

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

MINUTES of December 23, 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; Phil Neily, Building Inspector/Health Officer; Scott Osgood, Town Planner

Others: Meredith Smith, Dan Kiley, James Bonner, Rick & Leslie Barrow

BUSINESS MEETING

I. CALL TO ORDER

Mr. Cummings called the meeting to order at 6:03 PM.

II. APPROVAL OF MINUTES

Mr. Kluge moved to approve the minutes of December 1, 2014 as printed, Mr. Crate seconded, vote unanimous in favor of the motion.

III. COMMUNICATIONS

Town Clerk's Report – November 2014:

Year-to-date revenues in November 2014 are greater than those in December 2013. Revenues will exceed our revenue forecast for the Town Clerk this year; it's a healthy sign.

Tax Collector's Report – November 2014:

Taxes are due Monday, December 29th. We've had a steady stream of taxes coming in which has allowed us to make those big payments at year end, such as the payment to the County which is close to \$900,000. The County payment was made last week.

IV. BOARD REPORTS

Budget Committee:

Mr. Cummings reported that the Budget Committee has heard from all of the Departments. The CIP Committee has made its recommendations for 2015 which were received well.

V. TOWN MANAGER'S REPORT

2015 Municipal Calendar:

The Board was informed that the shaded weeks that were intended to identify trash pick-up are incorrect, so we will be mailing a refrigerator magnet with the correct schedule.

VI. PUBLIC COMMENTS

None.

VII. BUSINESS

Old Home Day Committee:

Meredith Smith asked the Board of Selectmen to create an Old Home Day Committee as a regular Town committee. Old Home Days don't involve any Town funding due to the fundraising efforts of Shirley Green. All funds used are privately raised and will be placed into a special account specifically for this purpose.

The Heritage Commission kicked off the Old Home Days Committee originally in order to revive the Old Home Days tradition started by Governor Frank Rollins in the 19th century.

Mr. Kluge asked if there would still be Heritage Commission members on the Old Home Days Committee.

Mrs. Smith said yes, some of the Heritage Commission members are also serving on the Old Home Days Committee, but not all of them. There are also members from the general public.

Mr. Schneider explained that it comes down to communication. The Old Home Days Committee requires a lot of Town support with tables and chairs and security and traffic control. Having an official committee should ease coordination of events.

If the Selectboard supports the establishment of an Old Home Days Committee, Mr. Schneider will return with enabling guidelines, a proposed number of members, terms, etc. The new Committee can start in April.

Mr. Kluge moved to establish an Old Home Days Committee as a Town committee, Mr. Crate seconded, vote unanimous in favor of the motion.

Family Dollar:

Mr. Kluge requested that this be placed on the agenda. He is distressed that the Family Dollar did not adhere to the guidelines suggested. The glass panes on the Route 4 side of the building are not windows in any way as he sees it.

Mr. Cummings asked if this should be a Planning Board discussion. Mr. Kiley responded, yes.

Mr. Cummings asked if they met the criteria.

Mr. Schneider said there is no definition for windows in the Planning regulations; the building code was used.

Mr. Kluge said it might as well have been a wall. At the very least the Planning Board should be advised to define what a window is. It's dreadful; it's a terrible building.

Mr. Kiley responded that it was due to zoning that they turned the building as they did. The zoning regulations would have allowed only one row of parking in the front of the building. The rest of the parking would have to have been around the side. Family Dollar wanted all of the parking at the front of the store.

Scott Osgood informed the Board it doesn't meet the intent of the zoning. The Plans were not detailed enough and we feel what was provided to the Town is not what was presented. It was assumed based on the plans that those would be true windows as there was no difference in how they were presented on the plan when compared to the front windows.

Mr. Neily pointed out there's fenestration at the front of the building as well.

Mr. Kluge said we need to go back and look at the plans.

Mr. Kiley pointed out that even a mural behind the glass, and some light, would look better. They are doing good business – that's the other side of this.

