

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

MINUTES of March 19, 2007

Board of Selectmen: Curtis Payne, Chairman; Rebecca S. Stewart; Donald J. Crate, Sr.

Administrative Staff: Steven Schneider, Town Manager; Alisa D. Bonnette, Recording Secretary; Carolee Higbee, Town Clerk; Ken Daniels, Director of Public Works

Others: Richard Martin; Wayne Claflin; Joe Mandell; Joe Cote, Connecticut Valley Spectator; Dan Kiley, Nate Miller, Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC); Shirley Green

BUSINESS MEETING

I. CALL TO ORDER

Mr. Payne called the meeting to order at 5:00 pm. The Board members were introduced: Rebecca Stewart and Donald Crate.

Carolee Higbee had sworn in Rebecca Stewart as Selectman following the March 17 Town Meeting. She proceeded to swear in Donald Crate as Selectman.

II. ORGANIZATION OF THE BOARD

Mr. Crate moved to appoint Curtis Payne as chairman of the Board of Selectmen for the coming year; Mrs. Stewart seconded, vote unanimous.

Curtis Payne will serve on the Budget Committee and Planning Board. Rebecca Stewart will serve on the Historic District Commission and the Capital Improvement Program Committee. Donald Crate will serve on the Conservation Commission.

III. APPROVAL OF MINUTES

Mr. Crate moved to approve the regular session minutes of March 5, 2007 as printed; Mrs. Stewart seconded, vote unanimous.

Mrs. Stewart moved to approve the non-public session minutes of March 5, 2007 as printed; Mr. Crate seconded, vote unanimous.

IV. COMMUNICATIONS

2007 Local Officials Workshop:

Local Government Center puts on a basic and advanced workshop for local government officials. The entry-level workshop provides an understanding of what it means to be on the board. Talking to other community officials at the workshop, finding out what issues they are dealing with and how they are dealing with them, is very beneficial. Mr. Schneider expects to attend the advanced workshop. The Selectmen will consider whether to attend and will contact Mr. Schneider.

Letters of Resignation:

The Board received a letter of resignation from Marcia Cornell, Recreation Director. Mrs. Cornell is leaving the town with a good program. Mr. Schneider has spoken to a couple of people about different ideas. There is an after-school program and summer program at the Enfield Village School. It was suggested to the individuals running these programs take over the Town's recreation program, as they are already involved in these types of activities. Consideration is being given to expanding the Town's programs to include more children. Children in the 12-14 age group are too old for the Town's existing summer program, but too young to go to work. Mr. Schneider hopes to have more information for the Board at the first or second meetings in April.

Mrs. Stewart asked if this position would be posted on the Town's website. Mr. Schneider is unsure at this time. If the Town does seek to fill the position with other than an existing employee it will be posted.

The Board also received a letter of resignation from Tim Lenihan, Conservation Commission chairman. Mr. Payne hopes he will reconsider as he has shown a great deal of potential.

Mr. Lenihan has recommended to Steve Schneider that Cecilia Aufiero be appointed to fill the vacancy.

Mr. Crate stated that if Mr. Lenihan does not reconsider the position should be advertised.

Mr. Lenihan's keys should be turned in to the Town Offices.

V. BOARD REPORTS

Town Facility Committee:

Town Meeting did not go as the Town Facility Committee had hoped, or the way Mr. Cusick had hoped. The response shows that people still think something should be done.

The Library Trustees will be meeting on April 9. Mr. Schneider will attend that meeting and get a feel for what the next steps might be. Some kind of group should be brought together to determine where to go from here.

The Board discussed the possible make up of the committee. The principles and guiding ideals need to be tweaked a bit.

Mrs. Stewart feels the townspeople want renovations to Whitney Hall at the very least, to fix the water leaks, etc.

Mr. Schneider reported that there are funds in the Whitney Hall Renovations capital reserve fund. A public hearing should be held before expending the funds, but no Town Meeting vote is required. These funds could be used to make selected repairs immediately. Retooling of the foundation is needed and insulation, among other things. Mr. Schneider will provide a building report to the Selectmen with proposed projects and cost estimates.

Mrs. Stewart encourages the Board to take care of those issues immediately, particularly the foundation issues.

Discussion ensued regarding the foundation leaks, drainage work completed in 2006 and drainage work still needed. Mr. Daniels reported continued problems along the chimney foundation and elevator shaft. There is almost a full perimeter drain in place now.

