

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

**MINUTES of June 17, 2005**

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

**Administrative Staff:** Alisa D. Bonnette, Secretary

**CALL TO ORDER**

Mr. Albanese called the meeting to order at 3:00 pm.

**APPROVAL OF MINUTES**

Mr. Albanese moved to accept the minutes of May 16, 2005 as printed; Mr. Payne seconded, vote unanimous.

Mr. Albanese moved to accept the minutes of May 25, 2005 as printed; Mr. Payne seconded, vote unanimous.

Mr. Albanese moved to accept the minutes of May 27, 2005 as printed; Mrs. Scovner seconded, vote unanimous.

Mrs. Scovner moved to accept the minutes of June 2, 2005 as printed; Mr. Albanese seconded, vote unanimous.

Mr. Payne moved to accept the minutes of June 6, 2005 as printed; Mrs. Scovner seconded, vote unanimous.

**ADMINISTRATIVE**

**Contract for Professional Recruitment Services:**

The Board received a contract from Municipal Resources, Inc. for Professional Recruitment Services. The contract will be reviewed by legal counsel prior to approval.

**Investment Policy:**

The Board completed the annual review of the town's Investment Policy. Mrs. Scovner moved to adopt the Investment Policy as presented; Mr. Payne seconded, vote unanimous.

**Property Tax Abatements:**

The Board reviewed two 2004 property tax abatement applications. One was an application that was voluntarily withdrawn. The Board accepted the withdrawn application. The second application was an incomplete application. The property owner in this second case qualifies for an elderly exemption, which was approved by the Board.

**BUSINESS:****Containment Tank ~ DPW Building:**

There has been an annual request for containment tank funding since 2002. The Board received a recommendation from April Whittaker that the Board support expensing a containment tank acquisition from the regular DPW budget, thus allowing for an over expenditure from this budget.

Mr. Albanese expressed concern about going over budget within the Public Works Department. He is also concerned about the Lockhaven drainage project that is not in the budget. He questioned if DES would fine us this summer if we plan on dealing with the problem in the '06 budget process. The FAST Squad will also be going over-budget due to increased personnel costs resulting from a more active membership.

Mrs. Scovner questioned why the Board wasn't informed during the budget process that this was imperative.

Mr. Albanese suggested making a decision at the Budget Committee meeting on July 14. A majority of the Selectmen expect to be able to attend the Budget Committee meeting.

April Whittaker will be asked if there's a capital reserve fund that might cover this expense.

**Tax Deeded Property ~ Mobile Home:**

The town recently acquired a mobile home by tax deed for non-payment of taxes. The mobile home is in poor condition. April Whittaker provided the Board with four options: to place the home out for bid and see what results; to offer the home "free" to get it back on the tax rolls; to offer the home "free" subject to a removal provision; or to have town forces demolish the same.

The Board received a letter from the Law Offices of Daniel G. Smith in reference to this mobile home. Mascoma Parks, LLC, the owner of the park in which the mobile home is located, is requesting payment of rent from the date of the tax deed, April 28, 2005. The tax deed was not accepted until May, and recorded May 24, 2005. It was the consensus of the Board of Selectmen to pay park rent for the month of June and for a prorated portion of the month of May based on the recording date of the deed.

Mr. Albanese moved to direct the Town Manager to dispose of the property in the way most advantageous to the town; Mrs. Scovner seconded, vote unanimous.

**Defibrillator:**

Fred Cummings has advised the office that he will be taking receipt of the automatic external defibrillator as provided by Fire Standard & Training during the course of this week. The FAST Squad will be reviewing the community building for best placement of the equipment.

**Transfer of Adelphia Franchise:**

The Board of Selectmen have been informed that Time Warner and Comcast have made a joint proposal to purchase all of the assets of Adelphia Cable Communications. Mrs. Whittaker recommends the Board meet with Attorney Robert D. Ciandella, Donahue, Tucker & Ciandella, PLLC, to discuss renegotiation of the franchise agreement, with emphasis on extension of the cable service area and introduction of a community access channel for Enfield. A tentative meeting has been scheduled for Monday, July 18<sup>th</sup>. The Board looked favorably on this meeting.

**Legal Update:**

The Board of Selectmen were informed that the Superior Court has granted the Town's Motion for Summary Judgment in the Rich v. Town of Enfield case.

