

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

**MINUTES of June 5, 2006**

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

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

**Others:** Paul Currier; Lee Carrier, Budget Committee Chairman; Joe Cote, Connecticut Valley Spectator; Mike Cryans, County Commissioner; Richard Crate, Jr., Chief of Police; Ken Daniels, Director of Public Works; Dan Kiley; Debbie & Dr. Bruce Hettleman; Robert Nickerson; Richard Beauregard; Shirley Green, Conservation Commission member; Glyn Green

**BUSINESS MEETING**

**I. CALL TO ORDER**

Mrs. Scovner called the meeting to order at 6:04 pm.

**II. MIKE CRYANS, COUNTY COMMISSIONER**

Mr. Cryans thanked Steven Schneider, Ken Daniels and Chief Crate for the tour of the Town today.

Mr. Cryans discussed the proposed County budget, services provided by the County, cost of employee health insurance and a budget request for a feasibility study to build a new jail. The proposed County budget would increase the County taxes by about 4.5%.

Mr. Carrier asked what percentage employees pay of their health insurance plans. Mr. Cryans replied that a few years ago it was 0%, it is now up to 13% in 2006, will go to 14% in 2007 and 15% in 2008. New hires must contribute 20%. Wages were increased by 3%, exclusive of 2.5% step increases.

**III. APPROVAL OF MINUTES**

**May 15, 2006:**

Mr. Albanese asked that Henry Cross be contacted to explain that where the minutes say the drainage project on Lockhaven Road is on hold; this is only temporary and not long term.

**Mr. Albanese moved to approve the minutes of May 15, 2006 as written; Mr. Payne seconded, vote unanimous.**

**May 1, 2006 (Non-Public):**

The Board chose not to release the non-public session minutes of May 1, 2006 at this time. They will reconsider again in July.

**IV. COMMUNICATIONS****Leigh Davis ~ Letter of resignation:**

The Board received a letter from Leigh Davis tendering her resignation from the Conservation Commission for personal reasons. She expressed interest in appointment to an alternate position if one were to become available.

**Mr. Albanese moved to accept Leigh Davis's resignation with regret and great thanks for all that she's done; Mrs. Scovner seconded, vote unanimous.**

**Mrs. Scovner moved to appoint Chris Howe and Leigh Davis as alternates on the Conservation Commission; Mr. Payne seconded, vote unanimous.**

**Mr. Payne moved to appoint Tim Lenihan as a regular member of the Conservation Commission; Mr. Albanese seconded, vote unanimous.**

**Anonymous Letter:**

The Board received an anonymous letter regarding a personnel issue. Mrs. Scovner stated that she does take any credence in anonymous letters. If the letters aren't signed the Board should not bother reading them. Mr. Albanese and Mr. Payne concurred.

**Grafton County Commissioners ~ FY 2007 Budget Recommendations****Enfield FAST Squad Report ~ CPR Course:**

The Board received a report of a First Aid CPR Course for the community hosted by the FAST Squad on May 20<sup>th</sup>. There was an excellent turn out with 24 people participating. Mr. Schneider commended the Squad on a job well done.

It was also noted that the Ambulance budget is in good shape. Mr. Albanese agreed that the Squad has done a good job all the way around.

**Police Department Report ~ April 2006**

Chief Crate will provide a verbal report at the next Selectmen's meeting.

**Tax Collectors Trial Balance Report ~ May 2006****Water & Sewer Unpaid Balances Report ~ June 5, 2006****V. BOARD REPORTS****Conservation Commission:**

Shirley Green reported that the June Conservation Commission meeting was brief. The Commission received notifications from the NH Dept. of Environmental Services, the Commission arranging to have an educational booth at the Enfield Farmers' Market, and the Commission will be contacting the State to request enforcement of rules and regulations pertaining to permitting. The enforcement request is in regard to work done by a resident at Crystal Lake last fall without a permit. The resident has now failed to file an after-the-fact-permit as well.

Mr. Schneider toured Enfield with Executive Councilor Ray Burton and County Commissioner Mike Cryans this afternoon. They went up to Smith Pond and met with one of the owners, Dr. Baker. Mr. Baker mentioned that no one from the Conservation Commission has been up to the pond and he encouraged the Commission members to come. Smith Pond is one of the most pristine areas of Enfield and Mr. Baker would like the Commission to come up to look for ways to conserve the area.

**Cemetery:**

Mr. Albanese attended a recent Cemetery Board of Trustees meeting. The Trustees are pleased with the work Ken Daniels and his crew did in the cemeteries for Memorial Day.

