

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

MINUTES of May 17, 2004

Board of Selectmen: Keith Oppenneer, Chairman; Nancy Scovner

Absent: Dominic Albanese, due to illness

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

Others: Henry Cross; Dan Kiley; Joe Cote, Connecticut Valley Spectator; Ken Daniels, Director of Public Works; Steve Stancek; Nancy Smith; Fred Cummings, FAST Squad President; Jeff Densmore; Mark Layton

CALL TO ORDER

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

APPROVAL OF MINUTES

Mrs. Scovner moved to accept the minutes of May 3, 2004 as presented; Mr. Oppenneer seconded, vote unanimous.

Mr. Oppenneer moved to accept the non-public session minutes of May 3, 2004 as presented; Mrs. Scovner seconded, vote unanimous.

ADMINISTRATIVE

Tax Exempt Properties:

The annual review of tax-exempt properties has been conducted. Only the Shaker Museum has not completed all the necessary paperwork. Mrs. Whittaker recommends approval pending submittal of paperwork.

Mrs. Scovner moved to approve the annual exemptions as presented on State of NH forms A9 and A12, and pending receipt of the required paperwork; Mr. Oppenneer seconded, vote unanimous.

Sewer Service Request:

Mr. Oppenneer moved to approve sewer service for Willis Downing's property on Stevens Street, Map 30, Lot 5; Mrs. Scovner seconded, vote unanimous.

Other Administrative:

The Board of Selectmen reviewed and approved the following documents: corrected Tax Collector's deed; thank you letters to participants in Ilene Reed's retirement party; correspondence to Celie Aufiero thanking her for her dedication to the community through her work on the Conservation Commission; 2003 property tax refund; Notice of Intent to Cut.

CITIZENS FORUM**Dan Kiley ~ Committee Communication:**

Mr. Kiley recently attended a Conservation Commission meeting where it came to his attention that the Commission and the Planning Board are often dealing with the same projects but not sharing information. Communication between the two needs to be improved. The Conservation Commission will be informed.

Mr. Oppenneer asked how Julie Huntley, Assessing Coordinator, is kept informed. Mrs. Whittaker explained the process by which Mrs. Huntley is informed of actions taken by the Planning Board, assuring them that she is kept informed so property records can be kept up-to-date.

Canaan Road/Mud Pond Road:

After careful consideration of a request submitted by Kathy Decato for renaming of Canaan Road and options provided by Jim Taylor, Planning Administrator, Mr. Oppenneer moved to proceed with Option 2 whereby the Selectmen will ask the cooperation of the Town of Canaan with the installation of a "Canaan Road, Enfield" sign at the intersection of South Road and Mud Pond Road in Canaan; Mrs. Scovner seconded, vote unanimous.

Rails to Trails Cooperative Agreement:

Mrs. Whittaker reported on an unfavorable jury award in a claim of nuisance in the Town of Newton caused by individuals trespassing from the rail trail onto neighboring properties. Enfield's insurance carrier will not longer provide coverage for the rail trail. As a result, Mrs. Whittaker recommends against signing the agreement with the State of New Hampshire. The Board concurred with Mrs. Whittaker's recommendation.

2004 Town Manager Goals ~ Web Site Improvements:

The Selectmen reviewed recommendations and comments regarding potential website improvements. The Board concurred with the recommendations contained therein. The following improvements will be made: the website will be advertised quarterly in a local paper; quarterly reports of expenses and police department statistics will be posted to the site; Planning Board events and projects of note will be posted as needed; other reports and minutes will be posted as they are received in electronic format.

Vision Rate Schedule for Assessment Information On-Line:

The Board reviewed the cost to make assessment information available on-line. Through January 1, 2005 the service will be provided at no cost to the town, the annual cost beginning in January will be \$2500. The Board agreed to proceed as long as the town is able to decide which information will be posted.

Committee Appointments:

Mr. Oppeneer moved to appoint Mike Crate, Becky Powell, Sandra Akacem and Steve Stancek to the Recycling & Solid Waste Committee for a one-year term, and Sandra Akacem as a Planning Board Alternate for a three-year term; Mrs. Scovner seconded, vote unanimous.

