

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

MINUTES of November 4, 2002

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

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

Others: Howard Adams, Shelley Hadfield, Anne's Place CDBG Administrator

CALL TO ORDER

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

APPROVAL OF MINUTES

The Board reviewed the minutes of 21 October 2002. Some typographical errors will be corrected. Mr. Oppenneer moved to accept the minutes of 21 October 2002 as corrected; Mrs. Reed seconded, vote unanimous.

PUBLIC APPOINTMENTS

Carolee Higbee & Sandy Romano:

Mrs. Reed presented to Tax Collector Carolee Higbee and Clerk Sandy Romano a Certificate of Appreciation and bonus remuneration in acknowledgement of additional services and duties during Mrs. Reed's sick leave.

ADMINISTRATIVE

Enfield Web Site Hyperlink Policy:

Mr. Oppenneer moved to accept the Enfield Web Site Hyperlink Policy as presented; Mrs. Reed seconded, vote unanimous.

Petition & Pole License—Oak Hill Road:

The Board reviewed and approved a Petition & Pole License for poles on Oak Hill Road.

William and Norinne Field Quitclaim Deed:

The Board of Selectmen approved a quitclaim deed to William and Joan Marie LeBoeuf who are purchasing property recently transferred from the town to William and Norinne Field. The

purpose of the quitclaim deed was to clarify that the mobile home and garage were part of the property transferred to the Fields.

Letters of Appreciation:

The Board of Selectmen signed letters of appreciation to each of the Town Manager Search Committee members.

OLD BUSINESS—TOWN MANAGER’S REPORT**October 24th Public Hearing regarding tree removal at Huse Park:**

Mr. Oppenneer reported that there was a low turnout for the public hearing. Attendees included Barbara Brady, Howard Adams, Northam Paar of the UNH Cooperative Extension Agency, and Mathew Leonard. Mr. Oppenneer is convinced that Mr. Paar is correct, that the trees won’t get any better. Mr. Oppenneer stressed the need for a site/landscaping plan for Huse Park.

Mrs. Whittaker explained that in order to apply for the Division of State Forests grant the town must have a purchase order or purchase agreement with a landscaper for replacement trees. Replacement trees are expected to cost between \$200 and \$300 each. The deadline for a grant application is December 31st.

Discussion ensued regarding removal of trees by a professional versus town crews. Mr. Crate recommended hiring a professional for liability reasons. Mr. Crate would like the town to get a quote for replacement trees from Dana Fox because if the price were comparable he would prefer to give the job to an Enfield business.

Mr. Oppenneer moved to hire Fox Tree and Landscaping to remove the existing trees sited by the 26 August 2002 letter from Northam Paar as diseased and to grind the stumps. Mrs. Reed seconded, vote unanimous.

Mr. Adams recommended removal of the stumps rather than simply grinding them flush with the ground. Stumps from the black locust trees will interfere with the growth of the new trees and, as an invasive tree, the roots left in the ground will re-sprout.

Mr. Oppenneer recommended having the Extension Office suggest replacement species. He also suggested obtaining a quote from Fox Tree and Landscaping for stump removal.

2003 Budget—COLA/Health Insurance Cost/Co-Pay Tables:

The Board was provided with the cost of employee health insurance in 2003, along with tables of employee co-pay amounts. Mrs. Whittaker reported the cost of living increase for the Boston area is 3.3%, Social Security is 1.4%, Consumer Price Index is 2.8% and the NH Economic Development Report is 1.17%.

Mr. Oppenneer moved to follow the Social Security cost of living increase as the town’s annual COLA; Mrs. Reed seconded, vote unanimous.

Telephone Pole Disposition—Main Street:

Mrs. Whittaker explained that the new poles were placed per the plan for the new sidewalk. A game plan has to be worked out with Ken Daniels, Director of Public Works. The town will try to plow the sidewalks to prevent people from having to walk in the street. Some lawn damage is inevitable, but will just need to be fixed in the spring.

Veterans Memorial Park Update:

Mrs. Whittaker attended a site visit at the future Veterans Memorial Park (VMP) with Enfield Police Sergeant Ken May, Henry Cross, VMP Coordinator, and Alan Hanscomb, District 2 Engineer NHDOT. The purpose of the meeting was to negotiate a driveway access permit despite deed limitations regarding curb cuts per the quitclaim deed from the State of New Hampshire to the Town of Enfield. Physical review of the site determined that the site plan should be reversed in terms of the driveway entrance and exit, thus making the exit driveway abutting Mr. O’Keefe’s property. Mr. Hanscomb advised that the permit was awaiting action and that the department would process the same.

