

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

**MINUTES of January 3, 2005**

**Board of Selectmen:** Keith Oppenneer, Chairman; Dominic Albanese; Nancy Scovner

**Administrative Staff:** April Whittaker, Town Manager; Alisa D. Bonnette, Secretary

**Others:** David Stewart; Larry Gardner; Paul Withrow; Henry Cross; Kurt Gotthardt; Dan Kiley; Joe Cote, Connecticut Valley Spectator

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

**December 13, 2004 ~ Regular Session:**

The Board reviewed the regular session minutes of December 13, 2004. The following changes were suggested: Page 4, paragraph 3, replace the word "he" with "Mr. Albanese"; on page 4, paragraph 5; delete the word "with".

Mr. Albanese moved to approve the minutes of December 13, 2004 as corrected; Mrs. Scovner seconded, vote unanimous.

**December 13, 2004 ~ Non-Public Sessions:**

The Board reviewed the non-public minutes for sessions held December 13, 2004 at 6:57 PM and 7:45 PM.

Mrs. Scovner moved to approve both non-public session minutes of December 13, 2004 as presented; Mr. Albanese seconded, vote unanimous.

**ADMINISTRATIVE**

**Application for Annual Installment of State Grant:**

The Board of Selectmen reviewed and approved an Annual Installment of State Grant and authorized Keith Oppenneer, Chairman, to act on behalf of the Town in negotiating for and accepting any and all State Aid payments in connection with sewage disposal facilities in the town.

**2004 Property Tax Refunds:**

The Board reviewed and approved 2004 property tax refunds due to overpayment.

**Current Use:**

The Board reviewed and approved a Current Use – Land Use Change Tax Lien Release for Map 7, Lot 12-1.

**CITIZENS FORUM**

**Kurt Gotthardt:**

Mrs. Whittaker thanked Kurt Gotthardt for bringing in a 7’ or 8’ projector screen as a donation.

**OLD BUSINESS**

**Personnel Policy Amendment:**

The Selectmen reviewed a proposed amendment to the employee personnel policy regarding the reimbursement of tuition costs for further education. Mr. Albanese asked about adding a statement to the effect that reimbursement will be subject to adequate budgets. The Board concurred.

Mr. Oppeneer moved to adopt the proposed addition, as amended, to Chapter 6 of the Personnel Policy, regarding tuition reimbursement; Mrs. Scovner seconded, vote unanimous.

**NEW BUSINESS**

**Request for Sewer Service:**

The Board received a recommendation from Ken Daniels, Director of Public Works, for a sewer connection for Map 10A, Lot 61, with conditions.

Mr. Albanese moved to approve the connection subject to the conditions set forth in the memo from Ken Daniels, dated December 27, 2004; Mrs. Scovner seconded, vote unanimous.

**Library Trustees’ Correspondence ~ 2004/2005 Expense:**

The Library Trustees are concerned that they are being charged twice for a microfilm cabinet for which a purchase order was issued in December 2003.

Mrs. Whittaker reported to the Selectmen that the town’s records don’t show payment, while the Library records do. The purchase order did not go by Mrs. Whittaker and the town can find no evidence of it. The Library is also unable to produce proof of payment.

Mr. Albanese moved for the Library Trustees to provide proof of payment at which time an adjustment will be made; Mr. Oppeneer seconded, vote unanimous.

**Fannie CLAC Application for 2005 Funding:**

The Board received a request from Fannie CLAC for funding in 2005 in the amount of \$2,000.

Mr. Albanese recommended forwarding the request on to the Budget Committee. He has looked at the list of individuals involved in the organization; all are spoken of very highly. Mr. Albanese feels the town would be getting its money's worth with this group of people running the program. Fannie CLAC requires applicants to take financial classes. The only reason Mr. Albanese is not comfortable approving this request is that the Selectmen have not started their review of the budget.

Mr. Oppenheimer asked if they have any record of services provided to Enfield.

Mrs. Scovner noted that this will be something new in the budget and \$2,000 is a large amount of money. West Central Behavioral Health is only receiving \$1,000.

