

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

**MINUTES of April 19, 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; Kurt Gotthardt; Dwight Marchetti;  
Mark Layton

**CALL TO ORDER**

Mr. Oppenneer called the meeting to order at 5:03 pm.

**APPROVAL OF MINUTES**

**April 5, 2004 ~ Regular Session:**

The Board reviewed the regular session minutes of April 5, 2004. Typographical errors will be corrected. Mr. Albanese moved to approve the regular session minutes of April 5, 2004 as corrected; Mrs. Scovner seconded, vote unanimous.

**April 5, 2004 ~ Non-Public Session:**

Mrs. Scovner moved to approve the non-public session minutes of April 5, 2004 as written; Mr. Oppenneer seconded, vote unanimous.

**ADMINISTRATIVE**

The Board reviewed and approved the following documents: Current Use Land Use Change Tax Lien Releases for Herbert Herring and Gerard & Theresa Lozeau; Notices of Intent to Excavate; Gravel Tax Levy and Timber Tax Levy.

**OLD BUSINESS**

**Town Manager's Report ~ Ilene Reed Retirement Party Invitation and Program:**

The Board reviewed and approved a draft program for Ilene Reed's retirement party.

There is a rumor circulating that April Whittaker was using town funds to fly Ilene's grandson up from Tennessee. Mrs. Whittaker stated that this is untrue. Mrs. Whittaker advised that contrary to public rumors, the town is not funding an airline ticket for a member of Mrs. Reed's family as a surprise for her retirement party. The Town is paying for a small buffet of finger foods at the Shaker Inn and a retirement gift to be presented at the party.

**CITIZENS FORUM****Kurt Gotthardt ~ Protection of Bicknell Brook Trail property:**

Mr. Gotthardt stated that he is still interested in pursuing some sort of protection for the Bicknell Brook lot. There has been no formal decision made by the Selectmen. Mr. Gotthardt offered to do the footwork, but asked which avenues the Selectmen would like him to pursue.

Mrs. Scovner mentioned the need to continue reclamation of the fill pit area of the property, with hopes that it can be used for a couple of picnic tables.

The Board reviewed past discussions of the Selectmen and the Conservation Commission. The Board discussed doing a survey, to include 3 or 4 building lots and the rest as open space for preservation.

Mrs. Scovner moved to authorize the Town Manager to have a survey of the property done; Mr. Albanese seconded, vote unanimous.

**Kurt Gotthardt ~ Perambulation:**

Mr. Gotthardt has been working on perambulation of the Lebanon and Canaan town lines. He has run into some problems determining where the lines are and asked the Board for permission to contact the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC) and ask to borrow one of their Global Positioning System (GPS) units. Mrs. Whittaker noted that Ken Daniels would be putting in a 2005 budget request for a GPS unit. By consensus of the Board, Mr. Gotthardt was given authorization to contact UVLSRPC. Mr. Gotthardt does need to contact landowners before proceeding on their property for the perambulation. The Town Office staff can assist. Mrs. Whittaker also recommended Mr. Gotthardt attend an upcoming seminar regarding perambulation; a notice has been put in the mail to him.

**OLD BUSINESS****Economic Forum:**

An economic forum is scheduled for May 6<sup>th</sup> in the Whitney Hall Auditorium at 5:30 PM. The Board discussed the procedure for introductions and presentations. It will be advertised in the paper and invitations have been sent out to Mike Cryans, Senator Below, property owners, local businesses and area grocery store managers. There will also be representatives from the NH Department of Transportation.

Mrs. Whittaker and Jim Taylor will be going to Peterborough to look at their Tax Increment Financing (TIF) Districts with plans for a PowerPoint presentation at the economic forum.

**Work Plan & Goals 2004:**

Mr. Oppenheer prepared a spreadsheet prioritizing each goal. The Board reviewed prioritized each goal for 2004.

**Committee Appointments:**

The Board received a letter of interest from Tom Clark. Mrs. Scovner moved to appoint Tom Clark to the Conservation Commission as a regular member for a three year term; Mr. Albanese seconded, vote unanimous.

Mrs. Scovner moved to appoint Kurt Gotthardt to the Planning Board as a regular member for a three year term; Mr. Oppenneer seconded, vote unanimous.

