

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

MINUTES of July 7, 2003

Board of Selectmen: Present: Ilene P. Reed, Chairman; Dominic Albanese
Absent: Keith Oppeneer

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

Others: Ken Daniels, Director of Public Works; Dan Kiley; representatives from Valley News and Connecticut Valley Spectator

CALL TO ORDER

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

PUBLIC APPOINTMENTS

Howard Adams ~ Presentation of “Top Twelve Things I Will Miss About Howard”:

A retirement party was held in June for Howard Adams, the town’s previous Building Inspector. Jim Taylor, Planning/Zoning Administrator wrote up a humorous list of the top twelve things he would miss about Howard Adams. The Selectmen presented Mr. Adams with a printed and framed version of Jim Taylor’s presentation.

Bill Warren ~ Sewer Hookup Proposal ~ Anderson Hill:

Mr. Warren needs to connect his new buildings on Anderson Hill to the municipal sewer system. The Board discussed alternatives, including one scenario that runs the sewer to Anderson Hill, then down to US Route 4. Mr. Warren understands that the Mascoma Valley Community Care Center, an Alice Peck Day primary care center (APD), would like to hook up to the municipal sewer system but they are nearing the end of their fiscal year and do not have the funds to connect. Mrs. Whittaker suggested an arrangement with APD where the town will front the costs if APD will guarantee that the costs will be included in their next fiscal year budget.

While Ken Daniels has already spoken with two representatives of APD, Mrs. Whittaker will contact the CEO at APD to attempt to persuade them to budget for the sewer connection.

Mr. Warren stressed the need to have a decision made within the next week, as he will be ready to begin sewer line installation. If the APD agreement does not go through, Mr. Warren will continue with his original plan to run the sewer line across Mr. Madore’s property via a right-of-way.

Mrs. Whittaker thanked Mr. Warren for coming to the Board with the alternative proposal. This scenario would benefit the Town of Enfield by helping to extend sewer up a portion of Anderson Hill and shortening any future extension up Anderson Hill Road.

APPROVAL OF MINUTES

Mr. Albanese moved to approve the minutes of 16 June 2003 with modifications (see below); Mrs. Reed seconded, vote unanimous.

Page 1: Public Works Facility. Change last sentence of 2nd paragraph from "...the best individuals to look at the needs of the Public Works Department and propose a solution." to: "...helpful in the development of an alternative solution that can be presented at spring 2004 Town Meeting."

Page 3: Add following line as a new paragraph under the 1st paragraph related to EVA's updated: "Town Manager Whittaker is working with the State of N.H. and EVA to reevaluate the location of sidewalks downtown."

Page 4: add a final sentence to the last paragraph of the Library/Town Offices section - "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."

Page 6: Add a sentence at the end of the Citizens Advisory Group - Anne's Place: "Selectmen Albanese asked that Town Manager Whittaker arrange a meeting with herself, Chief Giese, and Humans Services Director Monmaney with representatives from Anne's Place to facilitate a formal communication process as the facility opens."

ADMINISTRATIVE

Petition & Pole License ~ Rice Road:

The Board reviewed and approved a Petition & Pole License as presented.

Current Use – Land Use Change Tax Lien Release:

The Board reviewed and approved Land Use Change Tax Lien Releases for four properties owned individually by Irene Chamberlain, Anthony Stewart, Robert Cavalieri, and Jill Cavalieri.

2003 Property Tax Refunds:

The Board reviewed and approved two 2003 Property Tax Refunds for overpayment of taxes for Karla Werninghaus and Timothy Casey.

OLD BUSINESS

Purchase Orders over \$3,000:

Mrs. Whittaker presented the Board with purchase orders in excess of \$3,000. One was for outfitting a new highway truck and the other was for drainage pipe. Both purchases were included in the 2003 budget.

Bus Shelter:

The NH Dept. of Transportation (NHDOT) agreed to allow the Town to build the bus shelter. The Town's labor and equipment use will go to the town's 20% share of the total cost. The Town estimates the cost of construction at \$11,705 compared to the only bid received in the amount of \$51,403.