The Trustees addressed the issue brought up by Dwight Marchetti of possible ledge at Countryside Cemetery. At the time the land was purchased, six to ten 8' borings were done. There was no evidence of ledge, only rocks and water.

Mary Quintana, a previous Trustee and current volunteer, has been doing the data entry into the cemetery database. Discussion has begun for getting an individual to act as a backup for data entry.

The Shaker Cemetery across from Wilson's Trailer Park is located on land owned by a local bank. Richard Henderson, Cemetery Trustee, has been taking care of it personally. The Trustees would like to take over the care of the cemetery, but there has been no response to the Trustees' attempts to contact the bank. Mr. Albanese asked Mr. Schneider to look into it. Mrs. Scovner noted that the town would then have to pay for the maintenance, which is not being paid by the Town now. Mr. Payne questioned why the Town cares if the bank owns the cemetery? The cemetery is currently being cared for, albeit by a private individual. Mr. Schneider will look into it for planning purposes.

**Enfield Village Association (EVA):**

At the end of the last EVA meeting, Mr. Albanese was approached about a place on the lake that people could park boats to each lunch in town. Mr. Albanese thought of the possibility of using the old Shaker Bridge Motel property. The State is not going to do anything until the Main Street underpass and Shaker Bridge projects are done. Mr. Albanese suggested adding this to the Board's strategic planning agenda.

Mr. Schneider understands that the State has received letters regarding the public use of this property and its potential as a future beach site.

**VI. TOWN MANAGER'S REPORT**

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

**Whitney Hall:**

The proposed meeting of the Town Facility Committee on Friday will not be held as there won't be enough members of the Committee available to attend. The next meeting will be held on Monday, June 26<sup>th</sup> at 5:30 PM in the Whitney Hall conference room. In the meantime, the architectural firm will forward information for the Committee's review.

**Shaker Museum:**

The Shaker Museum has an extensive list of summer events planned for this season.

**Henry Cross Property:**

The Town will continue to map the hydrology for the area, to enable the Town to develop a permanent solution to the wet area on the Cross property. Mr. Schneider hopes to get someone from the NH Dept. of Environmental Services out to view the property.

**Regional Telecommunications Network:**

The Consortium is beginning finance and planning meetings.

**Oak Grove Street:**

Repairs were completed on schedule at a cost of \$48,410. The Town had budgeted \$60,000. Unfortunately the bank continues to erode. Large trees continue to let go. The Town needs to talk to the State about how we can strengthen their land so it doesn't impact the road and downstream properties. There are also large trees floating in the lake, a risk for boaters and water skiers.

**Stump Dump:**

The Stump Dump is open for the season. The Town will pursue continuing operations of the Stump Dump with the State. The Town has received mixed messages from the State, having received both assistance in the operation of the facility and a letter saying they would be closing it.

**Strategic Plan:**

The Board reviewed the draft minutes of the first Strategic Planning session and made recommendations for revised presentation of the information presented, providing summaries of the discussion versus individual comments. Mr. Schneider will provide the Board with proposed changes for their consideration. Another meeting needs to be scheduled in the near future. Mr. Schneider will email the Board with proposed dates.

**Boat Registrations:**

Carolee Higbee, Town Clerk/Tax Collector, will attend training for boat registrations. It has not been an easy process to register cars since going on-line with the State system. There are bugs in the programs that affect how quickly someone can register a vehicle. Ms. Higbee and Mr. Schneider have expressed their displeasure with the State and the software company. Boat registrations are just an additional on-line issue that may have to be postponed until the auto registration problems are fixed. Everyone, staff and the public, has handled it very well, but boat registrations may be a casualty in the process. The Town has two choices: to go offline and do things the way we were doing them, or to continue with the on-line process and wait for program fixes as they come. Carolee Higbee will have to make the decision and has Mr. Schneider's full support.

**Green's Tree:**

The Town planted a silver maple sapling at the Green residents as a replacement to one damaged by the Town. The sapling is very small. The Town has pledged to plant a substantially larger tree, about 10', within the next week or so. Mr. Schneider appreciates the patience shown by Shirley and Glyn Green.

**VII. PUBLIC COMMENTS****Lee Carrier ~ Bid Process:**

Mr. Schneider explained that the Town recently purchased a tractor that was in the budget. Bid requests were sent out, but one local dealer that we know of did not receive a bid request. They asked why they did not get contacted and were assured they would be included in the future.