Mr. Albanese stressed the need to look at this request in context with the other regional organizations.

Mrs. Whittaker was asked to contact Fannie CLAC to find out how many in Enfield have used this service and to notify them that new funding requests often go to town meetings as separate warrant articles.

**Adelphia:**

The Selectmen were provided copies of correspondence from Adelphia regarding new Valuepacks that the company is offering as well as new rates.

**Lions Club Food Wagon:**

The Lions Club has been storing their food wagon in the unheated portion of the old highway garage rather than the heated portion, so it is Mrs. Whittaker's feeling that the town should not expect remuneration from the Lions Club as previously agreed to assist with heating costs. The Selectmen concurred.

**Brunn Estate:**

There was a closing on the property after Christmas. Cash will not be in the town's hands until the attorney handles probate. After attorney's fees it is expected the town may see \$130,000 to \$133,000 dollars, which will go to a trust fund for specific cemeteries. The fund will reimburse \$27,000 to the town for headstone repairs. Specifics on which cemeteries will be supported by the bequest are forthcoming.

**Firefighter Qualifications:**

The Board received copies of the qualifications required for Firefighters I & II.

**Enfield Community Building:**

There are concerns regarding the requirement for liability insurance and the cost to those renting the space. The town wants to be adequately covered. There was discussion of how the Elks Lodge handles these issues, but the Elks have their own bartender. Mrs. Whittaker will go back to the town's insurance company for clarification on the town's coverage and will contact the

town's attorney to ask about any additional liability the town may be subject to by allowing alcohol to be served at private events.

The Selectmen received a request for a waiver of the rental fees for the Friends of the NRA for meetings to be held January through April. The organization does fundraising and plans are in place to write a grant to obtain funding for improvements to the Enfield Outing Club.

Mrs. Scovner recommended reducing the rental fee by half.

Mr. Albanese will pass the application on to the Community Building Board of Directors, but agreed there should be a discount for long-term use.

Mrs. Scovner agreed that there should be a discount, but does not feel the fee should be waived in its entirety.

Mr. Albanese will inform the Board of Directors about seeking an opinion on the serving of alcohol at the Community Building and liability issues. He would also like the Selectboard to meet with Phil Neily, Health Officer, to discuss the issue of smoking in the building.

**Tazers:**

The Board was provided with an article published in USA Today on December 29, 2004. Chief Giese was provided a copy of the information but has not had a chance to read it and provide a response. Mrs. Whittaker asked Chief Giese if the purchase of tazers could wait a year in light of the liability issues that may be involved; he was non-committal. The budget includes \$6,000 to \$7,000 for purchase of tazers in 2005. No decision was made at this time and will be put on hold pending Chief Giese's review.

**Donna Hoyt ~ 2004 Property Taxes:**

The Board received correspondence from Donna Hoyt regarding her 2004 property taxes and assessment. Julie Huntley will provide her with an abatement application form.

Norm Bernaiche and Julie Huntley will be asked to meet with the Selectmen to review and discuss 2004 assessments and elderly exemptions.

**Selectmen's Meeting Schedule:**

The Board of Selectmen will meet at Whitney Hall on Monday, January 10, 2005 at 5:00 PM for a budget workshop, followed by a meeting with the Library Trustees at 7:30 PM. A large portion of the increase in the 2005 budget is due to the capital budget. Mr. Oppenheer stated that he would not be able to attend the 5 o'clock meeting, but strongly supports digital mapping.

Last year Mr. Albanese was authorized by the Board to make the Selectmen's budget the same as the Budget Committee's budget unless there was a fundamental difference. There was no objection to continuing in this manner for the 2005 budget.

Mrs. Whittaker will calculate a tax rate for 2005 based on the current budget and less in \$100,000 increments for the Board's review.

Due to holidays coming up during the months of January and February that conflict with the Selectmen's regular meeting schedule the following revised schedule was approved for those months:

- Tuesday, January 18 at 5:00 PM at the Enfield Community Building; and
- Tuesday, February 1 at 5:00 PM at the Public Works Facility; and
- Monday, February 14 at 5:00 PM at the Public Works Facility.

