

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

**MINUTES of May 5, 2003**

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

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

**Others:** Dan Billin, Valley News; Mary Murray, Connecticut Valley Spectator; Rick Barrows

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

**April 16, 2003 Regular Session:**

The Board reviewed the minutes of 16 April 2003. The following corrections will be made: (1) page 3, Enfield Village Association ~ Main Street Grant, paragraph 1 – “construction” should read “construct”; (2) page 7, Whitney Hall Needs Assessment and Building Program Charge ~ 2003, paragraph 5 – “one Budget Committee representative” should follow “one Library representative”; (3) The following should be added as a separate business item – “Mr. Albanese suggested that a list of town employees could be compared to claims received by HealthTrust to verify that only those covered by the town’s insurance are receiving benefits.”

Mr. Oppenneer moved to approve the minutes of 16 April 2003 as corrected; Mrs. Reed seconded, vote unanimous.

**April 21, 2003 Regular Session:**

The Board reviewed the minutes of 21 April 2003. A typographical error will be made on page 6. Page 8, Whitney Hall Building Committee, paragraph 2 should read, “The Committee will consist of a representative from the Library Board of Trustees, Board of Selectmen, Budget Committee and Enfield Village Association.”

Mr. Oppenneer moved to accept the minutes of 21 April 2003 as corrected; Mrs. Reed seconded, vote unanimous.

**April 21, 2003 Non-Public Session:**

The Board reviewed the non-public session minutes of 21 April 2003. Paragraph 2 should read, “The Board reviewed and approved letters to Cecilia Aufiero, Dwight Marchetti, Mr. & Mrs. Raymond Stanford and Ross Allen.”

**April 16, 2003 Non-Public Session:**

Mr. Albanese moved to accept the non-public session minutes of 16 April 2003 as presented; Mrs. Reed seconded, vote unanimous.

**ADMINISTRATIVE**

**Other Administrative:**

The Board reviewed and approved the following documents: Current Use Tax Lien Releases, Current Use Applications, MS-5 Financial Statement, License to Operate a Motor Vehicle Junkyard ~ Lassen.

**CITIZENS FORUM**

No citizens were present.

**OLD BUSINESS ~ TOWN MANAGER'S REPORT**

**Rick Barrows Sewer Abatement Request:**

Mr. Oppeneer state that the RSA's (State Statutes) say the water and sewer funds exist for the users. The people who use it should pay for it. On the other hand, the water and sewer systems provided a valuable service to the town. Town's are not in business to support businesses.

Mrs. Reed inquired whether the roughly \$5,000 recently received for hook-ups could be used. Mrs. Whittaker responded that it cannot, these funds are used strictly for Capital Reserve Funds.

Mr. Albanese visited the site and is very impressed with what Mr. Barrows has done with it. Mr. Albanese suggested allowing Mr. Barrows until the second quarter billing of 2003 to pay the difference between the first quarter billing of 2002 and the first quarter billing of 2003, with no interest. If this is paid off, then after the second quarter billing, to allow Mr. Barrows until the third quarter billing to pay the difference between the second quarter billing of 2002 and the second quarter billing of 2003, with no interest.

Mrs. Reed stated that they might not have to do the second quarter, that maybe this can be considered at that time.

Mrs. Whittaker noted that the industry standards tout a 10% evaporation factor, but that this is not proven.

Mr. Albanese noted that there are other situations where individuals may use far more water than sewer, such as watering large animals.

Mr. Oppeneer stated that by the third quarter bill Mr. Barrows should know if he has a viable business. There is no way to rebate fees and the town cannot lend money.

Mr. Albanese moved to allow Mr. Barrows until the second quarter billing of 2003 to pay the difference between the first quarter billing of 2002 and the first quarter billing of 2003, with no

interest. If this is paid off, then after the second quarter billing, to allow Mr. Barrows until the third quarter billing to pay the difference between the second quarter billing of 2002 and the second quarter billing of 2003, with no interest; Mrs. Reed seconded, vote unanimous.

**Mapping Fly-Over:**

The Board discussed the fly-over for the purpose of mapping potential areas of expansion to the sewer system. Mr. Albanese was under the impression that the fly-over would include Route 4 to the Canaan town line. Mrs. Whittaker clarified that the fly-over included only to Lakeview Auto Sales, the “yellow barn”, as this is likely the farthest the town could afford to expand the sewer system. Mr. Albanese is concerned this doesn’t provide information on the potential for the Cummings lot. Discussion followed regarding expanding the area of the fly-over to include the area from Lakeview Auto Sales to the Canaan town line. Mrs. Whittaker explained that ledge would hinder further expansion and gravity feed could not be provided beyond this point. And the fly-over has already been completed. However, she will raise the issue with the Public Works Department.

