

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

MINUTES of December 1, 2003

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

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

Others: Dan Kiley; Dwight Marchetti; Fred Paradis; Lee Carrier; Ken Daniels, Director of Public Works

CALL TO ORDER

Mr. Oppenneer called the meeting to order at 5:30 pm.

APPROVAL OF MINUTES

Mr. Oppenneer moved to approve the minutes of November 17, 2003 as printed; Mr. Albanese seconded, vote unanimous.

ADMINISTRATIVE

Snow & Icy Policy:
Tabled pending town attorney review.

Yield Tax Warrant:
The Board reviewed and approved a Yield Tax Warrant for William & Joan Marie Leboeuf.

2003 Property Tax Abatements:
The Board reviewed and approved 2003 property tax abatements for the following: Town of Enfield, Enfield Outing Club, Oak Grove Cemetery Association, Alice V. Hartland Revocable Trust.

Application for Annual Installment of State Grant:
Mr. Albanese moved to authorize Keith Oppenneer to act on behalf of the Town of Enfield as designated signatory and to authorize Keith Oppenneer to act on behalf of the Town of Enfield in negotiating for and accepting any and all State Aid payments in connection with sewage disposal facilities in said Town of Enfield, Mr. Oppenneer seconded, vote unanimous.

Veterans Tax Credit:

The Board reviewed a Veterans Tax Credit application. Mr. Oppenheimer moved to deny the Veterans Tax Credit application due to the lack of either the Armed Forces Expeditionary Medal or the Southwest Asian Service Medal which are required under these circumstances to qualify for the credit; Mr. Albanese seconded, vote unanimous.

CITIZENS FORUM**Dwight Marchetti ~ Town Forest:**

Mr. Marchetti questioned Kurt Gotthardt's proposal, from the prior week's business meeting, for a warrant article to designate town-owned property on Grafton Pond Road a Town Forest.

Mr. Oppenheimer stated that the purpose is to showcase what a managed woodlot could look like and to make it viable, as an environmentally managed open space.

Fred Paradis asked how many Town Forests the town would have since the Conservation Commission is talking about another property [behind the Lakeview Condominiums] for this purpose. Mr. Albanese responded that the town is not able to do anything with the property behind Lakeview Condominiums until 2006 due to tax lien restrictions.

Mr. Marchetti stated that there is a lot of acreage on Shaker Mountain that is open to the public, why not sell this land and put it back on the tax roles?

Mr. Albanese spoke with Jim Gerding regarding the Bicknell Brook Trail property on Grafton Pond Road. Mr. Gerding informed Mr. Albanese of the history of the lot. Mr. Gerding also informed him that if the property is turned into a Town Forest the Board of Selectmen lose the ability to ever sell the property, or do anything with it. A previous Board of Selectmen already had turned over the management of this property to the Conservation Commission.

Mrs. Whittaker stated that the Board of Selectmen may have deferred management of the Bicknell Brook Trail to the Conservation Commission, but the final decision about what to do with the property lies with the Board of Selectmen or Town Meeting.

Discussion ensued regarding the ownership of the properties in question and the need for the Board of Selectmen to discuss this issue further with the Conservation Commission. It is important to Mr. Albanese that this Board not take any action that ties the hands of future Boards of Selectmen.

Dwight Marchetti ~ Shedd Street Property:

Mr. Marchetti recalled an amendment at the 2003 Town Meeting putting a hold on the sale of the old highway garage property on Shedd Street for a period of one year. Does the Board of Selectmen have a plan for presentation? What does the Board want to do with it?

The Board expressed the need to retain the property for salt storage until a new sand/salt storage facility is erected on the new Public Works site on Lockhaven Road. The potential for annexing and subdividing the property into house lots was discussed. It would be possible to go

through this process and simply retain the smaller subdivided lots that are need for salt storage, selling the remaining lots.

Mr. Marchetti stated that the Selectmen should also consider that it's a valuable piece of property that is fairly level. There could also be a presentation for retaining the property for some other purpose, such as a municipal building. Mr. Marchetti opined that the disposal and future of the Shedd Street property would likely be a questioned issue at Town meeting.

Mr. Oppenneer wondered if it would be better to save the property for some unknown future use or sell it and be done with it?

Mr. Albanese stated that it could be years before the town has a new salt shed. EPA rules were challenged by the State of Maine so the regulations for this region are in flux. Rather than budgeting for a new shed in 2004, money will be put into Capital Reserve for a "wait and see" ruling regarding the EPA's stormwater regulations.

OLD BUSINESS

Town Manager's Report:

The Board of Selectmen received a copy of the Town Manager's Report for the month of November. The Selectmen can address issues of any concern at their next meeting.

Mascoma Lake Boat Launch:

The Board of provided with some history on the Mascoma Lake boat launch. It is currently a Class VI road. If maintained by the Town is immediately reverts to Class V status. The Town can repair the boat launch, but a wetlands permit must be obtained before any work is done. The lake level must at it's lowest possible level, so work would likely have to wait until next fall when the lake level is lowered by the NH Department of Fish & Game.