The shelter is ordered and should be installed in September.

Terra-Map GIS zoning proposal:

The proposal for a zoning overlay of the tax maps is \$12,000. Upon review of the budget, Mrs. Whittaker reported having only \$9,000 available. Mr. Albanese sees not compelling reason to by-pass the budget process. Mrs. Whittaker agreed that it could wait until next year.

Town Internet Connection:

Mrs. Whittaker hoped to slash Internet charges to the town by \$4,000 to \$5,000/year. Unfortunately, the interim town manager signed a three-year contract for the Public Works Facility portion. Mrs. Whittaker will meet with SegNet to negotiate lower, more competitive rates. Mr. Albanese offered to speak to Lee Walker, general manager of SegNet, on the town's behalf.

Next June the town's Centrex agreement expires and savings may be found by combining Internet and long distance service with the same company.

Sale of Town Property:

The Board received an updated inventory of Town real property. Several properties are recommended for sale in 2003. The Board received an offer to purchase one of the town-owned parcels, however, the town does not accept offers to purchase property without going out to public sale.

One parcel is located on Fuller Road, Map 25, Lot 3. A portion of Fuller Road is Class V and the remainder is Class VI. The warrant article that created the Class VI portion refers to a distance from a residence that no longer exists, leaving the location of the beginning of the Class VI portion unclear. However, the town plows the Class V portion and turns around in front of the building on Map 25, Lot 3, and thereby creating access to the property. Mrs. Whittaker will view the property to verify access.

The property inventory will be sent to the Planning Board, Conservation Commission and Public Works Department for review and comment.

NEW BUSINESS

Ironman Subdivision:

The Board received a memo from Jim Taylor, Planning/Zoning Administrator, stating that the Planning Board requested input from the Board of Selectmen on the following issues:

1) Sidewalks: The Planning Board has decided that a sidewalk connecting the Laramie Farms sidewalk system to the town sidewalk system is very important given the fact that this subdivision will not be served by the school bus due its proximity to the Enfield Village School. The traffic engineer, hired by the Planning Board concluded in his report that Ironman has a high degree of responsibility to provide connectivity from the development to the town center. This sidewalk will go down Maple Street in the location of an abandoned sidewalk, still partially visible, and join with existing town sidewalks. Ironman has offered to pay half the cost of the sidewalk. The question is what, if any, funding for this project would be supported by the Selectmen and Budget Committee. There are some grants available for this type of project but the priority would be very low given the location and other factors. Ironman is working on a rough design and cost estimates.

2) Project oversight: How much project oversight should be required? Ken thinks Ironman should pay for an engineer to be on site at least twenty hours a week when roads and utilities are being installed. Ken is trained to perform this task but will not be able to put in those kinds of hours.

Mrs. Whittaker made the following recommendations: (1) Support the sidewalk in a 50/50 split; (2) Roll the Ironman portion into the Transportation Enhancement Fund pot for our portion of the costs; (3) Place Ironman's 50% share in escrow until Transportation Enhancement Funds are available, maybe 5 years into the future; (4) Put \$5,000 into Capital Reserve annually so that after 5 years the town will have some funds to off-set the town's portion of the costs.

Mr. Albanese proposed a 75/25 split increasing the portion that Ironman would be responsible for. Because the town would be putting in the sidewalk as a result of the development, the developer should shoulder the bulk of the costs.

Mrs. Reed and Mr. Daniels replied that the usual split is 50/50, thus emulating past practices.

Mrs. Whittaker stated that a sidewalk on Maple Street is in keeping with the Master Plan. The problem, she noted, is the town has been remiss in not maintaining the sidewalk.

Mr. Albanese moved to agree to the sidewalk proposal as presented in Jim Taylor's memo to the Board of Selectmen, dated June 17, 2003; Mrs. Reed seconded, vote unanimous.

Mr. Albanese noted that the Selectmen would have the opportunity to revisit the issue if funding doesn't come through.