**Deed Taking Update:**

The list of potential deed takings due to unpaid property taxes is down to two properties. One of the property owners is working on obtaining the money for payment. Carolee Higbee, Tax Collector, has contacted the other property owner to explain the importance of payment.

**Other Business ~ Planning Board Fee Reductions:**

The Planning Board has reduced its fees on the LaCroix storage facility and in the past for Exit 16 and the Golf Course. The Planning Board is developing a policy for reduced fees for storage units and golf courses and the fee list should indicate this.

**Other Business ~ Fire Department Vehicles:**

Fire Department vehicles will be advertised after Mrs. Whittaker is provided the necessary information on the trucks, including the one behind the shed and the Blazer.

At the 3/27/03 Fire Department/Town Manager meetings with the Fire Chief, Wards and Officers agreed to submit an estimate for fixing the Blazer prior to having the work done. Subsequently we learned that the blazer has been fixed without submitting the estimate for budget review. In addition, the Selectmen’s policy that all purchases over \$800 need a purchase order approved by the Town Manager. This was not done.

Mr. Albanese stated that the Budget Committee was informed that the Fire Department would be getting rid of the blazer when the new pickup was purchased.

Mrs. Whittaker will contact the Fire Department regarding an advertisement for fire vehicles.

Mr. Albanese provided a list of the differences between the recently purchased Fire Department truck and the recently purchased Highway Department truck as follows:

**Town Pickup Truck:**

- 4 Wheel Drive
- 2 Door
- Diesel Engine

- Vinyl Seats
- XL Package
- Standard Vehicle Weight
- No Sliding Rear Window
- Air Conditioning

Fire Department 4 Wheel Drive Truck:

- 4 Wheel Drive
- 4 Door
- V-10 Gas Engine
- Cloth Seats & 6 Way Electric Driver Seat
- XLT Package
- Heavy Duty Rear Springs
- Plow Package
- Sliding Rear Window
- Air Conditioning, Power Windows, Power Locks

Mr. Albanese noted there was never approval for the plow package. Mrs. Whittaker remarked that at a Budget Committee meeting the Fire Department agreed to do without the plow package.

Mr. Albanese stated that the Town Manager/Board of Selectmen attempted to intervene regarding the purchase of this vehicle. Principally because he (Albanese) feels that the truck has too many options, especially when compared to a town vehicle that in theory will be used much more than this truck will. Unfortunately, the truck was already ordered by the Fire Department by the time the Town Manager/Board of Selectmen became aware of what they were purchasing. This, again, goes against the Town Policy for the Manager to review any purchase order/grant of \$800 or more. Mr. Albanese asked Mrs. Whittaker to send another memo to all Department Head's and Committee Chairs reminding them that purchases of \$800 or more need Town Manager approval and if the purchase is \$3,000 or more the Board of Selectmen reviews it as well prior to purchase being made or the grant being submitted.

**Other Business ~ Budget Committee Meeting:**

The Budget Committee will be meeting with the Town's auditors on May 15, at 6 PM in the Whitney Hall Auditorium. The auditor's will be going over the town's audit with the Committee.

Mr. Oppenheer noted that the town still has \$100,000 of authorized but un-issued debt. Mrs. Whittaker explained that this is true in the 2002 audit, but will be wiped out in 2003 due to Town Meeting 2003 action.

**Other Business ~ Erosion Control:**

Mrs. Whittaker reported on erosion control measures being taken at the Public Works Facility. The silt fences are still in place. Straw bales will be placed where appropriate. Mr. Albanese questioned if funds could be diverted to improve the site situation.

Mr. Albanese asked that Cecilia Aufiero be informed of the steps being taken.

**Other Business ~ May & High Street Properties:**

Mrs. Whittaker is working on the legal issues involved.

Mrs. Reed asked if the town could exclude a mobile home on the May Street property.

Mr. Albanese if money received from the sale of lots could be used to offset site work at the DPW facility. Mrs. Whittaker explained that the revenue must go into the general fund. Discussion ensued regarding the site work and possible ways to pay for it. Capital reserve funds can be used only for the purpose for which they were created. The Board could over-expend one line in the budget provided another line is under-expended.

The town recently received two bills that should have been received and paid in 2002, one for \$6,000 from Verizon for design work and one for \$24,470 from Don Crate Excavating for sand & gravel. This puts could put a strain on the 2003 budget. Mrs. Whittaker wants a set of plans from Verizon before she pays a \$6,000 bill.

**Other Business ~ Board of Selectmen/Conservation Commission Work Session:**

A work session will be held on Monday, May 12 at 6:00 PM at the Public Works Facility.

Mr. Albanese would like to offer the Conservation Commission administrative support, either from the Town Office staff or Paula Rowe, the Commission's recording secretary. This could include preparing photocopies or mailing meeting information packets.