Mr. Paradis recommended waiting until the State replaces the Shaker Bridge and have them do it at the same time. Mr. Paradis was informed that the State has pushed the bridge replacement out to 2007 or 2008.

Mr. Marchetti asked about parking regulations for the boat launch and the beach. He informed the board of problems with the restrictions that leave no place for people to park that are not using the beach, and are not launching a boat, but are going out on someone else's boat. Mr. Marchetti was informed that this has been referred to Chief Giese.

NH DOT ~ State-owned Northern Railroad Corridor:

Mrs. Whittaker explained that the town should accept the deed only if in the event a railroad is reconstructed on the property it would revert back to the State of NH. The Town does not want the liability. This also must go before Town Meeting. Town Attorney is reviewing the proposed deed at this time.

NEW BUSINESS**Drew, Map 40 – Lot 22 ~ Road Plowing:**

This situation has been resolved. If the cars are out of the way, the town will plow.

Recreation Commission:

Mrs. Whittaker saw an article in the Argus-Champion regarding the election of Recreation Commission members in another town and followed up on the same. State statute does not allow for the election of the Recreation Commission, but it does allow for appointment by the Board of Selectmen. Mrs. Whittaker would like to meet with the Commission members to inform them of the law, how this will affect them, and to assure them there is no intent on the part of the Board of Selectmen to remove them from their positions.

ANY OTHER BUSINESS**Linda Jones v. Town of Enfield ~ Ironman Subdivision:**

A settlement has been reached. The settlement agreement now needs to be signed by the Planning Board, Iron Man and Linda Jones.

Main Street Utility Poles:

Mrs. Whittaker reported the response from the State of NH regarding the location of the utility poles on Main Street opposite Whitney Hall. In order to move the utility poles, it would require tree take down on private property which could be an arduous task. Mrs. Whittaker explained the State and Granite State Electric decision to retain the current utility pole locations. Winter maintenance issues can be evaluation and re-addressed next year.

Main Street Water Main:

The cost for complete replacement of the Main Street water main would be about \$125,000. The town has opted to repair the pipe as needed, rather than pursue a complete replacement, given the estimate.

Adelphia Rate Hike:

Adelphia Cable has come out with new rates increases, in some cases more than 50%. The town is tied into a contract for an extended period of time. Mrs. Whittaker will ensure that copies of the new rates are available to the board in case of citizen questions.

Budget:

Mrs. Whittaker provided the Selectmen with police department comparisons for their budget books. Service calls are being broken down for the Board of Selectmen and will be reported at a later date.

The Board was provided with a list of additions and deletions to the budget and a copy of Lebanon's budget (sewer fund).

Highway Fuel Tanks:

The Town received an EPA order for removal of the gas tanks at the Shedd Street site; a waiver was provided to January. In response to an inquiry by Mr. Albanese, Mr. Daniels stated that all the underground work is done; the tanks just need to be drained.

Gravel Pits:

There is currently a review of active gravel pits being conducted jointly by the State of New Hampshire and the Town of Enfield. The Crate and Conkey pits were reviewed November 25, 2003 and the Hastings and Deck pits are scheduled for review on December 2, 2003. This is a State driven review. No one pit is being singled out – all active pits are being reviewed. The Board discussed pit management issues and the need for Planning Board involvement in the future per RSA 155-E.

Mr. Albanese asked about the Town's pit on the Bicknell Brook Trail property on Grafton Pond Road. He was informed that the pit area is being reclaimed as surplus fill becomes available to fill the area. The pit area had most recently been used to stockpile materials for the Public Works Department, and is no longer actively mined.

Hilco Property ~ Shaker Cemetery:

Upon Mr. Albanese's request, copies of the Hilco property assessment card were provided to the Selectmen. Mr. Albanese wants to verify that the cemetery is a *Shaker* cemetery.

Grafton Pond Draw down:

Mrs. Whittaker read aloud an emailed response from Jim Gallagher, NH Dept. of Environmental Services, Dam Bureau, regarding the draw down of Grafton Pond. Mr. Gallagher explained the draw down at Grafton Pond and the temporary suspension of the draw down to allow Crystal Lake levels to be controlled.

Residential Solid Waste Tonnage Report:

Mr. Albanese noted a decrease in solid waste tonnage over the past two months and wondered if there was a reason for the decrease. He was informed that this is likely not a long-term trend, that minor fluctuations are normal.

Mrs. Whittaker expressed the need to go out to bid for solid waste collection services. She would like to continue with a one-year contract and have the Board of Selectmen put a committee together to look into alternatives such as a Pay-As-You-Throw program.

Non-Public Session:

Mr. Oppenneer moved to enter into non-public session at 6:35 PM, citing RSA 91-A:3 II (c); Mr. Albanese seconded. Roll call vote: Mr. Oppenneer – aye, Mr. Albanese – aye.