Regarding the oversight of the Ironman development, Mr. Albanese stated they should have someone report to Ken Daniels on a regular basis. Mr. Albanese also requested quarterly updates by the Town Manager.

Ironman is going to hire an engineer for at least 20 hours/week. Ken Daniels will select the engineer, but Ironman will pay them.

Mr. Albanese suggested quarterly meetings with Ken Daniels, Phil Neily and Jim Taylor with reports to the Selectmen. Mrs. Whittaker recommended weekly meetings of these individuals.

Mr. Daniels will require daily inspection reports during construction. The most critical times are during installation of underground utilities, drainage, water & sewer. While the bulk of the work will be done by the person hired to oversee the project, Mr. Daniels will be on site for major inspections as warranted.

Mr. Albanese moved to accept the project oversight section of Jim Taylor's memo to the Board of Selectmen, dated June 17, 2003, with the stipulation that Ken Daniels select the engineer, Ironman will pay the engineer and the Town Manager will report to the Board of Selectmen on a monthly basis; Mrs. Reed seconded, vote unanimous.

Mr. Kiley and Mr. Daniels advised the Board that there might be another effort by one of the Planning Board members to re-open the Open Space calculations with respect to Ironman Subdivision.

Mr. Albanese and Mrs. Whittaker expressed dismay at attempts to reintroduce space philosophy given the long duration of the application. They were not against open space discussions with respects to future considerations, but felt that it was ethically wrong to attempt to renegotiate open space with the Ironman developer at this late stage of the application.

State Garage Project:

The NH Department of Transportation has constructed a building at Exit 16 without a building permit. The State of New Hampshire does not have to comply with local regulations. There were questions at a firefighters meeting regarding the contents of the building. When asked for a building permit application the State complied. Mrs. Whittaker will write a letter to the State of New Hampshire requesting a courtesy notification of building projects within the Town of Enfield.

Bid Results ~ 18 High Street & 23 May Street:

Mr. Albanese read aloud the results of the bidding on the High Street and May Street properties.

Mrs. Reed moved to sell 18 High Street to the highest bidder, Donald E. Roberts, for \$11,111 subject to the conditions stipulated in the advertisement for sale; Mr. Albanese seconded, vote unanimous.

Mrs. Reed moved to sell 23 May Street to the highest bidder, Upper Valley Habitat for Humanity, for \$25,000 subject to the conditions stipulated in the advertisement for sale; Mr. Albanese seconded, vote unanimous.

Sharon Piney Complaint Re: Construction/Stevens Street:

Mrs. Piney submitted a complaint to April Whittaker and the Board of Selectmen regarding the construction at the end of Stevens Street and her frustration in getting the road patched. Mrs. Whittaker has spoken to Miller Construction regarding the condition of the road and the problem has been corrected.

Baltic Street:

Mrs. Whittaker approached the State regarding deficiencies in the re-construction of east end Baltic Street where it meets US Route 4. The State has agreed to install guardrails, widen the curve to accommodate tractor trailers, and will stripe the road.

Grafton County FY 2004 Budget Recommendations:

The proposed Grafton County FY 2004 Budget is up 13.42%. Much of the increase is a result of a bond issue on the county nursing home. Baby boomers are getting older.

FCC Licenses:

Chief Giese is handling this issue. He is defending Enfield's right to have two frequencies. He is pleased with the process.

Sewer Sub-Committee Additional Charge:

Mrs. Whittaker explained that one of the things the Sewer Sub-Committee asked was what can they do this summer. Mrs. Whittaker read the proposed charge for the Sewer Sub-Committee to investigate whether or not a betterment charge should be applied to owners of undeveloped lots in the sewer district and watershed collection areas.

Within current lines of sewerage the town may have undeveloped lots where sewer runs by the house. In some towns there is a fee charged to lots that have sewer lines running by. Some towns charge a straight fee for this.

Mr. Albanese recommends waiting until the Selectmen see the Sewer Sub-Committee's report before proceeding with a new charge.

Joint Paving Contract:

The Board received the bid tabulation for the joint paving contract with Lebanon, Hanover, Hartford and Enfield.

