

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

MINUTES of June 2, 2008

Board of Selectmen: Rebecca S. Stewart, Chairman; Donald J. Crate, Sr.; John W. Kluge

Administrative Staff: Steven Schneider, Town Manager; Alisa D. Bonnette, Recording Secretary; Ken Daniels, Director of Public Works; Richard Crate, Jr., Chief of Police

Others: Dan Kiley; Curtis Payne; Katina Carganis, Connecticut Valley Spectator

BUSINESS MEETING

I. CALL TO ORDER

Mrs. Stewart called the meeting to order at 6:01 pm.

II. APPROVAL OF MINUTES

Mr. Kluge moved to approve the minutes of May 19, 2008 as printed; Mr. Crate seconded, vote unanimous.

III. COMMUNICATIONS

Standard Dredge & Fill Permit ~ Robert Drape, Bicknell Brook/Colette Trial: walking bridge, boardwalk and trail maintenance:

This was a Boy Scout project that has already been completed. When they planned the project they didn't think they needed a permit.

Notification of Routine Roadway & Railway Maintenance Activities:

This is a Town cross culvert project on May Street.

Cemetery Trustees:

The Board a copy of correspondence from the Cemetery Trustees to the Town Manager relating to the maintenance of the Town's cemeteries. The Board discussed the maintenance of cemeteries prior to Memorial Day, the speed of grass growth in the past weeks, and the responsibilities of the Cemetery Trustees.

The cost of out-sourcing the grounds work for cemeteries was investigated during the budget process and determined to be cost prohibitive.

It was suggested that the Grounds crew hours could be adjusted just prior to the Memorial Day holiday to prepare the cemeteries for the holidays. It was also suggested that the Cemetery

Trustees could visit the various Town cemeteries and make note of any particular issues that they would like to see addressed by the Ground Department prior to Memorial Day.

Tax Collector Report:

The Board received a Tax Collector's report on a property as requested by the Selectmen to determine if there was a pattern of past due payments. Some questions were posed about how the lien amount on the property was determined and will be answered at the next meeting.

Comcast Service Change

NH DOT Block Grant Adjustment:

The Town budgeted \$125,000 for block grant revenues in 2008. The State has informed the Town that the block grant will be a bit lower at \$124,643. Mrs. Stewart asked if these funds were earmarked for anything and was informed that they were not, they would simply offset expenses.

Hammond Invoice:

The Board received a copy of an invoice from Hammond Lumber for red mulch at the Veterans Memorial Park. Hammond Lumber waived the usual charge of \$108 and instead donated the mulch to the Town. Mr. Schneider will send them a letter of thanks.

Town Clerk Reports ~ May 2008

IV. BOARD REPORTS

Heritage Commission:

The Commission talked about the application for National Historic Register District Designation, the progress being made and the need for an update on the work being done on the application.

What's happening around town was also discussed as a number of individuals on the Commission are involved with other organizations. The Enfield Village Association issued a façade grant for 64 Main Street. The Shaker Museum will have a trumpet symposium here for two weeks, including world-class performers.

Recreation:

Jeanine King was hired as the Recreation Director. She was already a member of the Recreation Commission. Summer staff has also been hired. There are two summer camp sign-up days coming up.

The main task for the Recreation Director and Commission is to determine how to grow the Recreation Department and expand its scope to include a broader range of residents. Having a Recreation Director that will be here for a while will be beneficial.

V. TOWN MANAGER'S REPORT

Lockeaven Drainage Project:

Sally and Henry Cross are anxious for the Town to start work. It was discussed with them whether the Town would do the work or if it would be contracted out and the expense paid by

the Town. Mr. Schneider will talk to the Fire Department about running water down the ditch to determine what might need to be done to the existing ditch that has been in disuse. The funds for this project were encumbered from last year. It is hoped the project can be completed by the end of this summer.

Mascoma Valley Health Initiative:

Curtis Payne is no longer serving as an Enfield representative on this board. The Selectmen was asked to share any ideas they might have for a new representative.

