

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

MINUTES of September 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 A. Crate, Jr., Chief of Police

Others: Dan Kiley; Kurt Gotthardt, Katina Caraganis, Connecticut Valley Spectator

BUSINESS MEETING

I. CALL TO ORDER

Mrs. Stewart called the meeting to order at 6:02 pm.

II. APPROVAL OF MINUTES

Mr. Kluge moved to approve the regular and non-public session minutes of August 4, 2008, Mr. Crate seconded; vote unanimous.

Mr. Kluge moved to approve the regular and non-public session minutes of August 18, 2008, Mr. Crate seconded, vote unanimous.

III. COMMUNICATIONS

Lorraine & Lloyd Trask re: property access:

The Trasks have a lifetime lease on Town-owned property on Johnston Road. Sucker Brook runs through the property and heavy rainfall has caused some damage to the property. There is currently a walking bridge that accesses the property. The Trasks requested that the Town consider putting in a vehicular crossing to the property.

Mr. Schneider informed the Board that a bridge for vehicular access could be done, but would not be a simple issue. Stream crossing rules, wetland issues and other regulations would be involved. If the Board wants to include this project in the 2009 budget the staff could cost it out. It is not known if the Town would want a bridge for access in the future.

The Town will clean up the storm damage on the property.

Mr. Daniels informed the Board that within 50' upstream there is a railroad box culvert.

Mr. Kluge stated that he could not support the project at this point.

Mr. Crate stated that he would have to see it before deciding.

Mrs. Stewart would probably not include it in the 2009 budget, but would refrain from a final decision until after she's had a chance to see the property.

Mr. Schneider suggested the Board might want to consider it as part of the Strategic Plan if the Town wants to have vehicular access in the future. Or put it in the CIP for future planning.

Tax Collector's Trial Balance Report 1/1/08 – 7/31/08

Town Clerk's Report ~ July 2008:

Town Clerk revenues are still about \$10,000 over last year's figures. Mr. Schneider did some revenues forecasting. Town Clerk revenues were budgeted at about \$770,000 and they're expected to come in around \$775,000.

Meredith Smith Letter of Resignation from Energy Committee:

Meredith Smith submitted her resignation due to other obligations. A note will be sent thanking Mrs. Smith for her work.

Mr. Kluge moved to appoint Wendell Smith as a full member of the Energy Committee, Mr. Crate seconded, vote unanimous.

Grafton County Economic Development Council ~ Annual Meeting, September 16, 2008:

Mr. Schneider will be at this meeting as a board member and can represent the Town. Mrs. Stewart asked when Mr. Schneider last attending a meeting and was informed that he attended the last meeting of the Council, which was held in July in Haverhill.

Resolution #11 Adopted by the NH General Court ~ Tire collection day:

The State is urging Town's to offer a free tire collection day, citing recycling possibilities for the tires. If the Town were to do such a collection it would cost the Town about \$3 per tire to dispose of them. There is currently no local recycling option.

Mrs. Stewart asked if the Board could get the number by the next meeting what the impact might be. Dan Kiley said that the number is unknown. Mr. Schneider added that there are some properties with a number of tires on them.

Mr. Daniels asked what the Town is going to gain by having a tire collection? The Town does not currently have to clean up a lot of tires from roadsides.

Mrs. Stewart would be interested in where the recycling opportunities are to which the State refers.

Indian River School community art project:

The Indian River School (IRS) is doing a solar system project. With the IRS being the sun, Enfield fits in well for the location of Saturn. They want to do a scale model of Saturn and locate it at the municipal parking lot on Main Street. It is believed they would place it near the rail trail.

The Board discussed the future maintenance of the artwork. Mr. Kluge said the Town can require that the artwork be well maintained or we can use Town equipment to return it to the school.

The Selectmen were in unanimous approval of the request.

NHDOT ~ State-owned Northern Railroad Corridor:

The Board received a copy of a letter from NH Dept. of Transportation to a resident requesting documentation of authority to use State land.

NRRA ~ Electronics/CPU's Fees & Revenues Adjustment:

The Town is a member of the Northeast Rural Recovery Association and sends used Town equipment to them for recycling, though a few old PC's were sold at the silent auction last year. Computers are accepted at the Transfer Station for disposal.

Grafton County Transportation Summit invitation ~ September 24, 2008**Comcast ~ New Bill Design****Eastman Community Association Financial Statements for year ended 3/31/2008:**

The Board had a brief discussion regarding Bear Drive, which, according to Mr. Crate, was intended as an emergency access only and was supposed to be gated; the fact that Eastman was originally intended for seasonal homes only; problems with speeding vehicles within the Village and the Enfield Police Department's inability to enforce speeding on the private roads within the development. The Police Department is trying to work on ways to improve the situation.

