

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

MINUTES of August 2, 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; Leroy Neily & Andy MacDonald, Sanitation Department; Joe Cote, Connecticut Valley Spectator; Dan Kiley; Earl Brady; Kurt Gotthardt;

CALL TO ORDER

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

APPROVAL OF MINUTES

The minutes of July 19, 2004 will be reviewed and approved on Monday, August 16, 2004.

ADMINISTRATIVE

There were no administrative items.

CITIZENS FORUM

No citizens wished to speak at this time.

OLD BUSINESS

Release of Information Policy Annual Review:

Mrs. Whittaker has been out ill so has been unable to review the policy prior to the meeting. This issue was tabled until August 16, 2004.

Polling Place Accessibility Plan:

The Attorney General has asked all New Hampshire towns to prepare a polling place accessibility plan. All polling places were inspected during the January elections and towns were notified of any deficiencies. Nine items were cited in the letter to the Town of Enfield,

three of which are advisory only and involved the posting of a police officer both inside and outside the polling place and marking of a no-electioneering zone, two relating to the size of the handicapped accessible voting booth, two related to pavement condition and markings, one related to door closing speed and the last related to posting of notices for processing of absentee ballots.

Most items have been corrected since the January inspection and prior to receipt of the letter of deficiencies. A new accessible voting booth has been ordered. Ken Daniels has inquired about the extent of paving improvements required. He proposes repaving only a small section encompassing the handicapped parking spots and up to the building entry, improving the transition between the asphalt and concrete sections. In the meantime the officer on duty outside will be asked to help anyone needing assistance entering the building. The Town Clerk will be informed of the need to post the time of processing of absentee ballots.

CIP Update:

Jim Taylor, Planning/Zoning/Economic Development Officer, has begun updating the Capital Improvements Plan (CIP). He hopes to have it done by Labor Day.

Accounting Rules & 2005 Budget:

There are new and clarified accounting rules that will be implemented immediately and will be reflected in the budget worksheets to be distributed by August 13th.

The Selectmen briefly discussed the budget procedure, including review of the budget by the Selectmen before it goes to the Budget Committee. Mrs. Whittaker recommended sending the budget as a first draft rather than the final budget adopted by the Selectmen.

The Board discussed holding a work session with the Budget Committee to discuss goals and priorities.

Any Other Business:

Mrs. Scovner asked if Jim Taylor has had the opportunity to contact any businesses about moving to Enfield. Mrs. Whittaker replied that he has not and marketing may be compromised until establishment of a TIF (tax increment financing) district.

The Board briefly discussed the update of the Master Plan and the role it plays in economic development. Mr. Albanese mentioned that the Master Plan and CIP might be addressed at a retreat.

Mrs. Scovner requested a tour of the Water & Sewer Department facilities and operations and was scheduled for Saturday, August 21, 2004 at 8:00 am.

Mr. Albanese would like to tour the Police and Fire Departments as well. Mrs. Whittaker will make arrangements.

School funding amounts have been revised. Enfield has acquired a \$304,000 credit. The Board briefly discussed school funding legislation. Mr. Oppeneer would still like the formulas and values used to calculate the school funding.

Mrs. Whittaker reported that Eastman has found one of their wells to be inadequate and unreliable. They are hoping to bond \$600,000 for the \$725,000 project. This will affect Enfield residents of Eastman only.

Meredith Smith has a driveway that will be serving more than a couple of houses and will require a street name. She would prefer a name that includes the work "lodge." There is already a Livingstone Lodge Road and the State will not allow like sounding names due to the confusion it can cause during an emergency response. Alternatives will be sought in cooperation with Mrs. Smith.

A Visioning session is scheduled for Saturday, September 25, 2004 from 8:00 am until 4:00 pm at the Enfield Elementary School as part of the Master Plan process.

Mr. Oppeneer emailed Mrs. Whittaker about the need for office space for the Medications Assistance Program. The Program staff would need a table, couple of chairs, phone/fax. A location to hold flu clinics would also be beneficial. Mr. Oppeneer wondered if the Community Building could be used for this purpose. Mrs. Whittaker responded that the town is not the official owner of this time, but she thinks it's a good idea. Space might also be available at Dr. Beaufait's office, or the Mascoma Community Care Center.

Mrs. Whittaker announced that architect interviews would take place on Thursday, August 5, 2004 at 5:30 PM at the Public Works Facility.

