

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

MINUTES of February 17, 2004

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

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

Others: Ken Daniels, Director of Public Works; Andy MacDonald, Grounds Crew Leader; Don Morris, Transfer Station Attendant; Dan Kiley; Steve Stancek; Peter H. Giese, Chief of Police; David Beaufait, Moderator

CALL TO ORDER

Mrs. Reed called the meeting to order at 5:34 pm.

APPROVAL OF MINUTES

Mr. Albanese moved to approve the minutes of February 2, 2004; Mr. Oppenneer seconded, vote unanimous.

ADMINISTRATIVE

Property Tax Refunds/Abatements:

The Board reviewed and approved the following documents: 2002 & 2003 property tax lien abatements for Map 24, Lot 14; 2003 property tax refund for Map 34, Lot 78.

Interim Supervisor of the Checklist:

The Board unanimously appointed Kathy Decato Interim Supervisor of the Checklist; term effective 2/17/04 through 6/5/04.

Forest Fire Warden & Deputy Warden Appointments:

The Board of Selectmen recommended appointment of the following individuals: As Warden ~ David J. Crate; as Deputy Wardens ~ Timothy Taylor, Jon Cattabriga, Richard P. Chase, Donald A. Crate, Robert H. Pollard, Sr., Richard A. Crate, Paul Alan Gove, Jeffery Densmore, Donald J. Crate, Richard Bean.

OLD BUSINESS**Town Meeting Warrant Narrative:**

The Board reviewed the draft narrative pertaining to the 2004 Town Meeting Warrant. Minor changes will be made to improve the presentation. An information packet will be prepared for Town Meeting to include the Warrant, Warrant Narrative, and a portion of the packet provided at the Budget Hearing on February 9th.

PUBLIC HEARING ~ HAZARD MITIGATION PLAN

Mr. Oppenneer moved to open the public hearing at 6:05 PM; Mrs. Reed seconded, vote unanimous. The purpose of the public hearing is to discuss the adoption of a Hazard Mitigation Plan. This is the second revision of the plan. The plan is meant to address severe emergency situations such as floods, tornados, ice storms, earthquakes, etc.

Mrs. Reed invited comment from the public. Dan Kiley spoke highly in favor of the plan. There being no further comments, Mrs. Reed closed the hearing at 6:07 PM

Mr. Oppenneer moved to endorse the Hazard Mitigation Plan as presented; Mrs. Reed seconded, vote unanimous.

OLD BUSINESS**Town Manager's Report ~ DPW Staff Meeting:**

The Board scheduled a meeting with the Public Works Department staff on Thursday, February 19, 2004 at 3:30 PM. The purpose of this meeting is to provide a roundtable session, to provide a platform of mutual discussion regarding working conditions, equipment, etc., between the Board of Selectmen and employees. There is no set agenda for this meeting.

Letter of Resignation:

Mrs. Reed submitted her resignation as Town Clerk effective at the end of the day, March 13, 2004. Mr. Oppenneer moved to accept Mrs. Reed's resignation with deep regrets; Mr. Albanese seconded. Mr. Oppenneer and Mr. Albanese in favor, Mrs. Reed abstained, motion carried.

Mrs. Reed moved to appoint Carolee T. Higbee as Town Clerk effective upon Mrs. Reed's resignation and until the next election of Town officials; Mr. Albanese seconded, vote unanimous. An appointment form will be drawn up for the next business session.

Employee Drug Testing:

Drug testing is in place for all full-time employees. Previously, only employees required to hold a CDL were required to be tested. Mr. Oppenneer asked if lifeguards were included. Mrs. Whittaker replied that only full time employees (35 hours/week or more) are included. Discussion ensued regarding the unwieldiness of including all paid employees, including firefighters and other "volunteers" that have other jobs. Mr. Albanese would like to discuss this matter further at a later date. He suggested that including the Board of Selectmen in the random

testing pool would set a good example, however, the Board was fully cognizant of budgetary impacts for inclusion of part-timers and volunteers into the testing pool.

Tasco Alarm System:

The Board discussed the upgrading of the Whitney Hall & Police alarm system with Tasco Security. Chief Giese and Ken Daniels both reviewed alternatives and recommend remaining with Tasco for this service given the immediate warning signal directly from Whitney Hall to the Police Department.

9-1-1 Addressing in Daniels Acres:

There has been some confusion with numbering at the mobile home park known as Daniels Acres. Jim Taylor, Planning/Zoning Administrator received an inquiry and followed up with a site visit. It is true that there are 3 mobile homes with the number 14, but they are each located on different streets. There is one mis-labeled home near the mailboxes, which Mr. Taylor will follow up on. The park manager needs to ensure that correct address are posted and residents must be informed that they must use both the number and correct street name when providing their address to emergency personnel. Address are no longer simply # Daniels Acres, but are instead # Hewitt Drive, # Daniels Drive, or # Bocash Drive. A follow up mailing to all residents was suggested.

PUBLIC APPOINTMENTS**David Beaufait ~ Town Meeting / Warrant:**

The Board and Dr. Beaufait reviewed the warrant, article by article, and discussed the presentation of each, as well as other preparations required for town meeting.

