

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

**MINUTES of June 16, 2003**

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

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

**Others:** Phil Cronenwett, Library Trustee; Ken Daniels, Director of Public Works; Henry Cross; Dan Kiley

**CALL TO ORDER**

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

**PUBLIC WORKS FACILITY – SITE WALK**

The Board of Selectmen conducted a general site walk of the Public Works Facility with a view to potential improvements within budget. Salt shed design and aggregate storage was discussed.

Mr. Albanese will contact Ken Brazas, Dwight Marchetti and Fred Paradis to determine their interest in serving on a committee to look at the needs of the Public Works Department and to help the town come to a solution regarding construction of a salt/sand barn. Because these three individuals spoke against the salt shed at town meeting it was suggested they might be helpful in the development of an alternative solution that can be presented at spring 2004 Town Meeting.

**APPROVAL OF MINUTES**

The Board reviewed the minutes of June 2, 2003. A typographical error will be corrected on page three and a reference on page 1 to Mike Seiler's residency status shall be moved from the section regarding the Heritage Commission to the section regarding the Town Hall/Library Building Committee (see section "PUBLIC APPOINTMENTS, Phil Cronenwett, Library Trustee" on page 3 regarding the renaming of this committee the Town Offices/Library Needs Assessment Committee.)

Mr. Oppenneer moved to accept the minutes of June 16, 2003 as corrected; Mr. Albanese seconded, vote unanimous.

Mr. Oppenneer moved to approve the non-public session minutes of June 16, 2003 (7:10 PM) as prepared; Mr. Albanese seconded, vote unanimous.

Mr. Oppenheimer moved to approved the non-public session minutes of June 16, 2003 (7:26 PM) as prepared; Mr. Albanese seconded, vote unanimous.

**PUBLIC APPOINTMENTS**

**Paula Rowe:**

Mrs. Reed presented Paula Rowe with a plaque in appreciation for her outstanding work on the Memorial Day Parade and for all of the hard work she has put into the exceptional annual event.

**ADMINISTRATIVE**

**Exemptions:**

The Board reviewed an elderly exemption application from Fred & Eleanor Cantlin and veterans exemption from Robert K. Burns. Mrs. Reed moved to accept the applications for exemption as presented; Mr. Oppenheimer seconded, vote unanimous.

**2003 Property Tax Refunds:**

The Board approved 2003 property tax refunds due to overpayment.

**Dog Warrant:**

The Board reviewed and approved a warrant to the Enfield Police Department for the collection of fees for unlicensed dogs.

**CITIZENS FORUM**

**Nancy Smith, Enfield Village Association:**

Nancy Smith announced that the opening day for the Farmer's Market would be July 9<sup>th</sup> from 3:00–6:00 PM. There will be 20 vendors with vegetables, baked goods and crafts. She hopes the pothole in the Huse Park parking lot will be raked prior to the event.

EVA will be meeting for a planning session to look at plans for the next 1 to 2 years. Because of the bridge work they will probably spend more money on community spirit. She thinks Main Street will grow and develop to be a wonderful niche area. Mr. Albanese requested a copy of the plan when it is completed and suggested a joint Board of Selectmen/Enfield Village Association meeting at some point in time.

Mrs. Smith said the town could expect to see a street dance and antique car show. And next year, with the cooperation of the Recreation Commission, maybe the Farmers' Market could be started earlier in the year.

EVA has an 18' banner for the Farmers' Market. Mrs. Whittaker suggested also having someone at the side of the road waving a sign or banner to draw attention to the parking area for the Market.

Discussion ensued regarding crosswalks and parking spaces on Main Street. The State has declined to add crosswalks because it provides a false sense of security to pedestrians. Typically the State will only install crosswalks at intersections.

Town Manager Whittaker is working with the State of N.H. and EVA to reevaluate the location of sidewalks downtown.

Discussion followed regarding the bridge near the Lutheran Church on Main Street and the pros and cons of wooden bridges.

#### **Henry Cross ~ Veterans Memorial Park Update:**

Henry Cross reported that the curb cuts have been made for the driveway and the drive has been rough-cut by the Highway Department. Thanks to the Water Department there is water on the site. Forms are there for the monument foundations and holes should be dug within the week. The flagpoles and a flag that was flown over the Capitol have been delivered. The irrigation system should be in next week. They will then loam, sod and finish the driveway. Volunteers will put in the bricks under the supervision of David Stacey, a bricklayer from Orange. Mr. Cross hopes to have the park done by July 4<sup>th</sup>.

Mrs. Reed asked if it was true that someone could put a pet's name on a brick. Mr. Cross explained that the sale of bricks is to raise funds to support the project. Certain areas will be designated for veterans, while other areas will be open for other engraving. If anyone has any questions about the park they need only call him.

#### **Dan Kiley ~ Charitable Exemptions:**

After the last Selectmen's meetings and discussion of a charitable exemption for the Enfield Outing Club, he wonders if the Police Department using the outing club property for training is worth an exemption. He does not feel it is charitable. If the town wasn't giving an exemption to the previous shooting range why would the town give an exemption to the Outing Club?

