

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

**MINUTES of March 17, 2013**

**Board of Selectmen:** John W. Kluge, Chairman; Fred Cummings; Donald J. Crate, Sr.

**Administrative Staff:** Steven Schneider, Town Manager; Alisa D. Bonnette, Executive Assistant; Jim Taylor, Director of Public Works; Richard A. Crate, Jr., Chief of Police; Scott Osgood, Town Planner

**Others:** Paul Hatch, NH Dept. of Safety Homeland Security and Emergency Management; Dan Kiley

**BUSINESS MEETING**

**I. CALL TO ORDER**

Mr. Kluge called the meeting to order at 6:00 PM.

**II. ORGANIZATION OF THE BOARD**

Mr. Crate moved to appoint Fred Cummings as chairman of the Board of Selectmen, Mr. Kluge seconded, vote unanimous in favor of the motion.

The Board discussed Selectboard representation on various Town boards and committees and will maintain the status quo for one more year:

Budget Committee: Fred Cummings  
CIP Committee: Fred Cummings  
Conservation Commission: Don Crate  
Planning Board: John Kluge

The Enfield Village Association likes Selectmen representation on their Board, but there is no Town policy requiring membership. The Board agreed to discontinue Selectboard representation on the EVA Board. Mr. Kluge indicated that he would share information with the Enfield Village Association on an occasional, as-needed basis.

**III. APPROVAL OF MINUTES**

Mr. Crate moved to accept the minutes of February 4, 2014 as printed, Mr. Kluge seconded. Mr. Crate & Mr. Kluge voted in favor of the motion, Mr. Cummings abstained due to his absence from that meeting, motion carried.

Mr. Cummings moved to approve the regular session minutes of February 27, 2014 as printed, Mr. Crate seconded. Mr. Cummings and Mr. Crate vote in favor of the motion, Mr. Kluge abstained due to absence from that meeting, motion carried.

Mr. Cummings moved to approve the non-public session minutes of February 27, 2014 as printed, Mr. Crate seconded. Mr. Cummings and Mr. Crate vote in favor of the motion, Mr. Kluge abstained due to absence from that meeting, motion carried.

#### **IV. COMMUNICATIONS**

##### **City of Lebanon Notice of Application to Install a Wireless Communication Facility:**

The location of the proposed facility is on Eastman Hill Road, Lebanon.

#### **V. BOARD REPORTS**

##### **Enfield Village Association:**

Mr. Kluge reported that EVA held their annual meeting, which went well. He then had to rush over to a Planning Board meeting.

##### **Planning Board:**

The Planning Board meeting went well. The presentation on the cutting of trees on Boys Camp Road was very organized.

#### **VI. TOWN MANAGER'S REPORT**

None.

#### **VII. PUBLIC COMMENTS**

None.

#### **VIII. BUSINESS**

Paul Hatch presented two small grant applications to bolster the Town's preparedness in an emergency event. The first grant for \$2,500 would be to hire a contractor to work with Town staff to update the Town's Disaster Plan, officially termed the Local Emergency Operations Plan (LEOP), which identifies the roles and responsibilities of different departments in an emergency. When the plan is done it would then be brought to the Board of Selectmen for review. This grant requires a soft match of time put into the project by staff and committee members. There is no financial burden placed on the Town. The money is already allocated to Enfield so there is no question of the grant being approved.

Mr. Kluge requested clarification that the hours the Town puts into the project would count as our share. Mr. Hatch informed him this is correct.

Mr. Crate moved to approve the application and accept the grant in the amount of \$2,500 for the updating of the Town's Disaster Plan (LEOP), Mr. Cummings seconded, vote unanimous in favor of the motion.

The second grant in the amount of \$3,425 is for a generator connection and transfer switch installation at the Community Building so it can be used as an emergency shelter. The Fire Department already has a portable generator which could be used with the connection and transfer switch. This grant is a 50/50 grant requiring a monetary match by the Town. The total project cost is \$6,850, of which the Town would have to pay \$3,425.

Mr. Crate moved to approve the application and accept the grant in the amount of \$3,425 for a generator connection and transfer switch at the Enfield Community Building. Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Cummings asked if a local contractor was going to be used. He was informed that two bids have already been received from local contractors and, with the Boards approval, would be using Defiance Electric.

Mr. Hatch explained that the two grants will take a couple of weeks to approve, then the Town can move forward with the projects.

