

**Enfield Board of Selectmen  
Public Works Facility  
Enfield, New Hampshire**

**MINUTES of April 7, 2014**

**Board of Selectmen:** Fred Cummings, Chairman; John W. Kluge

**Absent/Excused:** Donald J. Crate, Sr.

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

**Others:** James Bonner, Shelley Hadfield, Dan Kiley, Marcia Herrin, Doug Smith, Becky Powell, Brian Foucher of WiValley, David Beaufait, Moderator, Bob & Carol Cusick

**BUSINESS MEETING**

**I. CALL TO ORDER**

Mr. Cummings called the meeting to order at 6:02 PM.

**II. APPROVAL OF MINUTES**

Mr. Kluge submitted a correction to the March 17, 2014 minutes, Section II, last paragraph should state that Mr. Kluge will share information with the Enfield Village Association on an occasional, as-needed basis rather than sharing EVA information with the Board of Selectmen.

Mr. Kluge moved to approve the minutes of March 17, 2014 as corrected, Mr. Cummings seconded, vote unanimous in favor of the motion.

**III. COMMUNICATIONS**

**Tax Collector's Reports – February & March 2014:**

As of March collections of the 2013 second issue tax bills are at 95%. Mr. Schneider stated that anything over 90% is good.

**Tax Collector's Report of Water/Sewer Accounts to be placed under Tax Lien:**

Mr. Kluge noted one large outstanding bill and one extraordinarily large one.

Mr. Taylor explained that the extraordinarily large one is from a leak back over the winter. The owner resides in Canada and was gone for many months. The leak is fixed now. Carolee has been trying to track him down. These Tax Liens won't go out until May.

**Tax Collector's Report of Impending Deeding:**

The Board received a list of properties that are currently up for deeding. There is one property owner on the list who Don Crate was going to talk to in the past. There is still time for property owners to pay their past due taxes as deeding won't take place until May.

**Town Clerk's Report – February & March 2014****IV. BOARD REPORTS**

None.

**V. TOWN MANAGER'S REPORT****Mascoma Lake Boat Launch:**

The engineering proposal for the boat launch is completed and we are ready to move ahead.

**Trash Collection:**

Lakeview Condos has had a hard time with capacity and location of containers. They are producing more trash than the current containers will hold. The cost to provide weekly service to Lakeview is \$415 per month. Is this something the Town will pick up?

Mr. Kluge's initial thought is, "why would we pick that up?"

Mr. Taylor said the assigned yardage of capacity is about ½ of what they need. They can make room for twice as much capacity.

Mr. Kluge clarified that this is their preference for aesthetic reasons but he thinks they have to pay for it.

**Grounds Worker Position:**

Forty-five applications have been received for the position. Sixteen individuals are coming in for first round interviews. The quality of the candidates is very high.

**VI. PUBLIC COMMENTS**

None.

**VII. BUSINESS****David Beaufait: Town Elections/Town Meeting Wrap Up:**

Dr. Beaufait thinks there are two general classes of election, one being special elections where a very low turnout is expected. Do we need to hold all elections in Whitney Hall upstairs? It's convenient but will affect negatively with the lease with Bill Coons of Shaker Bridge Theatre. We have two more elections before the end of the year for State and Federal elections then there are Town elections in March.

When special elections come up, that is unpredictable and the current lease doesn't provide much flexibility. The January special election was held in the Conference Room, but there was a turnout of only 76 voters.

Mr. Kluge asked if the numbers of voters can generally be predicted.

Dr. Beaufait said for issues such as the March school vote we need more ballots. He voiced his thanks to all of the election workers who helped. Most Town/School elections and most State elections are small volume elections. Presidential elections are higher volume.

Dr. Beaufait heard a few comments about having to wait to vote at the March Town Meeting election. He also noted there was a snowstorm the night of the election so the clean-up of the voting space was not done fast enough for Bill Coon's satisfaction. This type of potential delay needs to be discussed during negotiations between Mr. Coons and Steve Schneider.

Mr. Kluge suggested that we may want to add an extra day.

There are some lighting issues we struggle with. We need to change the wattage in the ceiling lights to something higher and need to make sure the curtains can be opened up. Dr. Beaufait noted that the curtains were stapled to the historic window frames – this was done by the occupant, not the Town. It was suggested by a member of the audience that Velcro might be a solution to that problem.

