

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

MINUTES of May 20, 2002

Board of Selectmen: Donald J. Crate, Sr., Chairman; Ilene P. Reed; Keith Oppenneer

Administrative Staff: Peter H. Giese, Interim Town Manager; Alisa D. Bonnette, Secretary

Others: Ken Daniels, Director of Public Works; Richard A. Crate, Jr., Interim Chief of Police; Fred Altvater, Mary Quintana and Richard Henderson, Cemetery Trustees; Stephen Seiler; Don Roberts; Bruce Prior; Kris Eddy and Jim Kenyon, Valley News; Lieutenant Scott Thompson; Sergeant Jim Pushee; Officer Keith Bergeron; Officer Michael Lecuyer

CALL TO ORDER

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

APPROVAL OF MINUTES

Mrs. Reed moved to accept the non-public session minutes of 1 April 2002; Mr. Oppenneer seconded, vote unanimous.

Mr. Oppenneer moved to accept the minutes of 6 May 2002; Mrs. Reed seconded, vote unanimous.

BUSINESS

Cemetery Budget:

Fred Altvater reported on the Cemetery Trustees' efforts to improve the cemeteries in town. Funding proposals were presented to the Budget Committee based on plan of \$6,000 per year for five years. Costs are coming in higher than estimated. The cost for Follensbee Cemetery alone was \$8,000. Due to funding limits, the work at Follensbee was not completed. Mr. Altvater has since written two purchase orders for cleaning and repair work. Unfortunately, this leaves the department with a \$3,930 deficit.

Mrs. Reed moved to approve the additional expenditure of \$3,930; Mr. Oppenneer, vote unanimous.

Don Roberts, as a Budget Committee member, supports appropriating money for cemetery improvements. New estimates for the work should be presented to the Budget Committee in the fall.

Mr. Altvater showed the Board a plan of the Countryside Cemetery and provided an update on the progress being made regarding fencing, clearing, etc. Eventually, the Trustees want a wrought iron gate at the entrance.

Sewer Extension:

Don Roberts requested support from the Board for a sewer extension on NH Route 4A. The extension would connect approximately 10 homes to the municipal sewer system. The cost of the extension would be borne by the homeowners. Accommodations would be made to allow others to connect at a later date as long as those that covered the original installation expense are provided a partial reimbursement of their costs. A letter will be prepared on Town letterhead providing the Selectmen's support for the proposed project.

Pressure Washer:

Ken Daniels, Director of Public Works, explained that funding was cut for a pressure washer in the 2002. The Town owns a trailer mounted pressure washer/steamer that is used primarily for steaming culverts. Vehicles can no longer be washed in the yard due to EPA regulations. Several other items were budgeted for in 2002, including a well, septic and gantry crane. The well came in \$3,000 under budget and Mr. Daniels will put in the septic under his license at no cost to the town, except for materials. \$15,000 was budget for the septic system; by not hiring the work out the town can save about \$8,000. The Board agreed that if the Public Works Department had the money, the pressure washer could be purchased.

Presentation to Employee:

Bruce Prior obtained his Grade I certification for both water and wastewater. The Board of Selectmen and Chief Giese congratulated Mr. Prior on his achievements.

Paul Putnam also received a certification, but could not attend this meeting for the presentation.

Donation Accounting:

The Selectmen may apply for, accept and expend funds from various sources, including private ones, under RSA 31:95-B as adopted by Town Meeting. (The library and the Conservation Commission can accept donations under their own authorizations.)

These funds are outside the budget process in that they are unanticipated and cannot be known at budget time. It is important, however, to the donor that donations are utilized as intended, and it is important to have a good accounting trail to protect the person handling the funds.

It is recommended that the Selectmen authorize the Town Manager to accept and expend donations and other non-budgeted funds as an agent of the Selectmen. All donations and non-budgeted funds, without exception, will be put into the Town's account.

The Board concurred with this recommendation.

Mr. Oppeneer would also like the Town Manager to inform the Board of Selectmen when grants have been applied for and when there are received.

Police Personnel Issues:

The Selectmen congratulated Officer Keith Bergeron on his to a full-time position.

The Board was introduced to new part-time officer, Michael Lecuyer. Officer Lecuyer is attending the eight-week police academy.

Lt. Thompson reported on 5 recent drug arrests that included the confiscation of crack cocaine and marijuana. Sergeant May made three of these arrests and Officer Bergeron made the other two. Police Cadet, Jason Lambert, was also instrumental in the arrests. According to Lebanon Dispatch, Jason Lambert was calm and clear; he did an outstanding job.

Other Business:

Mr. Oppenheimer moved to approve the SRF Authority to File Application that authorizes Peter H. Giese to process paperwork related to the State Revolving Loan Fund.

The Board reviewed and approved the following documents: Petition and Pole License, Property Tax Abatement, Yield Tax Warrants.

CITIZENS FORUM

No citizens wished to speak.

TOWN MANAGER'S REPORT

Old Business:

Chief Giese reported on several issues: 1) the re-keying of Whitney Hall is coming along; 2) Chief Giese will hold off on new signs for Whitney Hall for the time being; 3) employees will be asked to move to the side entry area of Whitney Hall for smoking breaks; 4) Chief Giese is handling right-of-way issues on Maple Street. There have been a couple of problems with landscaping and ornamentation being placed within the town's right-of-way. A memo, dated 5/13/2002 was provided to the Board; 5) a small section of Bog Road was leveled; 6) Chief Giese is moving along with junk yards, including one problem on US Route 4.