Mr. Albanese also believes the Planning/Zoning Administrator or Building Inspector can act as a second set of eyes for the Commission. The Building Inspector should also be aware of conservation issues when doing building inspections. Sending the Planning/Zoning Administrator and Building Inspector to classes in conservation issues could be a real asset to the town.

Mr. Albanese drove Oak Hill Road and viewed the telephone poles and lines that resulted in a letter from Ms. Aufiero to the Planning Board. There are lines running in the crotch of a tree.

Mrs. Reed has heard comments from individuals wondering why the Board of Selectmen is getting into the middle of Conservation Commission business. Commission members thought they were doing a good job. They feel the Selectmen are infringing on the boards.

The Conservation Commission Rules & Procedures do not recognize the Access to Private Property Policy. This should be corrected.

Mr. Albanese also wonders if the Commission might need to meet twice a month. Mr. Oppeneer stated that if the Commission has no business pending, the second meeting of the month could be cancelled.

Mrs. Whittaker expressed the need for all Commission members to become involved. Discussion also followed regarding rotation of chairmanship among the members.

Mr. Oppeneer wondered if Tim Taylor, Planning Board chairman, and Cecilia Aufiero, Conservation Commission chairman, should attend a class on how to run a meeting.

Mrs. Whittaker will contact Ms. Aufiero before the work session to inform her of the concerns voiced at this meeting.

**Other Business ~ Lowering of Grafton Pond:**

Mrs. Whittaker has not received any correspondence from Jim Gallagher. She has requested assistance from Executive Councilor Ray Burton. Mr. Burton informed her that the Dept. of Environmental Services has had no director for the past 2 years. In spite of all of the worries, there have been no reports of damage.

**Other Business ~ Suki's Marsh:**

The Board discussed the beaver dam at the marsh, which is causing water to back up; property damage could result. Mary Lou Bryant owns the property on which the beaver dam is located. She will be contacted for permission to remove the beaver dam.

The Board discussed the sign that has been erected on the property. It's a small sign that reads, "Suki's Marsh Trail". The Board has no objections to the sign.

**Other Business ~ Rick Barrows Sewer Abatement Request:**

Mr. & Mrs. Barrows came before the Board and were informed of the Board's decision earlier in the meeting. While the Selectmen cannot remove the debt, they can delay the payment of it. Mr. Barrows was hoping to pay 1/3 third of the bill each month for the next three months. The Board considered Mr. Barrows proposal and discussed Mr. Barrow's continuing concerns that the rate is still too high. Mr. Albanese is willing to go with three payments of 1/3 each.

Mr. Oppenneer moved to authorize Mr. Barrows to pay the 2003 first quarter water & sewer bill in 3 monthly installments with no interest; Mrs. Reed seconded, vote unanimous.

Mr. Albanese moved to reverse the prior motion relating to the payment of Mr. Barrow's extension to pay the difference between the 2002 first quarter bill and the 2003 first quarter bill, and extension of the second quarter bill in the same manner; Mr. Oppenneer seconded, vote unanimous.

**NEW BUSINESS**

**Committee Appointments:**

The Board considered appointments to various boards and committees.

Appointments to the Shaker Recreation Development Committee will be delayed pending further consideration as to whether the committee is still required.

Mr. Oppenneer moved to reappoint Leafie Cantlin and Suzanne Laliberte for three year terms on the Planning Board; Mrs. Reed seconded, vote unanimous.

Mr. Oppenneer moved to reappoint Alan Strickland, Larry Gardner and Terry Finsterbusch to the Conservation Commission. There was no second. Larry Gardner had been appointed as an alternate in 2000 and had never sworn in, nor attended any meetings.

Mr. Albanese moved to reappoint Alan Strickland to the Conservation Commission for a three-year term; Mr. Oppenheer seconded, vote unanimous.

The Board discussed Selectmen's representation on the Conservation Commission. The Board also discussed the potential conflict with Ilene on the Building Committee since she, in her position as town clerk, would be directly affected by any decisions.

The Board discussed the possible membership of the Building Committee. Each Selectmen will call different individuals to ascertain their interest.

### **INFORMATIONAL ITEMS**

Heritage Commission Invitation Responses

Jeffrey Boivin Letter of Congratulations

Conservation Commission Roundtable Discussion

Department Round Table ~ Friday, May 9, 2003.

"Code of the West" as adapted to "New England"

New Hampshire Old House & Barn Exposition ~ May 10-11, 2003

20<sup>th</sup> Anniversary of the Annual Governor's Conference on Volunteerism ~ May 19, 2003

ILEAD Forum on Social Capital in the Upper Valley

Municipal Clerk Week ~ April 27 – May 3

### **ADJOURNMENT**

Mr. Oppenheer moved to adjourn at 7:34 PM; Mrs. Reed seconded, vote unanimous.