

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

MINUTES of March 17, 2003

Board of Selectmen: Ilene P. Reed, Chairman; Keith Oppenneer; Dominic Albanese

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

Others: Ken Daniels, Director of Public Works; Levi Carrier; John Carr; David Carr; Michael Dudley; Dan Kiley; Laurence Gardner; Judy Kmon; Henry Cross; Kris Eddy, Valley News; Mary Murray, Connecticut Valley Spectator; Evelyn Palmer; Peter H. Giese

CALL TO ORDER

Mrs. Reed called the meeting to order at 5:30 pm.

PUBLIC APPOINTMENTS

Mrs. Reed swore in newly elected officials, including Levi Carrier, David Carr, Laurence Gardner, Judy Kmon, John Carr and Dominic Albanese.

APPROVAL OF MINUTES

Mr. Oppenneer moved to accept the minutes of March 3, 2003 as prepared; Mrs. Reed seconded, vote unanimous.

ORGANIZATION OF THE BOARD

Mr. Oppenneer moved to appoint Ilene Reed as Chairman of the Board of Selectmen; Mr. Albanese seconded, vote unanimous.

ADMINISTRATIVE

License to Operate a Motor Vehicle Junkyard:

The Board reviewed and approved a junkyard license for C/H Chase & Sons

Service Request:

The Board received a request for sewer service for property located at Map 33 Lot 26, Flanders Street. Mr. Daniels recommended approval with the following conditions: 1) That the applicant follow the procedure set forth in the "Municipal Water and Sewer Connection Guide" and 2) The applicant and their contractor consult directly with the Public Works Department on how and where the connection will be made and what materials can be used.

Mr. Oppenneer moved to approve the request for sewer service as recommended; Mr. Albanese seconded, vote unanimous.

Organization of the Board:

Mr. Albanese noticed there is a Selectmen's representative on the Public Works Building Committee but no representative on the Conservation Commission. He feels the Conservation Commission is a board the Selectmen appoints and should pay some attention to. Mr. Oppenneer stated that the Conservation Commission by-laws could be changed to allow for a Selectmen's representative.

Mr. Albanese moved to appoint Keith Oppenneer as the Conservation Commission representative; Mrs. Reed seconded, vote unanimous.

Mr. Oppenneer moved to appoint Dominic Albanese as the Budget Committee representative; Mrs. Reed seconded, vote unanimous.

Mr. Albanese moved to appoint Ilene Reed as Planning Board representative; Mr. Oppenneer seconded, vote unanimous. Mr. Oppenneer will serve as Mrs. Reed's alternate.

Mr. Albanese is interested in attending Sewer Sub-Committee meetings.

Mr. Albanese volunteered to act as Selectmen's representative on the Public Works Building Committee.

Other Administrative:

The Board reviewed and approved a warrant for water & sewer charges.

CITIZENS FORUM**Henry Cross:**

Mr. Cross wanted to thank the Board of Selectmen, April Whittaker and the public for voting for support for the Veteran Park Fund at Town Meeting. The committee is moving ahead rapidly. Brickwork has been ordered. Flagpoles have been ordered and should arrive next week.

The Lioness Club is purchasing a bench, as is the Lions Club. Two other benches were sold to in Massachusetts. A woman has also offered to buy a flagpole in honor of her husband.

Mr. Cross explained that the brick walk will be installed and engraved bricks can later replace un-engraved bricks.

Mr. Cross also mentioned the form in the back of the town report that can be used to order bricks, and thanked the initiative by the town's executive secretary, Alisa Bonnette.

Leigh Davis:

Ms. Davis is a Conservation Commission member and advised that she acts the Conservation Commission's observer and minute taker. She is trying to make her role on the Conservation Commission better. She is delighted to have a Selectmen's representative on the Commission. She will gather a packet of forms the Commission is reviewing and forwarded it to Mr. Oppeneer. Mr. Albanese would also like a packet.

The Board briefly discussed the role of the Capital Improvements Program committee. The CIP is the responsibility of the Planning Board.

