**

MINUTES of December 7, 2009

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

Administrative Staff: Steven Schneider, Town Manager; Alisa D. Bonnette, Executive Assistant; Ken Daniels, Director of Public Works; Richard A. Crate, Jr., Chief of Police; Jim Taylor, Community Development Director

Others: C. James Martel, Solid Waste Committee; David Saladino, Lori Bliss Hill, Tax Increment Finance District Advisory Committee; Shirley Green; Kim Quirk, Wendell Smith, Larry Battis, Carol & Richard Lammert, Energy Committee; Doug Pettibone; Laura Chesnut, Municipal Energy Assistance Program; Bob Walker, Sustainable Energy Resource Groups (SERG); David Stewart; Dan Kiley; Steve Stancek

BUSINESS MEETING

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mr. Kluge moved to approve the regular session minutes of November 16, 2009 as printed; Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Cummings moved to approve the non-public session minutes of November 16, 2009 as printed; Mr. Kluge seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Tax Collector's Reports ~ November 2009:

Tax collection is right in line with where we were last year. The tax rate has been sent. Bills will be going out December 8 and will be due January 13, 2010. The rate is 19.02 per \$1,000 valuation. The Town rate is \$5.51. If the old property values were to be used to calculate the Town rate it would be \$6.81 as was said at Town Meeting. The tax bills are going out 2 to 3 weeks behind schedule.

Town Clerk's Report ~ November 2009:

The Town Clerk's revenues are following the trend. \$725,000 was put in for estimated revenues for the year and it looks like the actual year end revenues will be close to that number; maybe more, maybe less. \$675,000 is estimated for 2010 revenues, less than revenues anticipated in 2009. The revenue from auto registrations is one of those lagging indicators. It takes time to feel confident with the purchase of a new car.

PTA ~ Lifetime Membership Awards:

The PTA purchased lifetime membership awards for Andy MacDonald and Alfred Grace of the Enfield Transfer Station for their efforts in collecting Box Tops for Education. Due to their hard work and consistency over the past 5 years, they have collected nearly half of the total amount of box tops. Last year alone the amount received was approximately \$500. Mr. MacDonald and Mr. Grace were recognized at the state PTA Convention on November 13 and a reception will be hosted in their honor on December 10.

National Historic Register District Public Meeting Minutes:

As finalization of the National Historic Register District application the Heritage Commission had to hold a public meeting. It was held December 1st and was attended by about 30 people. The Selectmen were provided with a copy of the notes of that meeting. The overriding concern appeared to be fear that a National Historic Register District would raise property taxes within the district. Those in attendance at the meeting were assured that only improvements and upgrades to the property would result in an increase in the tax assessment. Property owners will have an opportunity to say whether they don't want to be in the district. If 50%, plus one, indicate they don't want to be in the district there won't be a district. There were positive comments. People questioned what they could do with their properties. There are no building restrictions. Letters will go out soon. We should know by early next year what the response was.

IV. BOARD REPORTS**Planning Board:**

The Heidi Palmer subdivision of over 600 acres was unanimously approved.

Zoning Board of Adjustment:

Regarding the Plumley residence, the ZBA supported the Administrator's decision that the property had to be cleaned up.

The Plumley's asked for a special exception for a horse. The ZBA did a site visit and unanimously supported that request.

Enfield Village Association (EVA):

EVA has been extremely busy. They've decorated the light poles in the village area and the flag pole is in the first stage of repair. Hometown Holidays was a success. Over 100 kids and their accompanying parents attended. Several buildings on Main Street from the Community Building to downtown were used. There was a One Day Café and Santa in a horse-drawn wagon. Mr. Kluge extended his congratulations to EVA and all of its volunteers.

Budget Committee:

A Budget Committee meeting will be held Saturday. On December 17 the Committee will be discussing capital items. In January, the Committee will roll up its sleeves.

V. TOWN MANAGER'S REPORT**Sewer Force Main Replacement:**

At 2 PM tomorrow the bids will be opened. A pre-bid meeting was held at the site; four contractors were in attendance. Speaking to the engineer, quite a few people have picked up bid documents.

Mr. Crate asked if the project could be done this winter. Mr. Schneider said we hope to. The operations will take place in a high area of the boat launch and they'll drill toward the Bill property and the manhole on Main Street. The pipe will be 1400' long and they don't want to do it in sections. It will be laid on Main onto the boat landing or along Bridge Street and the Rail Trail.

The project is moving along. Easements are expected to be in place soon. There will be a meeting with the State on Wednesday.