Master Plan Survey:

Through Survey Monkey a Master Plan survey has been put out with 22 questions. One person would like us to mail the survey to every home. This is just the first step in public discussions of the Master Plan. There will be more opportunities for public input.

Mr. Osgood explained that there are 2 chapters that need to be done in order to get funding. He also mentioned that there was a similar survey done about 5 years ago. This is just the first opportunity for public input; there will be public hearings every step of the way. The survey is posted on our website and was sent to the Enfield Listserv.

Mr. Schneider added that the survey takes about 10 minutes to complete. It's fairly comprehensive.

Lakeview Condominium Association Sewer:

The Board received a spreadsheet of Lakeview's water & sewer system expenses from 2006 – 2014. The expenses range from a low of \$25,000 to this year when it's pushing \$130,000. There is little expense under sewer & water capital expenditures. Bookkeeping was sporadic. This may be due in part because they've had several different property managers over this time period.

Mr. Schneider reported that Phil Neily has been to the site. Jim Taylor is familiar with the issue due to his tenure. Mr. Schneider went on to explain to Mr. Crate, who was absent at the last meeting, that Lakeview is looking for discussion of the possibility of connection with the Town sewer. The Town is eligible for 45% funding with USDA based on demographics.

Phil Neily has meet with the property owners where the leach fields are located. He has also met with the State and Lakeview property managers. There is no decision from the State. At this point Lakeview has arranged for Pathways to open up the system and do some cameral work to see if problems are repairable or replaceable. No permitting is needed for this as it's for research only. Mr. Neily's concern is that what's been opened up is being adequately protected.

Mr. Schneider informed the Board that the system doesn't have multiple years of life left.

Mr. Neily explained there are 130 units and about 1/2 of those units have sewage pumped to the top of the leach field and it moves down through the system. The remaining units use the leach fields on the front of the property.

Mr. Cummings said the broader topic is the need to look at the overall sewer system. There are other areas that would make sense to extend sewer lines, such as Lapan's Circle. We should have someone look at this. It's time to do preliminary research into our own treatment facility. Some places have treatment facilities run by a third party. Maybe we'd have more usage on it than we're getting out of Lebanon where there are problems getting septage from private haulers accepted. And now Lebanon wants that entire section deleted from the agreement with the Town. Mr. Cummings doesn't think there's much negotiating going on with Lebanon since Enfield doesn't have any other options.

Mr. Crate asked where an Enfield treatment facility would discharge. He was informed by Mr. Schneider that treatment facilities no longer have to discharge into water, but can discharge onto the ground.

Mr. Crate responded that past studies have found no soils in Enfield suitable for spraying on the ground.

Mr. Cummings said that perhaps Enfield could come up with a partnership with someone to operate our own treatment facility. This discussion is needed, as is the discussion about where to extend sewer.

Mr. Kluge said Lakeview needs to understand it's quite a ways down the road.

Mr. Cummings also suggested that there may be a need for Lakeview to take the funds they put into their system now and use it for payments on a sewer extension.

Mr. Schneider asked Mr. Neily if he had a record of sewage backing up into units.

Mr. Neily did not. He thinks some of the pumping is resulting from the property owners' requests. They did have some infiltration in the past.

Mr. Schneider will see about getting some maps for the second meeting in January 2015 to look at long-term planning for the sewer system.

Mr. Crate asked if the State would allow a treatment facility; they wouldn't before.

Mr. Taylor responded that technologies have come a long way.

Mr. Kluge asked what kind of funding would be available for a treatment plant. He was informed by Mr. Schneider that it would be the same as for a sewer extension, 45%

Mr. Crate said the question will be the cost of running a line to Lakeview. From Gray's Marina eastward there's a lot of rock.

Mr. Schneider pointed out that going cross-country would save road costs.

PUBLIC HEARING - Water & Sewer Rates

Mr. Cummings read the public hearing notice.

