

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

MINUTES of March 20, 2006

Board of Selectmen: Dominic Albanese, Chairman; Nancy Scovner; Curtis Payne

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

Others: Richard Martin; Mike Mehegan, EMS Chief; Erin Hammond; Dan Kiley; Police Chief Richard Crate; Kim Withrow; Sharon Carr; Joe Cote, Connecticut Valley Spectator; Jeff Densmore; Public Works Director Ken Daniels.

BUSINESS MEETING

I. CALL TO ORDER

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

II. ORGANIZATION OF THE BOARD / TOWN MEETING WRAP UP

Mr. Albanese moved to appoint Nancy Scovner as Board of Selectmen Chairman; Mr. Payne seconded. Mr. Albanese and Mr. Payne in favor, Mrs. Scovner abstained, motion carried.

The following items were discussed out of agenda order.

Board and Committee Vacancies:

The Board received a list of Board and Committee vacancies.

Mrs. Scovner moved to appoint Dominic Albanese as the Budget Committee Ex-Officio member; Mr. Payne seconded, vote unanimous.

The Board discussed the vacant Cemetery Trustee position in which both David Stewart and Evelyn Palmer have expressed interest. Mr. Albanese believe Dwight Marchetti might also be willing to serve. Mr. Albanese asked that the Cemetery Trustees be asked their opinion of these candidates for recommendation to the Board.

A previous appointment of Shirley Green as a full member of the Conservation Commission was a conditional appointment, pending verification of Tom Clark's resignation. It was the consensus of the Board that Tom Clerk is officially resigned from the Commission.

Mrs. Scovner moved to put Shirley Green in Tom Clark's position; Mr. Albanese seconded, vote unanimous.

Mr. Albanese moved to appoint Curtis Payne as the Selectmen's representative on the Conservation Commission; Mrs. Scovner seconded, vote unanimous.

Dwight Marchetti has expressed interest in serving on the Conservation Commission. Mr. Albanese asked him to submit an application.

Mrs. Scovner moved to reappoint Dominic Albanese to the Enfield Community Building Board of Directors; Mr. Payne seconded, vote unanimous.

Mrs. Scovner moved to appoint Curtis Payne as Heritage Commission Ex-Officio member; Mr. Albanese seconded, vote unanimous.

Mr. Albanese moved to appoint David Saladino as a full time member of the Planning Board, filling the vacancy created by Leafie Cantlin's resignation; Mr. Payne seconded, vote unanimous.

Mr. Albanese moved to appoint Nancy Scovner as the Planning Board Ex-Officio member; Mr. Payne seconded, vote unanimous.

Mrs. Scovner moved to appoint Dominic Albanese as Alternate Planning Board Ex-Officio member; Mr. Payne seconded, vote unanimous. This will allow Mr. Albanese to vote on Planning Board issues when Mrs. Scovner is absent.

Mr. Albanese moved to appoint Nancy Scovner as Alternate Budget Committee Ex-Officio member; Mr. Payne seconded, vote unanimous.

Mrs. Scovner moved to officially disband the Recycling & Solid Waste Committee as of this date, March 20, 2006; Mr. Payne seconded, vote unanimous.

Mr. Albanese moved to officially disband the Shaker Recreation Park Development Committee; Mr. Payne seconded, vote unanimous.

The Board will continue to review board and committee vacancies at a later date.

Town Meeting:

The Board was pleased with the way Town Meeting went this year, even though there were some questions the Board did not have the answers to.

Mr. Albanese would like something from the Trustees of Trust Funds about what the Town can and can't invest in. **Mr. Albanese moved to thank Ellen Hackeman for her assistance at Town Meeting; Mrs. Scovner seconded, vote unanimous.**

Mr. Albanese spoke with Rick Bean after the Town Meeting. Mr. Bean believes the Town's maps are wrong, specifically regarding the zoning for the one-acre lots. The Board would like

Jim Taylor to contact Rick Bean to explain the zoning boundaries and how that affects the zone that applies to Mr. Bean's property and the Town's proposed lots.

The Board discussed Article 15 regarding a conservation easement on the Bicknell Brook property.