Mrs. Whittaker suggested sending questionnaires to department heads. The goal this year is to have a CIP in place for the budget process. A spreadsheet can be prepared and then prioritized. She would like the Upper Valley Lake Sunapee Regional Planning Commission to help with this process. A useful tool that UVLSRPC can provide is prediction of the tax rate.

Dan Kiley:

Mr. Kiley stated that going back to the Town Meeting format is great. That is the way town government should be.

Mr. Albanese commended the Mrs. Whittaker for a great job.

Michael Dudley hopes the Moderator will not allow amendment upon amendment in the future.

Discussion followed regarding the sound system and set up.

Mr. Oppeneer moved to give a special commendation to the Public Works Department for their work at Town Meeting; Mrs. Reed seconded, vote unanimous.

Mrs. Reed closed the Citizens Forum at 6:10pm.

OLD BUSINESS ~ TOWN MANAGER'S REPORT**Cecilia Aufiero:**

Mrs. Whittaker reported that Ms. Aufiero would like to meet with the Board of Selectmen in a public meeting at this juncture. This meeting will take place on April 7, 2003 at 5:30pm.

Mr. Albanese would like to get a general idea of what the Board is trying to accomplish regarding the charges levied against Ms. Aufiero in her role as chairman of the Conservation Commission. A complete packet of information previously submitted will be provided to him. Mrs. Whittaker explained what had transpired at previous meetings.

Mrs. Reed feels that since the Selectmen have just adopted a new private property access policy, that they should start there and not go years back. She wants to be sure the Board is fair.

Mrs. Whittaker thinks the letter that Dwight Marchetti brought in addresses more than the trespassing issue. She briefly explained the other complaint brought to the Board by Mr. Marchetti.

Mr. Albanese feels the Board should focus on those things that are more recent. He thinks Mr. Marchetti brought up past issues because he was trying to show a pattern. Mr. Albanese wants to be sure the Board is absolutely fair.

Discussion followed regarding the presentation of complaints during Citizens Forum. It might be best to require complaints in writing and have the Board take them under advisement.

The Board will hold their April 7, 2003 meeting beginning at 5:00pm with recognition of individuals that have left their office or position, followed by the meeting with Ms. Aufiero at 5:30pm. Selectmen's meetings will also be held in the Auditorium in the future.

Fire Department Pickup:

Mrs. Whittaker explained to the Board that she is going to requisition the new pickup for Phil Neily, as Fire Inspector during the working week. In the event the Fire Department needs the vehicle for training classes during the working week they can put in a requisition for it. More than 50% of Mr. Neily's inspections are fire related. The truck can be housed at the DPW if there is no room at Union Street.

Mr. Albanese would like to see the laws that pertain to the Town Manager's responsibilities regarding the Fire Department. Mrs. Whittaker will copy RSA 37 & place the same in his box.

Mr. Albanese liked the idea of Mr. Neily using the truck during the day, but asked if the Fire Department was going to need it to carry hose.

Mrs. Whittaker explained that they need the truck to carry hose only after a fire, and that accommodations can be made.

Mr. Albanese is comfortable with Mr. Neily using the truck, but less comfortable with the truck being housed at the DPW. Mrs. Whittaker does not believe there is room to garage the truck at the fire station, but she will be speaking to the Fire Chief on the subject.

Grant Funding:

Mrs. Whittaker reported that grant rounds are opening up for funding. She will be working with the chief to prepare grants for the Fire Department. Mr. Albanese wants Mrs. Whittaker to be sure to include the Enfield Center Station is included.

Mrs. Whittaker advised that on goal was to work on firefighter certification and to organize in-house classes. There is no requirement for certification for volunteers, but it would be desirable.

Mr. Albanese understands that the Fire Department blazer is not running now. Discussion ensued regarding disposition of Fire Department vehicles. Mrs. Whittaker will be re-advertising 2 vehicles and will try to hit more Vermont papers.

Mr. Albanese would like the CIP to look at all of the Highway, Police and Fire Equipment.

Payroll:

Mrs. Whittaker informed the Board that the town would be going to bi-weekly payroll in 2004. It will be more cost effective and a better use of Wendy Huntley's time. Checks will be two weeks in arrears. Direct deposit may become available. There will be a cost to implement it. Mrs. Whittaker will be providing notice to employees soon to give them time to prepare for the change.