Emergency access and public safety issues within Eastman and similar developments was discussed.

Minimum Impact Expedited Application ~ Bill Warren, Map 15, Lot 77, Shaker Hill Road ~ driveway crossing on Shaker Hill Road and A&D Klumb Environmental, LLC Notification of NH DES Minimum Impact Expedited Application:

Bill Warren has been before the Conservation Commission and Zoning Board on this issue.

Standard Dredge & Fill Application: John Graham, Map 50, Lot 10, Graham Road ~ retaining wall replacement:

This application is for the replacement of a railroad tie retaining wall with a ready cast wall.

IV. BOARD REPORTS**Zoning Board of Adjustment:**

The Bill Warren project is moving forward. Serendipity Farm/Baker's proposed development of a 5-lot subdivision was sent back for more detailed plans. With Zoning and Planning, wetlands are tricky issues.

Planning Board:

The Planning Board heard a couple of conceptualls.

Capital Improvement Program Committee:

The CIP Committee had its first look at department requests for 2009. The Public Works Department submitted 5 requests, of which one is a new request. Items will be postponed to later years based on need. No submissions were received from the Police Department, Fire Department or FAST Squad.

Mr. Schneider will meet with the Fire Chief later in the week after he's had a chance to confer with the Fire Wards.

The first meeting of the CIP Committee concentrated on 2009 projects. The Committee will broaden its focus to up to 20 years. Thanks to Kurt Gotthardt the Committee has a new project request form that requires more specific information that will be helpful in the planning process.

Heritage Commission:

The Heritage Commission has been busy labeling photos for the National Historic Register District application.

Tax Increment Finance (TIF) Advisory Committee:

The TIF Committee discussed priorities. The Committee has contracted with the Upper Valley Lake Sunapee Regional Planning Commission for a build-out study of the TIF District. The study will be paid for using TIF funds. The study should provide the Committee with a feel for what can be built on the property within the District and with the setting of priorities.

The Board also discussed one Committee member's request to alter the District boundaries to exclude the Laramie Farms residential development. Changing the District boundaries requires a Town Meeting vote and must take place at the deliberative session. It cannot be a ballot vote. It is still possible to change the boundaries of the District since no bonding has occurred.

The process for putting an article on the warrant is either for the Selectboard to voluntarily place the question on the ballot, or for submission of a petition with at least 25 signatures of registered voters.

Discussion ensued regarding the process for initial adoption of the TIF District that included notification of the School and County.

The Board discussed the possible reasons for the request. Without speaking for the individual it is believed that the concern centers around the District including residential development and the affect on school funding within the Town. It was noted that apartments could be constructed anywhere along US Route 4 within the District.

Recreation Commission:

The Commission talked a little about programming in 2009, including transitioning the Summer Program to a full-day summer program and increasing the age range accepted into the program. They talked about what it would take to expand the program. The cost is now \$50 for the session. They also discussed the activities that could be done with the older children.

Conservation Commission:

Bill Warren met with the Conservation Commission regarding his project. The Commission also discussed public access to the Mascoma River at the end of Town. There is a place on Blackwater Road where people can access the river. Mr. Schneider also mentioned a property on Hardy Road where the river can be accessed.

Kurt Gotthardt added clarification that the property on Hardy Road cannot legally be used for public access to the river.

There is a spot on the river's edge for boaters to pull off and picnic. The site is not visible from the property owner's residence. The property owner would like to move the picnic site to another location further downstream. The Conservation Commission has done some site visits.

Energy Committee:

The Energy Committee discussed education opportunities for the public. One project the Energy Committee would like to pursue is the purchase of a couple of Kill A Watt meters. The meter is plugged into an outlet and an appliance plugged into the meter. The meter then displays the amount of energy used by the appliance.

If the expense were approved, the Library would be approached about loaning out the Kill A Watt meters to residents.

V. TOWN MANAGER'S REPORT

The State Primary will be held on Tuesday, September 9, 2008. A Selectboard member has to be present during the election and at least two Selectmen must be present at the end of counting to sign the ballot seal and voting machine tape. The Board worked out a schedule for attendance.

The polling place will be set up Monday morning and torn down early Wednesday morning.

VI. PUBLIC COMMENTS**Kurt Gotthardt ~ TIF District:**

Mr. Gotthardt asked if the TIF District build-out study would be a general study or a more detailed study. Mr. Schneider's understanding is that it will be a detailed study and he referred Mr. Gotthardt to Jim Taylor, Community Development Director, if he has any questions.

Mr. Gotthardt pointed out that regarding TIF money and the funding of the schools, the school is guaranteed their dollars. They get their money no matter what. Mr. Schneider added that if the subdivision at Laramie Farms has students the other taxpayers in Enfield would pick up the slack. It was also pointed out that the school population is much the same as it was in 1981, with small fluctuations each year.

