

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

MINUTES of April 2, 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; Richard Crate, Jr., Chief of Police; Ken Daniels, Director of Public Works

Others: Luke Frye, Roy Holland, Jeff Hunold, John Cattabriga, Enfield Police Department; Joe Mandell; David Stewart; George Seiler; Shirley Green; Dan Kiley; Richard Martin; Kurt Gotthardt; Francis Bill

BUSINESS MEETING

I. CALL TO ORDER

Mr. Payne called the meeting to order at 5:00 pm.

II. APPROVAL OF MINUTES

Mr. Crate moved to accept the minutes of March 19, 2007 as printed; Mr. Payne seconded, vote unanimous.

III. COMMUNICATIONS

There were no communications.

IV. BOARD REPORTS

Enfield Village Association (EVA):

Mrs. Stewart attended an EVA meeting where they spoke about having an association wide meeting to discuss strategy. They also reviewed their budget.

Heritage Commission:

Mrs. Stewart attended the Heritage Commission meeting. This group talked about wanting to action taken at the Center Hall. They would like to figure out what the Town can do with the building. Mr. Schneider stated that it might be possible to use capital reserve funds to purchase land. Mrs. Stewart mentioned that spoke about the possibility of the Shaker ball field land, but there may be restrictions there.

V. TOWN MANAGER'S REPORT**Luke Frye ~ New Police Officer:**

Mr. Payne swore in Luke Frye as a new patrolman in the Enfield Police Department. Congratulations were expressed. Chief Crate announced that Officer Frye would be a starting Police Academy training next week.

Town Manager's Report:

Mr. Schneider reviewed his Town Manager's Report to the Board.

Whitney Hall: The Library Trustees will be meeting on April 9th to discuss the next steps regarding Whitney Hall.

2007 Budget: With the adjustments made from Town Meeting the 2007 Town tax rate is now estimated at \$6.65, a 1 cent increase over the 2006 Town tax rate. The Selectmen were provided with an abbreviated financial report of the first quarter. A more detailed report is available and will likely be provided mid-year.

WCNH.net: WCNH.net is a consortium of 8 communities working on a fiber to the home project. This group has been meeting with various vendors and providers to see what services can be provided that the national providers aren't interested in. Hanover has a May Town Meeting and has the first opportunity to put aside funding for Step 1. Municipal connections would be done first and infrastructure would branch out from there.

Mr. Schneider gave a general overview of the goals of the consortium to the present Board that has not heard this information at prior meetings. He informed the Board that WCNH.net is an actual website where further information about the project can be found.

Mr. Payne asked who would actually run the fiber, where the access point would be for service providers, and if it's less expensive to use Town forces to run the fiber how does that work in relation to negotiations with service providers? Mr. Schneider explained that the Town might be able to run the fiber, but installation of the infrastructure is a separate issue from providing the actual hi-speed service. There would be various knocks (operations centers), which would essentially be rooms full of equipment where service providers could connect to the system.

Mr. Schneider explained that the cost to service providers would likely be determined by percentage of use of the system. Discussion followed with how homeowners would pay for the connection, including the possibility of rolling the cost into a new mortgage or taking out a home equity loan.

Emergency Plan: The Town's Emergency Plan is still undergoing revisions, but will soon be provided to other departments for review and comment.

A tabletop exercise on pandemic flu planning and response is scheduled for Wednesday at 5:30 PM. Mr. Schneider and Police Chief Crate will be attending. Representatives of the Fire Department, Phil Neily and Curtis Payne will also try to attend. The purpose of

the tabletop exercise is to discuss how things will proceed in the event of a pandemic flu crisis.

Stump Dump: The stump dump on the Bog Road will reopen in a month or so and will close by June 30th in accordance with the Town's agreement with the State of New Hampshire. The State is on board with the Town's remediation plan. The previous Board of Selectmen thought someplace on this [Lockehaven Public Works] site was a potential site. There are other potential sites in Town.

A concern with the Public Works site is that the stump dump would be located directly across the parking lot from the building. There are also concerns about possible encroachment on the conserved portion of this parcel of land. A Stump dump at this site would require more active handling than the existing site. Burning would still be permitted as long as the Town follows State requirements. Brush would be burned and stumps stored, then ground.

Mr. Crate asked if the State would permit the Lockehaven Public Works site. He was informed that yes, it would.

Mr. Schneider stated that there are decisions that need to be made. Does the Town still want a stump dump? Does the Town want it at the Public Works site? Where else could it be located?

Mr. Payne expects that the Town does want to have a stump dump, but that the Board will have to discuss the pros and cons of the Public Works location. Mr. Crate and Mrs. Stewart expressed approval of the Public Works location.