Budget:

The Selectmen receive monthly expense reports. With 11 months down, there is close to 11% remaining in the General Fund and about 6% to 7% is expected to remain at the end of the year. The Water and Sewer funds have 23% and 30% remaining, respectively. The Sewer Department still has to make a payment to Lebanon.

Mr. Crate said Lebanon is going up on their sewer rates. Will that affect Enfield? Mr. Daniels explained that it will affect the cost of treatment, but not operating costs. Mr. Schneider added that treatment is about half of the Sewer budget. Once it's finalized it will be brought to the Selectmen.

VI. PUBLIC COMMENTS

Dan Kiley ~ Speed Limit on Shaker Hill Road:

Mr. Kiley asked if the speed limit on Shaker Hill Road from Crystal Lake Road to Lockhaven Road could be increased to 40 mph.

Police Chief Crate replied that by law the speed limit, except for those on interstate highways, is what's fair and prudent. They have to prove in a court the speed was unreasonable. Chief Crate thinks 35 mph is what the road needs to be. There are people walking on the road and more homes than there used to be. Even in 30 mph zones vehicles have been clocked at 70 mph. With higher limits in place peoples' speed tends to increase.

VII. OLD BUSINESS

Municipal Energy Assistance Program (MEAP):

Laura Chesnut provided handouts regarding the MEAP and gave an overview of the project. The MEAP is made possible by the NH Public Utilities Commission and Greenhouse Gas Emissions Reduction Fund. They try to identify areas to reduce energy consumption in municipalities. They do baseline inventories of energy use and provide resources to the Town. Ms. Chesnut explained the process, timeline and what Enfield can expect to get from the project.

A basic inventory will be done, looking at municipal buildings, vehicle fleets and streetlights. The data will be entered into the EPA Portfolio Manager and the Small Town Carbon Calculator (STOCC). Some of this data has already been entered.

They will then identify the easiest ways to save energy. Having participated in the MEAP will make it easier to attract State and Federal funding for energy efficiency projects. The Town will be able to analyze energy usage and places that would be easiest to change.

The report provided will include pie charts of different areas by use. One chart will reflect energy use, another will reflect costs, and another will show how Enfield ranks against other NH towns.

Each participating town will receive a form of audit that will figure out which buildings are using the most energy. Later, another group will be chosen for a more in-depth audit. There are two types of audits provided. All participating towns will receive a decision grade audit. Some select towns will receive an inventory grade audit. The inventory grade audit includes a blower door test and infrared photography. A decision grade audit will assist the Town with decisions regarding changes to save energy. If Enfield is interested in having one building or another looked at that will be considered.

The Upper Valley group of participating towns consists of 6 different communities. Administrative approval for the program is expected on December 9.

Laura Chesnut provided a handout entitled NH Energy Landscape and Resources.

Mr. Schneider noted that several members of the Enfield Energy Committee were present at this meeting, as well as Alisa Bonnette, the staff member working with the Energy Committee. One individual has been doing data entry into the Portfolio Manager and STOCC for the past year. Whatever the Town needs to provide, we should be able to provide it quickly.

Mr. Kluge asked if there was an expense to the Town. Ms. Chesnut replied there was not. Mr. Walker pointed out that Town's were asked to chip in 10% for the audit. Ms. Chesnut said there could be a cost if Enfield wanted to chip in for a more advanced audit. They will get back to the Town with any costs that might be incurred.

David Stewart asked who was providing the grant funds. Ms. Chesnut said it was part of the Stimulus Plan.

Mr. Stewart also wanted to know if the Town needed to provide information to the EPA in order to qualify for the grant. Mr. Walker explained that they expect an administrator to be appointed in each state and the administrator will accept the grants.

Mr. Stewart asked if Town information would be going to the EPA. Mr. Stewart explained that he is skeptical of global warming. He doesn't believe it and is concerned that providing the Town's data will be skewed to support global warming arguments. He is not for putting the town under the control of the EPA or to feed in the data.

Kim Quirk pointed out that the information is public record.

It was also noted by Ms. Chesnut that information will be in the report, but not all of the detail. They will be using the EPA's tool, which is basically a calculator. They will also be using UNH's calculator. The Town will see dollar savings. The ultimate goal is to reduce energy use for whatever reasons the Town wishes, which can include saving money.

Mr. Stewart feels it's about reducing carbon emissions. When you are participating in something like this you are buying into the global warming argument. Ms. Chesnut explained that they aren't analyzing carbon, but looking at cost savings. As a Budget Committee member, Mr. Stewart is all for saving money.

