

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

**MINUTES of April 16, 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; Meredith Smith & Sharon Carr, Enfield Village Association

**CALL TO ORDER**

Mrs. Reed called the meeting to order at 5:00 pm.

**APPROVAL OF MINUTES**

The Board reviewed the minutes of April 7, 2003. Mr. Albanese asked that a correction be made on page 3; Mr. Albanese had asked for documentation in writing. Page 4 should include "Ross Allen and Mr. & Mrs. Raymond Stanford".

Mr. Oppenneer moved to approve the minutes of April 7, 2003 as corrected; Mrs. Reed seconded, vote unanimous.

Mrs. Reed moved to accept the non-public session minutes as presented; Mr. Albanese seconded, vote unanimous.

**OLD BUSINESS**

**Sewer Hookup Request:**

Mr. Albanese moved to approve the hookup to the Enfield Sewer System of lots 18, 59 & 60, Map 10A, on Caleb Dyer Lane, as recommended; Mrs. Reed seconded, vote unanimous.

**Sewer Sub-Committee:**

Mrs. Whittaker explained to the Board that the Build-out Study is not going to be helpful to the Sewer Sub-Committee because the maps are not digitized for overlaying of zoning in a GIS environment. Mrs. Whittaker and Mr. Daniels recommend doing a fly-over for \$7,000 for the base maps. The fly-over would include two areas of Enfield: Route 4 from the midline of Baltic Street to Lakeview Auto Sales and 500' on either side of Route 4 and the Mascoma River, plus

along NH Route 4A from Shaker Boulevard to Lower Shaker Village. The fly-over would be done on a 1" = 40' scale for engineering purposes vs. the typical 1" = 400' scale used for tax mapping. This mapping would be a requirement for any pre-engineering planning.

Mr. Albanese asked if there could be some economy by working with the Conservation Commission mapping. He also asked where the money would come from. It was explained that the Conservation Commission mapping is of a different type, not suitable for the purposes of the Sewer Sub-Committee and suggested that funding could come from the Technology Capital Reserve Fund (CRF) unless the Board had another viable alternative.

Mrs. Whittaker explained that the Sewer Sub-Committee has not had an opportunity to discuss the base mapping, but it will part of the discussion with the committee the following evening. One of the reasons for the fly-over is to determine if we want to retain the capacity at the Lebanon Wastewater Treatment Plant. While there is already a consensus that the Town does not want to relinquish any of its reserve capacity, the information from the fly-over will be cheap insurance, and provide a springboard for future expansion plans.

Discussion followed regarding funding. Because the Technology CRF was set up by the general fund, Mr. Daniels suggested that the Sewer CRF could be used as the base mapping was a pre-engineering requirement in any case.

Mr. Albanese wondered why the center of town would not be included. Mr. Daniels explained that the areas chosen for the fly-over would yield the greatest potential for expansion of the system. Nearly \$5,000 has been received in revenues from hookups in recent weeks. And data in the downtown area can easily be acquired on foot due to the limited scale of the project.

Mr. Albanese expressed concern about spending funds that had not been put through the budgeting review process. By doing this next year, however, the Sewer Sub-Committee will not be able to do what is has been charged with. Mrs. Whittaker explained that capital reserves are specifically set up with agents to expend so that towns can accomplish planning, when needed, in a more timely fashion.

The Board discussed the pros and cons of doing a fly-over. The Board will consider the request. In the meantime, Mrs. Whittaker will discuss it with the Sewer Sub-Committee, and bring back the Sewer Sub-Committee's recommendation.

#### **Rick Sams ~ Water Line:**

The Board discussed the installation of "blue board" insulation for the Rick Sams water line. Even with insulation it will be important that Mr. Sams keep the water in the line moving during the winter months. A small trickle from an indoor faucet would do the job. The Board concurred with Mr. Daniels plans to insulate with "blue board".

Mr. Albanese is not comfortable with replacing the dock for Mr. Sams.

#### **Smith Pond Dam:**

It is hoped the State is going to take over the Smith Pond Dam. Nancy Scovner is one of the sponsors of this project.

**PUBLIC APPOINTMENTS****Rick & Leslie Barrows:**

Mrs. Whittaker provided introductions and a summary of what had taken place at past meetings. The Board took the Barrows' request under advisement until after town meeting. Due to a vote of town meeting the sewer rate can be reduced from \$11.53 to \$9.80 / 1000 gallons. Mr. Barrows is still feeling aggrieved.