Mr. Albanese noted that the Board's intent to sell and subdivide was published in the town report. The overwhelming response was to pass the article with the sale of lots in it. Speaking for himself, he'd like to think about it a bit more. He's is having trouble reconciling the vote and the fact that only 5 or 6 people stood up to speak and they spoke against the subdivision and sale of lots. Mr. Albanese would like to look at the lots himself. There was also a misconception at Town Meeting that the lots would only bring in \$7,000 in revenue. The revenue from the sale of lots is anticipated at a figure closer to \$40,000 to \$60,000, plus \$5,000 - \$9,000 in tax revenue annually.

Mr. Albanese would like Mr. Schneider to move forward with the project, finding out how much it will cost to subdivide and to look at the property in the spring.

Mr. Albanese spoke about Tim Jennings' question regarding putting money into capital reserve. It was decided there was no need to call Mr. Jennings.

Town Meeting approved the additional funds for hiring an architect. **Mr. Albanese moved to hire Sheerr McCrystal Palson Architecture Inc. of New London, New Hampshire; Mr. Payne seconded, vote unanimous.** Mr. Schneider will issue a press release.

III. APPROVAL OF MINUTES

Mr. Albanese moved to accept the regular session minutes of March 6, 2006; Mrs. Scovner seconded. Mr. Albanese and Mrs. Scovner in favor, Mr. Payne abstained, motion carried.

IV. 6:00 PM PUBLIC HEARING ~ WATER/SEWER RATES

Mrs. Scovner called the public hearing to order at 6:00 PM.

Mrs. Scovner invited comments from the public. As there were none, she read an email from Tracey Hayes into the record. Ms. Hayes requested a lowering of the water and sewer rates. The Board's response to Ms. Hayes' concerns was that they are doing as she asked.

Dan Kiley noted there is very little reason for people to conserve water with the current rate structure because the major portion is a base rate that everyone pays. Mr. Kiley would like to see the Selectmen reduce the base rate and increase the consumption rate.

Mr. Albanese stated that some of these concerns would be addressed at the Board's summer planning session.

Mr. Schneider is looking at options for rate charges and stressed the need to keep the big users on the system.

Mrs. Scovner imparted her experience with electric utilities that give a break to the biggest users.

Mrs. Scovner called the hearing to a close at 6:10 PM.

Mr. Daniels stated that when dealing with any utility rate you have an infinite number of variables. He stressed the need to look at the big picture when setting rates.

Mr. Albanese moved to install, with the next billing, the new rate structure as outlined in the March 7, 2006 press release; Mr. Payne seconded, vote unanimous.

V. COMMUNICATIONS

Anonymous Correspondence re: Police Department:

The Board of Selectmen did not address the correspondence because it was anonymously submitted.

Tax Collector's Report ~ Potential Tax Deeding

Adelphia Franchise Renewal:

Mr. Schneider received a letter from Adelphia regarding renewal of the Town's cable television franchise agreement, which is due to expire on January 31, 2009. This correspondence will be forwarded to Attorney Robert Ciandella for review.

VI. BOARD REPORTS

Library and Town Office Facilities Committee:

Mr. Albanese has emailed the minutes to each member of the Committee and has received no corrections. Mr. Albanese asked for these minutes to be formatted and provided to the Committee at its Monday, March 27, 2006 meeting.

VII. TOWN MANAGER'S REPORT

Mr. Schneider presented his report for the month of March.

Enfield Shaker Museum:

Mr. Schneider provided the Selectmen with a draft tax payment agreement with the Enfield Shaker Museum for review. There was no discussion at this time.

Regional Telecommunications Network:

The Regional Telecommunications project is still moving forward. The amount for Enfield to spend will depend on what the project will entail.

Oak Grove Street:

NH Dept. of Transportation will be there this week. Mr. Albanese asked if the repairs would be done by Memorial Day. Mr. Daniels replied that they would be sure to have access on Oak Grove Street for the Oak Grove Cemetery by that date.

Emergency Management:

Emergency contact information for local utilities has been secured. The Town still needs to establish a broadcast network so people know where to tune in during emergencies.

Employee Performance Reviews:

Mr. Schneider is working on a new performance review document. There will be department head training so there is consistency with the reviews. COLA will be in place on April 1st.

Performance reviews and subsequent merit increases may not be ready by that time, but will be retroactive to April 1st when they are completed.