Mr. Schneider will provide a memo of issues and alternatives to be discussed.

Strategic Plan: Mr. Schneider will provide a packet of information to Mrs. Stewart and Mr. Crate to bring them up to date on information already covered by the previous Board of Selectmen. Four or five topics were covered. The Capital Improvement Plan and Master Plan, both of which are in the process of being developed or revised, could be helpful.

Employee Compensation Review: Compensation, including salaries, insurance and other benefits will continue to undergo review in 2007. The end result will be to put together a compensation package to address life the way it is, including the cost of living, rising insurance costs, etc. This has the potential for a real impact on the Town's budget. It makes to sense to be constantly in the process of looking at these things. At Town Manager, Steven Schneider has to both keep the employees happy and provide a fair compensation packet and on the other hand he has to keep the tax rate increases down. His goal is to put together a compensation package that is usable and adaptable for current employees as well as new employees.

Mr. Payne noted that for him the function is to lower the costs without changing the benefits to employees.

Capital Improvement Plan: Appointments need to be made to this committee. David Saladino has expressed interest, but it seems reasonable for the Boards and Committees to select their representative. Rebecca Stewart has already been appointed as the Selectmen's representative to this Committee.

Energy Plan: Town Meeting recommended that an Energy Committee be formed to review the Town's energy policies as well as identify energy conservation opportunities for the public.

VI. PUBLIC COMMENTS

George Seiler ~ Town Meeting Decisions / Wetlands:

Dr. Seiler sponsored a couple of articles for the Town Meeting warrant, one of which was passed by Town Meeting vote. The vote that passed requires wetland decision accountability. Dr. Seiler wrote to Commissioner Thomas Burack of the NH Department of Environmental Services (DES) regarding the Town Meeting decision, his recommendation that the Town use the existing Wetland Evaluation Report as a guide to follow, asked the opinion of DES regarding this issue, and proposed action by the State. A copy of this letter and his proposed action was provided to the Selectboard members.

Kurt Gotthardt ~ Stump Dump:

Mr. Gotthardt asked why does Enfield need a stump dump? Do other communities have them? If not, why does Enfield?

Mr. Gotthardt states that when you get into the root ball (stumps) of trees you're getting into commercial, a whole different ball game. Also, the prevailing winds are westerly so if the Town is burning the gas tanks and buildings are in a direct line with the ash.

Mr. Crate asked what people, particularly those in the village, are supposed to do with their stumps and brush? The cost to truck and dispose of yard waste in Lebanon would be higher.

Mr. Gotthardt does not feel the Public Works site is the ideal location for a stump dump. He cited potential vehicle traffic problems, problems with conflicting operations.

Asked to suggest alternatives, Mr. Gotthardt suggested use of the proposed house lot sites on the Grafton Pond/Bicknell Brook property. These lots have frontage on NH Route 4A.

It was suggested that Steve Schneider and Ken Daniels discuss other potential sites for the Board's consideration.

Shirley Green ~ Trash:

As a property owner on Algonquin Road Mrs. Green received a copy of the newly adopted Solid Waste Ordinance. The ordinance was sent to all property owners on Algonquin and Rollins Point Roads.

Mrs. Green reported a recent incident with someone bringing in a load of trash. She produced pictures, including a license plate number, and a piece of newspaper with a name on it.

Discussion ensued regarding enforcement issues. Phil Neily has the authority to enforce the Solid Waste Ordinance, but littering or illegal dumping is enforced by the Police Department.

Mr. Payne thanked Shirley & Glynn Green for cleaning up the trash that, because it was the weekend, would have otherwise remained there for some time.

Kurt Gotthardt ~ Selectmen’s Meeting Time:

Mr. Gotthardt asked if the Board would be willing to consider moving their meeting time to the more typical time that other boards use. He feels 5 PM is too early for most people. Mr. Gotthardt was informed that this issue is on the agenda for later in the meeting.

Kurt Gotthardt ~ Capital Improvement Program (CIP) Committee:

Mr. Gotthardt informed the Board that he would be interested in serving on the CIP Committee.

Dan Kiley ~ Cable Access Channel:

It’s been a year since cable bills were increased for a cable access channel, yet there is not one in place yet. The cost went up to \$1.67; the people should get the service.

Dan Kiley ~ Tax Increment Finance (TIF) District:

Is the Town at the point where it needs a TIF District Committee? There is a new business in with the TIF District. While plans are yet unclear, the School may be building within the District as well. Mr. Schneider pointed out that typically government bodies are exempt from the TIF District. It is believed that driveways and ball fields may be all that would be located within Enfield, with the buildings themselves being located in Canaan.

