

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

MINUTES of April 5, 2004

Board of Selectmen: Keith Oppenneer, Chairman; Dominic Albanese; Nancy Scovner

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

Others: Ken Daniels, Director of Public Works; Kathy DeRoches, University of New Hampshire Technology Transfer Center; Dan Kiley; Phil Neily; Don and Viola Daniels; Lisa Daniels; Tina Mitchell; Rick Barrow; Carl Pellerin; Earl Brady

CALL TO ORDER

Mr. Oppenneer called the meeting to order at 5:15 pm.

APPROVAL OF MINUTES

Mr. Albanese moved to approve the regular session minutes of March 22, 2004; Mrs. Scovner seconded. Mr. Albanese and Mrs. Scovner in favor, Mr. Oppenneer abstained, motion carried.

Mr. Albanese moved to approve the non-public session minutes of March 22, 2004; Mrs. Scovner seconded. Mr. Albanese and Mrs. Scovner in favor, Mr. Oppenneer abstained, motion carried.

ADMINISTRATIVE

The Board reviewed and approved the following documents: Certification of Yield Taxes Assessed, 2003 Property Tax Refunds, and 2004 Household Hazardous Waste Collection Agreement for August 21, 2004 collection.

The Board of Selectmen unanimously approved the application for Current Use designation for the town-owned Harris Brook reservoir property located in Canaan. This property is part of the wellhead protection area. This will save the town of Enfield about \$3,000 annually in payments in lieu of taxes. Payments in lieu of taxes, by law, must be equal to the taxes that would ordinarily be charged.

NEW BUSINESS**Recommended Tree Removal:**

The Selectmen received a recommendation from Jeffrey Carney of Granite State Electric for removal of trees on the corner of Hawley Drive and Lockehaven Road. It is Mr. Carney's opinion that these trees pose an imminent hazard.

Mr. Oppenheer moved to approve the removal of the trees on the corner of Hawley Drive and Lockehaven Road as recommended by Jeffrey Carney of Granite State Electric; Mr. Albanese seconded, vote unanimous.

PUBLIC APPOINTMENTS**Master Road Scholar Presentation:**

The University of New Hampshire, Technology Transfer Center, (T²) is funded by Federal Highway & the NH Department of Transportation and approved by Governor and Council. T² provides education and training for highway departments. Ken Daniels is a trainer for T² for drainage, along with Tim Sweeney of Bow. This is one of the core courses. Mr. Daniels is good at making technical information available to those without a technical degree. Kathy DeRoches presented Ken Daniels with an award for the highest level of achievement ~ Master Road Scholar. This award is also for the Town as it shows the Town's support for training. The Selectmen congratulated Mr. Daniels on his accomplishments.

CITIZENS FORUM

No comments were forthcoming from the public.

OLD BUSINESS**Town Manager's Report:**

Mrs. Whittaker presented the Board with copies of the Town Manager's report, Building Inspector's report, Police Department report and a summary expense report for March. Any questions or concerns can be raised at the next meeting.

Downtown Improvements:

Dana Fox approached Mr. Albanese regarding downtown improvements, specifically the planting of trees in the downtown area. It was agreed that Mr. Fox should be put in touch with Gene Talsky of the Enfield Village Association. Mrs. Whittaker said there is \$2,000 to \$3,000 in the downtown account that could be used.

Mr. Oppenheer noted that the Copeland Block is up for sale.

Ilene Reed Retirement Party:

There will be a retirement party held for Ilene Reed on May 12, at 6:30 pm at the Shaker Inn. An ad will be placed to alert the public and invitations sent to a select group of individuals,

including family and close friends and associates. The Board discussed an agenda and presentations.

Public Works Facility Paving:

The Board briefly discussed the need to pave the drive at the Public Works Facility. This will be held off until later in the year to be sure sufficient funding is available.

Board & Committee Appointments:

The Board considered impending appointments to various boards and committees. The Selectmen will call individuals that may be interested in serving.

Conservation Commission ~ Cecilia Aufiero and Ken Daniels will not seek reappointment. Ms. Aufiero will be happy to serve on a sub-committee. Meredith Smith has indicated that she will resign to allow her to focus more of her time to the Heritage Commission. Gary Guadette's term expires May 1, but he has not contacted the town regarding his interest in serving on the commission.