Mr. Kluge moved to open the public hearing at 6:36 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

A spreadsheet was presented that listed the number of users at different levels of gallons used, the quarterly costs under the current 7-rate structure with Lebanon's increase added, and how users would be affected under a 1-rate structure, a 2-rate structure, a 3-rate structure and a 4-rate structure.

In preparing the proposed rate structures, a couple of assumptions were made: 1) there's a need to raise \$90,000 per quarter to pay for treatment; and 2) we utilize about 6 million gallons/quarter.

A summary was provided as follows:

<u>Rate Structure</u>	<u>Gallons in each class (Split evenly)</u>	<u>Cost/thousand gallons</u>
One rate:	N/A	\$15.00
Two rates:	0-20,000	\$12.00
	20,001 +	\$18.00
Three rates:	0-15,000	\$11.00
	15,001-30,000	\$16.00
	30,001 +	\$19.00
Four rates:	0-8,000 gallons	\$9.00
	8,001-15,000	\$12.00
	15,001-30,000	\$15.00
	30,001 +	\$18.50

With a 1-rate structure only users of 25,000 gallons/quarter and greater would see a decrease; all others will see an increase.

Mr. Cummings stated that if a gallon costs \$1, people should pay \$1. Users should be charged the true cost of the service. Mr. Cummings is in favor of a single rate for all users.

Mr. Kluge said we've had a history of multiple rates and he is not willing to do a radical shift in people's budgets. He's not willing to go along with the 1-rate structure that Mr. Cummings supports. Mr. Kluge assumes the multiple rates were established to encourage conservation of water. As far as the average citizen it's a radical shift that he is not willing to support.

Mr. Cummings responded that Mr. Kluge is willing to let someone pay less than it costs.

Mr. Schneider asked if it's something we can phase into. If the goal is to have one rate, it could be phased in over a couple of years.

Mr. Kluge is not sure, as a Board, if that their goal. He expressed support for the 3-rate structure.

Mr. Cummings invited public comment.

Mr. Barrow thanked the Board for considering making a change. The problem he sees with a tiered system is that people in a higher class subsidize those in a lower class. It's all people using the water. In the case of the Laundromat it's a basic need. Those using the Laundromat need to do it there. Doing laundry at home is not an option. It doesn't result in conservation of water. It's people living in an apartment building.

Mr. Kiley can see starting with a 2-tier system. There are about 500 users in the lower tiers. The biggest impact is \$6.51/quarter. He would pay that to have Town sewer. It will have little effect on the majority of users. He has no problem with the 3-tiered system, but sees it as a step toward making more incremental changes in the future.

Mr. Kluge likes the 3-tier system, but could live with the 2-tier system.

Mr. Kiley added that in the case of the Laundromat its gray water helping keep the system clean.

Mr. Taylor's concern is when you look at the auditor's report the department has been running a deficit because we don't change the rate quickly enough. The one or two-tier systems would be easier to administer. He just heard electric rates are going up 50%. If we go up in our rates 6% we aren't keeping up with that bill. In terms of subsidies, taxpayers with septic systems had to chip in to help the sewer system.

Mr. Cummings pointed out that subsidies of that sort are not fair to those not on the system. Pay for what you use. He's sympathetic to those on fixed incomes but doesn't think it is right for some to subsidize others.

Mr. Barrow agreed with Mr. Taylor that we need to set a rate to meet expenses but he doesn't agree that one set of people should have to pay more than another set. A percentage increase on \$20 is larger than that same percentage increase on \$10. This problem is easiest to fix with a one-rate structure. Those who have been subsidized in the past should be happy. The difference in cost would be no more than \$100 over a year's time. He doesn't see why the Selectmen don't fix it now.

Mr. Kluge moved to close the public hearing at 6:56 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Crate asked that a decision on this matter be tabled until later in the meeting to provide some time to think about it.