Mr. Payne asked if the foundation work was the #1 priority. He was informed that it is for the basement. For the Library it may be insulation. Mr. Schneider will meet with Marjorie Carr to come up with a list of projects and estimated costs. The Board concurred with this plan of action.

VI. TOWN MANAGER'S REPORT

Mr. Schneider had no specific report for this meeting, but explained to the Board that every other month at the second meeting of each month the Public Works Director or Police Chief meet with the Board to keep them informed of what's going on in those departments. The Public Works Department report will be provided on April 2.

At each meeting a Town Manager's report of current issues that need to be addressed is provided to the Board.

In the past all three members of the board have had email addresses. This makes it easy for Mr. Schneider to get the same information to everyone at the same time.

Mrs. Stewart asked if it was OK if her email is a shared account. She was informed that it was.

VII. PUBLIC COMMENTS

Dan Kiley ~ May Town Meeting:

Mr. Kiley pointed out that in 2 of the last 3 years there has been a major March snowstorm on Town Meeting day. This is a good reason for having a May Town Meeting. In addition, the budget would be approved at Town Meeting before the budget year begins.

Mr. Schneider pointed out that an Optional Fiscal Year and May Town Meeting are two separate issues. Mr. Kiley understands that, but it makes sense to adopt both. Changing the Town Meeting date is more important than changing the fiscal year, except that the Town would be operating without a budget for a longer period than is currently the case.

Mrs. Stewart asked how many people are affected. Ms. Higbee reported that she sent out 36 absentee ballots. It was noted that many residents might not bother with absentee ballots.

Discussion ensued regarding the best way to find out how the Town feels, including a public hearing, separate mailing or electronic poll. Mrs. Stewart is in favor of a survey coupled with a meeting. Mr. Payne and Mr. Crate agreed. Mr. Schneider stressed the value of the Board talking, face-to-face, with friends and neighbors. The Board will get a real good feeling for how people feel. We can do a survey and public hearing, but the Selectmen should do it in conjunction with networking.

Joe Mandell suggested having someone call residents. Mr. Schneider stated that the Town could hire someone to do the poll. Mr. Mandell recommended a volunteer.

Mrs. Stewart suggested a simple postcard. Mr. Payne and Mr. Crate agreed. After a response is received from the postcard mailing a public hearing can be scheduled.

Carolee Higbee ~ Fire Ward Recount:

Ms. Higbee had scheduled a recount for the Fire Ward position for Wednesday at 5:00 PM. Mr. Gove cannot make a 5:00 PM recount. The Moderator suggested meeting at 5:00 PM and recessing until 7:00 PM. Unfortunately, that is not allowable. Ms. Higbee can reschedule the recount to begin at 7:00 PM if both David Crate and Alan Gove agree. She would prefer their agreement be stated in writing. If the Selectmen are available, she will work on rescheduling the recount. The Selectmen indicated that they were available.

VIII. OLD BUSINESS

No old business was discussed.

IX. NEW BUSINESS

Nate Miller, Staff Transportation Planner of UVLSRPC presented the completed U.S. Route 4 Corridor Management Study to the Board of Selectmen. The study covers Route 4 from Exit 17 to Canaan and Orange. The study was presented to the Planning Board last summer at which time there was spirited debate and excellent comments. UVLSRPC tried to incorporate those comments into the final report.

Analysis of the corridor included land use, key intersections and traffic volume. They attempted to address existing infrastructure deficiencies, congestion at key intersections, including the intersections of Route 4 and 4A and Route, Main and Maple. The Route 4 / 4A intersection has a skewed angle that limits visibility. Also addressed is access management due to emerging problems with multiple curb cuts. The Planning Board suggests inter-connection between developments. Addressing transportation at its source is important, such as increasing support for Advance Transit.

The report is very detailed. UVLSRPC does not want this report to sit on a shelf, but wants it used as a tool for real changes. They are looking to the Advisory Committee to become an Implementation Committee.

Mr. Miller provided an update of projects that UVLSRPC has assisted with in the Town, including an inventory of all of Enfield's roads, which were all located using GPS technology, a list of road name changes, road class changes, additions and deletions were all prepared in collaboration with Ken Daniels.

UVLSRPC has been working with the Planning board on the Master Plan, which is still in progress.

They have also stated work with southern Grafton County human services, Advance Transit and other transportation providers to determine where there are gaps in service or overlaps in service and what funding is available.

Mr. Miller provided the Board with a copy of the UVLSRPC Annual Report and a list of upcoming projects.