Mr. Schneider said the Town would move forward with the MEAP. It makes our buildings eligible for energy efficiency project funding. Whitney Hall is our focus. Whitney Hall is a multi-use building.

Tax Increment Finance (TIF) District Advisory Committee ~ Huse Park Plan:

The Selectmen and members of the public were provided with copies of the existing Huse Park site plan and the plan proposed by the TIF Committee.

David Saladino, TIF Committee Chairman, explained that of the prioritized goals, completion of the Community Building and Huse Park was #2. The Committee did an RFP for an engineer and a public hearing was held to get public input. All of this has come together in the plan presented to the Selectmen at this meeting.

The biggest feature is the Little League ball field. The plan is to move it east to open up space. The pavilion building and basketball court are moved and the parking reconfigured. The existing paved parking doesn't change much. These changes open up space for a play area and bandstand. These are conceptual level plans; parking spaces are not to size.

The plan includes a connection behind the bank from the park to Whitney Hall and the planned parking for the new library. There are 76 parking spaces in total, more than are there now and 6 more than the goal of 70 spaces.

The guiding document is the TIF Plan that gives guidelines for what funds can be used for. The Committee would like to propose an amendment to the TIF Plan at Town Meeting to include further design for this project.

Mr. Schneider asked the Board to review the plan and look to see if there's anything missing or anything that doesn't fit with Huse Park or the village.

Mr. Crate said the biggest thing is the size of the ball field. A lot of people didn't want it smaller.

Jim Taylor noted that they installed a snow fence last year. This field plan has very similar dimensions to that field. There's a 250' arc making it a regular distance on both ends of the arc. The arc is short on one end at the existing field.

Mr. Daniels pointed out that there's also a change in orientation.

Mr. Saladino briefly discussed financing of the project. The idea is to use funds from the TIF fund or to bond the project using TIF funds for bond payments.

Chief Crate said there had been concern about the swing sets next to the basketball court. Separating the basketball court from the tot lot is good. Has there been any discussion of lights at the ball field?

Carol Lammert, Energy Committee member, said the Energy Committee would like input on the issue of lighting.

Mr. Schneider said the Budget Committee would also like input. The TIF fund doesn't pay for ongoing maintenance costs.

Doug Pettibone, Budget Committee Chairman, asked if the project had been costed out. Mr. Saladino informed him that it was in the low \$200,000 range.

Mr. Schneider asked if there was room to leave the pavilion building in its existing location. It looks like there may be room. It's a relatively new structure and Mr. Schneider thought it might be best to leave it as close to its current location as possible.

The Town spent close to \$40,000 on a handicapped ramp. There is no parking near the outlet of that ramp. Proposed parking is not as close as was planned when the ramp was constructed.

The connection from Huse Park to the Library is logical. Having it as part of the current project might be too much. It was suggested that it be kept as simple and clean as possible.

Mr. Taylor mentioned that the new plan includes a river walk that has little to no cost and is supported by the people.

Mr. Saladino stated that there's a standing order from the NH Department of Transportation to close additional accesses. Mr. Crate asked if the Town has that in writing; he would like to see it in writing.

Dan Kiley asked if the ball field would have a solid fence. A solid fence would keep the carnival out. He also wondered if this is an allowed use of TIF funds based on RSA 162-K:9.

Mr. Schneider responded that this is infrastructure and a benefit to the public.

Mr. Kiley asked if it fit in the plan

Mr. Saladino said there are plans to seek an amendment to the TIF Plan.

Mr. Crate said the handicapped access is on the Lebanon side of the building. Access on Route 4 wasn't going to be closed.

Mr. Schneider asked if the Selectmen are comfortable moving forward with a warrant article for Town Meeting. Might there be another public hearing? The Selectmen unanimously approved moving forward.

Solid Waste Committee:

Jim Martel, Solid Waste Committee Chairman, provided a copy of an email that summarizes where the Solid Waste Committee is at. The Solid Waste Committee started after the last Town Meeting after David Stewart submitted a warrant article for a solid waste reduction program. Committee members are C. James Martel, Dolores Struckhoff, David Stewart, Paula Rowe and Linda Jones. Ken Daniels and Andy MacDonald served as a resource for the Committee.

The Committee's mission was to reduce solid waste management costs. At first they looked at Pay-As-You-Throw (PAYT). They ended up with 3 different approaches to do this. One member wanted to do education. One wanted to include recycling with PAYT and a couple agreed on a PAY option. They have been unable to come to a consensus on a single approach.