Planning Board ~ Barbara Moyer will not seek reappointment to the board. Terry Terry would like to serve as an alternate member rather than a regular member. The Planning Board has recommended that Terry Terry be appointed as an alternate member and that alternate members Kurt Gotthardt and Kelley Wescott be appointed as regular members.

Mr. Oppeneer recommended appointment of a Planning Board alternate for the Ex-Officio position. Mrs. Scovner volunteered to serve in that capacity; the Board concurred.

The Board discussed the formation of a Solid Waste & Recycling Committee and the pros and cons of doing so early in the investigative process. Mr. Albanese suggested a five-member committee to include a Selectman (Mr. Oppeneer volunteered), a Planning Board member, Ken Daniels and/or Andy MacDonald. Ken Daniels recommended formation of the committee early in the process to provide maximum input and support from the citizenry. The Board considered individuals to invite to participate including Jean Patten, Mike Crate, Fran Perillo, Becky Powell, Nicole Hamilton, Sandy Akacem and Paul Mirski.

There will be a New England solid waste conference held June 7 and 8. Mr. Oppeneer would like to attend. Ken Daniels or a member of his department will also attend. Mr. Daniels recommends that each member of the Recycling Committee also attend.

Town Manager 2004 Work Plan & Goals:

Mr. Oppeneer moved to accept the Town Manager's draft 2004 Work Plan & Goals. There was no second as discussion ensued. Mr. Oppeneer would like to recommend some priority changes. Ideally the list would include only 5 or 10 items and Mrs. Whittaker can take care of the details. Mr. Oppeneer will review an old list of projects and goals to be sure the most important of these items are carried over to the new list. The Town Manager 2004 Work Plan & Goals will be finalized at the next meeting.

Mrs. Whittaker would like Ken Daniels to prepare a similar short list of priorities based on his Department Task List, including one or two goals for each of the divisions in the Department of Public Works.

Public Officials Bond:

Mrs. Whittaker provided the Board with a copy of the Public Officials Bond provided by the NH Municipal Association Property Liability Trust. Amounts for bonding are provided as required by the NH Department of Revenue Administration.

Web Site Improvements:

The Town has been asked to provide property assessment information on its web site. The Board was provided with copies of reports that can be generated and converted to PDF files that can be read with Adobe Acrobat Reader. The Board also received a copy of an article entitled *Privacy Rights vs. Freedom of Information: Property Data* that ran in a recent issue Town & City magazine. This article highlights the need to address a balance between readily available information and the public's desire for privacy. It was the consensus of the Board not to include the mailing addresses of property owners on the web site. Julie Huntley will be attending a conference later in April and may be able to provide the Selectmen with additional information on which to base a decision on what information should be included.

A new section will be added to the Guide to Services section of the web site for forms and reports. This will provide a central location for all forms available for download that may also be listed separately under various department headings. The Board was in favor of this improvement.

PUBLIC HEARING ~ METER REPLACEMENT FUND CHARGES

Mr. Oppeneer recessed the Selectmen's meeting at 6:30 PM and opened a public hearing at 6:30 pm to discuss an increase in the quarterly fixed charges for the backflow preventer/meter replacement fund.

The Board of Selectmen proposed increased charges as follows: Increase rates on 5/8 in. from \$0.75 to \$2.23 and 3/4 in. from \$1.00 to \$3.10. Add charges for 1 in. at \$5.72, 1-1/2 in. at \$12.24, 2 in. at \$16.82, 3 in. at \$78.00, 4 in. at \$87.21 and 6 in. at \$152.55.

The purpose of the increase is to build up the reserve fund for meter replacement to replace meters on a 10-year rotating basis. This covers only the cost of the meter itself, not labor to install it.

There are currently no 4 or 6-inch services installed.

Rick Barrows asked if each person on the system is paying for a meter every 8 years, would it be replaced for free? Mr. Daniels explained that the computer system includes the date the meter was installed so replacements can be rotated based on the age of the meter.

Rick Barrows was assured that the money from these charges is deposited into a reserve fund and not used for any other purpose.

Earl Brady asked for clarification on the cost to homeowners. He was informed that a typical home would have the charge increased from 75 cents to \$2.23 per quarter.