ANNE’S PLACE PUBLIC HEARING

Mr. Crate opened the public hearing at 6:00pm. for the purpose of discussing the progress of the Anne’s Place CDBG project and providing the public the opportunity to pose questions.

Mr. Oppeneer attended an Open House at Anne’s Place and was very impressed. He is very interested in viewing the interiors of the big buildings.

Ms. Hadfield explained that the project is within budget and on schedule. The big buildings will be ready for viewing in about four weeks. Full occupancy of the units is expected by mid-February, except for the cape house. Everyone who comes into Anne’s Place has to come through a social service agency and they must sign a contract they have to abide by.

Ms. Hadfield reported that the contractor accidentally put in “eight over eight” windows rather than “two over two” windows. The cape will be historically accurate and have two over two. The contractor can remove the eight over eight windows if the Selectmen would like. Mr. Oppeneer and Mr. Crate both said the eight over eight windows were OK.

Mr. Adams informed the Board that the buildings were exceptionally well built; they meet or exceed required building codes.

Mrs. Whittaker and Mr. Oppeneer noted that Bill Bittinger complimented Ilene Reed on her leadership and support for this project.

Ms. Hadfield informed the Board that with the other components in Lebanon there will a total of 20 transitional housing units.

There were no questions forthcoming from the public.

Mr. Crate closed the hearing at 6:07pm.

PUBLIC APPOINTMENTS**Sharon Beaufait:**

Mrs. Beaufait expressed her concerns regarding a rumor of potential conflict of interest slanted towards Ken Daniels, Public Works Director, and the engineer representing the Ironman Subdivision with respect to their previous working relationship due to Mr. Daniels' past employment with the engineer engaged by Ironman developers.

Mrs. Beaufait hopes the relationship is strictly professional. With the Ironman Development, Mrs. Beaufait stated that everything needs to be above board.

Mrs. Whittaker advised that it would be her recommendation to have the Planning Board hire a third party, independent engineer at the developers expense to review already presented plans and future plans.

Mr. Oppeneer moved to have an engineer of the town's choice hired at the expense of Ironman Development; Mrs. Reed seconded, vote unanimous.

SELECTMEN'S CONCERNS**Inspectors of Election:**

Mr. Oppeneer asked if Alternate Inspectors of Election have been found. Mrs. Reed replied that both Carol Felix and Barbara McKinley would do the job.

Human Services Director:

Mrs. Whittaker reported to the Board that she has extended an offer of employment for the Human Services Director, subject to a criminal check, to Diane Monmaney. She started today. For \$25 she has ordered software to keep the welfare records. She seems very capable and the Lebanon director speaks highly of her. Mr. Crate asked if any Enfield residents had applied for the position. He was informed that only one had and Mrs. Whittaker was not prepared to pay the amount he required to do the job.

Public Hearing Regarding Grafton Pond:

Mrs. Whittaker informed the Board that the State would hold a public hearing on 18 November to discuss why they haven't lowered the level of Grafton Pond. Mr. Daniels was asked to prepare a worst-case scenario if the dam should breach in Spring 2003.

Mr. Crate asked what prompted the State? Did they get a letter from the Conservation Commission? There's a lot of concern by residents.

Mrs. Whittaker explained that they received a letter from the Division of Forests. She has not seen the letter, so can't comment on it. It appears that the State received no letter from the Conservation Commission.

2002 Tax Rate Calculation:

The Board received copies of the 2002 Tax Rate calculation. Mrs. Whittaker explained the importance of maintaining the fund balance and informed the Board of capital items they can expect to see in the requested budget, hence the retention of surplus funds to help defray anticipated 2003 capital items.

Now that the Board of Selectmen has decided on the COLA to be offered employees in 2003, a first draft, preliminary budget will be presented to the Budget Committee.

Grader Attachments:

Mrs. Whittaker informed the Board that the people that bought the grader would like to purchase the plow and wing for \$1,750. Ken Daniels recommends approval because these parts are custom manufactured for this machine.

Mr. Crate moved to counter with an offer of \$2,000; Mr. Oppenheer seconded. Mrs. Reed asked, why not accept \$1,750? Mr. Crate stated that he would like to negotiate and start at \$2,000. Mr. Oppenheer and Mr. Crate were in favor of the motion to sell the grader attachments for \$2,000; Mrs. Reed was opposed, motion carried.

Mr. Crate would like to know who bought the grader. Mrs. Whittaker will find out and report back to the Board.

