

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

MINUTES of September 2, 2014

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

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

Others: James Bonner, videographer; Norm Bernaiche, assessor

BUSINESS MEETING

I. CALL TO ORDER

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

II. APPROVAL OF MINUTES

Mr. Kluge moved to accept the regular session and non-public session minutes as printed, Mr. Crate seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Town Clerk Reports – July & August 2014:

Town Clerk revenues are still about \$44,000 over the same period last year.

Tax Collector's Reports – July & August 2014:

Taxes are about 96% collected; on par with previous years.

Grafton County Conservation District 2014 Resource Concern Survey:

The Conservation Commission also received this survey. This is a voluntary survey relates to local resources in several categories: water, soil health, wetlands, forest and wildlife habitat, agriculture and farmland.

Doskocil Correspondence to Land Resources Management Program Re: File #2014-02015:

This is a copy of correspondence to Land Resources Management by an Enfield citizen and is strictly informational. No action is required.

Shoreland Impact Permit 2014-01925:

The permit has been issued to the Town for the Mascoma Lake Boat Launch project at 4A/Shaker Bridge, Map 10 Lot 8, to replace gravel parking area and boat ramp with pavement. Impervious area reduced to 47.5%

Shoreland Permit Applications:

The following Shoreland Permit Applications and Notification were received:

- 16 Wolfson Lane, Map 21, Lot 14 – Installation of replacement septic system and improvement to existing gravel parking lot.
- 12 Wolfson Lane, Map 21, Lot 15 – Removal of existing house & garage, construction of new house, replace existing septic, add pervious parking, new walkway and replace existing retaining wall
- 17 Bridge Street, Map 32, Lot 5 – Raise, construct single family house, with deck and pervious driveway with drainage system.
- Notification of permit only – 41 Foster Circle, Map 22, lot 25 – raise, construct a single family house with porch, cottage and drainage system.

IV. BOARD REPORTS**Budget:**

Mr. Schneider reported that the official start to the budget season begins with a Budget Committee meeting tomorrow, September 3, and a CIP Committee meeting next Monday, September 8.

V. TOWN MANAGER'S REPORT**Realtor RFP:**

An RFP was sent out to all local realtors. Proposals were due today. There were no responses. A realtor can be chosen at random. The Selectmen indicated no preference.

Primary Election:

The Primary Election is Tuesday, September 9. Polls are open from 8:00 AM – 7:00 PM. The Town Manager and staff can cover the daytime hours, but the Selectmen will need to be present at the close of the polls.

Citizen Request to Remove Trees:

Mr. Schneider received a visit from a resident, Jean Ricard, who owns property at the corner of Lockhaven Road and Dustin Road, a Class VI road. There are about a ½ dozen dead trees she'd like to cut down on the other side of the stone wall. These trees are located on Dustin Road. The trees have been marked.

If the trees are not in the Lockhaven Road right-of-way then the Selectmen are owners and can approve the removal. If any of the trees are located in the Lockhaven Road right-of-way a public hearing will have to be held prior to the removal of those trees if this portion of Lockhaven is classified as a scenic road.

The Board approved the request as presented by Mr. Schneider.

Enfield Center Town House Painting Contract:

Mr. Kluge was asked by a citizen about the painting contract for the Enfield Center Town House. The citizen believes the contract was not awarded to the lowest bidder. Mr. Schneider has already responded to this resident.

VI. PUBLIC COMMENTS

None.

VII. BUSINESS

Town-wide Revaluation:

Norm Bernaiche, contracted assessor for the Town of Enfield, provided the Selectmen with an update on the progress of the Town-wide Revaluation currently underway.

The equalization ratio was 107% last year. With the new values the ratio will be about 99%. The last time a town-wide revaluation was conducted values went up overall. This time around values are going down overall.

As part of the revaluation, sales data is analyzed. The sales database is down about 7%. Total value is down 6%. About 137 of sales had to be disqualified from the analysis. Mobile homes are always a problem as similar mobile homes can sell for very different amounts.

The COD (co-efficient of dispersion) is down to a little over 8% and anything less than 10% is good. Enfield is at a 7.62 COD with mobile homes and vacant land removed.

