

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

**MINUTES of October 17, 2005**

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

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

**Others:** Leslie Bolton; Alex Iskandar; Ken Daniels, Director of Public Works; Richard Crate, Jr., Chief of Police; Dan Kiley; Joe Cote, Connecticut Valley Spectator

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mrs. Scovner moved to approve the regular session minutes of October 3, 2005 as written; Mr. Albanese seconded, vote unanimous.

Mrs. Scovner moved to approve the non-public session minutes of October 3, 2005 as written; Mr. Albanese seconded, vote unanimous.

**ADMINISTRATIVE**

**Accounts Payable Payment Manifest:**

Mrs. Scovner moved to authorize the chairman of the Board of Selectmen to sign the payment manifest; Mr. Albanese seconded, vote unanimous. Mr. Albanese signed the manifest as presented, following a check of a number of invoices against the manifest.

**Payroll Manifest:**

Mr. Albanese moved to authorize Nancy Scovner to sign the payroll manifest later this week; Mrs. Scovner seconded, vote unanimous.

**Chain of Command:**

Mr. Albanese announced that until the new town manager comes on board the chain of command would be as follows: If there is an emergency that can't wait until the next Selectmen's meeting a member of the Board of Selectmen should be contacted. If the Selectmen can't be reached then Public Works Director Ken Daniels or Police Chief Richard Crate should be contacted.

**PUBLIC APPOINTMENTS**

**Leslie Bolton ~ Class VI Road:**

Leslie Bolton and Alex Iskandar have met with the Planning Board regarding a proposed 18 lot

subdivision on property he owns abutting the end of Evenchance Road, Map 10 Lot 10. The Planning Board requires clarification about the Class VI road located in the area. It is unclear, however, where exactly the Class VI road is. There are no town records of the layout of the Class VI road, one of the remaining portions of the Old NH Turnpike which was discontinued when NH Route 4A was constructed. Evidence in the field indicates that it may lie at the end of Evenchance. This evidence includes a Class VI Road sign at the end of Evenchance Road, an old logging road, and an electric easement along that road.

The Board asked Ken Daniels to work with Jim Taylor to obtain a legal opinion. Mr. Iskandar would prefer to upgrade the existing Class VI road with hope that the town would take it over once it has been upgraded to town specifications. Mr. Daniels was asked to provide the required specifications to Leslie Bolton. If the Class VI Road is upgraded there is a Class VI Road Policy in effect, which allows the Board of Selectmen to approve the upgrades with input from the Planning Board. A copy of the Class VI Road policy will be provided to Ms. Bolton. If the Class VI Road were to be discontinued it would require a vote of town meeting.

There has been some discussion of allowing recreational and/or conservational use of the upper portion of the property, but no definite plans are in place.

The Selectmen would like to hold a public hearing to discuss the project, specifically inviting residents on Evenchance Road to attend. They would like to combine the Planning Board hearing of the project with the Selectmen's public hearing, but need to wait for the legal opinion before the hearing can be held. Jim Taylor will be asked if the Planning Board hearing can be postponed if necessary. Mr. Iskandar will pay the costs of the public hearing.

Discussion followed regarding the proposed layout of the road. The current plan indicates a cul-de-sac with a right-of-way retained from the cul-de-sac to the Lebanon town line in case there is any desire in the future to connect to a proposed subdivision over the line in Lebanon. There was a proposed project in Lebanon and talk about an emergency exit into Enfield. There are differing opinions regarding a through street, with or without gates & bars. Connecting a public street in Enfield to a private street in Lebanon does not seem like a good idea. If Lebanon wants to coordinate with Enfield the Iskandar development provides grades that will connect.

Discussion ensued regarding the added maintenance that would be taken on by the Public Works Department. Mr. Albanese asked how the town deals with this on a resource basis. Mr. Daniels explained that the town has a maintainable mileage on plow routes that are divvied up among the staff. Too many new roads and the department would need to add another driver and truck, but not with just this project.