Mr. Oppenneer moved to come out of non-public session at 6:40 PM; Mr. Albanese seconded, vote unanimous.

Mr. Oppenneer moved to seal the minutes until May 1, 2003; Mr. Albanese seconded, vote unanimous.

Budget:

Mrs. Whittaker explained several budget issues to Mr. Oppenneer that were brought up at Budget Committee meetings, including the need for a Police Department calls for service analysis to justify the need for a new officer, the possibility of receiving grant funding for the new officer, the Police Department's request for a police K9 unit, an offer from Barker Steel to pay down the lease on a Police motorcycle that could be used to respond to incidents on the rail trail, and the

approach to be taken at Town Meeting. Mrs. Whittaker and the Selectmen are not certain that all of the police requests would be approved by Town Meeting and discussed the need to prioritize requests and the possibility of liability to the town for the lease payments if the lease arrangement falls through mid-lease.

The Board discussed the Police Department's desire for a police impound lot and the cost of the same. \$12,000 is being put into capital reserve for this project, which has been put on hold until the Town Office/Library Needs Assessment Committee submits a recommendation to the Selectmen.

The Board discussed the possibility of funding to assist with the paving costs at the Community Building at Huse Park. Rather than pave now, the town can use hard-pak and pave when State transportation funding for a park & ride can be used to offset paving costs in 4-5 years. Transportation funding could pay for up to 80% of the costs.

The Town has been putting \$20,000 a year into the Property Acquisition Capital Reserve Fund (CRF) and padding the Conservation Commission budget with \$5,000 for the Conservation Fund. Prior to this practice the Conservation Commission received any funds not expended in their budget for deposit to the Conservation Fund. Mr. Albanese suggested taking the \$5,000 out the Conservation Commission conservation fund line and putting the \$5,000 into the town's property acquisition capital reserve fund instead.

Mr. Oppeneer asked when the RSMS, road maintenance management system, would be updated. Mrs. Whittaker replied that Ken Daniels is working on a road plan, and has currently got the software program up and running.

Mrs. Whittaker explained that Ken Daniels has requested a four-post lift for the Public Works Facility for \$27,000. This item was removed from the building construction as a cost cutting measure. Because the lift is a safety issue, Mrs. Whittaker recommended that the Public Works hold off on purchase of a new \$17,000 chipper if possible, and replace instead the lift. Mr. Daniels agreed.

A Budget Committee Meeting will be held on Saturday, December 6, 2003 at 8:30 AM in the Public Works Facility Conference Room.

The Board discussed the "Use It or Lose It" policy for employee vacation beyond one year's accumulation. Four individuals have been informed that they must use vacation time before the end of the year.

Mr. Albanese noted the need to decide on benefits. Mrs. Whittaker explained that she has already reduced the health insurance buy-out with a cap of \$3,000, effective January 1, 2004.

Workers Compensation and Personnel Administration costs have risen. Mrs. Whittaker explained that this is a result, in part, due to certain positions becoming full-time with benefits. Workers Comp is up due to the town's experience rating. The Town has a 3-year contract with Primex for Workers Comp coverage. When the contract expiration date approaches, Mrs. Whittaker will look for quotes from NHMA.

Mr. Oppeneer asked why the custodial work would move from three part-timers to one full-timer. Mrs. Whittaker explained that the purpose is for quality control. Having the employee work primarily during regular office hours will assist with oversight of the work. Mrs. Whittaker is also looking for quotes from private firms.

Mrs. Whittaker explained the need for the Planning/Zoning Administrator to be full-time. Economic development, primarily in having appropriate infrastructure zoned and available to potential commercial enterprises, and encouraging commercial develop in the town. The Selectmen discussed plans for economic development and the roles the Town and Enfield Village Association (EVA) would play. Mrs. Whittaker opined that, due to bridge construction and Main Street improvements, EVA should be provided with monetary support from the town and Board of Selectmen for, at least, an additional three years to give them an opportunity to begin their work plan. It would be helpful to set up a meeting with the Board of Selectmen, April Whittaker, the EVA Board and Gene Talsky.

Mrs. Whittaker reported that Gene Talsky was able to assist George Loupis with an application to the state for economic relief due to reduced business caused by the bridge construction.

INFORMATIONAL ITEMS

Public Informational Meeting:

NH DOT will hold a public informational meeting on Monday, December 8, 2003 at 7:00 PM in the Whitney Hall Auditorium to discuss improvements to NH Route 4A and Main Street.

Dredge & Fill Permit Application: Laramie Farm Estates

Courtesy Notification to Board of Selectmen: Final tax bill mailed 11/24/03.

School District Meeting: Scheduled for Monday, February 7, 2004.

ADJOURNMENT

Mr. Oppeneer moved to adjourn at 7:38 PM; Mr. Albanese seconded, vote unanimous.