

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

MINUTES of October 2, 2000

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

Administrative Staff: Stephen B. Griffin and Mitch Manseau, Assistant Town Managers;
Alisa D. Bonnette, Secretary

Others: Dr. David Beaufait, Moderator; Ken Daniels

CALL TO ORDER

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

APPROVAL OF MINUTES

Mr. Oppenneer noted some typographical errors in the minutes of 18 September 2000 that need correction.

Mr. Oppenneer moved to approve the minutes of 18 September 2000 as corrected; Mrs. Reed seconded, vote unanimous.

BUSINESS

Election Procedures:

Dr. David Beaufait, Moderator, came before the Board to discuss the use of Whitney Hall for elections and the layout of the voting booths. Layout options were reviewed and the Board agreed to proceed with the plan with the booths placed around the perimeter of the auditorium and a snake line in the middle of the room. Additional pedestals and rope will be needed to accomplish this. The front doors will be used for emergency egress only.

The Presidential Election will be held in the Whitney Hall Auditorium and the polls will be open from 8:00 am. until 7:00 pm.

Knox River Funding:

The Board considered a letter to the NH Department of Revenue Administration (DRA) requesting authorization to expend \$40,000 from undesignated fund balance for replacement of the Knox River Bridge. Because the bridge will be closed on recommendation of the State, DRA considers this an emergency and suitable for consideration of emergency funding. A majority of the Budget Committee members must also approve this emergency expenditure.

Mrs. Reed was assured that there would be sufficient fund balance remaining to allow the Selectmen to write down the tax rate should it be necessary to maintain a stable tax rate.

Mr. Oppeneer moved to concur and send the letter as drafted; Mrs. Reed seconded; vote unanimous.

2001 Budget Review:

Mr. Griffin reported the major differences between the proposed 2001 budget and the 2000 budget. Major items include:

- One new employee in the Water and Sewer Departments;
- The share of the Director of Public Works salary in the Executive Personnel line will increase from 60% to 75%;
- Insurances costs have risen;
- New phone systems for the Town Hall and Police Department. The phone system in the Town Hall is 11 years old and parts are difficult to come by;
- Community Center site plan and site preparation costs (\$10,000).
- Radio links for Police Department laptops.
- Computer system training. The Town cannot justify hiring a person to do this work. This training would allow an existing member of the staff to load programs correctly and to perform day-to-day troubleshooting.
- Aggregate, Pavement Maintenance and Drainage Maintenance are up relative to 2000 funding.
- Bailer for the Transfer Station (\$10,000) will allow the Town to get a better price on recyclables.
- Landfill tipping fee expense is up 37% due to increased tonnage and increased cost per ton.
- Two household hazardous waste collections are proposed for 2001. Discussion ensued regarding increased costs in solid waste disposal and the need for education to encourage recycling. The Board was asked to contemplate the big picture and consider where the Town wants to go with its solid waste and recycling programs. Some towns use a Pay-As-You-Throw program. Not only current costs should be considered, but increasing the life span of the local landfill by increasing recycling. When the Lebanon Landfill is no longer available, solid waste will need to be hauled much greater distances and at greatly increased cost to the townspeople. Mr. Oppeneer suggested a flyer be included with the tax bills.
- Wheeled front loader (\$108,000).
- Dump truck with plow, wing & spreader (\$62,000) with funding to come from capital reserve.
- Whitney Hall window replacement (\$22,000) deferred due to current budget problems.
- Whitney Hall attic insulation (\$6,000), also deferred due to current budget problems.
- Police impound facility (\$10,000).
- Payment to Municipal Building capital reserve fund (\$100,000).
- Public Works Facility—assumed to be done all at once with a 10-year note.

Mrs. Reed asked about the lighting situation in the Whitney Hall auditorium. Mr. Griffin explained that there is some money in the budget to determine what we want to do and to design the lighting. There are clip-on lights for the voting booths for the November election.

Mr. Oppenneer noted that there was a greater increase in personnel costs between 2000 and 2001 than 1999 and 2000. Mr. Griffin explained that these increases are due to changes in staffing and addition of the full time person in the Water & Sewer Departments.

The Executive Contracted Services (Municipal Resources, Inc.) is up 5.8 percent. This increase is based on the same cost of living adjustment (COLA) as that figured for town employees, plus the equivalent of one step increase. The COLA for employees is based on the average cost of living increase for the first six months of 2000 as reported by the NH Department of Labor.