## **BUSINESS**

### **Police Chief Richard Crate ~ Department Update:**

Chief Crate provided an update on Emergency Management. The town was awarded a grant in 2003 by Homeland Security. There was \$6,500 left of the grant. Some radios were purchased. For a number of reasons the Fire Dept. airbags were not done. They have since been ordered and a check was expedited to Maine so it could be deposited immediately.

Funding for a GPS unit has been applied for and was going to Governor & Council.

Chief Crate received a request to join an advisory committee, the National Task Force on Community Preparedness and Response. There will be a ½ day meeting in Washington DC. Chief Crate has accepted the position on the committee and will be going down next month. Earl Sweeney of Public Safety in Concord thought it was not a bad idea for Chief Crate to participate.

In January, Chief Crate will come back to the Board of Selectmen with a status report on the Emergency Management Plan.

**Budget:**

Mr. Albanese will be preparing a memo to the Budget Committee and asked for clarification on the GPS unit so that information can be included.

Mr. Daniels explained that \$25,000 in grant funds is anticipated, and \$20,000 was included in the budget. The total cost of the equipment is about \$46,400, leaving the budget shy about by about \$3,200; it's a matching fund. This project includes the base unit, software and rover unit. The grant is likely but not guaranteed. If the grant does not come through the budgeted funds will need to be encumbered.

Police Chief Crate was looking over the 2005 budget to see what's left over for the filing system (approx. \$7,900), alarm system (approx. \$530), police station entrance pillars (approx. \$3,500). The doors to the station will also be repainted to a more subtle color.

Chief Crate provided a status report on the SPOTS terminal. One laptop has been dedicated to run the SPOTS terminal. Only about \$500 will be utilized in 2005.

The proposed file system will involve centralizing all the files that are now in 3 different locations. Record retention was discussed. While some police departments will shred documents after a certain number of years, Chief Crate feels some records should be retained indefinitely.

Police Department building maintenance in 2005 has included repainting the interior upstairs and installation of a new keyless entry.

To account for the increase in gasoline prices, Chief Crate would like to budget \$22,000 in 2006. The Board of Selectmen preferred to budget for a higher price per gallon and increase the Police Department gasoline line to \$24,000, which translates to a price of \$2.50/gallon. This expense will be revisited in January when actual expenses in 2005 are known.

Ken Daniels has increased his gasoline lines by the same percentage that the fuel charges have increased.

Police overtime is affected by emergencies and court. This line should be reviewed again in January when actual expenses in 2005 are known.

Chief Crate has reduced by half the number of hours requested for part time officers. Compensation for the various part time positions and the hours budgeted for those positions were discussed. The actual cost for part time personnel depends on many factors that are outside of the town's control, such as the number of animal complaints the animal control officer has to respond to.

Chief Crate went over the needs for repairs and service contracts. He believes this line can be reduced somewhat. Last year the department experienced a lot of computer problems. Discussion ensued regarding a computer maintenance service contract with Certified Computer Solutions. The Board briefly reviewed a proposed contract. Mr. Payne expressed concern about the number of exclusions in the contract. Mr. Payne and Mr. Albanese would like to talk to them more about their contract and services.

Chief Crate spoke to the Board about vehicle maintenance. The cost of parts is increasing. No large repairs are planned for 2006. About \$3,000 was spent on tires; this could go up to \$4,500. Tires are replaced twice a year.

**Halloween Party:**

Marcia Cornell, Recreation Director, informed the Board of a Halloween Party that will be sponsored by the Recreation Commission. The party will be held on Saturday, October 29<sup>th</sup> from 1-2:30 at the Community Building.