Mr. Payne asked how the U.S. Route 4 Corridor Management Study fits in with analyzing the Tax Increment Finance District (TIF). Mr. Schneider replied that it helps, particularly with ingress and egress on Route 4 and intersections. It can definitely be used as a TIF District planning tool. It addresses a lot of traffic issues.

On an unrelated topic, Mr. Schneider asked where UVLSRPC stands on its Executive Director. Mr. Miller informed him that the search is completed and they are in the process of short-listing. He has heard that there are a number of good candidates.

Mr. Payne will read the materials provided at this meeting, after which he would like to invite Mr. Miller to meet with the Board again.

Board & Committee Appointments:

The Board was provided with a list of appointed positions, including those whose terms expire April 1, 2007. The Board of Selectmen will not be meeting again until after April 1.

Mrs. Stewart moved to extend the appointments due to expire April 1 until May 1; Mr. Crate seconded, vote unanimous.

The Board received a request for reappointment to the Conservation Commission from Shirley Green. Mr. Payne moved to reappoint Shirley Green to the Conservation Commission for a three-year term; Mr. Crate seconded, vote unanimous. Mrs. Stewart thanked Mrs. Green for her promptness and enthusiasm.

All board and committee members whose terms are expiring on May 1 will be asked to submit a letter of interest to the Board of Selectmen. A list of positions will also be posted on the Town's website.

Administrative Items:

The Board reviewed and approved the following documents: Timber Tax Levy, Certification of Yield Taxes Assessed, Junkyard License Renewals, Property Tax Abatements, Petition & Pole License for a replacement pole on Shaker Hill Road, Local Health Officer Nomination to renew Phil Neily's appointment.

Mr. Schneider reported that there has been some discussion among managers in the Upper Valley regarding the Health Officer position. None of the municipalities has a person that can do the whole job. It makes sense to work together.

Norm Bernaiche is the Town's contracted assessor. He is also the assessor for Sunapee, New London and Newbury. This is the last year of his contract with the Town. The contract may expire mid-year. The Town will try to keep him on.

The Board discussed an abatement request from Francis Bill. A prior application had been seen and more information was received, as requested by the previous Board, but there have been no significant changes. The Board asked that Mr. Bill be invited to meet with the Board on April 2nd or April 16th.

X. OTHER ITEMS

Pandemic Planning Process:

The Mascoma Valley Health Initiative has completed Phase one of the Pandemic Planning process for District 4. District 4 includes the town of Canaan, Cornish, Dorchester, Enfield, Grafton, Grantham, Hanover, Lebanon, Lyme, Orange, Orford, Piermont and Plainfield. The Regional Coordinating Committee representing the 13 towns in the planning region, as well as, the first responder community, hospitals and social services agencies have all been meeting twice a month since September 2006 and have completed the All Health Hazard Regional draft plan. They will conduct a tabletop exercise to test the plan on April 4, 2007, and have requested the attendance of the Board of Selectmen. Mr. Schneider will attend.

Heavenly View Aviation:

The Board received a sample aerial photo of downtown Enfield. The Town can purchase this or other photos taken of the area for potential use as a Town Report cover. Costs will be investigated and reported to the Board.

Trash Dumping:

Mr. Payne received an email about trash dumping on Algonquin Road. Shirley Green confirmed that it has become an ongoing problem. Bags are left out and they've been torn apart, then scattered by snowplows. It is unclear who is doing it, but it has occurred after people came up for the weekend.

The Solid Waste Ordinance, adopted by the Board of Selectmen on March 5, 2007, will be posted on the Town's website this week.

Mrs. Stewart stated that logistically it's a problem. Now that the Transfer Station is not open on Sundays they have to keep their refuse through to the next week.

The Ordinance only allows trash to be placed curbside up to 24 hours in advance. Mr. Daniels pointed out that all roads directly adjacent to a water body are picked up on Monday.

Mrs. Green will notify residents of the adoption of the Solid Waste Ordinance in the next Crystal Lake Improvement Association newsletter.

The Board also agreed to do a targeted mailing to the residents of Algonquin Road and Rollins Point Road.

Mr. Daniels received a call from someone in the area that the dumping has occurred. The complainant had a piece of someone's mail and brought it to the Police Department. Mr. Schneider added that if we find out who it is, the Police Department could take care of it. Mr. Schneider will check with the Police Department to find the status of the case Mr. Daniels reported and will let the Board know who ultimately cleans it up.

CONFERENCE

I. ADJOURNMENT

Mr. Payne moved to adjourn at 6:15 PM; Mr. Crate seconded, vote unanimous.