Mr. Bernaiche described the process for review of data. Mr. Bernaiche will finish up with some outlying properties. Julie Huntley will wrap up her work and then letters will be sent to property owners with their new values. Informal hearings will be held and adjustments will be made as needed. Values will then be turned over to the Town. The lake properties have gone down from 2009 when the last town-wide revaluation was done. We're seeing an up-tick, but the market is crazy. Turn-key homes are doing OK, but properties requiring renovations aren't doing as well.

When everything is completed a comprehensive report will be written, including what Mr. Bernaiche started with, problems encountered and how they were dealt with, and back up data. This report will then be turned over to the State.

Mr. Bernaiche said the overall ratio is about 99%, but the best test of a revaluation is what happens over the next couple of years.

Letters should go out by the end of next week, then hearing appointments will be set for some weekday evenings and Saturdays. A property owner will only get a hearing if they request it.

Discussion ensued regarding the inclusion of property cards with the letters. It is believed that Mrs. Huntley intends to include copies of the property cards.

Mr. Cummings wants to be sure the land and building values are broken out.

Mr. Schneider noted that the expected decrease in property values was built into our budget projections for the year.

Casella Waste & Recycling Collection Costs:

The Board received notification from Casella that the existing contract between Casella and the Town allows for a CPR adjustment each July 1st. Since the CPI numbers are not available until after the month to be reviewed, Casella had not passed the increase on to the Town in July. A one-time adjustment will be invoiced to the Town in August for the July increase. The CPI over this time period has increased by 1.773%.

New rates effective July 1, 2014 to June 30, 2015 are as follows:

Collection fee	\$230,513.80 per year
Commercial and housing	31,439.72 per year
Recycling processing fee	35.62 per ton

Additionally, Casella recently came across a tire invoice and notice they were being charged \$150/ton, but were billing the Town \$140/ton. Casella is also only receiving \$65 for the haul fee. Casella requests an increase on this box to \$150/ton (break even for Casella) and \$125 for the haul.

Mr. Schneider reached out about the new truck Casella was going to purchase. Casella has a meeting with the Town of Plainfield and they are hoping to reach an agreement with them. It's logical to provide the Town of Plainfield the services being provided to the Town of Enfield so they can use the new truck for both communities. Last year Casella told Mr. Schneider they had a truck but it came with no A/C so they sent it back.

Mr. Kluge asked how the new rates compare to the old rates. Mr. Schneider informed Mr. Kluge that he can have these figures at the next meeting, but the rates are tied to the CPI. Mr. Kluge said that if rates are tied to the CPI he's OK with them.

Mr. Schneider stated the need to follow through with the truck.

Mr. Crate pointed out that Casella sold the deal here with the truck.

2015 Budget:

As previously mentioned, September starts our budget process. The Budget Committee meets tomorrow and the CIP Committee meets next week. There will be a joint Budget Committee/CIP Committee meeting in December. It's good for the Selectmen and the Budget Committee to have some general goals and it's good if those goals are the same, though there can be differences. Mr. Schneider asked the Board to think about the 2015 budget and if there is anything they would like to discuss to please let him know.

Mr. Cummings asked about Public Works CIP projects. He knows there is a fire truck on the CIP for next year.

Mr. Taylor is unsure what's on the CIP for Public Works.

Mr. Schneider explained the CIP for 2015 could be big. It includes the boat launch project, two one-ton trucks and a mower. The Lovejoy Brook culvert has been pushed up to the next level of review by the Feds. The Town will need \$50,000 for its portion of the 25/75 split.

The Town will have to figure out how to pay for the 2015 CIP items. Long-term borrowing might be considered. Mr. Cummings suggested that it may make sense to lease the first of two fire trucks and pay with the existing funds on the second truck later on.

Mr. Crate asked when something would be done with the Boys Camp Road Bridge.

Mr. Taylor said the bridge could be added to the CIP in 2015 or 2016. Mr. Taylor was thinking along the lines of a 2016 project.

Mr. Schneider said, typically the CIP Committees likes to see a project one year for funding in the next. This gives the Committee time to add the project to the program and figure out financing.

