

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

**MINUTES of December 2, 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:** General Manager Sam Philips & Area Manager Keith Froleiks, Adelphia; Dwight Marchetti; J. David Fitzgerald; Mary Murray, Connecticut Valley Spectator; Kris Eddy, Valley News

**PUBLIC APPOINTMENTS**

**Adelphia:**

The meeting began at 5:30 pm. with a discussion of Adelphia cable television services. Adelphia is undergoing Chapter 11 bankruptcy proceedings. The Court must approve all proposed improvements before work can begin. Improvements to the system are underway, as allowed by the court, with more planned for the future. Adelphia has been upgrading and rebuilding the network to provide expanded digital, analog and Internet service. Adelphia wants to be competitive with wireless and DSL providers. It is hoped that things will be in order and upgrades can be completed by the end of the first quarter in 2003.

Now you can get Internet service for \$39.95 per month, plus \$5.00 for rental of an Adelphia modem. Subscribers can purchase their own cable modem for about \$75. Adelphia also offers a Small Business product for \$69.95 for 7 emails. The FCC came out with regulations in the early 90's that allows people to buy local channels for low cost. Adelphia offers channels 2 through 13 for under \$10. Adelphia does have to pass any increases in programming costs onto subscribers.

During the upgrades, Adelphia will re-use as much equipment as they can. More fiber is being installed to provide more reliable service. Some neighborhoods will temporarily lose service, between the hours of 8:00 am. and 5:00 pm. while they are being upgraded.

**CITIZENS FORUM**

**J. David Fitzgerald – Fitzgerald Drive Acceptance:**

J. David Fitzgerald asked about the status of acceptance by the Town of Fitzgerald Drive. He was informed that the Town had a written recommendation to accept the road from Ken Daniels, Director of Public Works. The Planning Board needs to make a motion and vote to recommend acceptance of the road at its next meeting. Acceptance of the road will be on the Selectmen's December 16, 2003 agenda.

**Dwight Marchetti – Non-Public Session Minutes:**

Mr. Marchetti requested a copy of the non-public meeting minutes of April 1, 2002. These non-public meeting minutes were sealed by the Board of Selectmen for a period of 30 days and should now be available. A copy of provided to Mr. Marchetti as requested.

**Dwight Marchetti – Conservation Commission:**

Mr. Marchetti inquired about the status of a complaint he and Gerard Lozeau came before the Selectmen to discuss back in August 2002. On September 9, 2002, Peter Giese presented a proposed policy regarding representatives of the town on private property. Mr. Marchetti understood the Board of Selectmen was going to meet with the Conservation Commission to discuss the proposed policy.

Mr. Marchetti was informed that the Board of Selectmen requested a legal review of the policy, and then there was the transition to a new Town Manager. Regrettably, this issue seems to have fallen through the cracks. Mrs. Whittaker has already made a note to attend to this issue. A meeting will be set up with the Conservation Commission after the Selectmen have had a chance to discuss the proposed policy.

Mr. Marchetti suggested the Selectmen develop a mission statement for the Conservation Commission that addresses the trespassing issue.

**Dwight Marchetti – Sewer Rates:**

Mr. Marchetti heard from a Budget Committee member that there was going to be a deficit in the Sewer Department of about \$90,000. Mrs. Whittaker explained that the deficit is over \$200,000 and has developed over a period of years. The deficit must not be allowed to increase and negotiations with Lebanon must begin. The deficit resulted from rising budget costs in Enfield and rising costs in Lebanon. In the past, sewer rates were high enough to cover these costs, but this is no longer the case. The cost to recover the deficit will be borne by the users of sewer services only. The deficit should be reduced over a period of years.

The Board discussed the lack of information they have received and the need for a quarterly review analysis. Mrs. Whittaker recommended holding a public hearing in early January to discuss the need to increase sewer rates and hook-up rates. She also suggested involving the Budget Committee and Planning Board. The Town needs to encourage planners and developers to develop the “inner core” where municipal services are located. The new rates would be effective when the Board has had a hearing and votes to make the new rates effective as of a particular date. The Selectmen scheduled the hearing for January 6, 2003 in the Whitney Hall Auditorium at 7:00 pm. Question and answer sheets will be developed and an individual mailing will be made to all sewer users. Mrs. Whittaker also suggested that Holly Sanders chair the public hearing, as Ms. Sanders is very knowledgeable about this issue.