**Ambulance/Depot Paving:**

The cost of paving the parking area of the Ambulance building on Depot St. is estimated at \$13,400.00, plus additional for the side area.

**PUBLIC APPOINTMENTS**

**Larry Gardner ~ Planning Board Alternate Candidate:**

Mr. Gardner informed the Board of his qualifications to serve on the Planning Board and his reasons for wanting to serve as an alternate. Mr. Gardner is a mostly retired lawyer who has spent many years working on Planning Board regulations. He is very familiar with the laws.

The potential for conflict was also discussed. While it is unlikely to become an issue, Mr. Gardner would recuse himself if he were to have a conflict between his work and an issue before the Board.

This is the last available alternate spot. However, Terry Terry, currently an alternate on the Planning Board has not been attending meetings. Jim Taylor will be asked to speak with Mr. Terry about his intentions.

Mr. Albanese moved to appoint Larry Gardner as an alternate to the Planning Board; Mr. Oppenheer seconded, vote unanimous.

**David Stewart ~ Request for Waiver:**

Mr. Stewart submitted an application for use of the Community Building for meetings of the Friends of the NRA, including documentation of the groups 501 (c) (3) non-profit status. He requested a waiver of the rental fee on the basis that this group does fund raising for funds, which are issued as grants to various groups. Mr. Stewart intends to write a grant for improvements to the Enfield Outing Club. Scott Thompson may also write one. The Friends of the NRA also support youth programs, women's self-defense programs and hunter safety programs. Money is raised locally. Half of the money raised stays local (NH) and the other half goes to the National group.

Mrs. Scovner suggested that as a non-profit group they should not pay full price, but only half. Mr. Stewart replied that would just send his group somewhere else that is free.

Mr. Stewart stated that grant funds would be geared toward making the Enfield Outing Club safer, and possibly providing heat in the building. Everyone is interested in hunters being safe.

Mr. Albanese stated that his only problem with waiving the fees is the potential for opening Pandora's box. If there had been a history of grants being received in Enfield it would make a decision to waive the rental fee easier to justify.

The Enfield Community Building Board of Directors will make the decision to waive the fees or not. They will next meet on Wednesday, January 5<sup>th</sup>.

**Paul Withrow ~ Planning Board Alternate Candidate:**

Mr. Withrow apologized for arriving late, but he thought the Selectmen met at Whitney Hall. Mr. Withrow told the Board that his sister-in-law got him interested in the Planning Board. He has been an Enfield resident for 25 years and has just retired from the Department of Transportation after 22 years. He was also a past president of the Board of Trustees for the Methodist Church.

Because Mr. Withrow had not arrived for his scheduled appointment the Selectmen thought he was no longer interested and had already appointed Larry Gardner to the only available slot for an alternate on the Planning Board. Mr. Withrow was informed that another alternate position might be opening up soon for which he might be considered.

**NEW BUSINESS**

**Boys Camp Bridge:**

The Board discussed a capital reserve fund for bridges. The State estimates the cost for replacement of the Boys' Camp Road Bridge at \$800,000. The project is eligible for bridge aid for an 80/20 split for a town share of \$160,000. Mrs. Whittaker proposed putting money away each year for four years to lessen the impact.

Part of the reason for the high cost is the State's desire to straighten the bridge approach. Mr. Albanese asked about the cost/benefit for straightening of the road. The Board discussed other reasons for the high cost including the need to engineer to State standards in order to qualify for bridge aid. This is often referred to as "super-engineering".

Mr. Albanese noted that this topic lends itself to talk about the Capital Improvements Program (CIP), which goes from staff to the Budget Committee without input from the Selectmen. The Selectmen don't have the opportunity to decide what they want to pursue. Mr. Albanese is also unsure if the Town wants to remove the curve. It serves a purpose by slowing traffic.

Mrs. Scovner wondered how much the bridge itself would cost if the road were not straightened. She does not see why the town would want to super-engineer if the bridge could be built for substantially less.