Mr. Cummings asked if we were thinking about a bridge like that on Shaker Blvd.

Mr. Taylor informed the Board that he has information and numbers for various options.

Mr. Crate suggested contacting Mike Hanson of Hanson’s Bridges in Springfield, NH. He’s doing work on the Goose Pond dam. He would be willing to meet with Mr. Taylor, look at the project and draw up a plan.

PUBLIC HEARING

Mr. Cummings read the Public Hearing notice: The Board of Selectmen will conduct a public hearing to discuss the expenditure of \$300 from the Cemetery Maintenance Expendable Trust Fund.

Mr. Crate moved to open the public hearing at 6:30 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.

The Town rented a mini-excavator at a cost of \$300. The Town couldn’t otherwise reach a cemetery lot at Lakeview Cemetery. The Cemetery Trustees have already met and approved the use of funds in the Cemetery Maintenance Expendable Trust Fund but, as agents to expend, the Board of Selectmen were required to hold a public hearing and approve the expenditure.

There were no public comments.

Mr. Kluge moved to close the public hearing at 6:32 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Kluge moved to approve the expenditure of \$300 from the Cemetery Maintenance Expendable Trust Fund for the rental of the mini-excavator, Mr. Crate seconded, vote unanimous in favor of the motion.

VII. BUSINESS, Continued

Water/Sewer Rate Discussion:

The Board was provided with a current rate chart as well as one example of what a One Rate Bill might look like. Example:

Usage Range (Gallons per Quarter)	% of Users	Median Usage	Current Bill **	One Rate Bill **
0-5,000 GPQ	32%	2,500 GPQ	\$66.48	\$106.95
5,001-15,000 GPQ	48%	10,000 GPQ	\$157.03	\$231.37
15,001-30,000 GPQ	14%	22,500 GPQ	\$332.66	\$438.75
30,000-470,000 GPQ	5%	250,000 GPQ	\$4,857.88	\$4,212.97

*7-Tier (Current)

** Admin/# Users = Fixed Cost; Operations/Meter Usage = Variable Cost

Mr. Taylor and Mr. Schneider talked about different approaches to fairly adjust our rates. They looked at various communities and there are dozens of different ways to achieve this.

80% of users are at the 15,000 or less per quarter. About 20 users are over 30,000 gallons per quarter. If we lower the top rate we have to make adjustments elsewhere.

Mr. Cummings asked what other communities are doing.

Mr. Schneider replied that some make adjustments for higher users, but most do not.

Mr. Taylor added that in other cases they increase by a lot for industrial users, up to 4 times the lower rate.

Mr. Crate asked if Canaan had a Laundromat. He was informed they used to, but they closed.

Mr. Schneider explained that we're unique in that we don't have our own treatment plant. With any change in rate structure some people will be happy and other won't be.

Mr. Kluge is not comfortable bumping up the lower rate users by 38%. Mr. Crate agreed. Discussion ensued regarding what would be an acceptable increase. A 10% increase on the lower side if about \$30/yr.

Mr. Cummings asked how the Laundromat leaving would affect the Town's rates.

Mr. Taylor said you would have to make up the difference, though there would be less volume.

Mr. Cummings noted that the small users would pay more anyway. And the gray water flushes the system.

Mr. Schneider said it's good to review our rates. If the Board wants to increase rates 10% - 15% on the lowest users they can come back to the Board with figures. The Board requested figures for 15%, 10% and down to 5% increases.

Mr. Schneider asked the Board how they felt about keeping the 7 tiers or classes.

Mr. Cummings felt 4 tiers would be simpler. Mr. Taylor added that it would be much easier to calculate new rates as the need arises.

Dog Park:

A driveway permit application has been sent to the State.

On a related note, the Board received a status report on dog warrant provided to the Police Department earlier this year. Next year we'll send a reminder notice prior to sending out the civil forfeiture notice.

Enfield Community Building Acoustics & HVAC:

Mr. Schneider will meet with the Lions Club tomorrow to talk about the acoustics study and what the engineers recommend. He will report back to the Selectmen at their next meeting.

Mr. Taylor is working with Hayward Refrigeration to get the HVAC work scheduled.