PUBLIC HEARING – Acceptance of Grant Funds

Mr. Cummings read the public hearing notice.

Mr. Crate moved to open the public hearing at 6:57 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.

The Grant would provide \$7,500 for vehicle repeaters for the Police Department, which would boost the power of vehicle radios.

Mr. Kiley feels the Board should accept these funds as it's a safety issue.

There were no further public comments.

Mr. Crate moved to close the hearing at 6:58 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.

Mr. Crate moved to accept the \$7,500 in grant funds for vehicle repeaters for the Police Department, Mr. Kluge seconded, vote unanimous in favor of the motion.

NH Emergency Management Performance Grant:

The Board of Selectmen was presented with a new EMPG in the amount of \$5,880 for a School Emergency Notification System. A public hearing will be held at the next meeting to discuss acceptance of these funds.

Fire Truck Bids:

The Fire Wards will be accepting the lowest bid.

Health Insurance Bids:

The Town will be staying with its current health insurance provider, but will be changing plans and instituting an HRA (health reimbursement account) for each employee. This will both lower premiums and keep the employees whole.

2015 Budget:

There is no update at this time.

Unanticipated Funds:

The Town received \$1,400 from the Mascoma Savings Bank Foundation for the Enfield Food Pantry. No public hearing is required for amounts less than \$5,000.

Mr. Cummings moved to accept the Mascoma Savings Bank Foundation funds, Mr. Crate seconded, vote unanimous in favor of the motion.

Withdrawal of funds from CIP Capital Reserve Funds:

Because the Town did not accept the funds from the bank for the Jones Hill Road project until June 2014, there is no principal payment due in 2014. There was an interest only payment in the amount of \$822.46. The Board was asked to consider withdrawal of this amount from the CIP Capital Reserve Funds as agents to expend for this fund.

Mr. Crate moved to withdraw \$822.46 from the CIP Capital Reserve Fund for the 2014 interest-only loan payment for the Jones Hill Road project, Mr. Kluge seconded, vote unanimous in favor of the motion.

Library Trustee Alternate:

The Board of Library Trustees recommended the appointment of Jennifer Seiler-Clough as an alternate member. This position is for a one-year term.

Mr. Crate moved to appoint Jennifer Seiler-Clough as Library Trustee Alternate, Mr. Kluge seconded, vote unanimous in favor of the motion.

Planning Board Alternates:

The Planning Board recommended appointment of James Bonner and David Fracht as alternate members on the Planning Board.

Mr. Kluge moved to appoint James Bonner and David Fracht as Planning Board Alternate members, Mr. Crate seconded, vote unanimous in favor of the motion.

Administrative Items:

The Board reviewed and approved the following documents: property tax refunds, property tax abatements, veteran's tax credit, equalization assessment data and yield tax certification.

VIII. OTHER ITEMS**Encumbrance of Funds:**

The Town has not yet received the final truck for the Public Works Department. The lease payment needs to be encumbered.

Mr. Crate moved to encumber \$38,167.10 for the principal and interest payments as authorized in 2014 Article 9 for DPW vehicles and Article 11 for the cruiser. Said payment will not become

due until 2015. Funds for payment are to come from the CIP Capital Reserve Fund in 2015 in accordance with the Town Meeting votes. Mr. Kluge seconded, vote unanimous in favor of the motion.

Undesignated Fund:

Mr. Cummings reported discussion at the CIP Committee and Budget Committee meeting about undesignated funds. The NH Department of Revenue Administration estimates it's about \$300,000 lower than we thought.

Mr. Schneider explained the undesignated fund is affected by revenues that are under or expenditures that are over those anticipated. This past year both happened at the same time. Mr. Schneider will be looking into what we budgeted and what was spent and will track revenues and expenditures more closely throughout the year.

