

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

MINUTES of April 18, 2005

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

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

Others: Richard Crate, Police Chief; Ken Daniels, Director of Public Works; Fred Paradis; Nancy Smith, Enfield Village Association; Joe Cote, Connecticut Valley Spectator; Effie Bachand, Robert Bachand and Ken Hill, Enfield-Mascoma Lions Club; Julie Huntley, Enfield Community Building Board of Directors.

CALL TO ORDER

Mr. Albanese called the meeting to order at 5:04 pm.

APPROVAL OF MINUTES

April 4, 2005:

The Board reviewed the minutes of April 4, 2005. It should be noted in these minutes that Ken Daniels was asked to report at a later date on water operations in general.

Mrs. Scovner moved to accept the minutes of April 4, 2005 as amended; Mr. Albanese seconded, vote unanimous.

Non-Public Session Minutes:

Mr. Albanese moved to approve the non-public session minutes of April 7, 2005 as written; Mr. Payne seconded, vote unanimous.

Mr. Albanese moved to approve the non-public session minutes of April 11, 2005 as written; Mr. Payne seconded, vote unanimous.

Mr. Albanese moved to seal the non-public session minutes of April 7 and April 11, 2005 until May 15, 2005; Mr. Payne seconded, vote unanimous.

OLD BUSINESS

Town Manager Salary:

Through an oversight April Whittaker did not receive her 2.5% merit increase in October.

Mrs. Scovner moved to bring Mrs. Whittaker's salary as of April 2, 2005 to what it should have been had the 2.5% step been enacted in October 2004, in accordance with the 2004 pay plan; Mr. Payne seconded, vote unanimous.

Mrs. Scovner moved to award Mrs. Whittaker retroactive pay in the amount of \$3,637.10; Mr. Payne seconded, vote unanimous. This payment covers the period of 10/16/04 – 4/2/05.

CITIZENS FORUM

Fred Paradis ~ Bicknell Brook Property:

Mr. Paradis understands there is no money in the budget to survey the Bicknell Brook Property in preparation for subdivision of 2 or 3 building lots and placement of a conservation easement on the remainder of the property. He asked the Selectmen if this is still the plan for the property. Mr. Paradis was informed that this is the plan. While there are individuals that might like to see something else done with the property, it was stressed that the Board of Selectmen is the decision making body. Mr. Payne recommended drafting a Memorandum of Understanding to clarify the Selectmen's plans for the property.

Fred Paradis ~ Downtown Enfield:

Mr. Paradis noted that the Main Street sidewalks had been swept, but the sand had not been cleaned from under the bridge rails. The State also has not swept Main Street and there is sand along the curb. Mr. Paradis asked if the sand could be cleaned up in the area of the new sidewalks. Mr. Daniels replied that the sand under the bridge rails should have been part of the sidewalk cleanup and he will have his crew complete the job.

Discussion ensued regarding winter sidewalk maintenance and double windrows left on driveways. Mr. Paradis noted a problem with the sidewalk plow digging up his neighbor's yard and dumping it onto his yard. Mr. Albanese asked Ken Daniels to come back before the Board in the fall to discuss winter maintenance.

Further discussion of sand removal took place. Cleaning the sand from Main Street along the curb is the State's responsibility. Ken Daniels cannot spare his crew to do this project. If the town is to sweep Main Street in the area of the red sidewalks, Mr. Daniels will need to rent a sweeper; an item not included in the budget. The Board looked in favor on this approach. Mr. Albanese suggested that if Mr. Daniels goes over budget that he put in writing to the Board of Selectmen the reason for the overage to serve as backup documentation for the budget.

OLD BUSINESS

Dispatch Services:

Chief Crate updated the Selectmen on talks with the City of Lebanon and Town of Hanover regarding dispatch services. Cost for dispatch services was discussed, both current costs, projected costs with Lebanon if Enfield becomes a "partner" and projected costs if Enfield obtains services from the Town of Hanover. There will be some equipment costs if the town switches to Hanover for dispatch services. Chief Crate will prepare a comprehensive report, including the pros and cons and estimated costs for each approach, for the Board's review and consideration.

The cost for a new dispatch agreement with Lebanon, or a change to Hanover, will be included in the 2006 budget. Grant funding may be available for help offset new equipment costs.

Generator Grant:

Chief Crate needs to look into the status of this grant. He is unsure if the paperwork has been sent in.

Communications:

Retired Police Chief Peter Giese had been in charge of communications. The Board of Selectmen asked Police Chief Crate if he would be willing to take on this role. Chief Crate accepted the responsibility. Mr. Albanese moved to communicate to the Fire Chief and Ambulance Chief that all communication equipment and services should be coordinated with Police Chief Crate; Mrs. Scovner seconded, vote unanimous.

NHDOT Hearing:

The NH Department of Transportation will be holding an informational hearing on April 25th at 7:00 PM at the Enfield Community Building to discuss improvements to NH Route 4A. Mrs. Whittaker wrote a letter to Alex Vogt of NHDOT in August 2004 regarding this project, as well as the Shaker Bridge project. Notice of the informational hearing and copies of the letter to Alex Vogt will be provided to the Selectmen, Robert LaCroix, Dwight Marchetti, Peter Burling and Ken Daniels.

Cavallieri Drainage Issue:

Mrs. Scovner, Mr. Albanese and Mr. Daniels went on a site visit to Mr. Cavallieri's home on Oak Hill Road on April 16, 2005 to look at a drainage issue. The Selectmen informed Mr. Cavallieri they would get back to him in a month. This and other drainage issues will be placed on the agenda for May 2, 2005 for the Board's consideration.