**CDFA Grant:**

Scott Osgood informed the Board that the Town has engaged a grant writer, Shelley Hadfield, to administer a grant in the amount of \$12,000 to hire a consultant to study the potential of establishing a food cooperative to serve residents of Enfield, Canaan, Grafton and Orange. Two plans, the Housing and Community Development Plan and the Residential Anti-Displacement and Relocation Assistance Plan that the Town has in place, need to be updated and/or readopted. The Board must hold three public hearings to discuss the updating and adoption of the two plans as well as discuss the grant application itself.

The Board approved holding a public hearing on Monday, April 7, 2014.

**Evenchance Road Subdivision Sewer Extension State Application Approval:**

In order to do a sewer extension for the proposed Evenchance subdivision the Town must notify the State that the Town knows it is coming and that we have the capacity. Jim Taylor's name is currently on the documents and they can either be changed or the Board can authorize Mr. Taylor to sign the documents.

Mr. Cummings moved to authorize Jim Talor, Director of Public Works, to sign the Sewer Extension State Application, Mr. Kluge seconded, vote unanimous in favor of the motion.

**Grounds Worker Position Vacancy:**

We received notice of resignation of a current employee who has accepted a job elsewhere. We have no one on staff ready to step into this position so Mr. Taylor will advertise. There are a couple of individuals on the Public Works staff who can fill in, if needed, in the meantime.

**Municipal Dump Truck Bid Selection:**

The Board received the results of bids for truck body and plow frames. The Highway Department recommends purchasing the International truck offered by S.G. Reed equipped with the body/plow frame package offered by Osgood. Both companies are located in Claremont, NH. The International Truck is larger than the truck we now have.

Mr. Crate moved to purchase the International truck from S.G. Reed with the Osgood package, Mr. Cummings seconded, vote unanimous.

**F-450 Cab & Chassis:**

Mr. Taylor explained to the Board that the two F-450 cab & chassis can be purchased on the State bid contract for about \$32,500 each. There is nothing less expensive. The Town can just get those, or can go out to bid. In answer to Mr. Crate's question, Mr. Taylor informed the Board that the \$27,000 F-450 is no frills. The trucks will be painted yellow and have a plow prep package. He will have to check into the availability of air conditioning, which Mr. Crate feels is important for the hot summer months when the crew is doing road work.

Chief Crate stated that you can add on or subtract equipment from the State bid; it will still be the best price out there.

The Board discussed servicing the truck, which Mr. Taylor assured the Board that even though the trucks would be purchased from Grappone, the service could be done at a local Ford dealer.

Mr. Taylor informed the Board that once the trucks are ordered he would go out for bid for the plows and bodies. The plows would have no wings as they are replacing trucks with no wings.

Mr. Crate suggested heated mirrors especially if they are plow trucks. He has no problem going with the State bid.

**Posting Roads:**

Town Class V roads are being posted effective immediately unless the Board has an objection to doing so. Mr. Crate moved to post all Class V roads effective immediately, Mr. Cummings seconded, vote unanimous in favor of the motion.

**Administrative Items:**

None.

**IX. OTHER ITEMS**

**Next Meeting:**

Monday, April 7, 2014, Regular Meeting and CDFA Grant Application Public Hearing, Whitney Hall Conference Room, 23 Main Street.

[Note: A number of days after this Selectboard meeting and upon consideration of the next meeting's agenda the meeting location for the April 7<sup>th</sup> meeting has changed to the Public Works Facility, 74 Lockhaven Road]

**Community Building:**

Mr. Crate inquired about the status of the acoustics upgrade for the Community Building. He was informed by Mr. Schneider that progress stalled for Town Meeting, but he has meetings now scheduled with people to review the proposed project. The air conditioning and heating system should be completed before this summer.

**Dog Park:**

The proposed Dog Park project will come before the Board at the next meeting. Mr. Crate noted that the Dog Park supporters said the Dog Park would be governed by the Recreation Commission.

Mr. Schneider clarified that any agreement for the park will go through the Board of Selectmen; all official, formal decisions will be made by the Board of Selectmen. The Recreation Commission may be involved in routine operational issues.

Mr. Crate agreed that the Recreation Commission should have input.

Mr. Crate would like an exact figure for liability insurance.

**Town Meeting Recap:**

A recap of Town Meeting will take place at the April 7<sup>th</sup> Selectboard meeting. One issue is to be sure to order enough ballots.

**CONFERENCE**

**I. ADJOURNMENT**

Mr. Cummings moved to adjourn at 6:45 PM, Mr. Crate seconded, vote unanimous in favor of the motion, meeting adjourned.

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B. Fred Cummings, Chairman

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Donald J. Crate, Sr.

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John W. Kluge  
Enfield Board of Selectmen