

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

**MINUTES of October 15, 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; Police Chief Richard A. Crate, Jr.

**Others:** Aura-Lee Nicodemus; Erin Hammond; David Stewart; Sergeant Ken May; Officer Roy Holland; Sergeant Scott Thompson; Officer Luke Frye; Dan Kiley; Carolee Higbee, Town Clerk/Tax Collector; Dr. David Beaufait, Moderator; Sonny Hayes; Nancy & Bob Foley

**BUSINESS MEETING**

**I. CALL TO ORDER**

Mr. Payne called the meeting to order at 6:02 pm.

**II. APPROVAL OF MINUTES**

The Board reviewed the minutes of October 1, 2007. Mrs. Stewart asked that page 7, paragraph 3 read, "Mrs. Stewart said there's a need for the jail, library and school. That's one of her major concerns about the project. People will be really hurting tax-wise."

Two typographical errors will also be corrected.

Mrs. Stewart moved to approve the minutes of October 1, 2007 as amended; Mr. Crate seconded, vote unanimous.

**III. COMMUNICATIONS**

**Comcast correspondence ~ Channel line-up changes:**

This is just a general programming update.

**Solid Waste Tonnage Report as of August 31, 2007**

**DES correspondence ~ Wetlands file #2007-01618, Stevens Street**

**Town Clerk's Report ~ September:**

Revenues are not quite where they were last year, about \$11,000 under.

**Tax Collector's Report ~ September:**

Carolee Higbee, Town Clerk/Tax Collector, reported that she's seeing a few more bankruptcies being filed. She also believes there are more foreclosures than last year.

**Grafton County Proposed New Correctional/Sheriff's Facility ~ October 2007 Update:**

Mr. Schneider attended a meeting for the County Delegation this morning and information from that meeting was shared with the Selectmen.

The project is now in the \$45,000,000 range, a couple of million less than previously estimated. The Delegation did a good job of talking to the architects and engineers.

There was discussion of the impact on future years. The number of personnel is expected to increase dramatically. It's a larger facility, going from 30 employees to 50 employees or more when it's at full capacity.

The Selectmen reviewed a spreadsheet of tax impacts. Enfield's County tax would increase 21.45%. This is for the building construction costs, not the operational costs. It's believed it will be paid with a 30-year bond. A bond vote is done by the Delegation. It was hard to gauge whether or not the Delegation members in attendance at today's meeting were in favor of the project.

Mrs. Stewart asked if a staged approach was discussed. Mr. Schneider replied that there had been, but not a lot of discussion. The design of the building would allow for construction in stages. Mr. Schneider will provide the Selectmen with a copy of the schematic plans when they become available.

Other people, including Town Managers and Selectmen, were concerned about the financial panning that Towns are required to do. For the county it's either not something they do, or they didn't thin of it, or it's simply now too late for advance financial planning.

It would not be beneficial to strip the facility down to the point that it loses functionality. The biggest impact the Selectboard can have is to reach out to the Enfield Delegates.

While Mr. Schneider offered to draft a letter from the Selectmen summarizing their views, Mrs. Stewart doesn't think one letter would cover all of their views. Mr. Crate stated that the County doesn't tell us how to run our town and we should not tell the County how to run the County system.

The Board discussed concerns in Enfield and other communities about upcoming local projects in addition to the County project. Mrs. Stewart expressed one of her concerns about the project – the financial impact on residents.

**IV. BOARD REPORTS****Capital Improvement Program Committee:**

Mrs. Stewart reported on the CIP Committee meeting on October 9<sup>th</sup>, which ran until about 9:30 PM. The Committee spent a good deal of time trying to wrap their heads around varying department requests, most of which are needs and not wants. The Committee worked through

2008 and will try to get through 2 or 3 years next time and have the final plan by mid-December. There are a lot of expenses, a lot of needs and a growing Town. Some of the Town's infrastructure and equipment is nearing their useful lives. It's been a real eye opener to look at the details. She wants to thank the Department heads that have submitted requests. The Committee has worked hard and worked well together.

**Planning Board:**

Mr. Payne reported on the Planning Board meeting. Most of the Board's time was spend discussing zoning language. Conceptuals were also discussed. Dr. Seiler's wetland reform came up again as well.

**V. TOWN MANAGER'S REPORT****Swearing In:**

Chief Crate reported, that Jeremy McFarlin was hired following a long selection process. He is pursuing an Associates Program at the NH Technical College. Chief Crate feels he will be a great addition to the Police Department. Chairman Curtis Payne swore Jeremy McFarlin in as a new part-time police officer. Congratulations and welcomes were extended.