Mr. Kluge expressed the need for the stage to be cleaned up with all flammable materials removed.

Charlie DePuy said that with a vote as complex as that in March we need more voting booths and there isn't space.

Mr. Kluge responded that the March election was a "perfect storm" with long Planning Board articles and the school ballot.

Mr. Schneider said we do struggle for large spaces. It may warrant another talk with the school.

Dr. Beaufait noted the difficulties of holding elections at LaSalette.

Mr. Cummings said it sounds like we need some discussions with Bill Coons. He doesn't ever want to be in a position where we can't use that room. It is primarily our space and we need to be able to use it.

**Marcia Herrin: Dog Park:**

The Selectmen were provided with a copy of the agreement between the Town of Hartford, VT Parks & Recreation Commission and the Upper Valley Volunteer Dog Park Sub-Committee. Ms. Herrin had conversations with the core volunteers and the agreement works well for them.

Mr. Schneider reported on the cost of liability insurance which won't have an impact on the Town's rates. The Town's insurer has provided suggestion for things to include in the agreement. This meeting is to explore the next steps. The dog park proposal was well supported at Town Meeting.

Mr. Kluge said he needs time to digest the information provided and time to run this by our attorney, if needed. He suggested the next step may be an indication that the volunteers are raising money.

The Board was informed that before the volunteers raise funds they would like the Selectmen to say, yes, they can use the land for the dog park. The volunteers are confident an agreement can be worked out. Ms. Herrin is not comfortable asking for money without a site. The dog park supporters are ready to prepare an agreement that's Enfield specific.

Mr. Kluge noted that negotiation is with the Board of Selectmen and operation is with the Recreation Commission.

Dr. Beaufait suggested making approval of the site contingent upon funding for a certain dollar amount.

Mr. Cummings asked how much the group thinks they need to raise. Ms. Herrin informed him they estimate needing \$50,000 for a parking lot and fences. They want to be fully funded.

Mr. Cummings pointed out that we need to find out if we can do a driveway cut.

Ms. Herrin said that if they have an agreement they can start fundraising.

Mr. Cummings asked what happens if the Town wants to use the land for another purpose.

Ms. Herrin replied that it's a year to year lease. As a committee they would take down the fence, which they would own.

Mr. Schneider explained that they have to go to the Planning Board for final approval of the site plan. There would be Planning Board review of access and the parking lot. It's expected to use the existing parking lot and expand that. While the Planning Board gave the project their blessing early on, that was a conceptual. The Planning Board will need more detailed plans. Creation of an agreement is 95% done and can be wrapped up in a few weeks.

Bob Cusick suggested the volunteers need a plan and to find the wetlands. He feels they'll get more money if they have a plan. He was informed by Ms. Herrin that they have a plan drawn up by a landscape architect. They need a revised plan with the parking lot revised.

To proceed, it's requested that the Selectmen give the volunteer group the go ahead and their blessing to move forward with the plant presentation to the Planning Board. The Selectmen grant the use. The Planning Board requires plan approval. With expansion of the parking lot, the driveway access may need a cursory review by the State, though probably not a permit.

Becky Powell asked if there would be any potential for environmental impacts.

Ms. Herrin replied there are some wet spots they'd work around. Waste will be removed with garbage. They are interested in composting, but now expect to have the waste picked up by Casella.

Mr. Kluge moved to grant Board of Selectmen support for the creation of a dog park and to authorize the dog park committee to begin a plan and fundraising with the idea that we're looking at a year to year lease, Mr. Cummings seconded, vote unanimous in favor of the motion.

**Introduction of New Full-Time Officer:**

Chief Crate announced that the Enfield Police Department recently had a full-time officer retire. He introduced Officer Amanda Lewis as the new full-time officer in the department. She attended Mascoma High School, has worked as an intern in the department and will be attending the full-time Academy in May. She completed field training with Scott Thompson before he left.

**Doug Smith: Tax Credits:**

Doug Smith and Becky Powell came before the Board representing the Enfield Village Association (EVA). Mr. Smith explained that EVA was founded in 2000 with a lot of help from the Town. Their purpose was to revitalize downtown Enfield. EVA has been doing this reasonably successfully for the past 14 years. They also have in their charter the ability to acquire property for revitalization. The opportunity to do so doesn't happen often. They purchased and rehabbed the Leviston House which now houses a successful business downstairs with the owner living upstairs.

