

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

**MINUTES of February 2, 2004**

**Board of Selectmen:** Ilene P. Reed, Chairman; Keith Oppenneer; Dominic Albanese

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

**Others:** Mark Mills, Nancy Scovner

**CALL TO ORDER**

Mrs. Reed called the meeting to order at 5:30 pm.

**APPROVAL OF MINUTES**

Mr. Albanese requested an addition to the minutes of January 19, 2004 regarding the proposed employee pay plan, that no additional pay raises will be granted in 2004, and in 2005 the town will move to a single annual performance review date for all employees versus the current practice of reviews on an employee's anniversary date of hire.

Mr. Albanese moved to accept the minutes of January 19, 2004 as amended; Mrs. Reed seconded. Mr. Albanese and Mrs. Reed in favor, Mr. Oppenneer abstained; motion carried.

Mr. Oppenneer moved to accept the minutes of January 29, 2004 as prepared; Mrs. Reed seconded. Mr. Oppenneer and Mrs. Reed in favor, Mr. Albanese abstained; motion carried.

**ADMINISTRATIVE**

**Whitney Hall Rental Application:**

The Board reviewed an application for the rental of Whitney Hall for a private function. Concerns about the late hour of the event (5 PM -1 AM) and the availability of only one restroom, were discussed. After careful consideration of the issues the Board unanimously agreed to approve the rental of Whitney Hall for this event with the conditions that the event be allowed to continue only until midnight and that the renting party be made aware that there is only one functioning restroom available and the town retains the right to have a police officer monitor the event.

**Petition & Pole Licenses:**

The Board reviewed and approved two petition and pole licenses for Main Street and Oak Hill Road.

**CITIZENS FORUM****Nancy Scovner ~ Transfer Station Hours:**

Mrs. Scovner asked if the Transfer Station is going to be open until 8:00 PM, would there be lights? Mrs. Whittaker replied that there would be lights and that even without a change in hours, for safety issues, lights will be installed. Information was provided as to future public hearing regarding change in hours.

**OLD BUSINESS****Gravel Pits & Junkyards:**

Mr. Albanese asked if the town relies on the State to catch problems with junkyards and gravel pits. Mrs. Whittaker stated that the Planning Board is responsible for monitoring these establishments, though they can delegate these duties. Recently, gravel pit owners in Enfield received notices of violations from the State. The State is responsible for following up on some violations, such as wetland, site specific and terrain issues.

**Financial Reports:**

Mrs. Whittaker reported that the town's cash flow is good following 2<sup>nd</sup> property tax billing in 2003. She will be meeting with Ken Daniels, Director of Public Works to review a proposed sewer contract with the City of Lebanon. Town counsel will then be asked to review the contract.

**Economic Development:**

Mr. Oppenheer asked about the recent article in the Connecticut Valley Spectator regarding the potential for a supermarket in Enfield. Mrs. Whittaker stated there is nothing in the works at this time, but she would like to prepare by holding an "economic summit", after town meeting, with State planning, legislators, local and regional business owners, residents along US Route 4 and department heads to make everyone aware of the need for expanded infrastructure and to discuss future economic development along the US Route 4 corridor. The Board then discussed two new businesses in Enfield, a flower shop and a pet grooming shop.

**Wetlands Violations:**

Mr. Albanese asked about wetlands violations at Crystal Lake. Mrs. Whittaker is aware of only two, and these have both been reported to the NH Wetlands Bureau.

**Philip Tanguay Wetland Permit Application:**

The Board received additional information regarding the Philip Tanguay wetland permit application, which does not qualify for an expedited permit. Mrs. Whittaker consulted with Ken Daniels regarding this project and discussed the potential for flooding if the plans are insufficient to handle run-off, 100-year flood and road drainage.

Mr. Albanese asked if the town objects to this project being put on town land. There was no opposition in this regard, but the need for stamped, engineered plans was discussed. Mrs. Whittaker noted that an engineered plan puts the onus on the engineer versus the Town in the case of liability should the road be washed out as a result of Mr. Tanguay's construction.

Mr. Albanese moved to ask the Town Manager to write the property owner and ask for stamped, engineered plans and for the purposes of the plan he is permitted to impact Town of Enfield property; Mr. Oppenheer seconded, vote unanimous.

**Transfer Station Hours:**

The Board reviewed the proposed change in Transfer Station Hours, which increase from 16 hours/week (20 hours/week May-Sept) to 27 hours/week. The public hearing was rescheduled for Tuesday, February 17, 2004 at 7:00 PM due to anticipated inclement weather.

Mrs. Whittaker explained the difficulty with hiring and keeping qualified employees at the Transfer Station when they must work every weekend and some holidays. They want some time on weekends to spend with their families.

The Board discussed the impact the new hours might have on year-round and summer residents. Mr. Albanese suggested that whatever is decided, the new hours should be tried during a period when summer residents will be in Enfield for a 3-month trial basis and re-examined at that time.

Transfer Station staffing was discussed. The Solid Waste Facility Lead Operator will also work as a truck driver in the highway department. The currently Lead Operator has been transferred to the position of Grounds Crew Leader.

**Draft Town Warrant Review:**

Article 19: Mr. Albanese asked if the article proposing a change in the Tax Collector position from elected to appointed should be moved up from its current location to a position nearer the operating budget. It was the consensus of the Board to keep the article in its current position immediately following the monetary articles.