**Town Government Education:**

Mr. Schneider welcomed a 2<sup>nd</sup> grade class to the Town Offices. Town government can be difficult to explain. Using the dry-erase board in the conference room, Mr. Schneider gave them a better understanding of what it's all about. They were given a tour of the auditorium/theatre before heading over to the Police Station for a tour. They were even able to run the sirens. Everyone had a good time.

**Town Manager's Report On-line:**

As discussed previously, the Town Manager's Report is now on-line. The Board and the public can now go to the Town Manager's Page to see updates on current projects. Eventually department heads will have the ability to add their own updates. Mr. Schneider will work on entering data this week.

**ICMA Conference:**

The Conference began with a 5K run, a good way to start. There were about 100 participants in the run. It was a very good conference. There were some good sessions on sustainability, health care, and libraries. Mr. Schneider offered a copy of information from the conference to the Board for review.

**Financial Reports:**

The Board received a copy of the 2006 MS-5 Financial Report. The MS-5 report gives detail of how the Town is doing financially.

Mr. Schneider passed out a draft copy of the 2005 audit. There was a delay in the audit due to a hiccup with the fixed asset reporting. The individual contracted to do the work has not been terribly attentive to Enfield's needs. The Auditors found no material weaknesses in internal controls. We are doing a good job of documenting our finances.

We should have the 2006 audit shortly.

**VI. PUBLIC COMMENTS****Ambulance Presentation:**

Aura-Lee Nicodemus, representing EMT Chief Mike Mehegan, made a special presentation to Sergeant Scott Thompson. Sgt. Thompson took an EMT course, and while he didn't keep his license he did keep his knowledge. He is always calm, the first one on the scene, and has the best CPR around. He has saved countless lives. Mrs. Nicodemus presented a plaque to Sgt. Thompson in appreciation for all he's done.

**VII. OLD BUSINESS****Verizon Wireless:**

Verizon was not able to get an engineer to map out the area of coverage from the proposed tower on the water tank site, so the presentation will be postponed to the November 5<sup>th</sup> meeting.

Police Chief Crate was sent a map, but it didn't have enough detail. It also did not get to the Bog Road. The south side of Mascoma Lake showed a good signal there. Route 4 at Drybridge Hill to Lebanon and northern parts of NH route 4A by Evenchance also had good coverage. Verizon will get additional maps to Chief Crate on Wednesday.

**CATV:**

Mr. Payne put together a proposed budget. The Town has \$10,000 from Comcast to use toward this project. The location will be the utility room at the Public Works Facility. Live broadcasts could be done for any meeting held at the Public Works Facility. Meetings held at Whitney Hall can be taped and air in the next hour.

The CATV group wants to monitor electricity. Steve Goldsmith said there would be no problem hanging a meter. The problem is getting fiber from the hub in Lebanon to the Public Works Facility. The first cost is \$15,000/mile for approximately 10 miles. Lisa Birmingham of Comcast is implying the Town would have to pay that cost.

Mr. Payne is arguing the point with Comcast that they pay for it. He said they are not going to hook the Town with a bill of \$150,000.

Bob at CATV would be willing to work with Enfield.

Nancy Foley asked what this is going to cost the taxpayers. She was informed that the taxpayers would pay nothing. If you're a cable subscriber you might feel it and the broadcast is only available to cable subscribers. It's currently just over \$1.67/month.

There are two fees the Town can collect. The Town is currently collecting a franchise fee. These fees go into the general fund. The franchise fees allow them to use our right-of-way. The access fee has not been collected yet. An on-going payment that could go to cable TV could be anywhere from \$20,000 to \$30,000 depending on the access fee.

Most of the cost comes from marketing. Other costs are electricity, rent and salary costs, tapes and DVDs. Enfield will have no rent or salary costs. Mr. Payne said that he would cover mailing costs.

Mr. Payne thinks this project is do-able. Comcast could have fiber laid by the spring of 2008 and they could be on air by the summer of 2008. Comcast requires dedicated fiber.

Mrs. Stewart asked if Mr. Payne thought this project could continue with only donated labor or will it require paid staff? Mr. Payne explained that the controller manages the airing of shows.

Mrs. Foley asked if this was brought up to Town Meeting and they didn't want it. Will it be brought up at Town Meeting again? Mr. Payne explained that, no, it's a Selectmen's issue and was approved in 2005.