Mr. Brady mentioned that he does not have a curb stop in front of his house because his lay in the path of the storm drain when it was installed. Mr. Daniels replied that this should be taken care of.

Mr. Barrows expressed concern that the base rates will be going up and that will offset any savings realized when the user rates go down. Mr. Barrows asked for the base charges to be explained. Since the other base charges are not relevant to the subject at hand, Mr. Daniels will explain the bill to Mr. Barrows outside the meeting at Mr. Barrow's convenience.

Mr. Oppenneer called the hearing to a close at 6:46 PM and re-opened the Selectmen's meeting.

Mr. Albanese stated that most of the charges address new building that would not otherwise be covered.

Mrs. Scovner moved to approve the fixed quarterly backflow preventer/meter replacement fund charges as proposed; Mr. Albanese seconded, vote unanimous.

NEW BUSINESS

Any Other Business:

Mrs. Whittaker reported that the tax maps are being digitized, but the town cannot afford the zoning overlay this year.

Police Department Laptops:

The Board discussed the need for new laptop computers in the Police Department. The hardware has not kept pace with the needs of the required software updates. One new laptop was budgeted for in 2004. Two more laptops are needed and can be funded with money from the Technology Capital Reserve Fund. Mr. Albanese recommended a four-year replacement schedule for computer hardware.

The Board also discussed computer connectivity. The town currently has a contract for services with SegNet. Inquiries will be made with Adelphia and Verizon, keeping in mind security needs of the department.

Community Building:

Mrs. Whittaker explained the desire of the Lions Club to turn over the Community Building June 1, 2004 rather than as expected in 2005. The Lions Club wants to provide a turnkey operation including furnishings. Mrs. Whittaker and Julie Huntley have been working with the Lions Club. The Club has limited funding at the present time. Mrs. Whittaker and Mrs. Huntley and are recommending the Club purchase fewer higher quality chairs rather than a great number of inferior chairs. Mrs. Whittaker suggested assistance from the Town using the undesignated fund balance as an emergency expenditure covered by statute. This expenditure would require a recommendation by the Budget Committee and approval from the NH Department of Revenue Administration. Mrs. Whittaker hopes to hold a meeting with the Budget Committee before the end of April. Mrs. Whittaker has not prepared an estimate of anticipated costs as yet, but responded to Mr. Albanese's inquiry that \$5,000 may indeed cover building running costs, but exterior work still needs to be completed. She will provide more details at the next meeting.

Lions Club Vending Wagon:

The Lions Club requested permission to store their vending wagon in the Shedd Street highway garage. In return, the Lions Club will pay the heating bill for the building. The Board approved this arrangement provided the Lions Club signs a hold harmless agreement.

Wolf Hybrid:

There was an instance of a wolf hybrid biting a child. Charges have been brought against the owner and the animal is not allowed out of the house until a proper compound is installed.

Cambridgeville Estates Drainage:

Ken Wheeler has voiced his concern that the Cambridgeville Estates may be causing drainage problems on his land. Ken Daniels, conducted a site visit on March 31, 2004, to Cambridgeville Estates to observe how the newly installed drainage system was functioning. The Board reviewed these findings. It appears that this is a private property dispute. Mr. Wheeler will be notified of these findings.

Chain of Command:

The Chain of Command in the absence of department heads has been updated. Copies will be provided to the Board.

Eastman Dumpsters:

Ken Ryder, Eastman Director, is in agreement that the dumpsters on Bear Drive should be removed. Ken Daniels will contact the town's vendor regarding curbside rubbish collection for Eastman residents and Mr. Ryder and Mr. Daniels will jointly notify Eastman residents.

Law of Insufficiency:

Once a complaint has been made regarding a road hazard the Town has 72 hours to repair or mark the hazard. Mr. Daniels has beefed up the procedures regarding reports of insufficiency and the required follow-up.

Bacon v. Town of Enfield:

Mrs. Scovner requested an update on Bacon case. Mrs. Whittaker provided the legal findings of the case. The Bacon's are pursuing their last legal recourse and the issue should be settled once and for all by September 13, 2004.

Advanced Workshop for Local Officials:

Mrs. Scovner would be interested in attending this function. The NH Municipal Association will be contacted on her behalf.