Mr. Barrows submitted additional financial information to the Board of Selectmen. Business is down significantly from the same quarter last year. Water usage is down 16,100 gallons and income is down \$1,427. Mr. Barrows increased his rates by \$0.25/wash two weeks after the January meeting. This should have resulted in additional income of \$400 if he had retained his customers. He continues to have concerns about losing customers to less expensive Laundromats in Lebanon.

The Barrows are being proactive by running specials and doing additional advertising.

Mr. Albanese noted that the challenge is that he does not know how the town can do something for Mr. Barrows and not open the town up for many more requests for financial relief. Mr. Barrows responded that it is not unusual to have bulk rates for industry.

It is hoped that the high sewer rate is a temporary problem. Conservation efforts were discussed, though the laundry is just 5 years old.

Mr. Barrows brought up concerns he had about expenditures in the water and sewer departments, particularly capital expenditures, such as the SCADA alarm system, and communications costs, and the fact that the whole town votes to approve expenditures that paid for only by the users of the water and sewer systems.

Mr. Oppeneer requested a copy of Mr. Barrows' 2002 tax return.

The Board will address several of Mr. Barrows' concerns, including the cost of communications, how fire trucks are filled, costs relating to the Sam's property, and hydrant maintenance. It was explained to Mr. Barrows that the water being discharged into the lake by Mr. Sams, to prevent freezing of his water line, is not billed to other users.

The Board discussed extending payment terms. Mrs. Whittaker will look into ways to extend Mr. Barrows' payments over time.

**Enfield Village Association ~ Main Street Grant:**

Mrs. Carr explained that EVA is applying for a Main Street grant to either remodel the existing building at 78 Main Street with commercial space on the first floor and residential space on the second and third floors, or tear down the building and construct a replica with commercial space on the first floor and residential space on the upper floors.

EVA applied for this same grant last year but was turned down, in part because they did not yet own the property. It is undecided whether they should keep just 3 or 4 apartments in the plan as they did last year, or whether they should expand the project to include 6 to 8 apartments.

Mr. Oppenneer moved to approve the resolution in support of the Enfield Village Association's Pre-Application for the Downtown Initiatives Program. The Town will act as fiscal agent.

**Enfield Village Association ~ Connecticut Valley Joint Commission Grant:**

Mrs. Smith explained that since EVA began considering the purchase of 78 Main Street, there has been a desire to turn the old mill site into a park. EVA is presenting a grant proposal to the Connecticut Valley Joint Commission, with the encouragement of the Director, to develop the site as a recreational area. The application is for \$5,000 for a thorough surveying of the property and planning work. Alan Strickland has already cut trails.

Mr. Albanese asked if they were not looking at developing the site and turning it over to the town. Mrs. Smith replied that no, they did not intend to turn it over to the town.

The Board unanimously approved the resolution in support of the Enfield Village Association's Application for grant funding from the Connecticut River Joint Commission.

**Enfield Village Association ~ Property Tax Relief:**

Sharon Carr is aware that the town is looking at appointing a building committee and EVA wants to be supportive. EVA owns 2.8 acres. If either the Library or Town Offices need to be moved, the EVA property would be a nice place for it. In light of all that, EVA is asking for forgiveness of property taxes on 78 Main Street for the next 12 months.

Mrs. Whittaker explained that one of the charges for the building committee is to explore the town's options, listing the pros and cons. One option is building on the EVA site. It might be a viable site for a new library, if the committee recommended such. Mrs. Whittaker advised that the request for abatement was being made as EVA was essentially going to stall their plans in order to give the building committee time to consider 78 Main Street as an option. In essence "taking it off the market."

The request seemed reasonable to Mr. Oppenneer, but Mr. Albanese had reservations and preferred to take the request under advisement. Should EVA want to proceed with an abatement of property taxes, a written application must be submitted.

The Board discussed the inclusion of an EVA representative on the building committee.

**Enfield Village Association ~ Clean Up Day:**

EVA has its annual Clean Up Day scheduled for May 24, 9-Noon.

**ADMINISTRATIVE**

**Proclamation ~ National Telecommunicator's Week, April 13-19, 2003:**

Mr. Oppenneer moved to authorize Ilene Reed, as chairman of the Board of Selectmen, to sign the proclamation designating April 13-19, 2003 National Telecommunicator's Week; Mr. Albanese seconded, vote unanimous.

**CITIZENS FORUM**

No citizens were present. Citizens Forum was closed at 6:58 PM.

**OLD BUSINESS****License to Sell Firearms Policy ~ Draft:**

Peter Giese, Chief of Police, prepared a draft policy for the issuance of Licenses to Sell Firearms. A Police Lieutenant will perform inspections of the premises, and review alarm setup.