Mrs. Whittaker would like the Selectmen to consider a warrant article to set up a Board of Sewer Commissioners. The Board of Sewer Commissioners would provide managerial control. They could sit with Ken Daniels on a monthly basis. A Sewer Commission would report to the Board of Selectmen. The Board of Selectmen would still be the Water Commissioners.

**APPROVAL OF MINUTES**

Mr. Oppeneer moved to approve both the regular and non-public session minutes of 4 November 2002, as prepared; Mrs. Reed seconded, vote unanimous.

**ADMINISTRATIVE****Request for Water Service Hookup:**

Lisa DePalo requested a water hookup for property located at Tax Map 335, Lot 7-3. Ken Daniels recommends approval. Mrs. Reed moved to approve the water hookup as requested; Mr. Oppeneer seconded, vote unanimous.

**Tax Bill Inserts:**

RSA 76:11 allows the Board of Selectmen to enclose materials relating to town business in with tax bills. Mrs. Whittaker recommends enclosing the Resident Permit stickers with the tax bills. She is concerned about the newsletter and the possibility of an article advocating public policy, which is prohibited by RSA 76:11. Mrs. Whittaker recommends a motion by the Board should they choose to include these items in the tax bill mailing. There have been some complaints received about the inserts.

Mr. Oppeneer moved to authorize the Town Manager to include the permit stickers and the newsletter in the tax bill mailing following Selectmen review of the newsletter to ensure we have no advocacy of public policy, and to further make this an annual vote. Mrs. Reed stated that this has already been tried. Mr. Marchetti suggests the Board wait to make their decision after Town Meeting. Mr. Oppeneer withdrew his motion.

**Other Administrative Business:**

The Board reviewed and approved a property tax refund and Municipal Assessment Worksheet.

**CITIZENS FORUM****Dwight Marchetti – Sewer Deficit:**

Mr. Marchetti stated, that in light of the sewer deficit problem, he hopes the Selectmen are thinking seriously about expanding the sewer line up US Route 4 to the Canaan town line to bring industry in and increase the tax base. Mr. Marchetti commented on the fantastic progress Littleton has made. He suggested that Brian Ward, very active in Littleton, be invited to speak with the Board on what they did in Littleton.

Mr. Crate has said for years that Enfield should develop a small industrial park, but you have to have the utilities first.

**OLD BUSINESS****Building Inspector Recruitment:**

The closing date for Building Inspector applications is 9 December 2002. Mrs. Whittaker invited the Board of Selectmen to participate in panel interviews with the applicants. The panel will likely consist of Mrs. Whittaker, Howard Adams, Jim Taylor, Ken Daniels and Peter Giese. Mr. Crate voiced his desire to take part in the interviews. Mrs. Whittaker stated that this is an important issue; she would like to expand the duties of the position.

**May Street Property – Habitat for Humanity:**

Mrs. Whittaker understands there have been some negotiations with Habitat for Humanity. She had in her possession an unsigned agreement, dated 2001. The Selectmen could not recall having signed an agreement.

The abutter of the property approached Mr. Crate about the purchase of the property.

Mr. Marchetti remembers that when the new DPW building was being proposed there was discussion of the sale of the property to offset costs. As a taxpayer, he would prefer the town sold the property, rather than give it away. He recommended the Board get out of the agreement if they can.

Mr. Oppenheer asked Mrs. Whittaker to see if the town had a signed agreement.

Mr. Crate understands a contract was signed for the demolition of the existing building on this property. He understood the Selectmen would hear about these issues before anything was going to be done. Mrs. Whittaker asked if the demolition was discussed at the Selectmen's budget meeting. Mr. Crate replied that it was discussed, but not authorized.

Mrs. Whittaker recommended a policy that any surplus property should be offered for public sale, with conditions as needed, before anything is demolished. If a property is of no use to the town it becomes surplus and can then be put out to public offering.

Mr. Marchetti stated that over the past decade the town has taken care of a lot of departments, including the Police Department, Library, Fire Department and Highway. The nerve center of the entire town has been neglected. A new town office is needed and the town has a prime location right in town [Shedd St.]. Don't be in a hurry to unload these properties.

**Request for Use of Community Building:**

Mrs. Whittaker received a request for use of the Community Building by the Lioness. Mrs. Whittaker asked the Board if a policy has been drawn up for use of the building. She was informed that there is an existing agreement with the Lions Club.