Mrs. Whittaker was asked if the employees would have a problem with this change. She replied that Supervisors would be informed and that any true difficulties would be reported.

Mr. Albanese asked if salaried employees fill out time sheets. Mrs. Whittaker replied that they are not required, but they are completed.

High Street Property:

Mrs. Whittaker provided the Board with information submitted by both Walter Backoffen and Richard Canfield regarding the so-called schoolhouse on High Street.

Mr. Albanese is concerned with the proximity of the front door to the road. He is not opposed to the sale or restoration of the building, just not at this location.

Mr. Albanese wondered if the Board could set some restrictions. Mrs. Whittaker would expect a requirement for substantial completion within 12 months of the sale in the event that the Board determines to bid out the property.

This issue was tabled until spring, after the snow melts, when it was determined that a site walk should be undertaken to better understand logistical and safety difficulties, if any.

Master Plan Update:

Mrs. Whittaker would like the Upper Valley Lake Sunapee Regional Planning Commission to assist with the Master Plan Update, particularly the utilities section that would address the sewer system.

DPW Vehicles:

Mrs. Whittaker reported to the Board that the DPW trucks approved at Town Meeting were ordered. By going out to early bid and including a non-appropriation clause the Town was able to save \$12,000.

Municipal Building Committee:

A municipal building committee will be needed. Mrs. Whittaker suggests that Dwight Marchetti be invited to serve. She also reported that all three Library Trustees would like to be on the committee.

Mr. Oppeneer is partial to a committee of seven members.

Mr. Albanese recommended one Library Trustee serve on the committee, three names to be submitted by the Library Trustees and three names to be submitted by the Board of Selectmen.

Mr. Albanese suggested Eric Crate for the building committee.

Heritage Commission:

Mr. Oppeneer voiced the need to activate the Heritage Commission. Meredith Smith may now be interested. Mr. Albanese thinks Rob Rudd might also be good on the commission.

2001 Audit:

The issues from the 2001 Audit that were reported in the 2002 Annual Report have been addressed.

Old Business:

Mr. Oppeneer would like to revisit the "Old Business" list in order to keep track of outstanding projects and issues.

NEW BUSINESS**Involuntary Military Call Up:**

The Board discussed how pay and benefits will be handled for employees that are called to military duty on an involuntary basis.

Mr. Albanese moved that in the event of involuntary military call-up duty, the Town will make up the difference between regular town compensation, and that of the military pay if the military pay is less than the Town's compensation wages for the affected employees position. This subsidized paycheck will be subject to the use of accrued time i.e. personal, comp, and vacation; Mrs. Reed seconded, vote unanimous.

The Town and employee are subject to continued retirement contributions per the normal manner for the amount paid to the employee. The retirement system will allow for accrued time to continue so that the employee does not lose time in the system.

The Board of Selectmen also approved changes to the personnel policy regarding the continuation of health benefits for those members of the family that are left behind. In the event of involuntary military call-up, the Town of Enfield will support continued coverage subject to any co-payments of the spousal or family portion of the town's health insurance plans.

Short-term disability and life insurance cease during service duty and are can be reinstated upon resumed employment with the town.

Mrs. Whittaker will draw up a policy to reflect the Board's vote regarding involuntary military call up.

Suggested Posting Methods & Meetings:

Mr. Albanese suggested some changes in the posting of meetings. He would like to see the four primary boards/committees (Board of Selectmen, Budget Committee, Planning Board & Conservation Commission) to have meetings listed in the "Weeks Agenda" in the Valley News.

He also would like Selectmen's meeting minutes to be posted to the website within three days. He was informed that, by law, the minutes must be prepared within 144 hours of the meeting.

Three days may not always be possible. Minutes will be posted and clearly marked "Draft Unapproved".

Mr. Albanese would also like the minutes to appear in the Chronicle again, as they used to. Mr. Albanese was informed that the Chronicle required that the minutes be abbreviated and this requires additional time. Based on this information, Mr. Albanese agreed that the meetings should appear on the website in a more timely manner, as unapproved draft minutes, but that printing them in the Chronicle would not be necessary.