Mrs. Whittaker has chosen the Selectboard as the appeal board in the event that the Chief refuses a license. Currently a license costs \$25 and is good for three years. Due to the time and paperwork involved to process an application and perform background checks, \$25 seems low. The Board of selectmen agreed.

Mrs. Reed moved to charge \$100 for firearms licenses for retail purposes; Mr. Albanese seconded, vote unanimous.

**Disposition of “Craig” Property (High Street) and May Street Property:**

The Board scheduled a site visit for 5:00 PM, Monday, April 21, 2003, at the High Street property.

The May Street property is being used as a staging platform by the State of New Hampshire for the bridge construction project. The Board discussed the need for the State of New Hampshire to vacate the site before the property is put up for sale. The State could move it to the Shaker Bridge Motel property.

The Board asked that Doreen Wyman be asked to provide an assessment of the property to determine a realistic sale value for May Street.

**Department Meetings ~ Organization:**

The Board discussed meeting with Department Heads. The Library may not attend as the Library is under the jurisdiction of the Library Trustees, not the Board of Selectmen. Mr. Albanese stated that he is not looking to give anyone direction, but wants to find out how we can help them to do their job, and feels that a “round table” format will assist the board to better understand department work and aspirations.

Mrs. Whittaker explained that the Department Heads would prefer to meet as a work session. It was agreed that a work session would take place at the Public Works building on Friday, May 9, 2003 from 1-4 PM.

**Demolition of Shaker Bridge Motel:**

The Board received correspondence from the State of New Hampshire indicating that the Shaker Bridge Motel would be coming down this summer or early fall.

**Bus Shelter ~ Anne's Place:**

The specifications for the bus shelter have been prepared. Expenses for labor put into the project will be calculated for Ken Daniels, Jim Taylor & April Whittaker for the purposes of grant offset.

**NEW BUSINESS****Financial Reports:**

The Board of Selectmen received a quarterly report from the Trustee of Trust Funds, as required by the Town's investment policy, as well as a cash flow report.

Overtime in both Public Works and Police is being watched carefully.

The Board discussed the purchase of the Fire Department pickup and requested a comparison of specifications for this truck vs. a highway department truck. Mr. Albanese questioned the snowplow package since there has been talk of having the sidewalk tractor plow out the hydrants.

Mr. Albanese wants to meet with the different committees. It was agreed that the Selectmen should attend meetings of each committee rather than have the committees come to a Selectmen's meeting.

**Terry Finsterbusch 2002 3<sup>rd</sup> Quarter Water/Sewer Bill:**

Mr. Finsterbusch does not believe his bill is correct. He has paid his bill less \$100, and the resulting 10% late charge, for which he requested abatement. Carolee Higbee, Account Manager, does not recommend abatement. The Board of Selectmen concurred with Ms. Higbee's recommendation not to abate Mr. Finsterbusch's bill, and to require payment in full of \$110.

**\$1,000 Grant for Food Pantry:**

Diane Monmaney, Human Services Director, and Julie Huntley were responsible for acquiring \$1,000 in grant funds to supplement the Food Pantry.

Mr. Albanese moved to thank both Julie Huntley & Diane Monmaney for their successful procurement of a grant for the food pantry; Mrs. Reed seconded, vote unanimous.

**Fair Hearing Officer:**

The Selectmen received a memo from Diane Monmaney, Humane Services Director, recommending the appointment of Joyce Osgood as the Fair Hearing Officer for the Welfare Department.

Mrs. Reed moved to appoint Joyce Osgood as the Fair Hearing Officer for the Welfare Department; Mr. Oppeneer seconded, vote unanimous.

**NHMA Reorganization Plan Update:**

The NH Municipal Association has reorganized its different divisions (Property Liability Trust and HealthTrust) planning to make them one organization. Primex has a large undesignated fund

balance of about \$83,000,000 in addition to their designated fund balance. It would appear that Primex could use these funds, acquired through premium payments by members, to low-ball NHMA. To become competitive, NHMA is reorganizing. In the event, over the next five years, this reorganization does not work, the divisions could be separated again.

**Whitney Hall Needs Assessment and Building Program Charge ~ 2003:**

The Board reviewed and approved the draft charge prepared by Mrs. Whittaker. (See attached.) Because there is no need to immediate results, this will be a long-term committee. The Public Works facilities need to be completed before a new large project is undertaken.