Delinquent Water & Sewer Accounts:

The Board reviewed and discussed outstanding water and sewer accounts. In the past unpaid accounts have been turned over to the Tax Collector for collection. This allowed the Town to place a lien on the property for the unpaid balance. The Board discussed establishment of a policy to follow in regard to the amount or time past due.

Mrs. Stewart moved to set the baseline of \$250 and/or two quarters delinquent on water and sewer accounts for turn over to the Tax Collector for collection; Mr. Crate seconded, vote unanimous.

Mr. Schneider will send letters to each of the water and/or sewer customers in arrears that are affected by the new policy.

Upon Mrs. Stewart's inquiry Mr. Daniels explained to the Board that all of the adjustments needed after the late billing in 2007 have been made and there is no impact on the status of the current past due accounts.

Sale of Property:

Mr. Schneider has received no communication from the prior owners of the two properties taken by tax deed.

There has also been no word from the former Boys' Camp Road property owner. The intent is to re-bid this property. Mr. Schneider updated the Board on the status of interest on the property by previous bidders.

Mr. Schneider informed the Board of the intent to do another silent auction in conjunction with the property auction as done in 2007.

Mrs. Stewart suggested possibly doing the auction sooner so summer residents could participate.

VI. PUBLIC COMMENTS

John Kluge ~ Anne's Place:

Mr. Kluge asked about the maintenance of Anne's Place, which is looking a bit shabby. The lawn needs mowing and the trash needs to be picked up. Mr. Schneider replied that the Town has a solid waste ordinance. Police Chief Crate suggested a letter to the management company; they've been receptive in the past. Mr. Schneider added that the Town's Human Services Director has contacts at Anne's Place.

Dan Kiley ~ Signs:

Mr. Kiley asked what control the Town has about people putting up signs. Can we just pick them up and pull them out?

While there is some leniency granted to community organizations, private signs can simply be removed.

Mrs. Stewart closed the meeting to public comments at 7:47 PM.

VII. OLD BUSINESS**WCNH.net:**

WCNH.net will meet this week with a provider. There is another community on the border of Virginia and Tennessee. If they go down south to view the operations they may also visit this community. Mr. Schneider is not yet sure whether he will be going. He'll have a decision by the next Selectboard meeting.

Library:

The Board received a letter from the Library Trustees and Library Building Committee proposing the hiring of a construction manager for the new Library building. Two years ago construction managers were interviewed for the Town Hall/Library project. The current Committee would like to interview 4 firms that were considered for that project. The role of the construction manager is to provide project oversight to be sure the building is built the way it's supposed to be.

Mr. Schneider, Marjorie Carr and the architect would perform the interviews.

Mr. Schneider has been involved in projects where the construction manager was involved late in the process and early in the process. Having a construction manager on board early has its benefits.

The Board discussed contract conditions to be negotiated, such as the price of construction, timeline for completion and a possible early completion bonus.

Mrs. Stewart expressed her support for construction manager proposal. Mr. Kluge also expressed support.

Mr. Schneider stated that the Board is concerned about energy costs. Dan Kiley added that the Committee has made a commitment to make the building as energy efficient as they can, even if that means increasing the cost of the construction. Mrs. Stewart pointed out the need to keep an eye on this and would encourage them to look at alternative energy systems.

A brief discussion about fundraising followed. The fundraising team is going for grants first as some grants require matching funds that are raised after the grant is applied for and/or awarded. Fundraising from individuals is not expected until 2009.

Cable TV:

Curtis Payne came before the Board to discuss an Enfield cable channel.

Mr. Payne informed the Board that they have a commitment with CATV to share programming.

Mr. Payne will take the necessary steps to set up a non-profit organization to run the channel. While they would like to maintain municipal control they also want to insulate the Town from liability. A Board of Trustees will be set up and would include Steve Schneider, a Selectman or two, Curtis Payne and Steve Goldsmith, plus a finance officer. The reason for the finance officer is to handle the transfer of funds received in the form of franchise fees to the Enfield cable channel organization.

CATV is giving Enfield old equipment since they are often upgrading. They'll also share their by-laws for revision to suit Enfield.

Comcast has no control over what is aired. The Board of Directors would decide content.

With the Selectboard's blessing the channel will be up and running this summer.