Mrs. Whittaker explained that the owner of the previous shooting range location asked for the Police Department to use his property in order to have a police presence there. Mrs. Whittaker understanding of the proposal is to allow the Police Department to use the shooting training facility at the Outing Club. If the Outing Club is not used the town would have to find another location and pay for it, thus providing another tax burden.

Mr. Kiley countered that it must be used for the general public good. Mrs. Whittaker replied that it could be argued that the Outing Club would be providing a relief of cost to the taxpayers, but no decisions could be made until the Outing Club had expressed, in writing, the full extent of their charitable contribution.

### **PUBLIC APPOINTMENTS**

#### **Phil Cronenwett, Library Trustee:**

Mr. Cronenwett came before the Board, speaking for all three Library Trustees. Mr. Cronenwett relayed the Trustees concerns about the name of the committee, which he felt gave the impression that this committee is going to make decisions about a building rather than about

what the Town Offices and Library need. The Trustees also believe they should have two Trustee representatives on the committee. He state that Library Trustees, because they are elected, have legal and fiduciary responsibility to the library. With 2 representatives on the committee a quorum of the Library Trustees voting would have legal standing. Mrs. Whittaker expects the library representative to the committee would take back information to the Trustees, discuss and vote on issues at a Trustees business meeting rather than have one Library Trustee unable to participate in a vote that took place at the building committee level. She felt there was no rationale to the statement equating it to the Selectmen's sole representative.

Not having representation from employees in the Library or Town Offices on the committee will require the committee members to do research and interview staff to find out what their needs are. This will ensure that any recommendations made are independent of the office staff. Once the recommendations are submitted, if a new library is needed, Mrs. Whittaker envisions handing the building project over to the Trustees, presumably with the help of the committee to ensure community support.

Mr. Cronenwett stressed that there are State laws and regulations that must be adhered to by libraries. The library must meet these regulations to get state funding, if any is available.

Mrs. Whittaker expects to see conceptual plans from the committee, not construction plans.

Discussion of the committee and its charge was discussed. Mr. Albanese moved to change the name of the Town Hall/Library Building Committee to the Town Offices/Library Needs Assessment Committee to better reflect the charge of this committee; Mr. Oppeneer seconded, vote unanimous.

If was agreed that the Selectmen and Library Trustees must work together and any changes, whether a new building or a renovation, must be done in tandem.

The Selectmen were not in favor of having two Trustees on the committee as it would seem weighted in favor of the library. Mr. Oppeneer suggested leaving the membership as it is for at least two meetings before bringing membership up for reconsideration. The Board of Selectmen decided to meet with the facilities committee to review this issue and see how the process is proceeding once the facilities committee completes its third meeting.

## **OLD BUSINESS**

### **Sewer Authorization:**

Mrs. Whittaker requested authorization to take the next step to visit Town Counsel regarding legal steps or arbitration to move negotiations forward with the City of Lebanon. It has been 6 months and negotiations have not moved forward. Mr. Albanese moved to authorize the Town Manager to take the steps she sees necessary to move contract negotiations to arbitration as a result of lack of response from the City of Lebanon; Mr. Oppeneer seconded, vote unanimous.

### **Taxation of Enfield Owned Land in Canaan:**

The Town has received tax bills from the Town of Canaan for three properties owned by the Town of Enfield: the Marsh well site, the well protection area and the reservoir. State statutes

say the Town of Enfield needs to negotiate for payments in lieu of taxes. Mrs. Whittaker stated that the reservoir is used by both Enfield and Canaan residents for recreational purposes and should be fully exempt. Mrs. Whittaker will prepare a draft 10-year agreement for payments in lieu of taxes for the Board's consideration. She would also like to get an independent appraisal of the properties.

**May 2003 Financial Reports:**

The Board received and reviewed expense, revenue and cash flow reports for the May 2003. Mrs. Whittaker is comfortable with where things are. A detailed expense report will be reviewed to determine why the Cemetery special project line is over budget.

Finance overtime is high resulting in part to the bookkeeper Beta testing a new payroll program. This requires some additional time consulting software support. Mr. Albanese suggested there should be a reduced maintenance charge for this program from the software support vendor.

The method of accounting for encumbrances was discussed. The Selectmen would rather see future invoices entered as encumbrances than as current expenses.

Revenue flow is good. \$157,000 was recently received from the State of New Hampshire and tax revenue is coming in. The second Selectmen's meeting in July has a block of time reserved for the discussion of revenues. Upon Mr. Albanese's inquiry, Mrs. Whittaker reported that the cost for payroll is approximately \$13,000 – \$16,000 per week.

Mrs. Whittaker presented two purchase orders that exceed \$3,000: Public Works truck equipment for \$34,462 and the Fire Department Jaws of Life for \$12,156.

A grant for the Jaws of Life was awarded to the Town. Other grants have been formatted for air packs, HazMat suits from a Hazardous Waste grant, and funding from the Homeland Security grant, and to date, the town has not received the status of said grants.