Request for renaming of Canaan Road:

The Board of Selectmen received a request to rename Canaan Road to Mud Pond Road. The Board of Selectmen received a memo from Jim Taylor, Planning/Zoning Administrator, regarding the options available to the town. No decisions were made at this time.

Fire Truck Repair:

The Board discussed the repair of the Fire Department Pickup recently damaged in an accident. The town has already received an insurance check for \$6,253.58, less deductible, minus lettering.

Mr. Albanese expressed concern about the cost of gold leaf lettering. Mrs. Whittaker will look into it.

Mr. Daniels asked if the personal insurance of the firefighters that were driving, when recent accidents occurred, increased. Mrs. Whittaker replied that unlike highway department employees, fire department employees are protected by statute. A brief discussion ensued regarding the need for protection of highway crews from increased insurance premiums based on accidents that happen while on the job.

Web Site Improvements:

The Board discussed the pros and cons of having their personal email addresses on the town's web site. The Board unanimously agreed to include their personal emails addresses in order to be more accessible to the public.

Town Property Schedule:

Mrs. Whittaker provided the Board with a schedule of town-owned property so decisions can be made regarding which properties to sell in 2004.

The Selectmen also need to make a decision regarding the Bicknell Brook Trail property on Grafton Pond Road. Mr. Albanese updated Mrs. Scovner on a loose agreement reached at a meeting with Mr. Albanese, Mrs. Whittaker and the Conservation Commission. It was agreed that either a 400' corridor or the whole parcel, minus smaller building lots, would be protected by a conservation easement.

The Board of Selectmen can decide which way they want to go and a survey drawn up. Mrs. Scovner recommended a public hearing be held. Mrs. Whittaker recommended holding off on a decision until after May 1 when there should be a complete Conservation Commission.

Mrs. Scovner mentioned the need to reclaim the old fill pit. Mr. Daniels replied that the Public Works Department has been hauling spoils out.

Other Business:

The Assessing Certification process has begun.

SB 533 proposed to classify municipal recreation programs as day care centers. Mrs. Scovner replied that this is a 28A issue (unfunded mandate) and is unlikely to pass.

Class VI roads are taking being badly damaged this spring by illegal wheeled vehicle traffic. The Conservation Commission may be charged with the protection of Class VI roads, including posting them.

Mr. Oppeneer asked Mr. Daniels if he had completed all of the issues that were identified in a Workers comp survey. Mr. Daniels replied that they were completed.

Mr. Oppeneer asked how close the town was to having a new sewer agreement. Mrs. Whittaker and Mr. Daniels have a meeting with the town attorney on Tuesday, April 6th.

Mrs. Whittaker responded to various other small concerns brought up by Mr. Oppeneer, none of which required further action.

The Selectmen requested a copy of the work order for the Bennet road drainage project. Quotes have not yet been sought.

The Anne's Place punchlist will be referred to Jim Taylor who is officially full time as of Monday. The police have responded to Anne's Place on two occasions. The Board was apprised of the management structure of Anne's Place in terms of the sponsoring agencies.

Mrs. Whittaker reported that Scott Thompson now belongs to a special operations unit that responds to hostage or terrorist situations. This specialized unit consists of 42 individuals. The cost to join would be \$2,500. The town can save by joining now, rather than waiting until 2005 when the cost will increase. Scott is receiving specialized training.

Mrs. Scovner moved to grant permission to pay out \$2,500, which is not in the budget, to join the Special Operations Unit (SOU); Mr. Oppeneer seconded, vote unanimous.

Mr. Albanese noted that the new Transfer Station hours need to be posted in more public places, including the Transfer Station, Whitney Hall, Petro Mart (Cathi & Don's), etc...

Non-Public Session:

Mr. Albanese moved to enter non-public session at 8:05 PM, RSA 91-A:3 (c) and (d); Mr. Oppeneer seconded. Roll call vote: Mr. Albanese – aye, Mrs. Oppeneer – aye, Mrs. Scovner – aye, motion carried.

Mr. Albanese moved to come out of non-public session at 8:35 PM; Mrs. Scovner seconded, vote unanimous.

Mr. Albanese moved to thank Julie Huntley for due diligence in a recent property issue; Mrs. Scovner seconded, vote unanimous.

ADJOURNMENT

Mrs. Scovner moved to adjourn at 8:37 PM; Mr. Albanese seconded, vote unanimous.