Mrs. Stewart stressed her desire to use the cable channel to promote the community. Mr. Schneider said the school would be happy to have kids participate. Enfield is a member of a larger school district, so other communities in the district would need to be approached.

The question remains, which cable access channel should be given up to include the Enfield channel, the VT side or the NH side? Mrs. Stewart is inclined to give up the VT side.

Mr. Kluge asked if there were enough people to run cameras. He was informed there were. The only paid position however, will be the finance officer. Mrs. Stewart feels the actual out-of-pocket expenses should be reimbursed to volunteers.

Mr. Schneider mentioned several committees that would be interesting to record, especially the Library Building Committee meetings. This is a big project and it would be great to broadcast them.

Mr. Payne invited the Selectboard members to serve on the Board of Directors, which can have up to 10 members.

Mr. Payne was thanked for his presentation.

VIII. NEW BUSINESS

Committee Appointments:

The Board considered committee appointments to the Heritage Commission, Planning Board and Recreation Commission.

Mr. Crate moved to reappoint Cecilia Aufiero and Mary Ann Haagen to the Heritage Commission, Mrs. Stewart seconded; vote unanimous.

Mr. Crate moved to reappoint Paul Withrow as an alternate member on the Planning Board, Mr. Kluge seconded; vote unanimous.

Mr. Crate moved to reappoint Dave Carr to the Recreation Commission, Mrs. Stewart seconded; vote unanimous.

Board and committee vacancies will be posted on the Town's website.

Strategic Planning:

Mr. Schneider recommended the Board of Selectmen hold a strategic planning session. A brief synopsis of a past session was provided to the Board for review. The question is, how would we like Enfield to be in 5, 10 and 20 years from now? During a strategic planning session the Board can discuss their desires for communications, infrastructure, culture, etc.

Mr. Schneider added that once the Selectmen identify areas they wish to focus on either existing boards can be used to flesh out a plan, or an ad hoc committee could be formed. Mr. Schneider spoke about the possible process using an ad hoc committee for research and recommendations. Existing committees or an ad hoc committee can be used to farm out the nitty-gritty work. This process is important to do every 5 years or so. The Tax Increment Finance, Capital Improvement Project and Energy Committees can be provided with some of the questions and allowed to run with them. People are often uneasy about creating new committees, but they can work if you give them a deadline.

Mrs. Stewart does like the idea of broadening this to other committees and not holding it within the confines of the Selectboard.

The second Board meeting in July will be held as a strategic planning session instead of a regular meeting. No regular business will be conducted. Between now and then the Board was asked to come up with a list of things they would like to talk about as part of the strategic planning process – both community and organization operation topics.

Wheeler Sewer Hook-up:

The Board received a request for a sewer hook-up and waiver of the hook-up fees from Kenneth & Maggie Wheeler. The Board discussed an easement that the Town has for a sewer main that crosses the Wheeler property. The letter requesting the waiver is not entirely clear as to what the Wheeler's are expecting to have waived vs. what they will pay for. The Board was informed that the Wheeler's are aware they are responsible for the cost of the extension; they are simply requesting a waiver of the town's hook-up fee.

Mrs. Stewart requested that clarification be placed in the file of what will be waived and what the Wheelers are responsible for.

Mr. Crate moved to waive the \$1,650 connection fee for the Wheeler sewer connection; Mrs. Stewart seconded, vote unanimous. The Board made it clear that the Town would not be responsible for the construction costs for this connection.

Administrative Items:

There were not administrative items.

IX. OTHER ITEMS**Next Meeting:**

Monday, June 16, 2008, 6:00 PM, Whitney Hall Conference Room

Verizon Cell Tower:

Mrs. Stewart asked if we know where we are with the Verizon cell tower. Mr. Schneider informed her that nothing has been heard from Verizon.

Energy Committee:

Mrs. Stewart inquired about the Energy Committee. Ken Daniels attended their last meeting and reported that a lot of conversation kept coming back to recycling. They're an active group.

Shaker Bridge Landing:

Mrs. Stewart commented that the fence was installed at Shaker Bridge Landing and looks good.

Mr. Crate questioned why there are still boats moored off of Route 4A even after the Sailing Club has been allowed to use Shaker Bridge Landing.