The current opportunity is the Greeley House. The house had fallen into disrepair. EVA bought it from the bank and is now in the process of renovating it to be the new EVA headquarters, plus an affordable rental unit in the remainder of the building.

Fundraising for the project has reached \$75,000. EVA has applied to NH Community Development Finance Authority (CDFA) for a tax credit grant aimed at business taxpayers in NH. If approved a business taxpayer can make a donation and get a 75% state tax credit against the donation. The program is very competitive. EVA applied to CDFFA from a grant of \$150,000. As part of the application process, EVA needs a letter of support from the Town. The application deadline is April 18<sup>th</sup>.

Mr. Kluge moved to provide a letter of support as requested, Mr. Cummings seconded, vote unanimous in favor of the motion. Mr. Schneider will draft the letter.

Becky Powell informed the Board that the Greeley House project is already employing Enfield businesses.

**PUBLIC HEARING**  
**Monday, April 7, 2014**  
**6:30 PM**  
**Enfield Public Works Facility**

Mr. Cummings read the notice for the Public Hearings:

The Town of Enfield will hold three consecutive public hearings at this location to hear public comment on a proposed Community Development Block Grant (CDBG) application to the NH Community Development Finance Authority (CDFFA), and related planning documents. Up to \$500,000 annually is available to communities or counties on a competitive basis for housing, public facilities, economic development and emergency activities that directly benefit low and moderate income persons. Up to \$12,000 is available for feasibility study grants. The proposal to be heard includes:

- A proposed planning grant application for \$12,000 in CDBG funds to be used to hire a consultant to study the potential of establishing a food cooperative to serve residents of Enfield, Canaan, Grafton and Orange.
- Review and Adopt the Town of Enfield Housing and Community Development Plan.
- Review and Re-adoption of the Town of Enfield Anti-displacement and Relocation Plan.

Mr. Kluge moved to open the three public hearings at 6:47 PM, Mr. Cummings seconded, vote unanimous in favor of the motion.

Scott Osgood stated that CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. The maximum grant size is \$500,000. However, a community or county can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$500,000 total is available for micro-enterprise grants for the purpose of promoting small business.

It was explained to the audience that this is a planning grant for a food store of an as yet fully determined style and size.

Mr. Osgood explained that there are some people looking at options for the local area. A market study is essential planning tool.

Dan Kiley asked about the Anti-Displacement and Relocation Assistance and the Housing and Community Development Plans. He was informed by Mr. Schneider that the Town adopted these plans in 2009. This is a re-adoption of those plans. Mr. Cummings added that there are also some minor updates to the Housing and Community Development Plan.

Charlie DePuy has been sitting on a committee that seems to have run into a lack of consensus. It's felt a market study will break that logjam. It's also essential to lead the way and gain membership, which is how this is funded.

Some people have been interested in a buyers' club, but that seems to have run into issues as well.

Mr. Kiley noted a meeting was held with Bruce Waters who is in commercial real estate. Mr. Waters provided information showing why Enfield is at a disadvantage in having a large scale grocery store move in. Bruce noted that most people shop on their way home from work and that a Town needs local employment to have a grocery store. Without that, for six hours of every day everyone's gone.

Mr. DePuy thinks there's a necessity to make Enfield a walkable community. People do shop at other times, such as weekend. If zoning supports these kinds of services, built it and they will come.

The Housing and Community Development Plan must be reviewed and readopted. Changes include the removal of items that have been accomplished since the last adoption of the plan.

Relative to the Anti-Displacement and Relocation Assistance Plan, Mr. Osgood explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application the County will certify that the Residential Anti-Displacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace person or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

Mr. Schneider stated that this is specific to this grant.

A handout was available.

Steven Schneider, Town Manager, is the designated CEO for this grant.

There were no further public comments.

Mr. Kluge moved to close the public hearings at 7:58 PM, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Kluge moved to support submission of a CDBG Feasibility Grant application to study a food co-op and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Kluge moved to re-adopt the Town of Enfield Housing and Community Development Plan as presented, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Kluge moved to adopt the Town of Enfield Anti-Displacement and Relocation Assistance Plan for this project, Mr. Cummings seconded, vote unanimous in favor of the motion.

