

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

**MINUTES of September 7, 2004**

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

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

**Others:** Dan Kiley; Julie Huntley, Assessing Coordinator; Norm Bernaiche; Joe Cote, Connecticut Valley Spectator; Phil Neily, Building Inspector; Fred Altvater, Cemetery Trustee; Jeff Auten; Paula Rowe, Administrative Specialist ~ Police Department; Peter H. Giese, Chief of Police; Lions Club members: Ken Wheeler, Don Daniels, Ken Hill, Carl Pellerin, Fred Stebbins, Ron Hill, Steve Stebbins, Effie Bachand, Robert Bachand, and others.

**CALL TO ORDER**

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

**PUBLIC APPOINTMENTS**

**Fred Altvater, Cemetery Trustee ~ Countryside Cemetery:**

Mr. Altvater presented a memo to the Board of Selectmen informing them of the Cemetery Trustees intent to open the Countryside Cemetery. There are few lots left at Lakeview Cemetery and no multiple lots together.

Lot at the Countryside Cemetery will be sold in numerical order. Corner pins are in place for all of the 202 lots in the first phase.

Before the cemetery is officially opened, the Cemetery Rules and Regulations will be updated to include limitations on the size of monuments.

Mr. Albanese wished to go on the record as supporting the Cemetery Trustees, but Mr. Albanese thinks it is a mistake to open Countryside Cemetery without working something out with Oak Grove. Mr. Albanese understands this has been discussed previously and does not want to bring discussion up again.

Mr. Altvater reported that the rehabilitation of the old cemeteries is well under way. Work should be completed in a few weeks.

Mrs. Scovner moved to officially open Countryside Cemetery in the next month, pending revision of the Cemetery Rules & Regulations; Mr. Oppenneer seconded. Mrs. Scovner and Mr. Oppenneer in favor of the motion, Mr. Albanese opposed, motion carried.

**Norm Bernaiche & Julie Huntley ~ Assessment Process:**

Mrs. Scovner and Mr. Oppenneer are supportive of the letter that has been proposed to be sent to property owners regarding the assessment process and new value assignment. Mr. Albanese made a few suggestions for improvement that will be made, including asking property owners to contact the Assessing Office rather than the Selectmen's Office, indicate the appropriate course of action if the property owner feels there is an error on their assessment card, and print the word "Caution" in bold text.

Mr. Bernaiche suggested that Julie Huntley be commended for all of the hard work she has and will put into the reassessment process. He explained that letters will be sent out next week and will be sent in stages. All of the letters will be out before the end of the month.

There are a few areas that he is still reviewing, including some of US Route 4, Lockhaven Road, commercial properties and some side streets. All of the lake properties have been completed. In some areas properties are selling rather higher than what they are assessed for. The Main Street and Shaker Hill Road improvements have increased the value of properties within walking distance of this area. Two recent sales in this area include a vacant lot for \$199,000 and a house for \$724,000.

Mrs. Whittaker pointed out that the property values abutting the Main Street have been boosted by the downtown improvements. This supports the idea of a TIF (Tax Increment Financing) district.

Mr. Oppenneer suggested focusing the first round of letters to those properties with the greatest increases, if possible. These would probably result in the bulk of the calls to the office.

Mr. Bernaiche reported there has been a change in family median income. Sales are affected by incomes and interest rates. Many of the people buying from outside the area have larger incomes. Even manufactured housing on a small lot is going for \$150,000.

Mr. Bernaiche presented a draft list of property assessments for viewing by the Selectmen.

The Vision property assessment software will be upgraded this week and data will be converted to the new program. The old version of the software will no longer be supported.

Appointments to review assessments will be made for nights and weekends.

Mr. Oppenneer asked how the revised assessments and the equalized value tie in with the State education tax. Mrs. Whittaker explained that the state education tax is based on the prior year values. Mr. Bernaiche also noted that if a property fluctuates up or down more than 1.69% the property owner would see a change in taxes.

Mr. Albanese asked about the availability of summary reports of where the town was and where it's going. Mr. Bernaiche will have those available when he has completed his review.

Reports of the new assessments will be made available on-line and will include only basic information such as the property owner's name, street address, map & lot number and new property assessment.

If anyone has a problem with their assessment they can make an appointment to speak with Mr. Bernaiche or an associate who will be assisting him. Mr. Bernaiche will then go back out and review the property. After the hearing process is completed, property owners that still disagree with their assessment may file for abatement. Abatements are then granted or denied by the Board of Selectmen. Following a decision by the Board of Selectmen, property owners can appeal to Superior Court or the Board of Tax and Land Appeals.