Mrs. Scovner moved to appoint Gary Gaudette and Sue Hagerman for three-year terms and Joan Fishman for a one-year term to the Conservation Commission; Mr. Oppeneer seconded, vote unanimous.

State statute does allow for alternates on the Conservation Commission.

NEW BUSINESS**Enfield Village Association Request:**

The Board of Selectmen considered the Enfield Village Association's request for Selectmen's meetings to be moved back to Whitney Hall. Due to the Whitney Hall Conference Room's small size and the lack of air conditioning in the auditorium, the Board of Selectmen declined, with regrets.

Rules for Shakoma Beach, Huse & Shaker Recreation Parks:

Mrs. Scovner moved to accept the rules for Shakoma Beach, Huse Park & Shaker Recreation Park as proposed by the Recreation Commission; Mr. Oppeneer seconded, vote unanimous.

Bridge Naming:

A number of people feel the new bridges should be named. Mrs. Whittaker explained the new bridges on Main Street and Shaker Hill Road are state-owned bridges and naming them would require legislative action.

Investment Policy:

The Board unanimously approved the investment policy as presented. There were no changes from the 2002 policy. Mr. Oppeneer asked that a copy be forwarded to all of the parties affected with a memo asking them to review and act on their responsibilities as directed in the investment policy.

Meeting with Adelpia:

Complaints have been received regarding Adelpia's poor cable television quality, high cost and lack of customer response to problems and requests for service. The Board would like to meet with Adelpia representatives and to see a service map and list of service requests that have not been provided to customers.

Junkyard Summons:

Eight summonses were prepared by the Town of which 3 met the necessary criteria to proceed to court; 2 cases were won by the town; one case was dismissed. The Town's prosecutor will be asked to provide a list of criteria that must be met in order to proceed with enforcement and provide a format for town personnel to follow to better assure a positive outcome.

Wescott Road Sign:

Heidi Hauri-Gill expressed concern about the speed of cars on Wescott Road. The Board reviewed information from Police Chief Peter Giese and Public Works Director Ken Daniels, both of which indicate that more signs do not solve the problem, but rather the sheer volume of signs causes many to go unnoticed or disregarded by drivers.

An article will be included in the Town's newsletter to ask people to slow down, especially after school is let out for the summer and in residential areas.

Review of NH Government Finance Officers Association Conference:

The Board of Selectmen was provided a summary of what was discussed at the NHGFOA Conference on May 6, 2004.

The Board was informed that it is recommended to maintain an undesignated surplus of 8-17%. Mrs. Whittaker will compute a high and low range for the Town of Enfield.

The Selectmen briefly discussed the option of quarterly tax billing. Mrs. Whittaker explained that it is only practical for the largest of cities. Concord does quarterly billing, but even Manchester, as large as it is, does not.

The Board discussed methods of rewarding employees for performing an exceptional job through a fair, but not necessarily equal, distribution of pay increases.

Request for Street Name Change:

Brian & Tina Stearns submitted three suggested names as alternatives to the current name of their private road, Laurie Lane. This would be the third road name for this private drive since the inception of the E-911 system. Street name changes result in modifications to town maps, coordination with state emergency communications, local emergency response teams, purchase of a new sign, changes to the computer tax system, etc...

Mrs. Scovner moved to decline the name change as requested; Mr. Oppeneer seconded, vote unanimous.

Community Building:

Mrs. Whittaker reported the need to look at the construction schedule. Ken Daniels needs 3 to 5 days to complete the project and needs to avoid any impact on recreation programs and the Farmers Market. The availability of grindings was also discussed; they are in high demand. While it is agreed that it would be desirable, a July opening can't be promised.

Nancy Smith ~ Farmers Market:

Nancy Smith announced that the Farmers Market will begin on July 7th and will run through some time in October. There will be more agricultural booths and fewer crafters this year. Entertainment will be present each week and a local horse stable is willing to do pony rides.

Nancy Smith ~ Truck Noise:

Mrs. Smith asked the Selectmen to consider a noise ordinance that prohibits the use of engine brakes in town. Mrs. Whittaker explained the difficulty of enforcing a noise ordinance since decibel levels must be measured, but that it can be done. Mrs. Smith stated that there might be no need for the engine brakes if the trucks obeyed the speed limit. Mrs. Whittaker will look into a possible ordinance and ramifications.