Whitney Hall Security:

There was discussion of rearranging the town offices for security reasons. No decisions were made.

Dress Code:

While Chief Giese does not want to institute a dress code for the town offices but he would like to see business attire; no blue jeans will be allowed.

Veterans Memorial Park:

Chief Giese authorized an expenditure of \$800 for a survey of the property on US Route 4, opposite High Street, where the Veterans Memorial Park will be located.

E-911 Test:

A memo, dated 5/15/2002 was provided to the Board regarding Testing of the E-911 system. The test took place in the Enfield portion of Eastman. The Enfield Police were the first to arrive

with a 7-minute response time, followed by the Enfield Center Fire Department with a 12-minute response time. It is evident that more attention must be placed on this area. More drills will be conducted.

Recognition of Employees:

Chief Giese would like to recognize both Bruce Prior and Paul Putnam on their recent certifications.

Chief Giese is also looking at some type of incentive awards program for employees that find ways to save the town money; perhaps a savings bond. Mr. Oppeneer noted that this would show positive appreciation.

Town Forester:

Julie Huntley is doing some research into a town forester. Chief Giese believes the Town might also want to look into a town tree warden. There is a lot of timber cutting going on now, and what is left behind increases the town's fire hazards. In addition, accessibility to Shaker Mountain is getting increasingly difficult. This is a reason for the Fire Department to keep extra tankers.

Committee Membership:

The Board received a legal opinion on the membership of the Town Manager Selection Committee. Town Attorney, Barton Mayer, finds no legal conflict of interest on the part of Ken Wheeler or Larry Gardner.

The Selectmen were provided with copies of the RSA's relating to Budget Committee and Planning Board membership. There is some disagreement as to interpretation of RSA 32:15. Chief Giese has contacted the NH Municipal Association legal department for clarification of this RSA.

It is very clear that a Selectmen's representative is required on the Planning Board. Ilene Reed would like to serve in this capacity.

Mrs. Reed moved to appoint Craig Daniels as a regular Planning Board member; Mr. Oppeneer seconded, vote unanimous.

Mr. Oppeneer moved to appoint Meredith Smith and Leigh Davis as regular members of the Conservation Commission; Mrs. Reed seconded, vote unanimous.

Mr. Oppeneer moved to reappoint Kurt Gotthardt as a Planning Board alternate; Mrs. Reed seconded, vote unanimous.

Mr. Oppeneer moved to appoint Kurt Gotthardt as an alternate on the Conservation Commission; Mrs. Reed seconded, vote unanimous.

There was brief discussion of vacancies on the Recreation Commission. No appointments were made.

Communications System:

Six quotations were received for the Telephone/Communications System serving the Police Department, Town Offices, Library and Public Works Department. The quotes ranged from a high of \$64,405.84 to a low of \$46,000.00. Current Concepts of Lyme, NH was awarded the contract for the system with the low quote of \$46,000.

Town Manager Search:

The cost of advertising as requested by the Town Manager Selection Committee was nearly \$4,000. Chief Giese discussed this unbudgeted expense with Keith Oppenneer and it was decided to pull ads from the Maine Sunday Telegram and the Burlington Free Press. The Board agreed the Committee should have some funds available to them for various expenses. Mr. Crate and Mr. Oppenneer agreed that up to \$5,000 could be provided to the Committee. Mrs. Reed was not in favor. Chief Giese will inform the Committee of this budgetary ceiling.

Adelphia Cable Television Service:

Mr. Oppenneer noticed that Adelphia was stringing new cable, not only in areas that are currently provided cable service, but also to areas that do not yet have cable service. Adelphia will be asked what their plans are.

State Primary:

The September 10th State Primary will be held in the Whitney Hall Auditorium. Voting will be from 8:00 am until 7:00 pm.

Huse Park:

Chief Giese has received two complaints regarding the fencing at Huse Park. He suggested installing a stonewall, designed with the knowledge that children are going to sit on the wall.

Town Office:

Chief Giese announced that as of June 3rd he is going to change the office hours to 8:00 am until 4:30 pm. He did a survey on other similar towns and most offices in towns of this size have longer hours. He sees far too many people waiting for the offices; too many lines. He has received a lot of calls on this. [Note: The hours of the Town Clerk and Tax Collector will not change.]

In addition to the change of hours, Chief Giese would like to dress up the Town Offices, including the recyclables that are in the hallway. The air in the town offices is poor quality, necessitating the use of an air cleaner. Chief Giese would like to see the town hall remodeled or expanded.

1986 Grader:

Mr. Crate asked about the status of the old 1986 grader. Ken Daniels replied that his is looking for a buyer and is also looking for a transmission. Unfortunately, a new transmission exceeds the salvage value of the grader. To date the search for a buyer has been limited to the network of salesmen. The biggest problem is finding a transmission.

It was suggested that Mr. Daniels try advertising in Town & City magazine and to place an ad on the town's website.

George Hill Road:

Mr. Crate noted that there is a large boulder on George Hill Road that is right out to the edge of the pavement. Mr. Daniels replied that he has been working on this.

INFORMATIONAL ITEMS/CORRESPONDENCE

Memorial Day Parade Schedule

Town Manager Selection Committee minutes of May 7, 2002

Seasonal Dock Notification – Keith & Margene Thomas, 446 Shaker Blvd.

ITM memo re: Testing the 911 System

ADJOURNMENT

Mrs. Reed moved to adjourn at 7:32pm.; Mr. Oppenneer seconded, vote unanimous.