Personnel Policy Changes:

Mrs. Whittaker explained that there are some housekeeping changes that are required. Civil Rights Day should be changed to Martin Luther King Jr. Day, and the note regarding the Christmas holiday should say "Except" when Christmas lands on a weekend.

Mrs. Whittaker proposed, at the request of office staff, allowing staff to take an additional day at the Christmas holiday as an optional holiday instead of Martin Luther King Jr. Day. Ms. Bonnette advised that the January holiday came at a time when municipal staff is busy with town report, budget and town meeting preparation. The choice of which day to take as a holiday would be the purview of the employee. Following discussion, the Board of Selectmen felt this to be a reasonable request.

Mr. Oppenheer moved to change the personnel policy, section 7, to permit the flexible holiday arrangement; Mr. Crate seconded, vote unanimous.

Benefit Strategies:

Benefit Strategies has produced a Flex-Express card at a cost of \$10 each that would allow employees to charge their qualifying expenses directly to the card rather than having to fill out a reimbursement request. The town already covers the cost of implementing the plan.

War Museum:

An article appeared in the Valley News regarding a proposed war museum. Through much research Mrs. Whittaker was able to track down the people that are proposing the museum. While Belmont appears the favored place, the door for Enfield is open again. Consensus of those present felt that the concept of a museum would be of huge economic benefit.

Mr. Oppenneer read an email he sent to Mrs. Levine who is proposing the museum. She became ill, so Mr. Oppenneer received a response from her brother. They are looking for 700 to 1,000 acres for an 800,000 square foot museum with a runway, plus a 200-room hotel and hotel complex. It would bring hundreds of jobs to the area.

Mrs. Whittaker's suspicion is that the cost of land in Manchester and Londonderry is cost prohibitive, therefore the interest at other locations. As a developer they would be responsible for roads, lights, etc. Small towns such as Enfield don't have tax breaks to offer as incentives. What's going to be determining factors are the cost of land and traffic counts.

Mr. Oppenneer has attempted to get information on the company to see if they are large or small. Mr. Oppenneer would be more comfortable if the town is dealing with a real, stable corporation. Mrs. Whittaker agrees and hence, ongoing investigations.

Mr. Crate supports the concept 100%.

Second Issue Warrant:

The Board of Selectmen signed the second issue property tax warrant in the amount of \$3,561,091.94.

Purchase Order Policy:

Mrs. Whittaker asked for support in re-introducing the 1990 Purchase Order Policy for acquisitions over \$800, excluding bids, utilities, fuel, etc. The department head would prepare the purchase order, which would then be forwarded to the Town Manager for approval and signature.

Mr. Crate asked if something is required on a weekend, during an emergency situation, if the necessary item can still be purchased. Mrs. Whittaker assured him that should an emergency arise over the weekend, the department head could purchase the necessary item, and submit a purchase order to the Town Manager the following Monday morning.

Mr. Crate asked if Mrs. Whittaker had spoken to the department heads. She informed Mr. Crate that a meeting was held on Friday to discuss this with department heads, but no representative from the fire department was able to attend.

Mr. Crate moved to approve the proposed purchase order policy for a six-month trial period; Mr. Oppenneer seconded, vote unanimous.

Pending Litigation Briefing—Non-Public Session, RSA 91-A:3 II (e):

Mr. Oppenneer moved to enter non-public session at 7:30pm.; Mr. Crate seconded. Roll call vote: Mr. Oppenneer—aye, Mr. Crate—aye, Mrs. Reed—aye.

Mr. Oppenneer moved to come out of non-public session at 7:55pm.; Mr. Crate seconded, vote unanimous.

Mr. Oppenneer moved to give Peter H. Giese a bonus of \$10,000 for the year 2002 for his work as Interim Town Manager and Chief of Police; Mr. Crate seconded. Mrs. Reed agreed to a bonus

this year, but this must be discussed again in 2003. The Board voted unanimously in favor of the motion. The Board signed an authorization for the Town Manager to disperse these funds.

Mrs. Reed moved to put \$5,000 for a bonus for Peter H. Giese in the 2003 budget; Mr. Oppenheimer seconded, vote unanimous.

INFORMATIONAL ITEMS

Peter H. Giese, Chief of Police, wrote letters of appreciation to Alisa Bonnette, Julie Huntley and Ken Daniels thanking them for their hard work during his term as Interim Town Manager.

ADJOURNMENT

Mr. Crate moved to adjourn at 7:55pm.; Mr. Oppenheimer seconded, vote unanimous.