With the different options, the Committee asked the Selectmen how they want to proceed. Mr. Martel encouraged the Board to look at PAYT; it's fair, you only pay for what you throw away. Forty-six communities, from small to large, have adopted this method.

Mr. Cummings said this was discussed at the Budget Committee meeting on Saturday. Even if you go to PAY, there is still a significant cost for rubbish disposal. He thinks we've plateaued on recycling. There's not a lot of money in recycling. There are other things to do to reduce the money we're spending. The Town is paying about \$400,000 for curbside collection and tipping fees. About \$200,000 is for curbside pick-up and won't change with PAYT. And there would still be tipping fees. We need to take this into account. What is most cost effective? If we go to PAYT the costs to the Town will be significantly less. We could go to PAYT and eliminate curbside pick-up, but with no curbside pick-up there would be an increased load on the Transfer Station and costs may simply be shifted somewhere else. There was a lot of negativity with a PAYT program. There's a lot to be said about campaigning for what you want. We need to look at actual cost savings with PAYT.

Mr. Martel explained that is what they first began looking at. They didn't get quite that far. Concord found that moving to a PAYT program decreased solid waste volume by 50% and increased recycling 75%.

Mr. Cummings noted that the Channel 9 report on the Concord program says recycling increased 75%, but he's also heard that some places are stockpiling their recyclables.

Mr. Martel responded that 46 communities have adopted PAYT because it's fair and saves money. The Committee has gone through this process and hasn't settled on one approach. They know if the Selectmen back one approach it will pass.

Mr. Pettibone asked if Concord has curbside collection or a transfer station. Mr. Daniels informed him they have both.

Mr. Stewart said, regarding stockpiling of recyclables, when they collected newspaper for scouts they'd stockpile it until the price went up.

Mr. Cummings asked where the Town would store it.

Mr. Stewart responded that the Town may not have to. We don't want to make people pay and not show where we've saved. We should rebate the taxpayers through this program.

Mr. Cummings said if you're making people pay for bags you're shifting the costs. He does not want to store recyclables. If we eliminate curbside collection we'd have to add to the operations of the transfer station.

Mr. Stewart responded that no one wanted to eliminate curbside collection.

Mr. Cummings pointed out that curbside collection is half of the Town's expense for solid waste.

Mr. Stewart said we're dependent on Lebanon. The Committee has talked about educating people about recycling. They've gone as far as they can. He's driven by people's homes on trash collection days and seen recyclables set out with the rubbish. He's also seen people go to the transfer station and dump their recyclables in the compactor. PAYT provides a financial incentive to recycle. It will incentivize some people to recycle. Concord and other communities have seen this.

Mr. Stewart doesn't take advantage of curbside collection. Without curbside collection the Town could save about \$200,000, but may be flooded with people at the transfer station. He'd be curious.

That's a lot of savings. A certain percentage of people are likely to hire a private hauler. Personally, he doesn't think it's the Town's role to subsidize curbside pick-up.

Mr. Kiley doesn't think the Town could handle all of the trash at the transfer station.

Mr. Cummings mentioned that some Town's get their own trash trucks.

Mr. Stewart said it's also an issue of fairness. People who recycle are saving us money; others that put out recyclables with their rubbish are not. Mr. Stewart doesn't think the Town's ordinance allows for some of what is picked up curbside.

Mr. Cummings pointed out that it can be looked at many ways. If you have a chimney fire and the Fire Department comes to your house every year, am I subsidizing you if I clean my chimney and don't need the Fire Department?

Mr. Stewart responded that with municipal water and sewer you pay for what you use. If you use more water and sewer you pay for it.

Wendell Smith said Lebanon is talking about changing their system. Are they not studying single stream?

Mr. Schneider said the issue with Lebanon is a finite land resource. In the next 5 years the Town may face transport issues.

Mrs. Quirk likes the ideas brought forward, but wondered if it would be hard to get the dollar amounts for the options, both with and without recycling.

Mr. Stewart doesn't think there are enough people recycling. We now need to make things fair between those who recycle and those who don't.

Mr. Daniels said there are a lot of different things that impact solid waste disposal and a direct impact on what gets thrown out.

Mr. Crate feels that by still paying for the transfer station, plus the cost of bags, people are being taxed twice.

Mr. Martel explained that what would happen is the Town would be offsetting the costs. There are 46 towns doing this and sticking with it.

Chief Crate said that if you're going to offset costs, then the expense has to come out of the budget. We need to keep curbside rubbish collection or we might see increased littering.

Mr. Crate said he needs time to think about it.

Mr. Stewart pointed out that in the experience of other communities litter is rarely a problem.