Public Works Report:

Ken Daniels provided updates on current projects:

1. Tree work is completed.
2. The rear wall of the salt shed has failed. The salt has been moved to a different building. Discussion of the salt shed ensued. Mr. Daniels was under the mistaken impression that the budget included some funding in capital reserve for a future salt shed. Mr. Albanese suggested that planning begin in 2006 for the 2007 budget.
3. The McConnell well pump has been pulled and they hope to have it reset by the end of the next week.
4. IWorqs is 80% complete for Water and Sewer.
5. A post-freezing burial has been repaired. Resetting the stone must wait until spring thaw to avoid damage to the stone.
6. A leak in the plumbing at the Community Building has been repaired and ruined ceiling tiles replaced. Myran Gillens has been asked to do a once-over on the whole building. Whatever it costs to have Mr. Gillens clean the building should be the cleaning deposit amount. Mr. Albanese replied that the Community Building Board of Directors needs to set new rates for deposits.

Discussion ensued regarding a Lions Club question about use of the Community Building for a gambling fundraiser, specifically Texas Hold-Um. The Board asked for the Lions Club and Community Building Board of Directors to be invited to the April 20, 2006 meeting. The Board also asked Ken Daniels for a proposed plan for the handicap ramp on April 3rd.
7. The new truck bid should be out by mid-April. Except for some minor changes, the specs are the same as for the recently purchased 6-wheeler.
8. UNH data has been sent to IWorqs, as has GIS information. There will be a 3 to 5 week window to get culverts entered into the system using GIS.

VIII. PUBLIC COMMENTS**Dan Kiley ~ Whaleback Mountain Road:**

About 2 years ago the stop sign at the end of Whaleback Mountain Road was knocked over and not replaced. Mr. Kiley believes it needs to be a 4-way stop again.

Police Chief Crate believes the sign was removed by request. Research needs to be done to determine why the sign was removed. Chief Crate felt it might be a good idea to talk to the gas station about installing a stop sign.

Ken Daniels replied that the sign was removed at the request of the trucking companies because they had loaded trucks stopping on the hill. Crash data is needed.

This issue was tabled until the next regular meeting.

IX. OLD BUSINESS

Enfield Shaker Museum:

The Board reviewed the tax agreement prepared by the Town's attorney. The Board wanted to be sure the agreement states an abatement of interest would be granted if payments are made as agreed. No changes were made.

X. NEW BUSINESS

Annual Renewals ~ License to Operate Motor Vehicle Junkyard:

The Selectmen approved renewals of licenses to operate motor vehicle junkyards for Richard Chase and Joseph Lassen.

Other New Business:

The Board of Selectmen reviewed and approved a veterans tax credit.

XI. OTHER ITEMS

Community Development:

In response to a newspaper article regarding the Co-op's possible interest in Enfield, Mr. Albanese was asked if the Town is aggressively courting other grocery stores. The person inquiring is specifically interested in Market Basket, or a similar, less expensive alternative to the Co-op. Mr. Schneider replied that yes, the Town is looking at other alternatives as well.

CONFERENCE

I. FAST SQUAD

Department Administration:

The Board met with Mike Mehegan, the new EMS Chief, and Jeff Densmore.

Mr. Mehegan asked who's building is the FAST Squad in? He was informed that the building belonged to the Town. There are some repairs that are needed on the building and Mr. Mehegan was informed that there is a building maintenance line in the budget.

Mr. Albanese informed Mr. Mehegan and Mr. Densmore that the Selectmen are not looking to get involved in medical decisions, however, Mr. Schneider is responsible, under the RSA's, for the actions of their department. The other issue is the budget. Mr. Albanese informed Mr. Mehegan that the Ambulance Department couldn't go over budget this year.

Mr. Schneider noted that personnel expenses are a bit above where they should be after 2 months.

Mr. Mehegan informed the Board that the State requires that 2 basic EMT's respond to calls. Mr. Albanese responded that the FAST Squad made a decision to have 3 people respond to calls, but the Selectmen weren't notified and this increase is not reflected in the budget.

The Selectmen have not meant to imply there has been any misuse of budget dollars, only that there is a lack of communication between the department and the Town Manager and Board of Selectmen.

The RSA's state that the head of the ambulance is a department head appointed by the Town Manager. The Selectmen have asked the FAST Squad for a recommendation for appointment. The FAST Squad makes a recommendation to the Town Manager, who then appoints, per statute.

Mr. Mehegan discussed liability if one of their people is hurt on the job, the need for training, and the decision to have three people respond to calls – one driver and two in the back.