Mark Layton ~ Sewer Hook-up:

Mr. Layton reported to the Board of Selectmen that the contractor he had lined up has backed out, leaving Mr. Layton with just 30 days to get the construction project completed before the state paves the road. The Selectmen suggested other possible contractors. It was explained to Mr. Layton that they, regrettably, cannot become involved, as the town can't take business away from private contractors, cannot intermingle public and private funds and the Public Works Department cannot act as a contractor for an individual.

Personnel Policy Amendments:

Mr. Oppenheer moved to amend the town's personnel policy under the section 9.1 to add a new section on safety violations and unsafe practices as recommended by the Joint Loss Management Committee; Mrs. Scovner seconded, vote unanimous.

Mrs. Whittaker expressed the need to update the entire policy during 2004.

Selectmen's Work session:

The Board discussed the need to set up a work session with the Police Department per their quarterly presentation working formats.

PUBLIC APPOINTMENTS**Fred Cummings, FAST Squad President:**

Fred Cummings and Jeff Densmore came before the Board to discuss a feasibility study of billing for calls and possibly hiring 2 full-time people during the daytime hours.

The FAST Squad (Ambulance Squad) has 13-15 people on the roster. Not all members are as active as others and they have difficulty recruiting people to cover during the day. Enfield has had to rely on Lebanon for response.

Soft billing vs. hard billing was discussed. With soft billing if people can't afford to pay for ambulance service and their insurance won't pay the amount due is not sent to an agency for collection. Based on an estimated 250 calls per year, the FAST Squad with a return of \$117,000, they can expect actual revenues of about \$60,000.

Fred Cummings has scheduled a meeting with Certified Ambulance Group for May 26th to billing options.

Mr. Cummings responded to a complaint regarding response time. Lebanon has two ambulances, one at the Fire Station in Lebanon on the green and another at the Fire Station in West Lebanon on Main Street. If there is a call in Enfield and the Lebanon ambulance is already out then the caller must wait for the West Lebanon ambulance to arrive. A full-time staff in Enfield would improve response time.

A Town Meeting warrant article would be needed to approve the addition of two full-time members of the FAST Squad.

Mrs. Whittaker suggested that the new staff could also be trained as firefighters. Mr. Cummings replied that he would rather not as this would then put the staff under the auspices of the Fire Department.

Steve Stancek stated that a revenue stream of \$70,000 would be insufficient to support 2 trained EMTs. Mr. Cummings stated that they don't expect to break even at first.

Mr. Cummings was encouraged to proceed with the feasibility study and report back to the Board.

NEW BUSINESS, CONTINUED

Other New Business:

Mr. Oppenneer reported that New Hampshire has been selected as the "most livable state." Vermont came in 3rd, Maine 12th and Massachusetts 16th.

Mr. Oppenneer asked about the statement in the town's annual audit regarding "no material transactions." Mrs. Whittaker relied that the Town received a favorable audit.

Overdue dog license notices have gone out.

Mr. Oppenneer will be attending the NRRA recycling conference June 7th & 8th.

Non-Public Session:

Mrs. Scovner moved to enter non-public session at 6:55 PM, RSA 91-A:3 II (c); Mr. Oppenneer seconded. Roll call vote: Mrs. Scovner – aye, Mr. Oppenneer – aye, motion carried.

Mr. Oppenneer moved to come out of non-public session at 7:00 pm; Mrs. Scovner seconded, vote unanimous.

INFORMATIONAL ITEMS

Cash Flow Report & Anticipated First Billing Date

Memorial Day Parade ~ Monday, May 31, 2004 beginning at 9:45 am.

Hanover Sewer Rates to Increase; Large Users Will Pay Greater Portion

Notice of Incomplete Permit by Notification Form

School Funding newspaper article. Mrs. Whittaker stated that the newest plan is not likely to be adopted, as it too closely resembles past plans, and may be declared unconstitutional.

ADJOURNMENT

Mr. Oppenneer moved to adjourn at 7:01 pm; Mrs. Scovner seconded, vote unanimous.