Kurt Gotthardt ~ Enfield Cable Channel:

Mr. Gotthardt asked the name of the Enfield cable channel organization. He was informed that it was called Enfield TV and that it would be discussed further later in the meeting.

Kurt Gotthardt ~ Lockehaven Drainage Project:

Mr. Gotthardt inquired about the Fire Department test of the ditches on Lockehaven Road. He was informed that the 3,000-gallon tank was used for tests at three different locations. Water was discharged at a rate of approximately 1,000 gallons a minute. The ditch was able to hold all the water, it didn't cut a new channel at the wetland and they couldn't find the outlet at Crystal Lake.

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

Mr. Schneider reported that they are still planning on meeting of the 8 communities to have a status report, as well as a meeting with a group in Vermont. There is nothing new to report at this time.

Library:

The Library Trustees had a meeting last week; Mr. Schneider was unable to attend. There was also a small group meeting last week. Mr. Schneider send a request to the Board of Selectmen for a list of local contractors so quotes could be obtained for initial estimates. There is no firm figure yet. It is expected that the first estimate will be higher than desired; that will be went pencils will be sharpened and changes will be made. If the Selectmen have the names of any local contractors they would like to pass along they can provide the information to Mr. Schneider.

Mr. Kiley noted that they are looking at the 25-year mark for what it will cost to maintain. If geothermal will cost \$85,000, does anyone want to donate for that? Does anyone want to donate for solar panels?

Cable TV:

The Town is waiting for the check from Comcast for Enfield TV. The \$10,000 has been processed. Wiring is ready. There are a couple of pieces of equipment they need from Comcast. Once that's done they'll be ready to go.

National Historic District Application:

This issue was discussed earlier in the meeting.

Strategic Plan:

Mr. Schneider has put together the comments from the last meeting so there will be 4 or 5 distinct categories to discuss. This information can be fleshed out a little so the work expected to be done by other boards and committees can be determined.

Other Old Business:

Mrs. Stewart stated that the striping of the parking lot and crosswalk look great; as does the new, handicapped parking at the boat launch.

Mr. Schneider reported the back up of 4" to 5" of water into the ground floor of the Police Station due to a plugged outlet pipe. The pipe has been unplugged. Clean up and repair is in progress.

Police Chief Crate reported the Paula Rowe is out on medical leave for another 3 to 4 weeks.

VIII. NEW BUSINESS**Appointments: Inspectors of Election:**

Mr. Kluge moved to reappoint the present list of inspectors of election, Mr. Crate seconded, vote unanimous.

Special Operations Units:

There has been much discussion of late of an incident that occurred in Charlestown.

The Town of Enfield is involved in an area SOU and contributes \$2,500 to the unit, as do each of the other member communities. A member of the Enfield Police Department is a member of the SOU. Other Enfield officers have been members, so they have received the training.

Police Chief Crate provided the Selectmen with information packets.

Mr. Kluge voiced his concern that the Director of the State Police and Attorney General have said that regional SWAT associations need to be studied for viability. The Town is also providing funding in tight budget times. \$2,500 is being paid to a group that essentially duplicates State Police services.

Chief Crate explained the benefits of the SOU and some of the drawbacks of relying on the State Police. The State Police has one SWAT unit and may not always be available when needed. There is an impression that the State Police receive better training than local officers, when the truth is that they all receive the same training. For local investigations our local force is better than the State Police.

Chief Crate went on to say that the total years of experience has increased from 15 to 80 when Chief Giese retired. Local officers have been able to accomplish some things that the State Police have not. As a member of an SOU, Enfield could have an additional 20 officers to assist at no additional cost.

Upon his inquiry, Mr. Kluge was informed that SWAT teams were subsidized by Homeland Security. Mr. Kluge understands that subsidy will be reduced.

Mrs. Stewart asked if without our membership does the Town have access to these resources? Chief Crate replied that the Town could, but would have to pay for it.

The SOU the Town is a member of has 36 Towns and 2 Sheriff's Departments from Grafton and Merrimack counties.

Chief Crate went on to explain the training of the SOU member officers and the usefulness of the unit to Enfield operations.

Mrs. Stewart requested clarification of the Charlestown incident and was informed that a Police Officer was shot and a citizen killed. Chief Crate could not discuss details, but they are looking at the event that occurred at the incident.

Mr. Kluge noted that Chief Crate certainly thinks the \$2,500 is money well spent. If Chief Crate feels this is essential, where can costs be trimmed?

Mr. Schneider added that the SOU is independently insured, so there's a buffer between the SOU and the Town of Enfield.

Discussion ensued regarding funding of the SOU, including cost of community participation, SOU operations, and the potential liability.