Police Chief Crate expressed the Police Departments desire to be involved in the driveway access permitting process as this would affect his Department.

Joe Mandell ~ 78 Main Street:

Mr. Mandell had an idea that he spoke about with Lee Carrier and Sharon Carr of the Enfield Village Association. His idea, regarding the building at 78 Main Street, is that this building, which was donated to EVA be donated to the Town for Town Offices. Mr. Mandell would be happy to spearhead the project and make it happen if that’s what the Town wants. Mr. Mandell feels that the park located on this property always needs public access and feels it would be beautiful for the Library or Town Offices to be connected with the park.

The Selectmen replied that the idea is worth considering but that they would like to take time to give it some thought.

No further public comments were forthcoming. Mr. Payne closed the Public Comments session.

VII. OLD BUSINESS

Aerial Photo:

Heavenly View Aviation Services, LLC has offered to lower the price of an aerial photo of Enfield to \$125.

VIII. NEW BUSINESS**Selectmen's Meeting Time:**

Mr. Crate asked Kurt Gotthardt what he thought was a good time for the Selectmen to meet. Mr. Gotthardt replied that he likes 7 PM. It would give people the chance to do yard work before coming to the meeting. People seem OK with 7 PM; he's never heard a complaint about the meetings being too late.

Mr. Kiley pointed out that meetings starting at 7 PM could run to 10:30 PM. The Board discussed moving the time to 6:00 PM and the location to Whitney Hall to make it more accessible. There are heating and air conditioning issues.

Mr. Mandell pointed out that the building design is like a smokestack. If the downstairs doors are opened and the balcony and cupola doors are opened it draws the air through the building making the inside about the same temperature as the outside. If the doors are not opened it's like an oven. He also pointed out that if there was a sound system the meetings could be recorded. He would be willing to donate the sound system.

The Board agreed that 6 PM might be a good time. 7 PM is too late, 5 PM is a little too early.

Mr. Kiley prefers the meetings being held at the Public Works Facility where a sound system isn't needed. The downstairs meeting room at Whitney Hall is too small. The Public Works meeting room is the best meeting room the Town has.

Mr. Crate replied that there has been a lot of grumbling about meetings being moved out of Whitney Hall. Mrs. Stewart is willing to give Whitney Hall a try.

The Board agreed to hold future meetings at 6:00 PM at Whitney Hall. Meetings will be held in the conference room and moved to the auditorium if needed.

Mr. Payne took this opportunity to announce that he attended Mrs. Stewart's play and she was brilliant.

Police Department Reorganization:

The resignations from the Police Department last fall provided an opportunity to look at the structure of the Department. Police Chief Crate met with Mr. Schneider to discuss the department's needs. The Department staff also discussed their needs. Chief Crate also solicited the opinion of Earl Sweeny of the NH Dept. of Safety.

Chief Crate made the following recommendations:

- Eliminate the Captain and Lieutenant positions.
- Reassign the duties of the Captain to the Police Chief, Operations Sergeant and Support/Investigative Sergeant. The Support/Investigative Sergeant to be known as Detective Sergeant.
- Increase the wages of the Operations Sergeant and Support/Investigative Sergeant, retroactive to January 1, to reflect the increased responsibilities. These individuals have been performing additional duties since the Captain resigned in October 2006.
- Split the duties of one patrol officer between patrol and investigation duties

- Create a rank of “Master Patrol Officer” with an accompanying 5% salary increase for patrol officers that complete five years of reputable, full time service to the Department.
- Employ two part-time patrol officers to assist in times of emergency and to cover shifts during leave requests.
- Hire an additional part-time officer to work in an under cover capacity.

Chief Crate presented budgetary information showing the savings realized by having two vacant positions that would pay for the proposed increases for this year.

Chief Crate intends to develop the skills of the two sergeants and designate one of them as Officer In Charge when he is on vacation or otherwise not available. This designation will alternate every 6 months.

Mr. Crate moved to approve Police Chief Crate’s proposal; Mrs. Stewart seconded, vote unanimous.

Imagine...A Theatre:

Two years ago Joe Mandell proposed fixing up the Whitney Hall Auditorium to give the space focus. He pointed out that everything beautiful about the hall is locked behind doors. No one uses the front entrance. The previous Selectboard told him that he might be able to rent the auditorium for \$1 a year for at least a year.

While Mr. Mandell had hoped to include the Enfield Center Town Hall in his plans he simply does not have the energy to do so.

Mr. Mandell shared his vision for use of Whitney Hall for plays, films, concerts and other events. All of the Town’s plans for improvements to the building excluded improvements to the auditorium.