Mr. Schneider explained that this A/C will recognize ambient temperature where the current one does not.

Mr. Taylor added that the new A/C should also be more efficient.

NHMA Policy Delegate Authority:

The NHMA Policy Conference is an opportunity for municipalities to submit legislation. Mr. Schneider typically acts as the Town's voting delegate.

Proposed legislation relative to property rights on Mascoma Lake was mentioned. Mr. Kluge asked if there was anything happening on the rail trail/lakefront property issue. There were no updates at this time. Mr. Kluge suggested this issue remain as a standing item on the Selectboard agenda.

Appointment of Inspectors of Election:

State law has changed regarding the appointment of Inspectors of Election, changing the term to a two-year term from August 1 through July 31. The Board received a list of Inspectors of Election recommended for appointment: Kathy Decato, Becky Powell, Francine Lozeau, David L. Stewart (Alternate) and Earl Brady.

Mr. Crate moved to appoint these individuals as recommended, Mr. Kluge seconded, vote unanimous in favor of the motion.

Administrative Items:

The Board reviewed and approved an Office of Emergency Planning grant extension authorization form confirming Steven Schneider as the authorized individual to complete necessary paperwork.

VIII. OTHER ITEMS

Tree in Mascoma River:

Mr. Crate asked about the status of the tree that had fallen into the Mascoma River. He was informed that the State has done nothing, but that Mike Sousa will do something about it next week.

Roadside Mower:

Mr. Cummings asked about the roadside mower. He was informed by Mr. Taylor that, Owens, the company that leases roadside mowers may be closing and MB is no longer leasing roadside mowers. It would be useful to mow a couple of times a year. Mr. Taylor would be looking for a mower with a short boom. It might be possible to obtain one off lease at a lower cost as a neighboring community has done.

Mr. Cummings wondered if we might be able to use year end funds for this.

Mr. Schneider responded that the Town typically hasn't purchased vehicles with year end funds.

It was noted that Owens might lease one and put the lease payments toward later purchase.

Mr. Cummings recommended looking into that.

Crosswalk Striping:

Mr. Taylor contacted the NHDOT District 2 office about striping crosswalks. He was referred to the Bureau of Traffic and has not received an answer yet. If possible, we'll do Main Street: in front of Whitney Hall and the 4-way stop. It will cost about \$1,500 to do those 5.

Mr. Crate said the crosswalks at Route 4 are the State's responsibility. While the Town has been speaking to Alan Hanscom at the District 2 office it was suggested we call the Governor's office.

Crystal Lake House Construction:

Mr. Crate said the house being built by the Crystal Lake dam is not the same footprint as the previous house.

While Mr. Taylor believes the footprint is the same, Mr. Crate believes it's bigger. The previous records would need to be looked at and the house measured.

Mr. Taylor pointed out that the house doesn't have to be the same footprint. If it meets setbacks it can be bigger.

Streetlights:

Mr. Crate said the streetlight on Baltic which he had previously reported is out. He was informed by Chief Crate that Paula Stone had called this one in, but he's not sure where it is in their schedule.

Mr. Crate reported there are a lot of bridge lights out as well.

Mr. Taylor reported that Langlois Electric is going to pull the individual photo cells and replace them with one to control all of the lights, so either they will all be on or they will all be off. This is the way the lights on the Shaker Bridge function.

Next Meeting:

Monday, September 15, 2014, 6:00 PM. Whitney Hall Conference Room

CONFERENCE

I. NON-PUBLIC SESSION

Mr. Cummings requested a non-public session to discuss personnel.

Mr. Crate moved to enter non-public session to discuss a personnel issue at 7:00 PM, RSA 91-A:3 II (a), Mr. Kluge seconded the motion. Roll call vote: Mr. Crate – aye, Mr. Kluge – aye, Mr. Cummings – aye.

Mr. Crate moved to come out of non-public session at 7:10 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.

II. ADJOURNMENT

Mr. Kluge moved to adjourn at 7:10 PM, Mr. Crate seconded, vote unanimous in favor of the motion, meeting adjourned.

B. Fred Cummings, Chairman

Donald J. Crate, Sr.

John W. Kluge
Enfield Board of Selectmen