Joint contracts have worked well in the past and are used for fuel, heating oil, asphalt, etc.

Media Protocols:

Mrs. Whittaker reported that the town had disclosure of a privileged meeting with the town's attorney by Keith Oppenheimer. Ideally, business or projects questions should be referred to the Town Manager for a response. Personal matters and policy positions can be shared. Mrs. Whittaker asked the Board if they felt a media protocol should be put in place.

Mr. Albanese ran for Selectmen with openness of government as a priority. He stated that for day-to-day work it would be best to speak with a common voice. He would like to err on the side of openness, but he won't disclose non-public sessions or privileged meetings.

Mrs. Whittaker agreed with Mr. Albanese that what we do in public is fair game, but those issues that statute defines as non-public need to remain confidential.

Mr. Albanese noted that if any one of the Selectmen talks to a reporter they should call the others to report what was said. It is unfortunate that there was a misjudgment. Mr. Albanese encouraged Mrs. Whittaker to prepare something.

Mrs. Whittaker would like to extend this to department heads. Mr. Albanese pointed out that there is reference to this subject in the personnel policy.

Travel Reimbursements:

Mr. Albanese stated that Selectmen's travel reimbursement should only be when there's a bona fide town need and one of the selectmen is coming back to report to the Board. The Town should not approve mileage unless it's pre-approved.

Mrs. Whittaker stated that the Selectmen's stipend is meant to cover costs, such as mileage and incidentals, it is not a wage. There is a need to better define what constitutes a reimbursable expense.

Mr. Albanese move to limit reimbursement to expenses that are pre-approved and that the attending Selectman must report back to the Board; Mrs. Reed seconded, vote unanimous. Mr. Albanese stated that any volunteer should do the same within their respective board. Mr. Albanese also strongly encourages employees to be reimbursed for mileage.

INFORMATIONAL ITEMS

NHMA Correspondence re: April Whittaker to serve on new Local Government Center Board of Directors.

NHMA PLT \$6,788.09 Dividend Received.

Posting of Your Street Number:

Letters have done out to all property owners with a building on their lot. These letters are a reminder to get street numbers posted if they have not already been posted. The Enfield Rangers will then go out to enforce the posting of numbers. Mrs. Whittaker will talk to the Board of Selectmen before levying any fines.

Public Works Sign:

Mrs. Whittaker and Ken Daniels will meet with the sign maker this week. Mr. Daniels has a large V-plow ready for painting.

Heating Fuel Usage Report:

The report of heating fuel usage for town buildings clearing shows how much fuel Whitney Hall uses (4,004.7 gallons) in comparison to the new DPW building uses (2,503.6 gallons) even though the DPW is significantly larger.

NH Dept. of Safety, Office of the State Fire Marshal re: Review services:

The Fire Marshal's office will no longer provide plan review services for any municipality that has a building official.

UVLSRPC Regional Plan Draft:

Mrs. Whittaker is currently reviewing the voluminous draft version of the UVLSRPC Regional Plan. Mrs. Whittaker will put tabs in where information applies to Enfield before passing it on to the Board of Selectmen for review.

Rubbish Collection:

There has been a report that a Springfield resident at the Enfield/Springfield town line has been getting rubbish collected during Enfield's curbside collection. Mr. Daniels will investigate.

Budget Work Session:

Mr. Albanese asked that a work session be scheduled with the Board of Selectmen and Town Manager to brainstorm budget ideas.

Mrs. Whittaker also plans to meet with the Budget Committee to find out their expectations.

Due to Holly Sanders' resignation from the Budget Committee, effective 1 September 2003, Mrs. Whittaker will advertise for a new Budget Committee member as soon as the Committee is ready.

Conservation Commission Meeting of 3 July 2003:

This meeting was cancelled due to lack of a quorum.

Sand & Salt Barn Committee:

Mr. Albanese would like to understand the three proposals the town has before he makes any phone calls to prospective members.

ADJOURNMENT

Mr. Albanese moved to adjourn at 7:30 PM; Mrs. Reed seconded, vote unanimous.