Mrs. Scovner moved to appoint Kelley Wescott to the Planning Board as a regular member for a three year term; Mr. Oppenneer seconded, vote unanimous.

Mr. Albanese moved to appoint Terry Terry to the Planning Board as an alternate member for a 3 year term; Mr. Oppenneer seconded, vote unanimous.

The Board discussed other potential appointments. Calls will be made by the Selectmen to each of the individuals discussed.

Discussion ensued regarding the rotation of chairmanship, as is done on the Board of Selectmen.

**Mike Layton ~ Sewer Extension:**

Mike Layton owns the Out-of-the-Woodworks building. He is trying to get sewer extended from the north side of the street to the south side of the street. He is willing to pay the cost for the extension if he can then turn over the extension to the town. Discussion ensued regarding ledge and the need to work quickly to get the project completed before the State paves the road. Ken Daniels will be asked to provide a report to the Board of Selectmen for their next meeting, or by phone if required.

The Board had a two-minute recess from 6:30 – 6:32 PM.

**Dwight Marchetti:**

Mr. Marchetti presented four items of concern to the Board. 1) Recommendation for a skateboard park for the town's youths; 2) Follow-up on junk yard cases; 3) Spectator article regarding Town Offices/Library Needs Assessment Committee and the need to address the need for town office space; and 4) the slow progress resolving the issues at Suki's Marsh and the Board's lack of control of the Conservation Commission.

**NEW BUSINESS**

**Human Services Recommended Rent Assistance:**

As part of the welfare guidelines, it was recommended that the Board adopt the amount of \$750 including utilities as the upper level for rental assistance for the year 2004.

Mrs. Scovner moved to adopt the sum of \$750, including utilities, as the upper level of rental assistance for fiscal 2004 for inclusion in the Town's Welfare Assistance guidelines.

**Release of Museum Funding:**

The Museum at Lower Shaker Village has requested the immediate release of funds appropriated at Town Meeting rather than waiting until after the second issue tax billing.

Mrs. Scovner moved to authorize the Town Manager to release the \$4,500 appropriation to the Shaker Museum prior to year ending 2004; Mr. Albanese seconded, vote unanimous.

**Household Hazardous Waste Collection Notice:**

Mrs. Scovner moved to include the Household Hazardous Waste Collection Notice and Transfer Station hours in with the first issue tax bills; Mr. Albanese seconded, vote unanimous.

**Sale of Property:**

The Selectmen requested April Whittaker to come back to the Board with recommendations for the sale of surplus property. It was recommended that surrounding property owners be asked if they are interested in the available property.

**NH Selectperson Institute:**

Mr. Oppenpeer has attended in the past. Mr. Albanese's and Mrs. Scovner's schedules do not allow them to attend.

**Emergency Response:**

Mrs. Scovner reported an incident where it took a ½ hour for an ambulance to arrive. It was explained that the Town's FAST Squad is manned by volunteers that work other jobs and often aren't available during weekdays. If Enfield doesn't respond by the second tone, Lebanon responds which results in the delays sometimes seen on weekdays.

**Sewer Contract:**

The Board briefly discussed negotiations of the sewer contract with the City of Lebanon, which will not be stalled by Leon Kenison's resignation from the City.

**Enfield-Mascoma Lions Club Hold Harmless Agreement:**

The Board received a Hold Harmless Agreement from the Lions Club, a condition required by the Board if the Club was going to be allowed to store their vendor wagon in the Shedd Street highway garage. The agreement makes not mention of the Lions Club paying for the heating of the building, which was part of the original deal.

**Mascoma Valley Health Initiative:**

MVHI is looking for letters of support for a grant application. Mrs. Whittaker will draft a letter for signature by Keith Oppenpeer on behalf of the Board of Selectmen. Mr. Oppenpeer feels MVHI should also address emergency response time. Mrs. Scovner feels the Police Department should have responded. Mrs. Whittaker will contact Fred Cummings, President of the Enfield FAST Squad, to discuss the Board's concerns.

**Upper Valley Land Trust Survey:**

Mr. Oppenpeer received a survey of Selectboards. Upper Valley Land Trust hopes to interview the chairman of the Board and one other selectman. Mr. Oppenpeer has not responded.