Mr. Carrier expressed concerns about the bid procedure. Mr. Schneider replied that the Town has some procedures in place that need to be reviewed and used.

Mr. Carrier asked if the Town bought a competing brand, from who and what was paid? Ken Daniels replied it was an oversight on the part of the Public Works Department that the local dealer was not on the vendor list. The dealer has been added to the vendor list and will receive bid notifications in the future.

Mr. Carrier has concerns about accountability. The Budget Committee minutes of 2005 reflect that the Budget Committee instructed the Department of Public Works to get in-town bids. Mr. Carrier also brought in literature in 2004 and 2005. Once the Town received the four quotes the bid didn't go to the lowest bidder, instead it went to a dealer charging approximately \$1,300 or 7.2% more than the lowest bidder. Why did we do that?

Mr. Daniels explained that he had spoken with several other departments of public works and it was the general opinion that Kubota brand had better reliability and maintenance than John Deere brand.

Mr. Carrier feels a procedure should be in place to handle these matters. If there is a decision to be made of this sort it should be sent to the Town Manager or Board of Selectmen.

Mr. Carrier also questioned why the bid documents did not specify the Town would have a trade-in.

Mr. Carrier suggested that a procedure be put in place that covers these types of issues. RSA 41:9 states that the Board of Selectmen may establish appropriate control procedures. Mr. Carrier presented the Selectmen with a copy of Hillsboro County's bidding process, which he would recommend.

Mr. Schneider noted that the State of NH has no law requiring competitive bidding. The State may not require it, but it's a good idea. Some of the existing Town policies are a bit out-dated and need to be reviewed and amended.

Mr. Carrier also recommended that bid requests be posted on the Town's website. The Selectmen and Mr. Schneider agreed.

Mr. Albanese pointed out that the department head has the right not to pick the lowest bidder, but he was disappointed that the request for proposal (RFP) didn't include the trade-in. Mr. Schneider agreed that the award doesn't have to go to the lowest bidder as long as this is spelled out in the request.

Mr. Schneider did see the bids before a selection was made.

Mr. Daniels explained that the RFP sent out was the same sent last fall. Last fall only one dealer was interested in a trade-in.

Mr. Carrier would like the process to be simple, on the table and transparent. He would like to see the Town Manager sign off on it, or maybe the Board of Selectmen.

Mr. Schneider believes it is good practice to keep the Selectmen informed.

Chief Crate believes in trusting the people doing the job. It has been his experience when talking to Mr. Schneider that he would ask why the recommendation for a particular purchase is being made. Ken Daniels would have to convince Mr. Schneider why we want the one that costs more. This process doesn't show up on paper.

Mr. Albanese asked Mr. Schneider to research the discussion at Town Meeting a number of years ago about the bid process.

Mrs. Scovner called the Public Forum to a close at 7:08 PM

## **VIII. OLD BUSINESS**

### **Selectmen's Retreat:**

Previously discussed, the next meeting will be held June 26<sup>th</sup>.

## **IX. NEW BUSINESS**

### **Richard Boyd Estate Redeemed:**

The Selectmen signed the quitclaim deed and related paperwork to complete the redemption process for the Richard Boyd Estate. The previous owners and heirs paid the Town for all past due taxes, interest, costs and fees, including the cost to the Town for securing the property after the tax deeding took place.

### **Yield Tax Warrant:**

The Board reviewed and approved a Yield Tax Warrant as presented.

### **Sale of Property:**

The Board was provided a copy of the typical process for the sale of municipal property and reviewed a list of potential properties for sale in 2006.

The Board agreed that lots 12-1A, 51-51, 21-43, 21-46 could be listed for sale in 2006, and possibly lot 8-25 as well. The Selectmen are unsure if they will want to sell lot 50-18, which provides public access to Spectacle Pond. An easement should be retained for this purpose if the lot were to be sold. Subdivision issues need to be settled before selling building lots from lot 9-45. The old Highway Garage lots on Shedd St., 34-60 and 34-61 should be retained until salt storage issues are resolved. And lot 12-24 was taken by Tax Collector's deed in 2004 and will be held by the Town until at least 2007.

Mr. Schneider will address the outstanding issues on lots 50-18 and 9-45.

### **Debbie & Dr. Bruce Hettleman ~ Boundary Line Adjustment:**

The Board of Selectmen was provided with a preliminary boundary line adjustment plan for George's Supervalu and the Hettleman property on Main Street. Before the boundary line adjustment can be finalized, the lot line for the abutting Town-owned property, which includes Blacksmith Alley, must be agreed upon.

