

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

MINUTES of July 18, 2005

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

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

Others: Tate Picard and Julie Huntley, Enfield Community Building Board of Directors; Ken Hill, Enfield-Mascoma Lions Club; Police Chief Richard Crate; Nancy Smith; Joe Cote, Connecticut Valley Spectator; Attorney Robert Ciandella, Donahue, Tucker & Ciandella

CALL TO ORDER

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

NON-PUBLIC SESSION:

Attorney Robert Ciandella recommended entering non-public session under RSA 91-A:2 (c), attorney-client privilege to discuss the acquisition of Adelphia Cable by Comcast/Time Warner and how this may affect the town.

Mr. Albanese moved to enter non-public session at 5:03 PM, RSA 91-A:2 (c); Mr. Payne seconded. Roll call: Mr. Albanese – aye, Mrs. Scovner – aye, Mr. Payne – aye, motion carried.

Mr. Albanese moved to come out of non-public session at 5:43 PM; Mr. Payne seconded, vote unanimous.

Mrs. Scovner moved to hire Donahue, Tucker & Ciandella to represent the Town with negotiations with Adelphia; Mr. Albanese seconded, vote unanimous.

Mrs. Scovner wished to thank April Whittaker for arranging this meeting with Attorney Ciandella and for her advance preparation for the Board.

APPROVAL OF MINUTES

Mr. Payne moved to approve the minutes of June 27, 2005 as written; Mrs. Scovner seconded, vote unanimous.

Mrs. Scovner thanked Julie Huntley for the preparation she provided the Board for the abatement meeting on June 27th.

Mr. Albanese moved to approve the minutes of June 29, 2005 as amended at the last meeting; Mrs. Scovner seconded, vote unanimous.

The minutes of July 5, 2005 were tabled until the next meeting.

ADMINISTRATIVE

Mrs. Scovner wished to thank Paula Rowe for the lovely job she did for the retirement party for former Enfield Police Chief Peter Giese.

Mrs. Scovner moved to appoint Shirley Green to fill the regular position on the Conservation Commission vacated by Tom Clark, pending confirmation of Tom Clark's resignation; Mr. Albanese seconded, vote unanimous. Leigh Davis, Commission Chairman, will be contacted for a copy of Tom Clark's letter of resignation.

Nancy Smith brought in T-shirts for the Board of Selectmen with the new design for the 2005 Enfield Farmer's Market. Braden Kulbacki of Enfield drew the design for the T-shirt.

The Board reviewed and approved the following documents: 2004 property tax abatements/refunds and a veterans tax credit application.

CITIZENS FORUM**Police Chief Richard Crate ~ Various Issues:**

Chief Crate prepared a press release for the Police Department building dedication that took place at former Police Chief Peter Giese's retirement party.

Chief Crate explained that the town has been awarded a grant for DWI patrols. The grant will cover a 2-day patrol on the weekend and covers overtime costs. Mr. Albanese moved to accept the annual DWI overtime grant; Mrs. Scovner seconded, vote unanimous.

Chief Crate announced a press conference at 2:00 PM on Thursday at the Lebanon Police Department to discuss a new underage drinking "party line." This allows people that hear about a party to phone in. Parents can then be called.

A radar saturation program will be announced in the future. It will be run throughout the summer, particularly at the beginning of school.

BUSINESS**Dispatch Agreement:**

Mrs. Whittaker reported that our town counsel has approved the dispatch agreement between the town of Enfield and the town of Hanover. Chief Crate reported that Julia Griffin, Hanover Town Manager, has signed the agreement. A copy will be provided to the Selectmen's office.

2004 Audit:

Mrs. Whittaker provided each Selectman with a copy of the town's audit. She stated that she is leaving the town in very good financial condition, no adverse reporting at all. The sewer deficit is taken care of and the fund balance is over \$1,000,000, where it should be. Mrs. Whittaker explained that the fund balance should be 10% of total budgets, including school, town and county. The general fund can also be used to fund some capital projects.

Vital Communities Survey:

Mrs. Whittaker provided the Board with copies of the Vital Communities survey. Vital Communities is an active, well-backed organization.