2009 Budget:

The Selectmen were provided with current revenue and expense reports. The CIP Committee is meeting to get a handle on that part of the budget. Mr. Schneider said he likes to have a good understanding of what the revenues are going to be so we know what our expenses can be. Revenues are expected to be less than budgeted, though expenses are also expected to be less than budgeted. Department heads did get a mid-year alert to watch spending.

Mr. Schneider feels it would be good for the chairman of the CIP Committee and Board of Selectmen to meet and discuss budgeting. Where do the Selectmen think we should budget? Level fund, increase by a certain percentage, or reduce by a certain percentage?

Department heads have been asked for a narrative of each line item to explain the use of the funds. For example, "the Executive budget is for the Town Manager and Executive Assistant and this is what they do..." While a certain level of detail is necessary to produce the budget, the rest of the community needs to know what the different departments do.

Mr. Schneider would like to incorporate more narrative and maybe some graphs and slides for the public presentation.

There will be further discussion of budget between now and February.

Property Sale:

In July, two letters were sent to owners that they had to be off the property that was taken by the Town for unpaid taxes. One property is vacant land on Ibey Road, so was not an issue. The other property is a condominium and the previous owner is still occupying the building. Mr. Schneider has spoken to the condo maintenance group and the bill is nearing \$12,000. The buyer of the property will either have a tenant, will have to evict the occupant, or perhaps the occupant will have moved out by that time. Mr. Schneider had contact with the occupant in May when the Town took the property and she had intended to pay the taxes due, but she has not contacted the Town since. In May she had admitted to Mr. Schneider that she was in denial and had been ignoring notices.

Mr. Schneider relayed the progression with past property that also had a tenant, but had a more favorable outcome.

The Town will keep monitoring the situation in the condo, but the Town is at the point that the Police Department has to be involved.

Discussion ensued regarding potential pieces of property for sale, which will take place sometime in the fall.

2008-2009 Bids:

The Board was provided with a list of current contracts, leases and agreements that the Town has in place. In 2008 the Town will be going out to bid for cleaning services and banking services.

The ambulance agreement with Lebanon is up for renewal for 2009. A DSL agreement will have to go to bid. The Lebanon human services agreement expired in March, but has been extended as they are still working on staffing the position. In 2009 the Town also needs to renegotiate the cable TV franchise. A sand bid will go out this fall.

Discussion ensued regarding the Selectmen's involvement in the bid process. The Board will be kept up to date on plans and progress.

The ambulance agreement was discussed briefly. Mrs. Stewart noted that the Town of Grafton was doing a pilot testing for soft billing. It will be interesting to see how it works out for them.

NHDOT ~ Grantham-Enfield Pavement Preservation Project on I-89**Administrative Items:**

The Board reviewed and approved the following documents: Certification of Yield Taxes Assessed, Elderly Exemption Application, and Veterans Tax Credit Application.

Mr. Crate moved to appoint Steve Schneider as the NHMA Legislative Policy Conference Voting Delegate, Mr. Kluge seconded, vote unanimous.

Other New Business:

A request for a no-parking sign was received for the end of Bridge Street. The property owner there has had problems with people parking there and blocking his driveway.

A manhole on NH Route 4A between the Shaker Bridge and Evenchance Road is a problem. Mr. Daniels informed the Board that it was a State-owned manhole. A call will be put into the State about it.

Mr. Crate reported that the grounds crew did an excellent job on the grass along the sidewalk and curbs. He reported a few other areas to address, including the corner of High Street where vegetation from the abutting property is overhanging the sidewalk and on Main Street near the turtle and bridge to the Lutheran church.

There is a hole in the sidewalk at the Perillo residence. Mr. Daniels replied that it was scheduled for repair the next day.

Mr. Crate asked about the status of the culvert by his son's house. Mr. Schneider replied that he has information to provide to Mr. Crate. The culvert was inspected and is in need of replacement. The Town will get a permit to replace it.

IX. OTHER ITEMS

Next Meeting:

Strategic Planning Session ~ Monday, September 15, 2008, 6:00 PM, Whitney Hall Conference Room
(No regular business will take place at this meeting.)

CONFERENCE

I. NON-PUBLIC SESSION

Mr. Kluge moved to enter non-public session at 8:35 PM, RSA 91-A:3 II (c); Mrs. Stewart seconded. Roll call vote: Mr. Kluge – aye, Mrs. Stewart – aye, Mr. Crate – aye, motion carried.

Mr. Crate moved to come out of non-public session at 8:41 PM; Mrs. Kluge seconded, vote unanimous.

II. ADJOURNMENT

Mr. Crate moved to adjourn at 8:41 PM; Mr. Kluge seconded, vote unanimous.