Mr. Albanese asked that the Selectmen be kept up to date as things progress. Mrs. Whittaker suggested a monthly sales report might be helpful for selectboard's review.

**Jeffrey Auten ~ Sale of Property:**

Jeffrey & Diane Auten submitted the high bid on Tax Map 18, Lot 50 during the town's recent sale of property by sealed bid. Mrs. Whittaker explained that to address concerns voiced by Jay Boucher, the town needed to determine if there could be docks on the property. Minutes of the Planning Board from 1985 state that only decks may be built on the property. A condition can still be placed on the sale that no dock will be built. At the time of the subdivision the property should have been set up so it could not be relayed or sold and should have been part of the Evenchance association, but that was never done.

Mr. Auten restated what his attorney had already written to the Board of Selectmen, that they have no intention of placing docks on the property. Mr. Auten also indicated that he and his wife would be willing to accept a condition written into the quitclaim deed that prohibits docks on the property.

The Selectmen were assured that the bid process was open to everyone and that Map 18 Lot 50 was treated no differently than the other lots that were offered for bid.

Mrs. Scovner moved to allow Mr. Auten to purchase the property located on NH Route 4A, Tax Map 18, Lot 50, subject to the condition that there be no docks; Mr. Albanese seconded, vote unanimous.

**Bicknell Brook Property:**

Mr. Albanese inquired into the proposed subdivision of the town-owned Bicknell Brook property. Mrs. Whittaker indicated she would provide information during the budget process on the anticipated costs and revenues from the survey, subdivision and sale of lots.

Mr. Albanese stated that the survey job should be put out to bid.

Mrs. Scovner reported that the NH Land Trust met with the Conservation Commission about transferring all of the property to the Trust. There has been discussion of the Commission proposing a warrant article to preclude the subdivision and sale of lots. Cost to taxpayers for deeding property to the Trust would be approximately \$8,000.

**Phil Neily ~ Non-Public Session:**

Mrs. Whittaker requested a non-public session to discuss the “consideration of the acquisition, sale or lease of property...” and “matters which, if discussed in public, would likely affect adversely the reputation of any person...” under RSA 91-A:3 II (c) & (d).

Mrs. Scovner moved to enter non-public session at 5:45 pm, RSA 91-A:3 II (c) & (d); Mr. Albanese seconded. Roll call vote: Mrs. Scovner – aye, Mr. Albanese – aye, Mr. Oppeneer – aye. Vote unanimous, motion carried.

Mr. Oppeneer moved to come out of non-public session at 6:05 pm; Mr. Albanese seconded, vote unanimous.

Mr. Albanese moved, in reference to property located at Tax Map 2, Lot 20-1, to direct the Town Manager and Building Inspector to mark the dilapidated building as “No Trespassing” and to direct them, pending legal review, to tell the party that owns the buildings they cannot put up a new building, and also to suggest a swap of Tax Map 2, Lot 20-1 with Tax Map 2, Lot 20 located on Orchard Road, Enfield again, pending legal review; Mrs. Scovner seconded, vote unanimous.

**CITIZENS FORUM****Paula Rowe ~ September 18<sup>th</sup> Main Street Celebration:**

Mrs. Whittaker read the posting for the celebration. Ms. Rowe updated the Board of Selectmen on the planned festivities which will include a parade, beginning at 10 am., crafts, food, local products and entertainment ~ Irish Dancers. The Enfield Village Association is also involved in planning events for this celebration. It was acknowledged that Ms. Rowe has done a phenomenal job on organizing this huge event.

**Peter H. Giese ~ Pot Luck Supper:**

The Police Department is planning a potluck supper for Thursday, September 16 at 5:30 PM. Presentations will be made, citizen awards presented, etc..

Chief Giese noted that while the bridge and Main Street improvements have taken a couple of years he has not received a single complaint, only favorable comments. The foreman of the project should be commended.

**Dan Kiley ~ Town Offices/Library Needs Assessment Committee (TOLNAC):**

Mr. Kiley advised the Board of Selectmen that the TOLNAC has selected “Architectural Studio” as the architect to develop preliminary plans and cost estimates for a Whitney Hall expansion. Since the Committee is not authorized to sign a contract they will need a vote of the Selectmen. All of the architects interviewed have been notified of the Committee’s decision.

Mr. Albanese would like to meet with the Library Trustees, Marjorie Carr and April Whittaker to prepare a specific set of deliverables and suggests that Dave McIntire of Architectural Studio do the preliminary design work and preliminary estimate, not the final plans at this stage. The TOLNAC should also be invited.

A meeting was tentatively scheduled for Monday, September 13, 2004. The TOLNAC will not hold their meeting previously scheduled for September 16<sup>th</sup>.