**Annual Report Awards:**

Mr. Oppenpeer noted that the city of Laconia wins awards every year for their annual report. Mrs. Whittaker responded that 75% is based on having a current audit. Enfield's is always a year behind because our audit is completed after Town Report publication. It would cost much more to have the town's audit prepared in time for inclusion in the annual report.

**Police Chief Memo re: Boat Launch Area Parking:** Chief Giese removed all signage at the boat launch property citing it as unenforceable. The Board felt that signs should be installed with appropriate verbiage. Mrs. Whittaker will discuss this with Chief Giese.

**Thank You Notes:**

Mr. Albanese requested that when someone comes in to the Selectmen's meetings to air some concerns that the Town thank them for their time.

**Community Building:**

Mrs. Whittaker informed the Board of the need to discuss expectations, both those of the Lions Club and those of the Town.

No money was budgeted in 2004 for parking, landscaping or maintenance in 2004 because the Town was under the understanding that the building would not be turned over until 2005. The Lions Club has now decided to turn the building over to the town on June 12, 2004.

Parking and landscaping are not complete. Ken Daniels drew up an estimate for paving, sidewalks and curbing of \$120,000. If sidewalks and curbing are postponed it reduces the cost to \$62,000. The Lions Club has \$4,000 for inexpensive chairs. Julie Huntley & Mrs. Whittaker recommends getting fewer chairs of a higher quality with the funds available. At a cost of \$42 per chair it will cost \$13,500 for 300 chairs. With \$4,000 donated by the Lions Club that leaves another \$9,000 that is needed. Maintenance of the building, including utilities and cleaning from now until Christmas will be about \$6,000.

This may not be considered an emergency for use of undesignated surplus by the Department of Revenue Administration. The Board considered alternative methods of funding, including using funds from the highway paving line.

Mr. Daniels noted that this is contract work. A good portion of the cost is moving equipment onto the site, making it impractical and costly to do the project in a piecemeal fashion so did not recommend phasing the same.

Mrs. Whittaker will set up a meeting between the Lions Club, the Budget Committee and the Board of Selectmen.

**Property Tax Exemption:**

Per DRA those properties that received an exemption in 2003, including the Enfield Outing Club and Oak Grove Cemetery Association, must reapply annually, even if the exemption was granted under other than the RSA pertaining to charitable organizations.

**Town Offices/Library Needs Assessment Committee:**

The Board discussed ways to get things moving on the TO/LNA Committee. It hasn't even been decided whether the Town Offices and the Library need to be located in the same or neighboring buildings. Paul Mirski was supposed to have sent a letter to Verizon; has this been done? It was questioned whether an architect should be hired to come up with a conceptual plan.

Mr. Oppeneer will contact Dan Kiley regarding speeding up the process and asking if the town should obtain the services of an architect. He will also contact Paul Mirski about the letter to Verizon.

Mr. Albanese would like to meet with the Committee again in another month to discuss handouts provided by Mrs. Whittaker as well as the status of the project.

Mr. Daniels asked the Board to keep in mind that there must be an allotted number of parking spaces per square foot of building.

**Assessment Information Online:**

Vision can make Enfield's assessment information available online free until the end of 2004 and at a cost of \$2,200 in 2005. Copies of the proposal will be provided to the Selectmen at the next meeting.

**Non-Public Session:**

Mr. Albanese moved to enter non-public session at 7:57 PM, RSA 91-A:3 II (d); Mrs. Scovner seconded. Roll call vote: Mr. Albanese – aye, Mrs. Scovner – aye, Mr. Oppeneer – aye. Motion carried.

Mr. Oppeneer moved to adjourn the non-public session at 8:27 PM, Mrs. Scovner seconded, vote unanimous.

**INFORMATION ITEMS**

Permit by Notification ~ Joyce Winslow Inter Vivos Trust re: replacement of retaining wall

Trustees of Trust Funds Quarterly Report

Enfield-Mascoma Lions Club Hold Harmless Agreement

Upper Valley Transportation Management Association correspondence re: CMAQ Funding for Enfield, Route 4 Park and Ride

DPW correspondence to Wallace Bennett re: Drainage Complaint

**ADJOURNMENT**

Mr. Oppeneer moved to adjourn at 8:27 PM; Mr. Albanese seconded, vote unanimous.