

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

MINUTES of February 2, 2006

Board of Selectmen: Dominic Albanese, Chairman; Nancy Scovner

Absent: Curtis Payne

Administrative Staff: Steven Schneider, Town Manager; Alisa D. Bonnette, Secretary

Others: Lee Carrier, Budget Committee Chairman

I. CALL TO ORDER

Mr. Albanese called the meeting to order at 4:30 pm.

II. OLD BUSINESS

EMS:

The Board received copies of the Ambulance Department Constitution & By-Laws, Emergency Services Personnel Handbook and Job Description for the EMS Chief. The Board discussed the administrative roles played by the EMS Chief, the Town Manager and Board of Selectmen. The Selectmen would like a change in the By-Laws to state that the Town Manager appoints. The By-Laws themselves should be approved by the Board of Selectmen, as are other town policies. Other potential changes were discussed.

Mrs. Scovner moved to recommend that all appointments to the Enfield FAST Squad be made by the Town Manager, pending review by legal counsel; Mr. Albanese seconded, vote unanimous.

Mr. Albanese moved that the Squad make recommendations for EMS Chief to the Town Manager for approval and that the officer would become a department head like any other, pending review by legal counsel; Mrs. Scovner seconded, vote unanimous.

Mrs. Scovner moved to change the By-Laws of the FAST Squad, which will be merged into one document with the Emergency Personnel Handbook, to be approved by the Board of Selectmen with advice from the Town Manager, and the resulting document to be managed by the Town Manager; Mr. Albanese seconded, vote unanimous.

The Board of Selectmen would like to stay away from medical determinations, but to control administration of the ambulance department.

Mr. Albanese would like the department to explain why there are different types of members. The intent of the Board of Selectmen is to treat the ambulance department like any other department.

Mr. Albanese moved to direct the Town Manager to come back to the Selectmen after careful review of the ambulance documents, and that the Selectmen will have a dialog with the Squad before changing or adopting the documents; Mrs. Scovner seconded, vote unanimous.

Mr. Albanese looked upon the job description favorably. Mr. Schneider has job descriptions for other positions, including Basic, Intermediate and Paramedic that mirror the Chief's job description. The Chief needs to have technical knowledge to know what the other positions entail and that the individuals filling those positions are doing their jobs.

Cemetery Trustees:

The Board of Selectmen will meet with Cemetery Trustee Richard Henderson and former Cemetery Trustee (and candidate for 2006 election) Fred Altvater at the next regular meeting. The Board discussed the approach that would be taken at the meeting with Mr. Henderson and Mr. Altvater regarding administration of the department and budget decisions, primarily the need for communication.

The Trustees would like to have Mary Quintana appointed to the vacancy on the Board, but she no longer has her legal residence in Enfield and is not a registered voter as required for appointment, per the Town's Attorney.

Water & Sewer Rates:

Mr. Albanese recalls a discussion regarding who is responsible for the cost of water and sewer extensions and the development of guidelines. His recollection is that the Town would fund large infrastructure improvements and the users would fund smaller improvements. Generally speaking, each circumstance would need to be reviewed individually and water and sewer fund undesignated surpluses should be planned under that guise.

Mrs. Scovner stated that if the improvement only benefits the users they should pay for it. Discussion ensued regarding what would be considered a public benefit, such as extensions to the system that would prevent pollution.

Mr. Albanese suggested setting rates with the goal of \$350,000 each in the water and sewer surplus over the next three years. He also suggested the appointment of a task force of 5 people, including at least two users. Mrs. Scovner expressed her belief that more people being involved results in less being done.

Discussion followed regarding the need to place funds into capital reserve, building a reasonable surplus, establishing the Water & Sewer Departments as enterprise funds, and setting goals for the water and sewer rates.

Mr. Albanese would like to ask Ken Daniels to prepare a proposed rate based on a drop in the sewer rate if a drop can cover expenses and add something to undesignated surplus, and adding another \$100,000 to each fund over the next 5 years. Mr. Albanese expects a slight increase in the water rate, but a deeper cut in the sewer rate. Rates can be reviewed annually.

Discussion of the value of Tax Increment Finance District and zoning within the district was discussed. Mr. Albanese believes the town would vote to pay for a water and sewer extension if they were convinced of the value.

Mr. Schneider will instruct Ken Daniels to propose rates that meet expenses, provide a cushion to cover unexpected expenses, plus \$25,000 additional into undesignated surplus. If the Selectmen agree with the proposed rates at the next meeting, a public hearing will be scheduled. Mr. Schneider added that rates should change no more often than once per year.

Mr. Albanese received a letter from Dorothy Parker regarding the water and sewer rates; he will respond to her personally.

II. NEW BUSINESS

Budget:

The Board reviewed year-to-date revenues, the proposed 2006 Budget, and the 2006 proposed Warrant.

The Town's attorney will be asked if the Land Acquisition capital reserve fund can be used to cover costs of subdividing building lots from the bulk of the Bicknell Brook property.

Oak Grove repairs costs, how best to finance those repairs and the future status of the road were discussed. Ken Daniels received a quote from Morrill Construction for repairs. In addition to talking to the Fire and Police Departments, Mr. Albanese suggests asking the voters at Town Meeting what they want to do with the road.

The Board discussed capital reserve funds (CRF). Does it make sense to discontinue the Water Meter & Backflow Preventer CRF? The Board would like to be named agent to expend funds from the Whitney Hall Renovation CRF.

The political ramifications and palatability of various tax rates was discussed. The Board agreed to aim for a Town rate of \$6.64; an increase of 5 cents over the 2005 rate.

The Draft 2006 Warrant was reviewed and revised.

III. ADJOURNMENT

Mrs. Scovner moved to adjourn at 6:54 PM; Mr. Albanese seconded, vote unanimous.