Mrs. Foley asked about a senior citizen's discount on cable. It would have to be in a contract with the Town. Mr. Payne will re-read the contract to see if it's there; otherwise he has to wait for renewal negotiations.

Mrs. Stewart stated that this still only reaches a portion of Enfield. The other side of this option is CATV and they reach the entire Upper Valley. If programming is given to CATV, that puts a concern to rest. Part of broadcasting outside of the Enfield community is to draw peopling into our community and make it a destination point.

Mr. Payne asked how many people watch other communities programming. Mrs. Stewart replied that it would depend on the programming, whether it's cultural events or particular annual events; perhaps the annual road race, things happening at the Shaker Museum, that sort of thing. Mr. Payne also noted that there are all kinds of school things, and hunting things going on.

#### **Outdoor Burning:**

In response to concerns voiced at the last meeting, use of a grill above the first floor in a multi-unit building is prohibited.

### **VIII. NEW BUSINESS**

#### **Whitney Hall Use (Elections):**

The Board received a letter from Carolee Higbee, Town Clerk, with reasons for holding the elections in the Whitney Hall Auditorium. There will be 4 elections held in 2008: the January Presidential Primary (date still to be determined), Town Meeting, a State Primary, and November General Election.

Traditionally, voting has been held in the Whitney Hall Auditorium. There is now a new tenant in the Auditorium. How do we accommodate the theatre group and elections? Or do we?

Ms. Higbee explained that the Community Building has less room and the elementary school cannot accommodate us.

Mr. Crate understood that elections would still be held in the Auditorium. Mr. Payne agreed that it was pretty well spelled out that the Town would still have use of the space for Town purposes. Mr. Schneider thought it was clear that we wouldn't use it for parties, but would use it for some Town events.

Dr. Beaufait pointed out that the Town was asked to find alternative space in the past by the school due to safety concerns. They allow us to use the school for the Saturday Town Meeting \. There are some space specifications and federal requirement issues for elections to consider, including ADA and the Help America Vote Act. The State has put in a tent and dedicated phone line for this purpose.

Mr. Payne stated that with as much lead-time as we have and we know it's coming, it shouldn't be hard to accomplish this. He does not hear a controversy.

Mrs. Stewart voiced a concern about the dismantling of the risers that are now used to accommodate patrons to the theatre. They were built in a very heavy-duty manner. They would need to be cut in half. They could not leave the 4 walls of the Auditorium. She expressed concern over the carpet that was laid in one piece. It would have to be sliced. There would be a gain of 8' across the floor in both directions.

Discussion continued regarding options for moving the risers within the space. The 20' x 20' masonite area could probably stay in place.

Mr. Crate feels that what ever it takes to make voting happen in the Auditorium, it's going to happen.

Mr. Payne noted that Mr. Coons knew going in that the Town wanted to use this space.

Dr. Beaufait pointed out that the voting booths are put up the day before the election and taken down the day after, so it's only a three-day interruption for each election.

Mr. Schneider mentioned that the Selectmen have not had a discussion about extending the theatre group's presence beyond March of 2008. The Board has committed on through March 2008.

Dr. Beaufait hopes there is a way to accommodate both.

Mr. Schneider said that the Town might be outgrowing Whitney Hall. With one booth per every 100 voters being required the Town may need to consider districts.

Mr. Beaufait replied that there are desktop voting machines with privacy screens, which can be used to bring the Town up to the necessary number. Ms. Higbee pointed out that it is mandatory that the Town have at least 2 desktop units.

Mr. Schneider will meet with Mr. Coons and report back to the Board.

**IX. OTHER ITEMS**

**Virginia Campbell Property:**

Mr. Crate mentioned that there had been a gentleman's agreement with Virginia Campbell regarding the paving of the alley by her home. Mr. Crate asked that someone see her about getting this done before winter. Mr. Schneider will talk to Mike Sousa.

**Utility Pole Clean Up:**

Mrs. Stewart reported some parts of utility poles left alongside Shaker Hill Road at Lockehaven Road. They could be a hazard.

**Shaker Bridge Sign:**

There is a new sign at the head of Shaker Bridge. Mr. Schneider replied that it was an Eagle Scout Project. Mrs. Stewart asked if it was supposed to contain businesses and what is to be included? Mr. Schneider said that the listing of businesses is difficult due to the positioning of the sign. They're close to finishing up.

**CONFERENCE**

**I. ADJOURNMENT**

Mr. Crate moved to adjourn at 7:30 PM; Mrs. Stewart seconded, vote unanimous.