### **APPROVAL OF MINUTES**

Mrs. Scovner moved to approve the regular session minutes of August 16, 2004 as written; Mr. Albanese seconded. Mrs. Scovner and Mr. Albanese in favor, Mr. Oppenneer abstained, motion carried.

Mrs. Scovner moved to approve the non-public session minutes of August 16, 2004 as written; Mr. Albanese seconded, Mr. Oppenneer abstained, motion carried.

### **ADMINISTRATIVE**

The Board reviewed and approved the following documents: corrected minutes of July 19, 2004; quitclaim deeds and transfer tax forms relating to the sale of property, as voted August 16, 2004; and MS-5 Financial Report.

### **OLD BUSINESS**

#### **Town Manager's Report:**

Mrs. Whittaker reported that the State's Wetlands Board will not drop the ball regarding a denied after-the-fact wetland permit, rather it will now go to an enforcement agency.

#### **Mailbox Policy:**

Ken Daniels is working on a draft policy for the Board, but it is not a priority and other projects are more demanding of Mr. Daniel's attention at this time.

#### **Safety Program Guidelines:**

The Safety Program Guidelines are now updated and are in compliance with Department of Labor regulations. The guidelines now need approval by the Joint Loss Management Committee.

Mr. Oppenneer requested clarification of wording on page 10 of the guidelines. How frequent is "regularly"? Mrs. Whittaker suggested that it would be quarterly. Mr. Oppenneer suggested rewording the section to state "not less than quarterly." He also recommended changing "Administrator" to "Manager" on page 23. Mr. Oppenneer agrees with a list of people in a building (page 39). Mrs. Whittaker explained that the list would include a list of people frequently in the building.

#### **Mascoma Boat Launch:**

In a memo dated August 24, 2004, Ken Daniels recommended not proceeding with boat launch upgrades at this time due to future bridge construction and the affect this will have on the boat launch. Instead, Mr. Daniels has requested to Alex Vogt at NH Dept. of Transportation that they incorporate a concrete log upgrade for the launch area of the boat landing and continue with the

rest of the upgrades that they have already incorporated into their plans. Mrs. Whittaker and the Board of Selectmen concurred.

**Shaker Bridge Construction:**

The Board of Selectmen received estimated costs for replacement of water, sewer and utility lines on a per foot basis for consideration when budgeting for required work during the Shaker Bridge construction.

**2005 Solid Waste Stickers:**

The Board considered a proposal for changes in the format and issuance of 2005 Solid Waste Stickers, which included writing the license plate number of the permit holder on the sticker following verification of registration and/or property ownership. It was determined that although the methodology was sound and reasonable as proposed by Mr. Daniels, the Board still felt uncomfortable with the process and feared additional workload for the staff. In the effort of compromise it was agreed that the usual method of issuance i.e. enclosure with the tax bill would still be pursued, without plate number. In the event the individual then had to come into the office to obtain another sticker, proof of registration or property ownership would be required before another sticker would be issued.

**PUBLIC APPOINTMENTS****Enfield-Mascoma Lions Club ~ Enfield Community Building:**

Members of the Lions Club came before the Board to discuss the turn over of the Community Building to the Town and to review the agreement between the two parties.

Effie Bachand, Lions Club president, explained that the meeting room is to be a meeting room for the public, not for town boards. Town boards can use the building for meetings, but they cannot move in file cabinets and other office furniture.

Ken Hill recommended a Board of Directors to include one Selectman, the Town Manager, one Lions Club member, and one taxpayer. This Board could oversee what happens to the building and to assure it is running smoothly. The Selectmen agreed with the concept, but preferred a five-member board. Fred Stebbins stated that this Board should be in place before the building is turned over to the Town.

Mrs. Scovner moved to create a Board of Directors for the Enfield Community Building to be made up of no more or less than 5 people, to be determined, but at least one Selectman, one Lions Club member, the Town Manager and two third-party taxpayers; Mr. Oppenheer seconded, vote unanimous.

The agreement between the Lions Club and the Town was reviewed line by line to be sure all parties were in agreement. Many sections are past history and did not need to be addressed.

1.4.2 ~ Once the building is turned over to the Town it will be covered by the municipal insurer.

2.4 ~ Upon completion the town will pave the parking lot and provide landscaping. This will be included in the 2005 budget.

4.1 ~ Management of the building will be consistent with other town buildings. The Town's cleaning service will clean this building as well.

Discussion ensued regarding appropriate charges for rental of the building. Other communities and organizations often charge \$500 to \$600 for rental for a single event. Use of the kitchen could incur additional charges. The Lions Club suggested a lower price for residents versus non-residents. And no adult entertainment allowed.