Mr. Mandell hosted film series and a concert with good turnout. He’d like to rent the auditorium and when he’s done, anything left would belong to the Town. Mr. Mandell suggested a 10-year lease for \$1.00 per year. In Bridgeport Connecticut a theatre started the same way. Another in Indianapolis that started with a \$1.00 per year lease is now celebrating 35 years of children’s theatre. If the Board would not approve a 10-year lease, maybe they would approve a 5-year, 4-year or 3-year lease, anything less than that makes no sense. He would need 2 or 3 years to accomplish his goals.

Mr. Mandell would like to open up the “ladies waiting room”, the room off the front entry, so people can see it.

Mr. Mandell provided a handout to the Board of some planned productions.

Mr. Mandell inquired about a stage curtain grant and was informed that the application had been submitted.

Mrs. Stewart asked if this was a one-man-band or if Mr. Mandell planned to have a core group of people involved. She pointed out the need to a producer and stage manager; he can’t do it himself.

Mr. Mandell first plans to let everyone know, get the word out and get people together. He wants to create a core group and has a handful right now in every age group. He hopes Curtis Payne and Rebecca Stewart will be involved. He also hopes for Nancy Scovner, Steve Schneider and Steve Goldsmith.

Mr. Schneider informed Mr. Mandell that the Selectmen do not have the authority to enter into a multi-year agreement without Town Meeting approval. If the Board wants to consider it, the Town's attorney can be asked to look into it.

Mr. Mandell fears that with one year he'll just get started, he'll do a lot of work and then the space will no longer be his to use. He also expressed concern that someone might come in and think they could do it better.

Mrs. Stewart expressed the need for the Board to discuss this proposal. She appreciates the fact that Mr. Mandell has been waiting and has put in so much effort to get people excited about this idea. She asked for his continued patience.

The Selectmen approved review of this issue by the Town's attorney.

Water & Sewer Billing Software:

The current software used by the Town for water and sewer billing is not capable of billing under the new water and sewer rate structure. Ken Daniels proposed obtaining new billing software at a cost of \$14,500 and to withdraw the necessary funds, equally split, from the water and sewer capital reserve funds. The \$14,500 cost covers the software, travel and onsite training for the four individuals that would be using the software.

Mrs. Stewart moved to approve Mr. Daniels proposal to withdraw \$14,500, equally split, from the water and sewer capital reserve funds for the purchase of water and sewer billing software and training; Mr. Crate seconded, vote unanimous.

The Board entered non-public session at this time, out of agenda order.

Administrative Items:

The Board reviewed and approved the following documents: MS-2 Statement of Appropriations Actually Voted, 2006 Property Tax Refund, Current Use Applications, Current Use Assessment & Release, Veterans Tax Credits, letter to Pathways Consulting authorizing the application for a Dredge & Fill Permit for property abutting Town-owned property.

Board and Committee Appointments:

Mrs. Stewart moved to reappoint Kurt Gotthardt and Kelley Wescott to the Planning Board for three year terms; Mr. Payne seconded, vote unanimous.

Mr. Payne moved to reappoint Gary Gaudette to the Conservation Commission for a three year term; Mrs. Stewart seconded, vote unanimous.

Mr. Payne nominated Rebecca Stewart to serve as the Selectmen's representative on the Enfield Village Association Board of Directors. Mrs. Stewart accepted the nomination.

The Board discussed the previously proposed “Greening Committee” and the “Energy Committee” recommended by Town Meeting. Nancy Smith and Becky Powell came in a number of months ago regarding this issue. Mr. Schneider recommended having the Planning Board select a representative to the CIP and Energy Committee. Mrs. Stewart declined membership on the Energy Committee.

Mrs. Stewart moved to create a voluntary Energy Committee; Mr. Payne seconded, vote unanimous.

IX. OTHER ITEMS

United Methodist Church Escrow Fund:

The United Methodist Church requested the return of funds placed in escrow, including interest accrued. The project for which the funds were placed in escrow is now complete.

Mr. Crate moved to return the United Methodist Church escrow funds, including interest accrued; Mrs. Stewart seconded, vote unanimous.

CONFERENCE

I. NON-PUBLIC SESSION

Mr. Payne moved to enter non-public session at 6:55 PM, RSA 91-A:3 II (b); Mr. Crate seconded. Roll call vote: Mr. Payne – aye, Mr. Crate – aye, Mrs. Stewart – aye, motion carried.

Mr. Payne moved to come out of non-public session at 7:07 PM and to seal the minutes; Mr. Crate seconded, vote unanimous.

The Board returned to Administrative Items at this time.

II. ADJOURNMENT

Mr. Payne moved to adjourn at 7:36 PM.; Mrs. Stewart seconded, vote unanimous.