Police Chief Crate will email Dr. Beaufait about the moorings off Route 4A to avoid problems with others mooring there. There is also an issue with parking on 4A.

Mr. Crate would like the moorings to be located at Shaker Bridge Landing rather than 4A.

Mr. Schneider misunderstood. He never thought they were going to continue to moor at another location. In the Town's agreement we were only going to have 2 boats moored off Shaker Bridge Landing. The Town has a one-year agreement. It will be possible to change that agreement in the future. It's possible in mid-summer to move them over to Shaker Bridge Landing if there's not too many and if there's a problem with cars parking on 4A.

Mr. Kluge suggested they remove the excess mooring to discourage everyone from using them.

Police Chief Crate feels it's better to have a single mooring location than two separate ones. The Selectmen agreed they'd prefer one location as well.

Mr. Schneider will contact the Sailing Club about this issue.

Ken Daniels mentioned problems with people parking at the pump station, which is not currently posted "no parking."

Dan Kiley noted that mooring at Shaker Bridge Landing is not a problem as long as it doesn't give the impression that the Town has given it over to the Sailing Club. Mr. Crate assured him that Shaker Bridge Landing is for all non-motorized boats. No storing of boats is allowed at Shaker Bridge Landing except as agreed with the Sailing Club.

Skateboard Park:

Mrs. Stewart brought up that there had been previous discussion of a skateboard park.

Mr. Schneider met with the Lions Club about six months ago. They wanted costs for the project. If a project is provided to the Lions Club they'll do it.

Mr. Schneider has also had discussions with the Recreation Commission since this would be a Recreation project. It's not a problem, but it will impact the use of the Shaker Recreation property and limit what else can be done there. This is where strategic planning would be helpful.

The Board briefly discussed the current use of the Town's fields and how a skateboard park would be meeting the needs of a different constituency, the 12 to 16 year olds, rather than the 9 to 12 year olds.

Phone Company ~ High Street:

Mr. Crate asked if any correspondence had gone out about the removal of the phone company stairs at the corner of High Street. Mr. Schneider replied that there had been correspondence. FairPoint is still struggling with issues of the transfer.

Mr. Crate would like to give them 90 days to respond or have the Town remove the stairs. Mr. Schneider will draft a letter for the Board.

Memorial Day:

Mrs. Stewart reported that at the Memorial Day celebration the Boy Scouts turned over an informational kiosk to the Enfield Village Association. The kiosk is located at the municipal parking lot on Main Street. They did a professional job and Mrs. Stewart commends them.

Sharon Carr has tendered her resignation as Executive Director of Enfield Village Association effective in January.

Mrs. Stewart mentioned that some individuals have requested that the Town rent a sound system for Memorial Day. People should be able to hear our speakers. Mr. Schneider agreed that a portable one would be a good idea.

Public Works Department Vehicles & Equipment:

Mr. Crate inquired about the mechanic's truck and chipper. Mr. Daniels replied that the chassis for the mechanic's truck has been ordered and should be here in August. The chipper is here and is ready to use following a training session for staff. Mr. Kluge expects it's pretty loud. Mr. Daniels assured him that a meeting held in the Public Works building training room could not hear it. Typically chipping would be done once a week for about 4 hours. It was pointed out that chips are not suitable for use as mulch. The chips can be sharp so are not feasible for use as mulch. Upon inquiry, Mr. Daniels explained that the chipper does not have to be fed by hand and it includes safety features to prevent injuries.

CONFERENCE

I. ADJOURNMENT

Mrs. Stewart moved to adjourn the public portion of the meeting at 8:12 PM, Mr. Kluge seconded; vote unanimous.

II. NON-PUBLIC SESSION

Mrs. Stewart moved to enter non-public session at 8:12 PM, RSA 91-A:3 II (a); Mr. Crate seconded. Roll call vote: Mrs. Stewart – aye, Mr. Kluge – aye, Mr. Crate – aye.

Mrs. Stewart moved to come out of non-public session at 8:22 PM; Mr. Crate seconded, vote unanimous.

The meeting was adjourned at 8:22 PM