Alcohol Policy:

Mr. Albanese gave Mr. Payne a brief run-down on the policy for the serving of alcohol in municipal facilities. Currently alcohol is allowed in the Enfield Community Building and Enfield Center Town Hall. The town requires the renter to provide a certificate of liability insurance in the amount of \$1,000,000 with the town named as additional insured. Mr. Albanese does not see why 5,000 people should take on the added liability caused by the serving alcohol. There is an RSA that limits the amount a town can be sued for to \$150,000. The town's insurer says there are towns that require this added insurance and others that don't.

Police Chief Crate stated that the Police Department reserves the right to put an officer at a function where alcohol is served. The renter would then be charged for this service.

NEW BUSINESS**Municipal Facility Rental Application & Fee Schedule and Municipal Facility Use Policies & Procedures:**

Mr. Albanese explained the fee schedule and application changes as recommended by the Enfield Community Building Board of Directors. He also noted that there are added responsibilities picked up by the Selectmen's Office staff.

It was pointed out to the Selectmen that other changes have been made to the policies and procedures in keeping with the recommendations of the Board of Directors.

Mrs. Whittaker has spoken to the cleaning crew regarding cleaning and maintenance of the floors at the Community Building. She suggested that the town may need to encapsulate the floor; protection lasts about 3 years.

Mr. Albanese noted that for some groups the town might ask them to consider an annual donation versus a per day charge.

Mr. Albanese moved to adopt the rates as recommended by the Enfield Community Building Board of Directors; Mr. Payne seconded, vote unanimous.

Mr. Albanese moved to adopt the changes to the Municipal Facility Use Policies & Procedures as recommended; Mrs. Scovner seconded, vote unanimous.

Honorarium:

The Board of Selectmen considered the dedication of a municipal building. Mrs. Scovner moved to dedicate the municipal building; Mr. Albanese seconded, vote unanimous. The dedication will be formally announced at a later date.

Non-Public Session:

Mr. Albanese moved to enter non-public session at 6:15 PM, RSA 91-A:3 II (a); Mrs. Scovner seconded. Roll call vote: Mr. Albanese – aye, Mrs. Scovner – aye, Mr. Payne – aye, motion carried.

Mr. Albanese moved to come out of non-public session at 6:25 PM; Mrs. Scovner seconded, vote unanimous.

Mrs. Whittaker left the meeting at this time.

Nancy Smith ~ Enfield Village Association:

Mrs. Smith presented each of the Selectmen with a copy of the consumer survey being distributed by the Enfield Village Association. The deadline for replies is the 29th of May. Mrs. Smith can't say who will get one. A database was given to a company who would randomly select 1,200 names from the list.

The annual Farmer's Market begins this year on June 29th.

PUBLIC APPOINTMENTS**Lions Club ~ Alcohol Policy:**

Ken Hill explained to the Board that his main concern with the Community Building is the insurance requirement for alcohol use. If renters sign the Release and Waiver of Liability he does not see that the town would be affected. Mr. Hill cited a memo documenting a telephone conversation with the town's attorney and information from the town's insurance company to support his opinion. The cost for liability insurance is too high for many individuals.

There was brief discussion of the increased risk to the town when alcohol is involved.

A written opinion regarding the town's alcohol policy has been requested, but not yet received. The Board of Selectmen will hold off on a decision until the attorney's opinion arrives and all the documentation relating to this issue is compiled.

It was noted that a caterer could be hired for liquor only. The caterer may be able to provide a certificate of insurance.

Mr. Hill said it would be beneficial to have a list of vendors, with no guarantees, to assist people renting the hall. Alisa Bonnette mentioned previous conversations about advertising and inviting vendors, which can provide services for functions at the hall, to add their name and contact information to a list for distribution. It would be best however, to know what the town is going to require first.

Ken Hill reported on the success of the dinners organized by the Enfield Seniors Association and sponsored by local businesses. Donations were not requested, but were received at the past two dinners. The money received in turn has been donated to the Town to help offset the operating costs of the Community Building.

Mr. Albanese asked Effie Bachand to get back to April regarding the cleaning of the building over the coming month. The Selectmen will try to get back to the Lions Club within a month regarding the alcohol policy.

ADMINISTRATIVE

The Board reviewed and approved the following documents: yield tax warrants, timber tax levy, Water/Sewer warrant and junkyard permits.

It was noted that Tom Clark, a member of the Conservation Commission, will be moving in the near future. Shirley Green, an alternate on the Commission, is interested in appointment as a regular member.

Nancy White has indicated interest in serving as an inspector of election (ballot clerk). Mrs. Scovner moved to appoint Nancy White as an Alternate Inspector of Election for a three year term; Mr. Albanese seconded, vote unanimous.

BUSINESS, CONTINUED

No Dogs Allowed ~ Shaker Recreation Park:

Jon Cattabriga, Animal Control Officer, requested clarification of the No Dogs Allowed rule at Shaker Recreation Park. Is the prohibition meant only for the playing fields, or the entire property?

After careful consideration the Board agreed that dogs would not be allowed on the playing fields, but would be allowed in the parking lot, on the trail, and on the undeveloped field adjacent to the developed playing fields. People walking their dogs in the permitted areas are required to clean up after their dogs in accordance with the Canine Ordinance now in effect.

Other Business:

Mrs. Scovner passed on a comment she received from a citizen who was pleased to see Police Chief Crate in uniform on Main Street. Mrs. Scovner voiced appreciation for Chief Crate's approachability.

Curtis Payne mentioned concerns voiced to him regarding light pollution. This issue would need to be addressed in the zoning ordinance.

ADJOURNMENT

Mr. Albanese moved to adjourn at 7:14 PM; Mrs. Scovner seconded, vote unanimous.