**Proposed Upper Valley Humane Society Agreement:**

The Upper Valley Humane Society (UVHS) has asked the town to sign an agreement for the housing of strays. Chief Crate mentioned that there are alternatives to the UVHS. The Board of Selectmen would like to meet with the UVHS to discuss the contract. Mrs. Scovner will contact Joan McGovern, past director of UVHS, and invite her to attend as well. It is believed that the previous owner of the UVHS property had intended to sell the property to the UVHS with the condition that the Town of Enfield not be charged for the keeping of strays. Unfortunately there does not appear to be anything in writing to this effect. It is hoped that Ms. McGovern will have some recollection of this condition on the sale of the property. They will be invited to the November 7<sup>th</sup> meeting. In the meantime, copies of the proposed agreement, property assessment cards and tax exemption paperwork will be provided to the Selectboard members.

**Vehicle Use Policy:**

Police Chief Crate reported to the Board that on October 17<sup>th</sup> Sergeant May was driving home in a cruiser when he came across a drunk driver, whose license was suspended, operating a 4-wheeler. If Sergeant May had not been allowed to take the cruiser home he would not have been able to pull over the individual. By pulling over this individual a serious accident may have been prevented. Currently three cruisers are going home with town personnel: Police Chief Crate, Sergeant May and Lieutenant Thompson. The cruisers are not for personal use.

Mr. Albanese would like Steve Schneider to take a look at the town's vehicle use policy so it can be applied evenly across the town. It was pointed out to the Board that the IRS has regulations regarding taxable fringe benefits that must be considered.

**Police Department Updates:**

Chief Crate reported that the issue of gambling was raised at a recent Police Chief's meeting. He feels the town may want to take a stand. Chief Crate noted that Jim Ruben and Nancy Scovner are opposed to it. Chief Crate is also opposed to it. He believes communities that have gambling have increased revenue, but surrounding communities suffer for it.

Chief Crate reported that a bill has been filed that would return a portion of penalty assessments to communities. A large percentage goes to run the Police Academy. Now 2% goes back to local communities. Chief Crate is not in favor of this bill due to the potential for some

community leaders to set up quotas. While he is not concerned about the possibility of quotas under the current administration, it is a slippery slope. He thinks it's important to be able to say that we don't get a dime of it. The town does receive some money back for violation of ordinances and alcohol fines.

Chief Crate expects to have a better figure for the proposed cruiser in the New Equipment line.

**Inter-municipal Agreement:**

Ken Daniels presented 5 copies of the inter-municipal agreement between the Town of Enfield and the City of Lebanon for sewer services. The agreement also includes a septage agreement.

Mrs. Scovner moved to authorize Selectboard Chairman Dominic Albanese to sign the septage agreement; Mr. Payne seconded, vote unanimous.

The Selectmen signed the Inter-Municipal Agreement.

**Public Works Mutual Aid System:**

The ice storm of '98 in New London prompted development of a Public Works Mutual Aid System, which includes a 6 member Board of Directors. Ken Daniels is a representative on the Board of Directors. Given the storm damage in the Keene/Walpole area, there has been a request of the System for assistance. Trucks were subsequently dispatched from southeast NH. Ken Daniels asked for a 10-wheeler to be sent from Enfield to Walpole for three days – Wednesday, Thursday and Friday. This will not have an unmanageable impact on operations in Enfield.

Mrs. Scovner moved to send a 10-wheeler to Walpole as requested; Mr. Payne seconded, vote unanimous.

**Transfer Station Operational Permit:**

It's highly recommended that the town have a storm water prevention plan (SWPP) at the Transfer Station. Ken Daniels presented a proposal for development of an SWPP at a cost of \$6,500. \$3,500 is in the budget for engineering services and can be used toward this expense.

Mrs. Scovner moved to proceed with the SWPP; Mr. Payne seconded, vote unanimous.

Mrs. Scovner moved to authorize Dominic Albanese to sign the contract for services to developed the SWPP; Mr. Payne seconded, vote unanimous.