**Vehicle Lease:**

Mr. Schneider presented a leasing resolution which must be adopted in order to finalize the vehicle leases approved at Town Meeting.

Mr. Kluge moved to adopt the leasing resolution as presented by the Town Manager, Mr. Cummings seconded, vote unanimous in favor of the motion.

**Greg Baker: Property Tax Abatement Request:**

Dr. Baker owns property at Smith Pond. He and Mr. Cavicchi have spent \$750,000 on repairs to the Smith Pond Dam. The State wanted to breach it. Dr. Baker allows public access to a point on that property. He's asking that some recognition be made in his property valuation to reflect the benefit provided to the Town.

Mr. Cummings stated that he needs to tell us exactly what he's asking for.

Mr. Kluge said one might note they did the repair to the dam for their own purposes, not at the Town's request.

Mr. Schneider said there were some talks about the Town taking over the dam, but we couldn't come up with an arrangement that limited the Town's liability going forward that satisfied Mr. Baker and Mr. Cavicchi. There is no ownership by the Town.

Mr. Kluge would like a map of public access and trails the Town is allowed to use.

Chief Crate mentioned that you can get to Smith Pond from behind Lakeview or Proctor's property, though it's a long hike. You can get up to Smith Pond with a vehicle now. Since Dr. Baker has made improvements the Police Department hasn't had an incident up there.

Chief Crate asked Jim Taylor if Dr. Baker donated land for the turn around. He was informed he had not.

**WiValley Service Expansion:**

Brian Foucher, president of WiValley, explained that WiValley is one of the providers on the FastRoads Fiber network and the primary provider on the residential side. Mr. Foucher came to talk to the Board about hybrid connections. WiValley wondered how they can expand coverage to other areas not served by FastRoads. Another \$3,000,000 to \$3,500,000 is not likely to be coming soon. Main Street is close to fiber but can't get it. It costs a little money. WiValley and FastRoads may provide some funding. They may even be able to extend fiber. A hybrid solution with a fiber handoff to wireless could provide connection within 1 to 2 blocks. They've done this in Keene and other communities.

Another example is to serve the south side of Mascoma Lake possibly by using the multi-unit building on Route 4, on the hill, and a 1-1/2 Gig link. From the Community Building they could broadcast to Maple Street, etc.

Mr. Foucher showed the Selectmen an example of receiving unit hardware, which is very small. Sending unit hardware is slightly bigger. If WiValley were to do this they would need to purchase more bandwidth from FastRoads.

Mr. Foucher would like to open up discussion. They could even broadcast from Whitney Hall across the street and from the Enfield Village School across the street to residences now not served. Mr. Foucher is not asking for anything from the Selectmen, he just wanted to introduce options.

Bob Cusick asked what a fiber handoff looks like. He was informed that it's an outdoor box about 2' wide x 10' deep by 3' tall. The box is locked, has battery backup and wires go onto a building.

Mr. Cusick asked what the cost is. He was informed it's a few thousand dollars.

Mr. Foucher said on Flanders Street, with its 25 houses +/-, the incremental cost is fairly small. Once you have the 1<sup>st</sup> couple it's less.

Mr. Cusick asked how much could be run through. He was informed 100mb can be run through each.

Chief Crate asked if the technology is there to make Wi-Fi that can be picked up in the cruisers.

Mr. Foucher responded that WiValley is doing that kind of hand off in Cheshire County. In Grafton WiValley would like to work with the County Sheriff. Philosophically public safety shouldn't cost public safety.

Expansion areas were discussed briefly.

Mr. Cusick feels we need to do as much as we can to support FastRoads. We need to keep it going.

**Water/Sewer Commitment:**

The Board was asked to approve the Water/Sewer Commitment. Water bills will be mailed out tomorrow.

Mr. Cummings asked if Mr. Taylor is prepared to discuss an email from the owner of the Laundromat.

Mr. Schneider explained that the owner of the Laundromat asked if the Lebanon rate is X and Enfield's rate is Y, why is our rate so much higher?

Mr. Cummings added that he's wondering if we can look at the top tier of the rate structure.