Article 21: State Land Acquisition. The Board received a copy of correspondence from the State to Ken Daniels regarding delaying the acquisition of state owned land near the railroad underpass and former Shaker Bridge Motel property. This article will not be pursued.

Article 8: Operating Budget. This article has been reworded per NH Dept. of Revenue Administration recommendations. The dollar amounts in this article match the budget as proposed to date. The estimated tax impact must be calculated, but nothing is final until after the public budget hearing.

Mr. Oppenheer moved to accept articles 7 through 20 and article 22 as presented in the 2004 draft warrant; Mrs. Reed seconded, vote unanimous.

**ANY OTHER BUSINESS****Jones Hill Septic Failure:**

Mr. Albanese inquired into the status of a septic failure at a Jones Hill property. Mrs. Whittaker reported that the situation is with the Dept. of Environmental Services and Phil Neily, Building Inspector/Health Officer. The Town can install a new system and put a lien on the property if that is what's required to resolve the situation. The problem stems from the renovation of a 2-bedroom house to a 2-family house without an updated septic system. Daily pumping receipts may soon be required.

**Shedd Street Property:**

Mr. Albanese asked who would answer questions regarding the continued use of the highway department property on Shedd Street. Mrs. Whittaker will address any concerns. The construction of a sand & salt shed has been put on hold, which has forced the town to keep the property because the shed houses the Town's supply of road salt.

**Budget Hearing Informational Packet:**

Mrs. Whittaker prepared an informational packet for public presentation at the Budget Hearing. The packet includes an executive summary, tax prediction, the proposed budget, etc. Copies of the packet will be distributed to a few area businesses and will also be made available in PDF format on the Town's website.

**School Budget & Minutes:**

Mr. Albanese requested information on the school budget. He would also like copies of the school board minutes, and would like them to be posted on the Town's website.

**Television Cable Contract:**

The Board discussed the Town's contract with Adelphia Cable. Is there any way to renegotiate? Mrs. Whittaker was asked to forward the contract to Town Counsel for review.

**Water & Sewer End-of-Year Reports:**

The Board reviewed end-of-year reports for the water & sewer departments. Water is very close with estimated revenues of \$161,000 and budget of \$160,000. There is very little bad debt with less than \$3,000 in unpaid water rents.

Mr. Oppeneer asked if there are sufficient funds in the water meter/backflow preventer capital reserve fund. Mrs. Whittaker must consult with Ken Daniels. She does not want to make changes in the water rate until the sewer rate is settled.

**NH Dept. of Transportation NH Route 4A/Shaker Bridge Hearing:**

The Town received a response from Alex Vogt regarding the NH Route 4A/Shaker Bridge hearing. He is understanding of the Board's concerns, but pointed out that if the town wants to consider underground utilities, the expense will not be covered by the State.

**Highway Pick-Up Truck:**

Highway truck #204, a 1993 Ford F-350, is out of service due to mechanical/engine problems. A used motor would exceed the value of the vehicle. The Highway Department would like to

retain the truck only long enough to strip it of usable parts. A used, surplus truck will be sought. The cost for a used surplus vehicle should be between \$2,000 and \$3,000. The cost for a new motor is estimated between \$2,000 and \$2,400.

**Various Issues:**

Mrs. Whittaker addressed several issues from an e-mail from Mr. Albanese: Phil Neily will be asked to meet with the Board of Selectmen for a department update, a copy of the article regarding conflict of interest that was voted on at town meeting will be obtained, an employee/staff round table discussion will be scheduled following town meeting (the office will be closed for ½ a day), a report of conservation land in Enfield will be forwarded to Kurt Gotthardt (since 1995 land in conservation has increased to 5,500 acres), discussion will take place at a later date regarding the duties of the conservation and the role the Planning/Zoning Administrator will play, specifically regarding violations.

**Selectmen's Letter to the Citizens of Enfield:**

The Board reviewed a draft of the Selectmen's Letter to the Citizens of Enfield for the Town Report.

Mrs. Reed was uncomfortable with the paragraph praising her for her work as Selectmen and Town Clerk when her name is on the report. A note will be included that she abstained from this paragraph.

**INFORMATIONAL ITEMS****Wetlands Bureau correspondence re: Map 44, Lot 12, dated 1/14/04**

**Notice of Long Distance Provider Change:** Mrs. Whittaker thanked Alisa Bonnette for swift action in changing the Town's long distance carrier on very short notice. The Town now uses PaeTec Long Distance, administered by SegNet, a local firm.

**Steve Nelson article** entitled, "Not Everyone is Made to Feel right at Home in Upper Valley" and response by April Whittaker entitled, "Unfounded Claim About Enfield."

**Springtime striping project:** The State inspected polling places during the Presidential Primary for compliance with ADA regulations. The Town was sited for only one deficiency, the lack of a handicapped parking space suitable for a van. This will be corrected in the spring when the weather allows re-striping of the parking lot.

**Notice of Planning Board Public Hearing,** Wednesday, February 11, 2004.

**ADJOURNMENT**

Mr. Oppenheimer moved to adjourn at 7:05 PM; Mr. Albanese seconded, vote unanimous