A Budget & Finance Workshop is being held in Bedford on September 28, 2004 from 8:30 am to 4:00 pm. Several people from the staff and budget committee are scheduled to attend. Mr. Albanese would also like to attend.

The Town's auditors will meet with the Selectmen on August 16, 2004 at 5:30 pm to review the 2003 audit. The audit is in a new format that doesn't break out water and sewer funds sufficiently. Mrs. Whittaker will notify the Budget Committee members of this meeting so they may attend.

Norm Bernaiche will meet with the Board of Selectmen on August 16, 2003 at 6:30 pm to present the new property values.

Mrs. Whittaker has invited a vendor to come and meet with her and staff to compare their software and services for fixed assets management and inventory. Infrastructure is of primary concern. The road inventory has been updated for the sections the Highway Department has worked on, but it is not set up to depreciate. Discussion ensued regarding the pros and cons of inventorying the roads in shorter versus longer sections.

The Town's property liability insurer's Board of Directors has voted to hire American Appraisal to do an independent appraisal on all municipal buildings. Building values affect premiums and the appraisal will bring all member communities to comparable levels.

The Valley News advertising rate is increasing. Joe Cote was asked to find out if the Spectator rates will be increasing as well.

A celebration of the Main Street and Shaker Hill Road bridge openings will take place on September 18, rain or shine, and is sponsored by the Town and the Enfield Village Association.

Richard Crate, Sr. contacted Mr. Albanese about the bench being donated by Mascoma Savings Bank. Mr. Albanese would like to follow up on this with the approval of the Board. The Board concurred.

A public hearing must be held for expenditure of capital reserve funds for the purchase of a picnic bench, bike rack and trees. A hearing will be scheduled for September 7, 2004.

Discussion ensued regarding the large utility poles on Main Street and the need to have them removed. Mrs. Whittaker called Verizon on Wednesday and has not received a return call. Ken Daniels recommended calling the Public Utilities Commission as there are poles on Crystal Lake from which the Verizon lines were supposed to have been moved 5 or 6 years ago.

Mr. Oppeneer suspended the regular meeting in order to open the public hearing.

PUBLIC HEARING ~ TRANSFER STATION HOURS

Mr. Oppeneer called the public hearing to order at 6:00 PM and opened the hearing to public comment.

Earl Brady stated that he likes the new hours.

Nancy Smith is also in favor of the current hours and supports the great job the staff is doing. Her only suggestion is to make the hours more consistent.

Andy MacDonald stated that they have received comments both in favor of and opposed to the new hours. He agrees that changing the hours 2 nights to be more consistent would make it easier.

Mrs. Whittaker reported there are a couple of families on Lake Street that will continue to be affected by the Sunday closing. Mrs. Whittaker does not feel it will be a hardship since the families have locked trash bins and the Transfer Station is open on Saturdays. Aside from that small handful, the rest of the people she's spoken to are OK with the new hours once she explains the reasons for the change and that staff must be certified. Most have responded favorably but would like consistency of hours.

Mr. Albanese, while originally not for the change, has seen a dramatic decrease in the solid waste tonnage, and is now in favor of the new hours.

Mr. Oppeneer invited additional public comment.

Kurt Gotthardt asked if the Lebanon Landfill is open on Sundays and was informed that it is not, and neither is the Canaan Transfer Station.

Mr. Gotthardt noted that the streetlight is on at the transfer station all night, "is that needed?" He asked if the light could be on the same hours as the transfer station.

Mr. Daniels explained that the light comes out of the street lighting budget. Also, if you look at it from a traffic engineering point of view as an entry to a service, much as an entry onto a public way, the lighting is appropriate.

Other residents mentioned they would prefer Sunday hours, finding the weekday evening hours inconvenient. But are pleased with the financial savings being realized.

Discussion ensued regarding schedule for emptying of the metal bin, and the need for some time during working hours for the staff to do maintenance duties.

Mr. Oppenheer moved to close the hearing at 6:18 PM,

Mr. Albanese moved to change the Transfer Station hours on Wednesday from Noon - 6:00 PM to Noon - 7:00 PM and the hours on Thursday from 3:00 PM – 8:00 PM to Noon – 7:00 PM; Mrs. Scovner seconded, vote unanimous.