Mr. Oppenneer feels that some items can be reduced but wants to take time to review these things more closely. He questioned the amount requested for postage in Elections & Registrations. Mrs. Reed explained that she wants to start mail-in auto registrations in 2001. If the State prepares the notices it will cost \$0.01 for each notice, as well as postage. Even if only a small percentage of individuals takes advantage of the mail-in registration option, the notices will act as reminders for everyone else.

Mr. Crate voiced concern about the Highway Department budget. The Highway Department budget was severely cut in 2000. Ken Daniels will attend the Budget Committee meetings.

Mr. Oppenneer asked about the road inventory planned for 2001. Mr. Daniels explained that the Town would start fresh with a new road inventory performed by UNH.

Committee Appointments:

Mr. Reed moved to reappoint Fred Altvater, Robert Foley, Emily Stanford and Kathy Decato as Inspectors of Election and Marjorie Hayes and Becky Powell as Alternate Inspectors of Election; Mr. Oppenneer seconded, vote unanimous.

The Board discussed the vacancy on the board of Trustees of Trust Funds. Mr. Griffin will approach the Enfield Village Association president about this position.

Commendations and Recommendations:

The Board approved a letter of recommendation for Advanced Excavating and Paving, a letter of commendation to the Fire Wards and a Certificate of Excellence for Duncan Baillargeon.

Refunds, Abatements, Warrants, Etc.

The Board received a memo from Julie Huntley, Assessing Assistant regarding timber tax abatements. Mr. Crate feels that if the Board needs to abate all of the timber taxes for clean up of blow down from the tornado, that it should be done. If this were to happen again property owners may not clean it up and the town would have a fire hazard. Mr. Oppenneer feels that Mr. Crate's point is a good one and incentive to clean up is a good one.

The Board was informed that the State would not go after the logger that worked on Mr. Altvater's property if the tax were abated.

Mrs. Reed would like to read the memo prior to making a decision. This issue was tabled.

CITIZENS FORUM No citizens were present.

TOWN MANAGER'S REPORT**Farewell Residence:**

The Board of Selectmen was provided an update on this property. Mr. Crate believes any past order to prohibit anyone residing in one of the structures on this property was based on a tax issue and does not want to pursue this matter. This item was tabled.

Authorized Signatory for State Loans:

Mr. Oppenheimer moved to authorize Stephen Griffin and Mitch Manseau to act as representatives of the town for the purpose of applying for State loans and processing the necessary documents; Mr. Crate seconded, vote unanimous.

Current Year Budget:

Mr. Griffin reported that the current year budget is very close, so some projects, such as the Whitney Hall window replacement project, are being postponed. Departments have been asked to restrict spending. The staff may also borrow a piece of culvert pipe from Daniels' Landscaping to be replaced in kind in 2001.

Expenses on Stevens Street included \$3,902.89 for improvements to the water system. Mr. Crate moved to authorize the withdrawal of \$3,902.89 from the Water System Capital Reserve Fund to cover this expenditure; Mrs. Reed seconded; vote unanimous.

Mr. Crate noted that of the \$14,000 budgeted for dust control in 2000, only \$3500 was spent. Mr. Daniels replied that only 4 loads were purchased and the town had a wet summer. Mr. Crate also feels that there was not enough dust control applied to the roads—two passes should be made with the truck to cover the entire road instead of a single pass down the middle.

Management Expectations:

Mr. Oppenheimer reviewed the RSA's and where there may be a question about where the Town Manager's authority lays, Mr. Oppenheimer has provided suggested guidelines. The paper that Mr. Oppenheimer prepared is intended to be a starting point for discussion. Mr. Oppenheimer does not want to see every invoice or manifest, but the Selectmen should be aware of larger contracts. Hiring of part-time employees and support staff is not as critical, but when it comes to hiring department heads the Selectmen should be part of the selection process.

Mr. Griffin responded to a question Mr. Oppenheimer had about some boards and commissions. The town's attorney says that the Town Manager runs the town with direction from the Board of Selectmen and town by-laws. Because the Cemetery Trustees are elected by choice of the town, for instance, this is like a by-law. Because the town chose not to set up other commissioners, the Town Manager acts as water & sewer commissioners, but the Board of Selectmen have been named agents to expend the water & sewer capital reserve funds.

This matter was tabled until the next Selectmen's meeting on October 16, 2000.

Newsletter:

At Mrs. Reed's urging the Board agreed to a twice-annual newsletter to be mailed with tax bills.

INFORMATIONAL ITEMS/CORRESPONDENCE

Expedited Seasonal Dock Notification: Winslow Duke, Mascoma Lake

Letter of Appreciation to Officer Keith Bergeron

ADOURNMENT

Mr. Oppenneer moved to adjourn at 7:05 pm.; Mr. Crate seconded, vote unanimous.