**Visiting Nurse Alliance (VNA):**

Sue Larman is the director of the VNA. Dominic Albanese received a call from Sue Larman's office regarding the proposed meeting with the Board of Selectmen on November 7<sup>th</sup>. Mr. Albanese reported that while Mrs. Ruggeri has given detailed patient info, Sue Larman couldn't legally speak about specific patients. It was suggested that that the services of VNA be discussed on an operational/procedural level. If Mrs. Ruggeri has more problems, she has to go through the VNA complaint procedure. The Board agreed with the plan; specifics will not be discussed.

The Budget Committee has received a copy of Mrs. Ruggeri's letter and will be invited to attend the Selectboard's meeting with Sue Larman.

A letter will be drafted to Mrs. Ruggeri regarding the level of discussion at which the Selectboard can address her concerns about VNA services and funding.

## **CITIZENS FORUM**

### **Dan Kiley:**

Mr. Kiley asked if the Selectmen knew when NH Route 4A might be open. He was informed that it's a state road and the Selectmen do not have specific date.

Mr. Kiley is aware that the "Ironman Development" has been sold. Is there any word on the project? Mrs. Scovner has heard they want to make the project more land friendly. Mr. Albanese suggested asking the new owner for an update in January. Mr. Payne agreed that the new owner should be invited in the meet with the Board.

What is the status of the TIF district? Mr. Albanese replied that the town is gathering data and revenue, but no expenses.

## **BUSINESS, CONTINUED**

### **Solid Waste & Recycling Committee:**

The Solid Waste & Recycling Committee voted on 2 recommendations and has been asked to write a report. The recommendations will be turned over to Steve Schneider and Ken Daniels who can decide to use further help from the Committee or not. The Selectmen express their gratitude to the Committee for all their hard work. As of the Committee's next meeting their job will be done.

### **Ambulance Budget Justifications:**

Mr. Albanese will go over the Ambulance budget justifications with Fred Cummings. Mrs. Scovner noted that Fred Cummings lives in Lebanon and works in Hanover and questions whether he can serve as the Ambulance chief. Mr. Albanese is focused on budget, but noted that this is one of Steve Schneider's goals, to look at the structure of the ambulance department. Mrs. Scovner said that as a paid employee of the town the chief should be appointed by the Town Manager. Mr. Payne would like to call Mr. Cummings in to see the Board.

A non-public session may be held next Monday at the Selectmen's work session. Mr. Albanese will contact Mr. Cummings to invite him to the meeting.

Mr. Albanese asked Police Chief Crate if the department has a defibrillator in each cruiser. Chief Crate knows the department has them, but does not know if they're in every cruiser.

The Board discussed the cost vs. benefit of going to professionals for emergency services. They also spoke about various instances where emergency personnel can be intrusive.

### **Town Manager Contract:**

Mr. Albanese moved to hire Steven P. Schneider as the next Town Manager and to sign the contract as presented, contingent upon a satisfactory background check and satisfactory health report from his physician; Mrs. Scovner seconded, vote unanimous. The contracts will be sent to Mr. Schneider for his signature.

**Library Budget:**

Marjorie Carr requested an increase in her Repairs & Service Contracts from \$4,660 to \$4,801. Mrs. Scovner moved to increase the library Repairs & Service Contracts (01-4550-630) from \$4,660 to \$4,801; Mr. Payne seconded, vote unanimous.

**ADMINISTRATIVE, CONTINUED**

The Board approved payment of a bill to the Shaker Museum for use of their facilities during the Town Manager search.

The Board approved replacement of a damaged piece of phone equipment with a new one for an approximate cost of \$4,500.

Mr. Albanese thanked Ken Daniels for stepping up and helping out in an instance that could have been considered a gray area.

**INFORMATIONAL ITEMS**

- Bertrand Gilbert correspondence re: bridge naming, dated 10/8/05.
- Trustees of Trust Funds - Quarterly Report as of 9/30/05
- Tax Collector's Report as of 9/30/05
- MVRSD Letter of Thanks, dated 10/12/05

**ADJOURNMENT**

Mr. Albanese moved to adjourn at 7:43 PM; Mrs. Scovner seconded, vote unanimous.