CITIZENS FORUM

Kurt Gotthardt ~ Rotating Chairmanships:

Mr. Gotthardt understands the Selectmen do not have a lot of say in the matter, but asked if the Board can recommend to town boards and committee to rotate the chair. From his experience, rotating the chairmanship among the members is beneficial to the board itself.

Mrs. Scovner stated that it's hard to get people to serve at all. Mr. Albanese and Mr. Oppenheer agree with Mr. Gotthardt and pointed out that it can be hard on a chair to serve many years in a row as well. A three-year term was suggested.

Mr. Albanese stated the Selectmen can only suggest rotating chairmanship, but they can suggest with a little weight behind it. Mr. Albanese thought it might also be beneficial to meet with the boards in the spring when appointments are made.

Discussion followed regarding finding volunteers to serve on various boards and committees. Advertising does not produce many volunteers, while there is much better success with face-to-face contact.

Kurt Gotthardt ~ Land Use Boards:

Mr. Gotthardt thought it might be beneficial to have the land use boards meet for a retreat either during the revisions to the Master Plan, or after the revisions are completed. Mrs. Whittaker will pass this suggestion to Jim Taylor, Planner.

NEW BUSINESS, Continued**Any Other Business:**

Mrs. Whittaker addressed issues raised in an email from Mr. Albanese, including a review of the budget process, discussion of a Tax Increment Financing (TIF) District with the town's DRA auditor, GASB 34, postponing a request for proposal for auditing services until after the town has complete at least one year of GASB reporting, tweaking of the payroll program, and clarification of the cash flow worksheet.

The Board discussed the cost of a metal bin that exceeds the amount budgeted. Mr. Daniels explained that the budget must be prepared far in advance of when the funds can be expended. Quote are generally good for 30-90 days, yet it is closed to 6 months between when the budget is prepared and Town Meeting has approved the budget.

Mr. Albanese asked that all Budget Committee members receive paper copies of budget reports vs. emailed reports.

Mr. Albanese was asked why the Selectmen's agendas aren't up to date on the website. He was informed that the agenda is posted online the same day as it is finalized for the Selectmen, the Friday before the Monday Selectmen's meeting. Minutes are posted online within a week of the meeting.

The transfer of the Community Building from the Lions Club to the Town was briefly discussed. There are a number of issues that need to be discussed, so a meeting will be scheduled with the Lions Club leadership, Mrs. Whittaker and one or more members of the Board of Selectmen to discuss the transfer of property.

Mr. Albanese requested the Board's permission to follow up with David Crate regarding the Fire Department training plan. Mrs. Scovner suggested a visit to the fire stations. Mr. Albanese noted that Fred Cummings would also be happy to discuss the ambulance department.

Mr. Albanese noted that a number of people are only reading the sensational headlines of stories in the Spectator and not reading the stories themselves. He asked if it might be time for another letter to the editor. The reporter spent time writing the article and if time would be taken to read it. Mrs. Scovner feels a letter to the editor might make the wrong impression. Mrs. Whittaker stated that there would be more clarity of what the town's plans are during the budget process.

A representative from Channel 31 attended the meeting to meet the Board of Selectmen. She stated if the town wanted to fax something to her about the town's current projects and plans she'd be happy to look at what the town's trying to do.

Mr. Albanese provided an old junkyard policy to Mrs. Whittaker for copying to the Board of Selectmen. He asked if this old policy would still be valid or superceded by current zoning regulations.

Mr. Oppeneer asked where the Town stands on Anne's Place. Mrs. Whittaker stated that the original tenants are leaving since their 18-month to 2-year, short-term stay is coming to an end. New families are arriving. This has been a learning experience for everyone, including the

agencies that place the families. Mrs. Whittaker thinks the town will see a different clientele this time around. Discussion ensued regarding the number of school-aged children and emergency response calls there have been at Anne's Place. The number of school-aged children is fairly low and emergency response calls have gone down. There is now a husband and wife team living on the premises, though they have full time jobs. Mrs. Whittaker is comfortable with the improvements.

Mr. Oppeneer will be traveling a bit this fall and provided his schedule to the Board and Mrs. Whittaker. Mrs. Scovner will act as his alternate to the Planning Board. Mr. Albanese will fill in on the Town Offices/Library Needs Assessment Committee.

ADJOURNMENT

Mr. Oppeneer moved to adjourn at 6:52 PM; Mrs. Scovner seconded, vote unanimous.