Sale of Surplus Equipment:

Mrs. Whittaker relayed Kelly Butler's request for permission to sell surplus equipment, including typewriters, monitors, an old copier, etc... Mrs. Whittaker would like to include the Fire rescue truck per Fire Chief Crate's conversation with her. The Board approved.

Debt Service:

In response to an inquiry to Mr. Albanese regarding re-financing of bonds, Mrs. Whittaker supplied a copy of the town's debt service schedule. It was asked if the town could consolidate two different sewer loans to save money. One of those loans will be paid in full this year. The other is USDA funds, which was a grant/bond obligation. Mrs. Whittaker recommended using the State Revolving Fund for the tax increment finance district.

Mobile Home:

Ken Daniels estimates the cost of moving the mobile home, recently taken for taxes, at \$1,250. There is some question as to whether there are any hazardous materials included in the mobile home's construction. There are also some documents from the County Court now posted on the mobile home, in addition to the previous notices posted there. It is Mrs. Whittaker's understanding that the town liens trump them all. In response to Mrs. Scovner's inquiry, Mrs. Whittaker indicated that she would prefer to move the mobile home rather than dismantle it on site.

Streetlights:

The Board received a letter from Kurt Gotthardt regarding the need for some guidelines for the installation of new streetlights. Mrs. Whittaker suggested, to be fair, that the town develop a streetlight policy. Mrs. Scovner and Mr. Payne agreed.

Chief Crate stated that safety should be a part of the policy, and also agrees with what Mr. Gotthardt said in his letter about the need to look at the entire town. The Police Department brings just one aspect to it.

Mrs. Scovner said that for safety reasons the town should have streetlights on very dark streets. Mr. Albanese asked Mrs. Whittaker to look into a policy to address both safety and the rural character of the town.

Community Building:

Mrs. Whittaker presented the Board with a list of repairs, improvements and other issues related to the Community Building, including a sign for the building, water in the utility room, oven repair, front door locks, reports of the smell of smoke and smoking in the building outside of the Lions Club room, and cleaning supplies. The air conditioning is reported as not working properly as well.

Banking Services:

April Whittaker and Wendy Huntley met informally with representatives from Lake Sunapee Bank. Mrs. Whittaker presented as summary of the results of that meeting to the Board of Selectmen and has drafted an RFP for banking services. She has limited the Request for

Proposals to the 2 community banks, Mascoma Savings Bank and Lake Sunapee Bank. Based on the lack of fees, higher interest rate and the town's cash flow, the town would have realized additional interest of \$8,882 and savings in charges of approximately \$2,000 for fiscal year 2004. Mr. Albanese moved, given the fact that the comparison presented showed additional interest revenues of \$8,882 and a savings in charges \$2,000, to ask the Town Manager to do a Request for Proposals to local community banks for banking services; Mr. Payne seconded, vote unanimous.

Alcohol Policy:

Copies of opinions regarding the town's alcohol policy from the town's attorney and the town's insurance company were distributed to those present. Mr. Albanese stated that in a nutshell, both feel the town should keep the insurance requirement.

In his written opinion, the town's attorney explained the RSA that limits liability to \$150,000. Mr. Payne clarified for those present that if a claim is brought that doesn't fall under RSA 507-B:2 then the \$150,000 cap does not apply.

Ken Hill was confused by the change in opinion from the attorney that in January thought the town was relatively risk-free and now.

Julie Huntley stated that she was able to get event insurance over the Internet for a family reunion held in Maine. The cost for two days of coverage was just \$300.

Ken Hill thinks the town should maintain a list of vendors that renters of the building could use. Unfortunately, the town's attorney recommends the town not do this. The pros and cons of providing a list of vendors were discussed.

Tate Picard suggested the policy be amended to state that while it's not our policy to recommend vendors of liability insurance or other services we do know that it is available on the Internet by doing a search for "event insurance" or in the yellow pages. Mr. Albanese recommended drafting something to this effect and submitting it to the town's attorney for review.

Community Building Update:

Mr. Albanese informed Ken Hill of the issues brought up in Mrs. Whittaker's memo regarding repairs and other issues at the Community Building.

Ken Hill was informed that two men were reported smoking downstairs in the meeting room. He replied that he was there on the Friday in question, and no one was smoking. As for the complaint of the smell of smoke in the building, the problem was found and corrected. Mrs. Whittaker reported that she would be purchasing a vacuum cleaner, sponge mop and bucket for private use by applicants.