**Personnel Matters:**

The Board reviewed correspondence from April Whittaker regarding personnel matters. Mrs. Whittaker provided the Board with a status report on her sick leave and vacation accrual. The Board discussed Mrs. Whittaker's stamping the memo 'Confidential'. It was determined that the portion of the letter, regarding her response to the Board's request for an update on her accrued time, was in fact public information and the Board decided not to go into non-public session. The portion of the letter related to her health was not discussed by the Board. She also informed the Board that she would be attending the NH Municipal Manager's Conference during the week of June 20<sup>th</sup>. She will be in the office on June 20 and 21. An update was also provided on Mrs. Whittaker's rehabilitation.

The Board discussed the issues presented, including the use of compensatory time by salaried employees. Mrs. Scovner reported that, according to the Attorney General, no salaried employee is allowed compensatory time. Legal review will be sought.

Mr. Albanese moved to direct Wendy Huntley to not cut April Whittaker's final check until she receives a signed release from the Board of Selectmen; Mrs. Scovner seconded, vote unanimous. The purpose of this vote is to take the onus off Wendy Huntley.

The accrual of sick and vacation time was discussed. No decision was made.

Mr. Albanese would like to request from Mrs. Whittaker a work plan, including a list of projects and goals, for the next four or five months.

**Town Manager Search:**

The Board discussed financial planning related to the hire of a new town manager and affects on the budget. Some savings have been seen due to the payment of a portion of Mrs. Whittaker's salary by Worker's Comp and by the vacant position within the Police Department.

The Board reviewed and approved a proposed advertisement for the Town Manager position that would be included in the ICMA newsletter, the NH Sunday Union Leader, on the ICMA website, NHMA website, PRIMEX website, MRI website and town's website. Discussion included the preference for a manager that would live in town, but the Board does not want to narrow the field by including that requirement in the ad.

Mr. Albanese told the Enfield Village Association they were welcome to submit a letter with their thoughts about what they'd like in a manager. The Board would like to invite town committees and other community groups to do the same, including Crystal Lake Improvement Association, Enfield Outing Club, Mascoma Lake Community Association, Lions Club, Lioness Club, and local business association if there still an active one.

The Board discussed expected Valley News coverage of the Town Manager issue. An article was expected on Wednesday, but it didn't appear in that issue.

Following an update of the search schedule with MRI and redistribution to department heads, the plan will be posted on the town's website.

**Building Maintenance:**

The Board briefly discussed building maintenance and responsibility for the same. There has been some confusion with the Community Building that needs to be worked out.

Mrs. Scovner received a complaint about issues at Huse Park, including a bolt sticking up out of the slab and a bowing board that is supporting the water tank. at the Pavilion at Huse Park The door also is in need of painting.

**Crystal Lake:**

The Board was contacted by Glyn Green and Wayne Adams of the Crystal Lake Improvement Association regarding concerns they and Jim Gerding have regarding work that is being done on and around the lake. The Selectmen were invited on a boat tour of Crystal Lake with Glyn Green and Jim Gerding to view the areas of concern. There is some question about what the NH Department of Environmental Services has and has not approved. Mrs. Scovner stated that if the Dept. of Environmental Services says it's OK, we don't have a leg to stand on. Mr. Payne and Mrs. Scovner will investigate further and report back.

**GPS Grant:**

Mr. Albanese expressed concern over the budgeting of \$20,000 for the GPS unit that will cost in total about \$46,000. The difference will be made up by grant funds. The area of concern is the need for gross basis budgeting in the state of New Hampshire. Mrs. Scovner moved to have April Whittaker write to the Department of Revenue Administration (DRA) to obtain a written opinion from DRA prior to the expenditure; Mr. Albanese seconded, vote unanimous.

Mr. Albanese recommended to Ken Daniels that he encumber the funds until 2006 and request the additional funding which would be fully offset by the grant funding.

**Lions Club Fair ~ Water Bill:**

Last year the town read the meter at the Community Building and billed the Lions Club for the water used during its annual fair. The Board of Selectmen would like the meter read before and after the fair, then have the proposed bill brought to them for consideration before sending it to the Lions Club. The Selectmen are unsure they want to pursue payment for water used due to the many things the Lions Club does for the town.

**INFORMATIONAL ITEMS:**

Cost comparison of out-sourcing printing and mailing of property tax bills vs. in-house processing. Out-sourcing resulted in a savings of \$142.22.

**ADJOURNMENT**

Mrs. Scovner moved to adjourn at 4:36 PM; Mr. Albanese seconded, vote unanimous.