The Board discussed committee membership. It was agreed that the committee should consist of 9 members, a Selectmen's representative, an EVA representative, a Library representative and citizens. While the Library Trustees all want to be on the committee, Mr. Albanese is uncomfortable weighting the committee decision in favor of any one group.

An advertisement will be run soliciting committee applicants.

Mrs. Whittaker reported that once the committee is formed, Dave Provan, previously of Provan & Lorber, will, free of charge, give the committee 2 hours of his time to explain how a building committee works.

Mr. Albanese moved to create a committee of nine members with one Selectmen's representative, one EVA representative, one Library representative, one Budget Committee representative and five citizens; Mr. Oppeneer seconded, vote unanimous.

**Recreation Commission:**

Mrs. Whittaker will meet with the Recreation Commission in May. The Commission has no by-laws and minutes have been inconsistent. Mrs. Whittaker will meet with the Recreation Director, and a standard operating procedure will be developed for lifeguards with the assistance of Marcia Cornell.

**Fire Department Career Day:**

Mrs. Whittaker would like to congratulate the Fire Department on the wonderful Career Day that was held at the Union Street Fire Station. Jason Hill & John Pellerin and others prepared a notebook of information for each participant. They did a great job and deserve a letter of thanks.

**Huse Park ~ Park & Ride:**

Mrs. Whittaker was approached about establishment of a Park & Ride at the Community Building in Huse Park. This may result in a considerable amount of money becoming available for site work, as well as providing a needed serve for the community.

**Regional Organization Budget Requests:**

Mrs. Whittaker prepared a draft form for use by regional organizations when preparing their budget requests. Documentation justifying their request is being required. This will be presented to the Budget Committee.

**Other Business:**

The Board briefly discussed information on claims available to the Town from the insurance company. Due to new laws, information will be limited. The town's attorney does not recommend a HIPPA policy because of the extraordinary policy procedures.

Based on information on the school's plan, Mr. Oppenneer suggested a cooperative to reduce prescription drug costs. Mrs. Whittaker informed him that the Town's prescription drug plan is superior to the school's plan. The Town would, however, like to join the school's July insurance pool. Significant savings could be realized by this venture.

Mr. Oppenneer reported that the State Treasurer is proposing a new way of paying the school district. Rather than pay a significant portion of grant funds early in the school year, payments will be spread over many months. This will hurt the towns when the schools come looking for money.

Mr. Oppenneer received permission to edit the "Code of the West", as written by a county in Washington State, making it applicable to Enfield. Mr. Oppenneer will prepare a draft. The "Code of the West" in essence, explains that people moving to the country from the city should not expect things to be the same; emergency response times will be longer, roads that are not paved, may not be paved in the foreseeable future, etc...

Mr. Albanese suggested that a list of town employees could be compared to claims received by Health Trust to verify that only those covered by the town's insurance are receiving benefits.

**Non-Public Session:**

Mrs. Reed moved to enter into non-public session at 8:30 PM, RSA 91-A:3 II (a) & (c); Mr. Oppenneer seconded, vote unanimous. Roll call vote: Mrs. Reed – aye, Mr. Oppenneer – aye, Mr. Albanese – aye.

Mrs. Reed moved to come out of non-public session at 8:50 PM; Mr. Albanese seconded, vote unanimous.

Mr. Oppenneer moved to honor the Town Manager contract conditions, retroactive to January 1, 2003; Mr. Albanese seconded, vote unanimous.

**Heritage Commission:**

The following individuals will be invited to apply for membership to the Heritage Commission: Rob Rudd, Mary Ann Haagen, Barbara Brady, Evelyn Palmer, Marjorie Carr and Meredith Smith.

**Whitney Hall Building Committee:**

Various names were submitted for consideration for inclusion on the yet to be formed committee.

**INFORMATIONAL ITEMS**

State of New Hampshire Paving Schedule



Liability Seminar for Emergency Personnel ~ Thursday, May 8 at 6:00 PM, Whitney Hall Auditorium. Police and Fire Department attendance is mandatory. The Budget Committee has been invited.

Bob Anderson, NH Dept. of Revenue Administration will hold an educational seminar in Canaan. The Enfield Budget Committee will be invited to attend.

Bacon v. Town of Enfield ~ A variance was denied by Enfield and this decision was upheld by Superior Court. Preparation to defend an appeal to Supreme Court has cost over \$5,000.

EVA Business Meeting ~ April 24<sup>th</sup>. A Selectmen's representative should attend.

**ADJOURNMENT**

Mr. Oppeneer moved to adjourn at 9:02 PM; Mrs. Reed seconded, vote unanimous.