Mr. Hill reported that cleaning of the building has not been great. Mr. Albanese replied that some spot-checking would be done.

Other Business:

Mrs. Whittaker advised that Leroy Neily has completed his wastewater operator's license. Employees must be certified operators to work on the Water Department. The Town now has 3 full-time certified operators: Bruce Prior, Ken Daniels and Leroy Neily.

Mrs. Whittaker will reply to William Martin informing him that his complaint regarding Shaker Boulevard has been referred to Ken Daniels.

Mr. Albanese asked Mrs. Whittaker to drop a note to Carl & Marlene Patten regarding Livingstone Lodge Road. The Board noted in response to this and other complaints regarding the conditions of roads that you can't relate how much someone pays in taxes to when their road is fixed.

Mr. Albanese pointed out to the Budget Committee that as unit prices go up you get less miles of road done if the budget is held steady.

GPS Grant:

The Budget Committee discussed and expressed support for the GPS grant and purchase. The Budget Committee also supported the container tank. It was agreed that the GPS grant should have priority and Mrs. Whittaker will put the container tank in the next budget.

Mr. Albanese moved to authorize the Town Manager to accept the grant to do the GPS up to a total with the grant and town portion of \$47,000; Mrs. Scovner seconded, vote unanimous.

Budget Schedule:

The Budget Committee has adopted a meeting schedule starting on October 22, 2005. Mr. Albanese stated that the Selectmen would need to meet a time or two ahead of that date. Mrs. Whittaker was asked to draft a budget schedule for the Board of Selectmen.

Tazer acquisition was briefly discussed. Mrs. Whittaker recommended that Police Chief Crate talk to the town's insurance company.

The Board discussed the Ambulance budget. The personnel line has already been over expended. Unfortunately, the budget request for 2005 didn't include funds for the additional training, or very little. Mrs. Whittaker advised that she needs to find out squad policy with respect to numbers of personnel for each call. She also noted that she suspected that training time had not been fully accounted for in the 2004/2005 budget cycle. While the Board and Mrs. Whittaker are supportive of training, there just wasn't enough budgeted. Mr. Albanese asked Mrs. Whittaker to meet with Fred Cummings to discuss the Ambulance budget.

Discussion ensued regarding the Ambulance by-laws. Mr. Albanese feels they should recommend a chief for approval by the Town Manager or Board of Selectmen rather than electing their own.

Discussion of the Ambulance budget continued. Mrs. Whittaker has recommended they don't buy new equipment.

Mr. Albanese questioned whether the Ambulance capital reserve fund could be used for repairs. Mrs. Whittaker stated that they should have written a purchase order for the recent repair since it exceeded \$800, but would be leery of use of reserve funds for repairs. The ambulance CRF is for new acquisitions.

MS-4 Revised Estimated Revenues:

Mr. Albanese reported that Lee Carrier has stated that under the Dept. of Revenue Administration or an RSA the Budget Committee is supposed to be consulted before the MS-4 is submitted. The form says "prepared by" and Mrs. Whittaker is not comfortable with signing the MS-4 if she is not the one who prepared it. Mr. Albanese does not have a problem showing the Budget Committee the estimated revenues. Mrs. Whittaker explained the revenue budgeting process and the revenue reports that she already provides to the Budget Committee, and that they do in fact have regular issuances of the estimate of revenues during the budget process.

Employee Benefits and Bonuses:

The Budget Committee would like the employee benefit package to be reviewed within the next 18 months. Bonuses were discussed. The Town would like employees to continue to think creatively on how to keep costs down, but there could be problems with equity between departments.

Mrs. Whittaker is also concerned that cost containment could be result in reduced safety. She stated that the town employees prove consistently that they consider cost containment and she, personally, would be hard pressed to select one person for a bonus, within the administrative level. She opined that additional pay should be a privilege for learning new skills or an expansion of additional work undertaken outside of any job description.

INFORMATIONAL ITEMS

Quarterly Trust funds Report ~ June 30, 2005

Response to Vail Church re: abatement correspondence.

US Census ~ American Community Survey

ADJOURNMENT

Mrs. Scovner moved to adjourn at 7:20 PM; Mr. Payne seconded, vote unanimous.