In a letter dated March 8, 2006, the Board was informed of a decision to respond to calls once dispatched even if the call is cancelled as many patients change their minds about going to the hospital after the adrenalin from the accident has worn off.

Mr. Albanese stated that he doesn't want to tell the department what to do, but he will give his advice. The Squad should first do what they feel is medically necessary. And secondly, they must think about the cost. Mr. Schneider and Mr. Mehegan are responsible. These things must go together, though it's understood the Squad can't worry about money in an emergency.

Mrs. Scovner stressed that the most important thing is what is medically necessary.

Mr. Mehegan has noted the need for the FAST Squad and Police Department to maintain communications.

Internet Service:

The FAST Squad is now required to file reports on-line with the State. High-speed Internet service would be very beneficial. It was also noted that the Fire Department is seeking high-speed Internet as well.

Mr. Payne believes that Comcast is to provide high-speed Internet free to all municipal buildings. Discussion followed regarding renegotiation with Adelphia. Mr. Schneider is also working with other towns on town-wide Internet.

Billing for Services:

Mr. Mehegan has received calls from people that are confused about services. They believe they will be charged for services if the Enfield ambulance responds.

Mrs. Scovner and Mr. Albanese stated there are no plans to charge for services. Fred Cummings and the Budget Committee were heading this up. It's in the FAST Squads hands now and will not be considered by the Selectmen at this point unless the FAST Squad submits a proposal. Mr. Densmore responded that the FAST Squad has no plans to discuss billing for services unless the Selectmen request it.

Other Issues:

Mr. Densmore is gathering information on vendors for a new ambulance. Once acquired, he'll bring the information to Mr. Schneider.

Mr. Schneider informed the Board that he has had the opportunity to talk with Mike Mehegan and Jeff Densmore to discuss the building, what our level of service is and staffing levels. A new, up-to-date and state of the art ambulance will have an impact.

Mr. Albanese noted that with the Strategic Plan they'll be talking about whether the Town needs to hire someone full time, years down the road.

Mrs. Scovner pointed out that Enfield is a town of just 4800 and does not feel the size of the town warrants a full time ambulance service.

II. VEHICLE USE POLICY

The Board received a first draft of a Vehicle Use Policy that addresses take home use and on the job use. Department heads have had a chance to review it. There are currently 4 take home vehicles.

Mr. Albanese asked if the policy would result in more vehicles going home, less or the same? Mr. Schneider responded that as written the policy requires requests come to him and he must approve it.

The Board discussed the use of vehicles for personal use and having family members in the vehicles. Mrs. Scovner and Mr. Payne were supportive of occasional personal use and having children accompany parents when necessary. Personal use should not be abused and should be left at the discretion of the Town Manager. Mr. Albanese expressed concern about children accompanying parents in town vehicles when working. Mr. Payne feels Ken Daniels and Richard Crate, Jr. should be able to have a child along if they can't find a babysitter and he would defend it. Mrs. Scovner is also in favor of allowing children along in an emergency. Mr. Albanese expressed concern for the safety of the child and the added liability of having a child along.

Mr. Schneider will address the Selectmen and staff concerns in the next draft.

Mr. Albanese recommended running the policy by the Town Attorney.

Chief Crate also mentioned a problem with restriction on the use of vehicles outside of the state of NH. It is quicker to get to Haverhill by going through Vermont.

Mr. Daniels has vendors in neighboring states that occasionally must be visited with a town vehicle.

Mr. Schneider replied that for Town business that would be fine, but not for personal use.

III. EVA

Sharon Carr came before the Board to discuss the EVA sponsored annual clean up of Main Street. It was good news that Clean-up Day used to produce enough to fill a dumpster, but now only fills a pick-up truck. There has been some sentiment to expand the clean up to the entire town. There was a suggestion to include the scouts in this project.

Discussion ensued regarding logistics of organizing such an event and what would be done with the trash after collection. The program would be a one-day event. The Town can obtain and supply blue DOT trash bags and arrange for an early Monday morning roadside pick up by town forces.

It was recommended that the Police and Ambulance Departments be alerted to the event so they are aware there will be people along the roadsides.

IV. ADJOURNMENT

Mr. Albanese moved to adjourn at 7:01 PM; Mr. Payne seconded, vote unanimous.