Mr. Taylor responded that if there's a change at the top we need to make adjustments below. Revenues are lagging behind expenses and we're trying to make up for that.

Mr. Schneider said there has been discussion about simplifying out rate structure.

Mr. Kluge pointed out that any change to the rate structure has to be done thoroughly and thoughtfully.

Mr. Cummings said we don't want to change rates for everyone else, but maybe there's something the Town can do.

Mr. Taylor explained that the Laundromat is using about 7% to 8% of the Town's capacity. Anything we do will affect other users.

Mr. Cummings suggested it would not be good if he were to go out of business.

Mr. Taylor stated that it's the Laundromat's consumption that is increasing the bill.



Dan Kiley asked for clarification that the Laundromat is not getting charged a corresponding 7% - 8% of maintenance.

Mr. Cummings pointed out the Laundromat does help with flushing the line with amount of gray water produced.

Mr. Cusick asked what Enfield's rate is compared to Lebanon.

Mr. Taylor responded that Lebanon has a base rate as we do. We pay Lebanon's consumption rate, but not the base rate. The owner of the Laundromat is not including Lebanon's base rates. Enfield doesn't have the highest or the lowest rate in the State. We do pay in our rate for capacity we don't use. Mr. Taylor suggested moving with caution. He doesn't know the solution, but the Laundromat uses a lot of water so the bill is high.

Mr. Cummings stated he doesn't want to see a business go.

Mr. Kluge moved to approve the total new commitment of \$128,845.10, Mr. Cummings seconded, vote unanimous in favor of the motion.

**Board & Committee Appointments:**

The following individuals serve on Town boards or committees and are interested in reappointment for another term: Lee Carrier-CIP Committee, Bob Cusick-CIP Committee, Dwight Marchetti-Conservation Commission, Cecilia Aufiero-Conservation Commission, Dan Kiley-Planning Board, Tim Taylor-Planning Board, Keli Green-Recreation Commission and Mary Ann Haagen-Heritage Commission. Dan Kiley's term on the Upper Valley Lake Sunapee Regional Planning Commission Board is also up in April.

Mr. Kluge moved to reappoint Dan Kiley to the UVLSRPC Board, Mr. Cummings seconded, vote unanimous in favor of the motion.

Mr. Cummings moved to reappoint everyone on the list of individuals requesting reappointment, Mr. Kluge seconded, vote unanimous in favor of the motion.

The Board was informed that Holly West is interested in serving on the CIP Committee. The Planning Board has a designated slot on the CIP currently filled by Suzanne Laliberte whose term expires in 2015. Ms. Laliberte hasn't said she doesn't want to be on the Board though she has not been attending meetings. The Selectmen can appoint Holly West as an alternate and deal with the Planning Board representation after the fact.

Bob Cusick told the Board the CIP Committee will be quite active. They will be looking at every single piece of equipment. It's an active committee and members need to be able to get around to view the equipment. Holly is good as she'd done similar things. She'll be a good addition to the Committee.

Dan Kiley pointed out that he can serve as the Planning Board representative only if approved by the Planning Board.

Mr. Kluge moved to appoint Holly West to the CIP Committee as an alternate member, Mr. Cummings seconded, vote unanimous in favor of the motion.

**Administrative Items:**

The Board reviewed and approved the following documents: MS-232 Report of Appropriations Actually Voted, exemption applications, yield tax warrants and excavation yield tax warrant.

**VIII. OTHER ITEMS**

**Wetlands Application:**

The Board was informed of receipt of a Wetlands Application for the proposed 18-lot subdivision on Evenchance Road.


**Next Meeting:**


Monday, April 21, 2014, 6:00 PM, Whitney Hall Conference Room, 23 Main Street

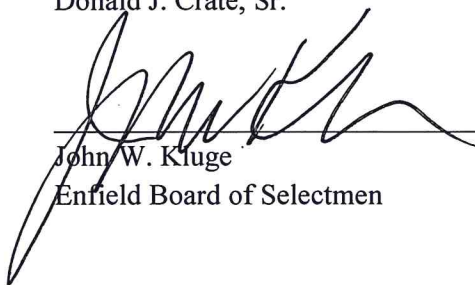
**CONFERENCE**

**II. ADJOURNMENT**

Mr. Kluge moved to adjourn at 7:40 PM, Mr. Cumming 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