Dr. Beaufait reported that the State did an inspection of Whitney Hall during the Presidential Primary for handicapped accessibility. There were some questions regarding the mat in the entryway, the handicapped parking and the handicapped voting booth. The striping of the parking lot will be corrected in the spring. A new voting booth that meets State standards will be taken care of.

Ballot clerks will be asked to attend Town Meeting in the event a paper ballot is requested, in order to speed up the process.

PUBLIC HEARING ~ TRANSFER STATION HOURS OF OPERATION

Mr. Oppeneer moved to open the public hearing at 7:12 PM; Mrs. Reed seconded, vote unanimous. The purpose of the public hearing is to discuss proposed changes in the hours of operation of the Transfer Station. Mrs. Whittaker explained the difficulty with getting and keeping staff that is willing to work both Saturday and Sunday every weekend, plus holidays. Potential candidates for transfer station attendant positions want time on the weekends to spend with their families. Additionally, the Canaan Transfer Station is closed on Sunday resulting in some Canaan residents disposing of their trash at the Enfield Transfer Station. While there has been a reduction in solid waste tonnage since Transfer Station staff has begun enforcing the need

to show a permit sticker, the best option to address all of the town's concerns appears to be to close on Sunday given the hiring problems and use by non-residents.

Mr. Daniels presented the current hours, amounting to 16 hours/week in the winter and 20 hours/week in the summer, and the proposed hours amounting to 27 hours/week most weeks. (See the attached public hearing notice for a list of the proposed hours.)

Mr. Albanese suggested a different schedule that would include Sunday since Sunday is best for summer residents, however this would not address the problem of Canaan residents bringing their rubbish to Enfield. Discussion ensued regarding enforcement of the rules of the Transfer Station. All residents are required to have a sticker, available at the Selectmen's Office or Transfer Station.

Handouts and signs for Town Meeting advertising a change of hours were suggested.

Mr. Stancek expressed concern about possible roadside dumping. Mrs. Whittaker responded that these people not difficult to catch and would be subject to a \$5,000 fine.

Mr. Albanese expressed his appreciation to Andy MacDonald and Don Morris for their work at the Transfer Station, the facility looks great.

Mr. Stancek asked where the relocation of the Transfer Station stands. Mrs. Whittaker replied that a new facility would have to meet current standards at considerable expense, thus there are no immediate plans for relocation.

Mr. Stancek asked if a baler would reduce employee time spent transporting materials. Mr. Daniels replied that the Town couldn't add a permanent structure to the site, which sits on a closed landfill. There has been some interest in having a regional facility.

Staffing of the Transfer Station was discussed, including keeping Mr. MacDonald on at the Transfer Station until his replacement can become certified as a solid waste operator.

Mr. Albanese moved to close the public hearing at 7:40 PM; Mrs. Reed seconded, vote unanimous.

Mrs. Reed moved to change the Transfer Station hours as originally proposed for a trial period to run from April through July, Mr. Oppenheimer seconded, vote unanimous.

Mr. Stancek asked if there was any reason to have the hours from 8-4, why not 9-5? Mr. Daniels replied that the hours could be adjusted. The proposed hours were the best starting point and can be adjusted as needed.

Non-Public Session:

Mr. Oppenheimer moved to enter non-public session at 7:45 PM, RSA 91-A:3 II (a); Mr. Albanese seconded. Roll call vote: Mrs. Reed – yes, Mr. Oppenheimer – yes, Mr. Albanese yes; vote unanimous.

Mr. Albanese moved to come out of non-public session at 8:40 PM; Mr. Oppenneer seconded, vote unanimous

After returning to public session, Mr. Albanese moved to approve the following grade changes:

- *Police Officer from grade 16 to grade 17
- *PT Police Officer from grade 13 to grade 15
- *Police Chief from grade 25 to grade 26
- *Deputy Town Clerk from grade 13 to grade 14
- *Deputy Tax Collector from grade 13 to grade 14
- *Human Services Director from grade 10 to grade 12

Mr. Oppenneer seconded Mr. Albanese's motion, vote unanimous.

INFORMATIONAL ITEMS

Memo re: clearance of snow & debris from hydrants

Planning Board Notice ~ Wednesday, 2/24/04, 7:00 PM. DPW Facility

NH Division of Forests and Lands ~ Wildlife habitat improvement project

January & February 2004 Police Reports

Heritage Commission 2/12/04 Meeting Agenda & "Ideas for Action"

Correspondence to Liberty Mutual Insurance Co. re: Claim

Bacon v. Town of Enfield

Sanborn, Head & Associates report re: UST Closure

Minimum Impact Expedited Wetlands Application ~ Wayne Findholt, Crystal Lake Rd., proposed driveway culvert

Notice of violation re: Map 5, Lot 14

Lakeview Condominium Association re: CO venting

Phil Neily Certification ~ Fire Inspector I

ADJOURNMENT

Mr. Oppenneer moved to adjourn at 8:45 PM; Mr. Albanese seconded, vote unanimous.