The Board will review the CIP at their meeting on Tuesday, February 1, 2005.

**Election Parking Ordinance:**

Mrs. Whittaker reported that the new Election Parking Ordinance does not provide the town with the right to tow vehicles that are parked in violation of the ordinance. If the authority to tow a vehicle were added to the ordinance, towing would be at the owner's expense. The other option is to charge a fine of \$25 for each offense (each hour in excess of 1 hour). Another issue to consider is the appointment of the Moderator as the individual in charge of making exceptions to the ordinance rather than the Police Department.

Some of these issues came about because the Police Department did not have the opportunity to review the final draft of the ordinance. Mr. Albanese suggested a set of procedures to follow when drafting a policy to be sure all departments that may be affected are given the opportunity for input.

The Board of Selectmen agreed to amend the ordinance to grant powers of exemption to the Chief of Police, Moderator, or designee and to increase the fines to \$25/hour in violation, and not to support towage.

Other Business:

Mr. Albanese will email budget questions to Mrs. Whittaker and the other board members.

The Selectmen's narrative for the town report and dedication will be drafted, amended and mailed to the board members for consideration.

Mr. Albanese asked about the status of the deed for Map 19, Lot 10. He was informed that in accordance with the Selectmen's decision on December 13, 2004, the parties involved have until January 13, 2005 to submit a proposed deed.

The Board briefly discussed salaries and the evaluation schedule. Mr. Albanese believes the Board may need to reconsider the entire plan. The reasons for making the April 1 increase for COLA and step increases effective January 1 were discussed briefly.

Mr. Albanese inquired about a fire truck quote to repair one of the Fire Department's vehicles so that costs could be encumbered. Mrs. Whittaker advised she had received the quote and would provide copies for the Budget Committee meeting scheduled for the next day.

Phil Neily will be asked to meet with the Board on February 14 at 5:30 PM to discuss the issue of smoking in the Community Building. The Board would like to go over the requirements for impregnable walls, weather stripping of doors and air filters.

Mr. Oppeneer reported that the Library Trustees approved a continued look at the plan for the Library expansion. The plan provides 5,000 square feet additional space for the Library and 4,800 total square feet for the Town Offices, with old space for storage. Estimated costs are \$700,000 for the library and \$600,000 for the town offices. A cost of \$20,000 to \$25,000 is expected to generate engineering drawings, conceptual plans and borings. To date, \$4560 has been paid and an itemization of the last bill for architectural services will be requested. David McIntire will be asked to attend the Monday night meeting with the Library Trustees.

The Board discussed the Town Offices/Library Needs Assessment Committee. Mr. Albanese feels it might not be a bad time to look at restructuring the committee. Mr. Albanese would like to poll the committee for their recommendation regarding committee restructuring.

Mrs. Whittaker offered a copy of the building committee report for the Public Works building to Mr. Kiley to assist the Town Offices/Library Needs Assessment Committee in developing its own final report.

Discussion ensued about the possibility of contracting with a company out of New London, NH to mail the town report.

**Non-Public Session:**

Mr. Albanese moved to enter into non-public session at 7:05 PM., RSA 91-A:3 II (c) & (d); Mrs. Scovner seconded. Roll call vote: Mr. Albanese – aye, Mrs. Scovner – aye, Mr. Oppenneer – aye. Motion carried.

Mr. Oppenneer moved to come out of non-public session at 7:42 PM; Mr. Albanese seconded, vote unanimous.

The Selectmen stated their intent to have a meeting with the firefighters and Fire Wards – date to be determined.

**Budget:**

The Board briefly discussed the increased cost of wages and benefits. Mrs. Whittaker will have a benefits report prepared.

**INFORMATIONAL ITEMS**

Planning/Zoning/Economic Development December 2004 Report

Building Inspection/Health December 2004, Year End Report

Raymond S. Burton correspondence re: Reception in honor of interns & opinion questionnaire

NH DES correspondence re: Wetlands Bureau File #2004-02602

**ADJOURNMENT**

The meeting was adjourned at 7:50 PM.