The building is currently owned and insured by the Lions Club. Mrs. Whittaker will inform the Lioness that the town does not yet own the building. Mr. Crate does feel that the Lioness should be allowed to hold meetings there.

**2003 Budget:**

The Board discussed the budget process as it has been done in the past: The department heads would discuss their budget with the Town Manager, the Town Manager would present a budget to the Selectmen, then the Selectmen would present their budget to the Budget Committee.

Mr. Oppeneer would like to see the Selectmen more involved in issues at the program level. He does not want to look at the little things. Mrs. Whittaker agreed that she does not want to go through the minutiae. Spending should be no more than the amount approved in the budget. Mr. Oppeneer agreed that it is inappropriate to allow department heads to overspend.

The Board of Selectmen will meet on Monday, 13 January 2003, for a budget workshop.

**Ironman Subdivision – Recommendations from UVLSRPC:**

The Upper Valley Lake Sunapee Regional Planning Commission is recommending third party review of the Iron Subdivision proposal.

The Board of Selectmen discussed buffer zones, road standards, wetland crossings, Maple Street improvements and the need for bonding.

**Town Manager Performance Review:**

Mr. Oppeneer provided the Mr. Crate and Mrs. Reed with three formats for consideration for Mrs. Whittaker's future performance review.

**Human Services:**

Mrs. Whittaker informed the Board of the need for a vote to provide interim assistance to people who are eligible for Social Security payments. There's a time lag between the need and the Social Security payments. A vote of the Board of Selectmen would allow the town to put a claim in to the State, Dept. of Health & Human Services for reimbursement.

Mr. Oppeneer moved to approve the Social Security agreement; Mrs. Reed seconded, vote unanimous.

**NEW BUSINESS**

**George Seiler Correspondence – Planning Board:**

The Board received correspondence from Mr. Seiler regarding recent decisions made by the Planning Board in response to Mr. Seiler's application for a subdivision. There seems to have been some miscommunication. The requirements seem to be somewhat burdensome for a minor subdivision.

**Substandard Housing:**

Howard Adams, Building Inspector/Health Officer, was asked by a tenant to look at an apartment building. Deficiencies were found and the owners have been notified that corrections are needed.

**Vote to Encumber Funds:**

Mrs. Whittaker recommended a vote to encumber \$15,000 in the event the Board of Selectmen chooses to demolish the old highway building on Shedd Street in 2003. This is not to say that the town will demolish the building, but the town will have the funds available should the Selectmen decided to do so.

Mr. Oppenneer moved to encumber \$15,000 in account 01-4901-713 DPW Land Disposition; Mr. Crate seconded, vote unanimous.

**Goals for 2003:**

It has been said that the old Craig building on High Street was an old schoolhouse. The Enfield Village Association has expressed interest in saving the building. Additional research needs to be done. Mr. Crate has lived in Enfield all his life and does not remember the building being used as a school.

**INFORMATIONAL ITEMS**

A Holiday Cheer Celebration is being held at the Shaker Inn on Wednesday, 11 December 2002, for all town employees, boards, committees, volunteers and elected officials. There will be a Yankee Swap, charitable lottery, hors d'oeuvres. The office staff is seeing a very favorable response. Mr. George Butler will be leading the sing-a-long at the chapel.

Mrs. Whittaker sent a letter to the NH Dept. of Transportation requesting what remains of the Shaker Bridge Motel property after the Main Street re-alignment is completed.

The Phoenix Group is backing off the proposed World War II Museum in the United States.

The grader was sold to Valley Transport of Bradford NH.

Final Tax Bill mailed 11/12/02. Payment is due by 12/12/02.

Minimum Impact Expedited Wetlands Application – Jane Brandt, 79 NH Route 4A, Wall installation

Minimum Impact Expedited Wetlands Application – Eve Williams, 116 Smith Pond Road, Driveway crossing

Email from Karen L. Taylor re: tax increase & Mrs. Whittaker's response.

IRS standard mileage rate set at 36 cents per mile.

Baltic Mills Dam, Enfield, Letter of Deficiency dated 11/13/2002.

**ADJOURNMENT**

Mr. Oppenneer moved to adjourn at 7:50pm.; Mr. Crate seconded, vote unanimous.