Mr. Albanese moved to ask the Town Manager to express the Selectmen's appreciation to John Pellerin for the all of the work he has done to obtain these grants; Mrs. Reed seconded, vote unanimous. Jason Hill should also receive a vote of thanks for his assistance.

**NEW BUSINESS****Gerry Stark Correspondence ~ Baltic St./Route 4 Intersection:**

Mr. Stark proposed one-way traffic off of Route 4 on Baltic Street (west side by Janet's Roadside Café) in order to avoid potential traffic accidents. Chief Giese replied to Mr. Stark's correspondence regarding this issue stating that this had been considered previously and due to a number of factors it was considered best to leave the two-way in order to avoid confusion by the public that had already become accustomed to the existing detour and flow of traffic. The Board concurred with Chief Giese to not alter the flow of traffic, especially in light of the fact that the bridge construction should be completed by November.

**Municipal Trail Liability:**

Trail liability was discussed, specifically the pros and cons of installing handrails on trail bridges. While people hiking trails in the woods are not expecting handrails and paved paths it might be considered negligent not to have handrails on the bridges. A sign that states you are walking the trail at your own risk might be considered that the town knows there is a danger. Mrs. Whittaker was asked to contact Judy Silva of NHMA. The Board of Selectmen would like to meet with the Conservation Commission to discuss this issue.

**Street Numbering Ordinance Enforcement:**

This ordinance was enacted in 1995. Some residents still have old rural route numbers or no numbers posted. Following an emergency services meeting, Mrs. Whittaker recommended sending a mass mailing to property owners, followed up by the Police Department and assessment of a penalty for non-compliance as provided for in section 8 of the ordinance. The Selectmen concurred with Mrs. Whittaker's recommendation.

**Citizens Advisory Group ~ Anne's Place:**

The Board received a status report on building inspections of the property and the Planning Board minutes of June 13, 2001.

Mr. Oppenheimer noted that impact fees could only be charged for capital improvements. And there is no mention in the Planning Board minutes of the need for a citizens advisory group.

The original proposal for Anne's Place included a resident social worker and current plans now have only a resident building caretaker. The Board will not pursue this issue until a need arises.

The Selectmen will not pursue the establishment of a citizens advisory group at this juncture. It was suggested that the best liaison to Anne's Place would be Diane Monmaney, Welfare Director. Selectmen Albanese asked that Town Manager Whittaker arrange a meeting with herself, Chief Giese, and Human Services Director Monmaney with representatives from Anne's Place to facilitate a formal communication process as the facility opens.

**Road Scholar:**

Congratulations to Ken Daniels, Director of Public Works, on becoming a Road Scholar II.

**Baltic Mill & Baltic Street:**

Keith Oppenheimer, April Whittaker, Phil Neily & Jim Taylor performed a site walk/inspection of the Baltic Mills during the previous week. Tim Taylor will have a scrap dealer come and pick up a lot of the accumulated items, but could not confirm timing.

Due to the condition of the building and the vast amount of things stored within it, Phil Neily has recommended to the Fire Department, for the safety of the firefighters, that any fires at the Baltic Mill be fought only from the outside of the building until the fire is under control. The building does have a deluge sprinkler system.

They also had the opportunity to view the Route 4/Baltic Street (east end) intersection. There are no guardrails, no seeding and the turning radius is poor for larger trucks. Earth has fallen below the edge of the asphalt. A meeting with the Department of Transportation seems to be in order.

**Ironman Development:**

The Board briefly discussed the Conservation Commission's request that pets be prohibited in the Ironman Development in order to protect the wildlife in the area. No action was taken. General consensus was that the requested action was extreme and not required.

**Multi-family Inspections:**

Mrs. Whittaker reported that Phil Neily is on good ground with the schedule of inspections. A status report will be provided to the Board of Selectmen in the near future.

**United Way Representative:**

Mr. Oppeneer was approached by a United Way representative looking anyone willing to call about 30 people in the Enfield/Canaan area to encourage continued participation in the United Way. No one was recommended.

**Committee Membership:**

Mr. Oppeneer is on over 13 committees & commissions and is scaling back on the number of committees of which he is a member. He is looking for volunteers to take his position on some committees.

**Help America Vote Act:**

Mrs. Reed attended an election workshop about the NH approach to the Help America Vote Act. Topics of discussion included punch cards, checklist purges, etc. More workshops will be held prior to the next election.

Mr. Oppeneer noted the benefits of voter education at local elections. There was a reduction in mis-marked ballots the year that education efforts regarding how to mark a ballot were in place.

**INFORMATIONAL ITEMS**

HB 415 Regulation of Firearms: April Whittaker correspondence to Committee of Conference, dated 6/12/2003; Spectator Commentary ~ Bill permitting firearms at meetings is crazy by Chief Giese

Chief of Police correspondence re: DWI Rumor, dated 6/13/2003

HealthTrust Annual Report 2002 ~ Available for Viewing

Expedited Seasonal Dock Notification ~ Peter Mazzilli, Map 48, Lot 5 on Crystal Lake

**ADJOURNMENT**

Mr. Oppenneer moved to adjourn at 8:55 PM; Mr. Albanese seconded, vote unanimous.