The lot line is not clear in deed records, which have been reviewed both by DiBernardo Associates who drafted the preliminary boundary line adjustment plan and Surveyor Chris Rollins, who has looked at this property on the Town's behalf in the past. The line needs to be legally established before they can proceed with the boundary line adjustment.

Discussion ensued regarding Town rights-of-way that were not germane to the establishment of the lot line, but need to be addressed nonetheless. The Town will look into what, if any, right-of-way the Town has beyond Blacksmith Alley. The Town currently does winter maintenance in a U-shape down Blacksmith Alley and exiting on the east side of George's market. The Town may have a right-of-way by prescription. Issues pertaining to a right-of-way include the need for snow removal and emergency access. This may be included as part of the Selectmen's Strategic Plan.

There is also a sewer line easement across the subject properties.

**Mr. Albanese moved to establish the northwestern lot line of the Town owned property known as Blacksmith Alley, as presented on the plan identified as a preliminary copy of "Plan Showing Boundary Line Adjustment Between Properties of George G. Loupis Trust & 64 Main, LLC and a Boundary Line Agreement Between Town of Enfield & 64 Main, LLC" as prepared by DiBernardo Associates, LLC and dated December 3, 2004. The lot line is identified as S29'52'26"W/49.84' on said plan; Mr. Payne seconded, vote unanimous.**

#### **Website Feature ~ Enfield Business Links:**

The Board will consider adding a new feature to the Town's website that provides a list, with contact information and website links to Enfield businesses. It was proposed that this feature be limited to those businesses that are physically located in Enfield, not simply doing business in Enfield. The listing, as proposed, would be sorted by name as well as category. The list could begin with those businesses listed in the Directory of Business and Services prepared by the Enfield Village Association (EVA) as this information is readily available. The Board considered pros and cons of this feature and were in general agreement that they would like to proceed.

Lee Carrier stated that EVA has a comprehensive list of businesses that he believes the Board should review before making a final decision.

Mr. Carrier will provide the Selectmen with the list of Enfield businesses compiled by EVA and the Selectmen will make their final decision at a later date.

## **X. OTHER ITEMS**

#### **NHMMA Meeting:**

Mr. Schneider discussed his attendance of the NH Municipal Managers Association meeting in North Conway next week. The Board approved.

## **CONFERENCE**

### **I. ROBERT NICKERSON**

Mr. Nickerson came before the Board to discuss problems with the banking in front of his property and the drainage on Crystal Lake Road. Mr. Nickerson read a letter he wrote to the Board explaining the issue. Mr. Nickerson had a septic system installed and the slope was graded to a 2 to 1 slope as per the state approved plans. Initial installation had been at an incorrect and steeper slope. Upon correction of the slope, the contractor also re-dug the swale on Crystal Lake Road where the leach field abuts the road. The swale had previously been about 6" deep and is now deeper. Mr. Nickerson feels this will alleviate some of the icing problems experienced over the past winter by allowing the water to drain properly. Where the slope meets the swale it needs to be stabilized. Mr.

Nickerson feels a short wall, essentially curbing, would correct the problem. Mr. Nickerson asked that the Town make this correction.

Mr. Nickerson also noted that his neighbors pump water from their basement and direct it to the ditch along the road. He also noted that the culvert is partially crushed.

Mr. Daniels reported that over the winter when there was icing of the roads they used the grader along the edge of the road to clear the ice only to find that they were digging into the toe of the slope that extended to the road.

The Board considered Mr. Nickerson's request. It does appear, however, that the creation of the slope by installation of the system, in conjunction with the lack of snowfall, may have caused some of the drainage problems that were experienced. The Board is unaware of a pre-existing problem, including the neighbors directing water from their basement to the ditch, prior to the installation of Mr. Nickerson's septic system. Mr. Albanese also questioned whether there is a problem all along the roadway.

Mr. Nickerson requested the Town to develop a comprehensive plan to correct the problems he's experienced.

Mr. Daniels, Mr. Schneider and the Board of Selectmen will view the property before making a decision on this matter. The Town Manager will then be in touch with Mr. Nickerson.

Mr. Albanese asked if the culvert was in need of replacing. Mr. Daniels replied that the culvert is old, but not in danger of failing.

## **II. ADJOURNMENT**

Mrs. Scovner moved to adjourn at 8:13 PM; Mr. Payne seconded, vote unanimous.