4.3 ~ The Lions Club will be granted a lockable storage area. A Knox Box, provided by the town, will be located outside the building and will include keys to all rooms.

4.4 ~ A licensed bartender is required if alcohol is to be served in the building. The bartender should have liability insurance. Liability insurance will also be required by the individual renting the building, as is currently the practice for the Enfield Center Town Hall.

All other sections of the agreement are agreed upon and required no clarification for the parties present.

It was agreed that good uses for the building include Senior Citizens Council functions, flu clinics, Audubon Society film presentations and lectures, etc.

Ken Hill asked to reserve the building on the 3<sup>rd</sup> Wednesday of each month from September to the end of June from 5-10 pm.

Mrs. Bachand asked to reserve the building for April 23, 2005 for celebration of the Lions Club 50<sup>th</sup> anniversary.

Discussion of the phone needs was discussed. Steve Landry has donated a phone system and is waiting some direction. The Town's needs are simple and require only local service. A long distance block was recommended.

It is anticipated that the building will be turned over to the town the first week of October. The Lions Club would like to have an official ceremony sometime in November.

Nancy Scovner moved to thank the Lions Club for all the work they did and for the beautiful building they will be donating to the Town; Mr. Oppenheimer seconded, vote unanimous.

Ken Hill stated that if a problem comes up with the building the town should just tell the Lions Club because they'd like to take care of it. Mrs. Whittaker responded that she envisions the Board of Directors doing this. Mr. Albanese stated that the Board of Directors could also determine a price schedule. Discussion ensued regarding who should be invited to fill the two taxpayer positions on the Board.

Ken Hill pointed out that the name of the building is the Enfield Community Building and that it has always been named this.

Mr. Albanese moved that the Enfield Lions Club building henceforth will be known as the Enfield Community Building; Mrs. Scovner seconded, vote unanimous.

**NEW BUSINESS****Welfare Guidelines:**

Mr. Oppeneer questioned the weekly allotment listed on page 16. He was informed that the upward spike in the allotment for three people is based on the probability that when a third person is added it is in infant.

The guidelines were tabled until the next meeting.

**Any Other Business:**

Mrs. Whittaker apologized for herself and Ken Daniels for the absence of their monthly reports. They should be available for the next meeting. Donna Schmanska will be asked to assist Ken Daniels with his report.

Mrs. Whittaker provided a tentative agenda for the Thursday night Budget Committee meeting that will begin with an overview of what a TIF District is.

The Board discussed the \$177,000 that was voted by Town Meeting to forgive sewer debt. The Town's auditors handled the funds differently than anticipated. The town has two choices: to go back to town meeting to raise the money again to be applied to the debt as originally voted, or to allow the auditors to make an adjustment during the 2004 audit.

Mrs. Scovner moved that during the 2004 audit a transfer of \$177,000 should be made from the undesignated fund balance to the sewer fund and \$144,000 raised by the Capital portion of the sewer rate should be transferred to Capital Reserve; Mr. Oppeneer seconded, vote unanimous.

Mrs. Whittaker expressed her desire to clarify the ramifications of the sewer contract for the Budget Committee. This will require a non-public session. As soon as the contract is available, Mrs. Whittaker will go over the contract with the Board of Selectmen point by point.

The Glick Group has sent a proposal for assistance with GASB 34. The Budget Committee is very supportive. Once she has had a chance to look at the proposal more closely, Mrs. Whittaker will report to the Selectmen.

There are 18 people that have not paid their dog license fees for 2004. Enforcement will proceed through the courts.

The Board discussed the requested use of Whitney Hall by a Mascoma Valley High School program. It was suggested that the school, perhaps in the Special Ed house across from the high school, should provide space. Mr. Albanese moved to deny the request; Mrs. Scovner seconded, vote unanimous.

Mrs. Scovner moved to appoint Dominic Albanese to the Enfield Community Building Board of Directors; Mr. Oppeneer seconded, vote unanimous.

The Board discussed a request to inquire of other landfills what they charge for tipping fees. Rather than proceed with such an inquiry it will first be determined if the permit for the Lebanon Landfill allows the City of Lebanon to deny access to neighboring communities.



Mr. Oppeneer moved to enter non-public session at 8:18 pm under RSA 91-A:3 II (c) & (d); Mrs. Scovner seconded. Roll call vote: Mr. Oppeneer – aye, Mrs. Scovner – aye, Mr. Albanese – aye. Vote unanimous, motion carried.

Mr. Oppeneer moved to come out of non-public session at 8:27 pm; Mr. Albanese seconded, vote unanimous.

The meeting was adjourned at 8:27 pm.