Mr. Albanese moved to request the Town Manager to provide the Board of Selectmen with any grant requests, and any purchase orders of \$3,000 or more, prior to them being approved, for Selectmen's review; Mrs. Reed seconded, vote unanimous.

Mr. Albanese would like the Board of Selectmen to meet with department heads and the Town Manager to go over department goals. This should improve communications between the Board and the departments.

Mr. Albanese would also like the Board of Selectmen to meet with the Budget Committee, Planning Board, Conservation Commission and Zoning Board of Adjustment. He suggested that a representative from the NH Dept. of Revenue Administration should also be present.

23 Bridge Street Freeze Prevention Issues:

Ken Daniels explained to the Board that Rick Sam has a ¾" copper line that runs 160-180' to his home. Due to ledge the water line was not buried as deeply as it normally would have been. This causes the line to freeze in the winter. Mr. Sam usually puts a garden hose out and runs the water in a decent stream to keep the pipe from freezing. Mr. Sam has put in for reimbursement for his dock that was damaged due to the amount of ice that built up from the hose. Correspondence and photos were provided to the Board of Selectmen for review.

Mr. Oppeneer moved to drill a well for Rick Sam and bring this problem to a close. Mr. Albanese wondered if this would be setting a precedent.

Mr. Daniels estimated the cost of a well at \$4,000 to \$6,000. If the cost of the water that is lost each year is taken into account, the well could pay for itself in 3 or 4 years.

Mr. Oppeneer's motion was not taken up but was tabled to secure advice from Town Counsel.

SCADA Installation Contract & Delay:

Mr. Daniels explained there has been a delay in the installation of the SCADA system due to problems with a radio link. The radio link, if it were working properly, would allow all of the wells to communicate. There was an oversight on the part of the alarm company and the engineers when designing the system. The alarm company started the clock ticking on the warranty as soon as the initial installation was done. The Town has told them that the warranty must be adjusted to begin at the time of acceptance of the system by the Town. Until the radio link problem is corrected the Town will not accept the system.

Resolution in Support of Level Funding for the Land & Community Heritage Investment Program (LCHIP):

Mrs. Whittaker recommended approval of the resolution in support of level funding. LCHIP money is a very viable source of money. If the Town renovates Whitney Hall the Town can apply for funding from LCHIP.

Discussion followed regarding HB 608 and HB 717 which will significantly affect school funding in Enfield.

Mrs. Reed stated the Board should support LCHIP since it may benefit Enfield later on.

Mr. Oppenneer moved to support the Resolution in support of Level Funding for the Land and Community Heritage Investment Program (LCHIP); Mrs. Reed seconded, vote unanimous.

Advance Transit Representative:

Evelyn Palmer submitted a letter of interest in serving as the Town's representative on the Advance Transit Board of Directors.

Mr. Oppenneer moved to appoint Evelyn Palmer as the Enfield representative on the Advance Transit Board of Directors; Mrs. Reed seconded, vote unanimous.

Other Business:

Mrs. Palmer expressed interest in the Heritage Commission and questioned the difference between a Heritage Commission and Historic Commission.

Mrs. Whittaker will need to look up the RSA's that regulate these commissions.

Mr. Albanese asked to see a copy of the report on the Route 4 structure fire.

Mrs. Whittaker requested the Board's support for her to go to school for the Municipal Leadership Institute which is a two part certification program for NH's municipal managers and supervisors.

Mrs. Whittaker invited Mr. Albanese to attend the April 3rd Regional Dinner at the Hanover Inn, sponsored by the NH Municipal Association, meeting time 5:30 pm at Whitney Hall.

Mr. Albanese expressed interest in attending the next Antioch session for the Selectmen's Institute. And Mrs. Whittaker also recommended he attend the NHMA Conference in November.

INFORMATIONAL ITEMS

Correspondence to NH DOT re: Shaker Bridge Reconstruction

Sewer Study Sub-Committee: Information Listing, Minutes

Police Correspondence re: Training Session

Workers Compensation Survey.

ADJOURNMENT

Mr. Oppenneer moved to adjourn at 7:50 pm; Mr. Albanese seconded, vote unanimous.