Mr. Cummings said his opinion is to keep curbside pick-up. He would be willing to consider PAYT for tipping costs.

Mr. Kluge is more comfortable with \$1 per bag versus \$2 per bag. Mr. Cummings noted that if \$2 per bag would take \$400,000 out of the budget, \$1 per bag would cut it in ½.

Discussion ensued regarding the price of bags to cover tipping fees, how and where bags would be distributed. How do we handle folks that can't afford the price of their bags? There is also an education piece to be considered. Mr. Schneider will gather the Selectmen's questions and forward them to the Solid Waste Committee for investigation.

Mr. Stewart mentioned that a lot of towns have two tiered bags – smaller less expensive bags and larger more expensive bags.

Mr. Schneider asked what would happen if someone doesn't have a bag?

Mr. Cummings said that some places use stickers.

Mr. Stewart replied that they looked at stickers, but Andy MacDonald had a problem with stickers for enforcement at the transfer station.

Mr. Crate asked what the cost of bags would be. It's believed it would be pennies.

Mr. Stewart reported that there are some free survey sites. The Committee got 150 responses to their survey.

Mr. Schneider said the new Enfield listserv might be a good way to gauge people's feelings on this issue.

VIII. NEW BUSINESS

2010 Budget:

The 2010 budget is in process. The next step is to look at capital issues on December 17.

Mr. Cummings said the Town needs to make a conscious decision on what way we want to pursue capital expenditures; through bonds or capital reserve funds. There's about \$400,000 that has to come out of the budget to be level funded. How does the Board want to fund capital items?

Mr. Kluge's feeling is that with the economy the first thing is to not buy anything unless it's an absolute emergency.

Mr. Cumming's fear is putting things off. The Town keeps track of equipment that needs replacing at regular intervals. Do you let your whole fleet get that way? Do you wait until you have \$700,000 of equipment to purchase and bond for it.

Mr. Crate said that is why we had capital reserve funds.

Mr. Kluge expressed the need to decide where we want the tax rate to be set. We need to not buy some capital items. People aren't buying new cars. Companies in the Upper Valley are downsizing.

Mr. Cummings doesn't want to get into a position where everything gets into such disrepair we never catch up. Some hard decisions need to be made, but he doesn't want to wait until we need to replace everything at once.

Mr. Crate would like to think about it.

Mr. Kluge has been adamant and more so now about the need to level fund the budget if it's possible.

Mr. Schneider will look at the budget and come up with something that works for us operationally and for the taxpayers.

Mr. Pettibone suggested that maybe the way to present capital items at Town Meeting is through a warrant article.

Mr. Schneider mentioned that in 2009 there was no money put into capital reserve funds.

Mr. Cummings said the Capital Improvement Program Committee will update the numbers. But we'd have to put a large amount of money into capital reserves.

Mr. Schneider commented that this is a good segue into Strategic Planning; it leads to levels of service.

Strategic Planning:

Mr. Schneider expressed the need to get this up and running. He won't pretend to have all the answers. There's a cost to everything we do and we don't want to unduly affect our residents. He suggested dedicating a meeting in January. The recreation/cultural piece remains to be completed. Then the plan can be presented to the public, including where we want to be, the steps and costs to accomplish our goals.

Administrative Items:

The Board reviewed and approved the completed Community Revitalization Tax Relief Incentive Agreement between the Town of Enfield and Kimberley & Kent Quirk for property located at 78 Main Street.

IX. OTHER ITEMS

Next Meeting:

December 21, 2009, 6:30 PM. Whitney Hall Conference Room

250th Celebration:

The Heritage Commission proposed that the Selectmen appoint the Commission to organize a working committee to plan and execute the 250th celebration of the Middle Grant Charter, which established Enfield as a Town on July 4, 1761.

Mr. Cummings moved to appoint the Heritage Commission to organize a working committee to plan and execute the 250th celebration as requested, Mr. Kluge seconded, vote unanimous in favor of the motion.

Municipal Agent Fee:

Carolee Higbee, Town Clerk, informed the Board that as of January 1, 2010 the municipal agent fee for motor vehicle registrations will rise from \$2.50 to \$3.00.

Streetlights:

Mr. Kluge reported that 2 lights are out on bridges on Main Street. On the bridge closest to 78 Main Street the 1st light on the left is out. On the bridge closest to the Copeland Block the last light on the right is out.

Mr. Kiley mentioned that on Shaker Hill Road one of the bridge lights doesn't turn off.

CONFERENCE

I. ADJOURNMENT

Mr. Cummings moved to adjourn at 7:50 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.