In past years there were places in the budget where we were over-budgeting; actuals were coming in under budget. We are not budgeting closer to actuals. It's a fairer representation of what we're spending, but when there's a mistake in estimating there's no cushion. This is not great news but Mr. Schneider thinks we can get estimating systems in our organization so we're not at this place again. Work will be done on revenue forecasting in a better way for non-property tax revenues.

Mr. Kluge suggested maybe all revenues be listed in reports to the Selectmen.

Mr. Taylor explained that weather and winter took a big bite: fuel is way up, salt is way up, etc.

Mr. Schneider said we budget optimistically in these areas, but for while we can budget for the average expenses some years will be under while others will be over.

Mr. Schneider added that we're still in a position that we can take care of our responsibilities.

Mr. Kluge asked what is in the undesignated fund now. He was informed it's about \$450,000.

One problem was in not accepting the loan funds for the Jones Hill Road improvement in 2013. This project came in as revenue in 2014. Mr. Schneider will have a more detailed report at the next meeting.

Ice Rink:

In response to Mr. Cummings question it was announced that the ice rink will be done again this year if we have good weather. It will be in the same location, but will not have a liner. It will be right on the ground with snowbanks around it.

Mr. Cummings is hoping we are not paying people overtime to do it. He was informed by Mr. Schneider that it will be the last thing we do as normal operations.

Community Building Schedule:

Mr. Cummings explained that the Firefighters Association and FAST Squad Toy Drive requires more space than they had this year. They've asked for the Community Building for the 2nd weekend in December, Friday – Sunday. This is the same weekend as the Farmers' Market. Mr. Cummings asks the Farmers' Market to come up with a different date or location. He stated that it's more appropriate for Fire and FAST Squad to have the building that weekend.

Mr. Kluge agreed it made sense.

Mr. Cummings noted that the Fire and FAST Squad are departments and thus get priority in scheduling.

Mr. Schneider responded that the Farmers' Market is a Town run event so is also a department.

While Mr. Cummings understands that, he stated this is the only true weekend for the Toy Drive.

Mr. Cummings moved to grant the second weekend in December to the Fire and FAST Squad for the Toy Drive, Mr. Kluge seconded, vote unanimous in favor of the motion.

The second thing the Firefighters Association is doing is bingo. They want the building at 4 PM but there's a conflict with karate.

Mr. Schneider explained that when the scheduling was done the Fire Department wasn't firm with a time. Karate was able to get out of the building at 4:30 PM.

Mr. Cummings stated there's a scheduling conflict.

Mr. Schneider asked if it's possible to shift each group 15 minutes either way.

Mr. Cummings responded there is not a lot of time to set up.

Mr. Schneider said, going forward, karate is not a Town sponsored function. When they don't have use of the middle school gym they've asked for the Community Building. They are scheduled for the space until mid-April. After that time the building is available from 4 PM on.

The time will be shifted 15 minutes and in the future the Firefighters Association will have priority.

Water & Sewer Rates:

Mr. Cummings moved to move forward with a one-rate structure for water and sewer. There was no second.

Mr. Kluge moved to go with a two-tiered billing structure for water & sewer.

Mr. Crate stated that he would second the motion if Mr. Cummings would vote in favor of it.

Mr. Cummings said he would vote for it, but wanted to go on record that he wants to move toward a one-rate structure.

Mr. Crate seconded Mr. Kluge's motion to go with a two-tiered billing structure for water & sewer, vote unanimous in favor of the motion.

Next Meeting:

Monday, January 5, 2015, 6:00 PM, Whitney Hall Conference Room.

CONFERENCE

I. NON-PUBLIC SESSION

Mr. Kluge moved to enter non-public session at 7:17 PM, RSA 91-A:3 II (c). Mr. Crate seconded the motion. Roll call vote: Mr. Kluge – aye, Mr. Crate – aye, Mr. Cummings – aye. Vote unanimous in favor of the motion.

Mr. Kluge moved to come out of non-public session at 7:22 PM, Mr. Crate seconded, vote unanimous in favor of the motion.

Mr. Kluge moved to enter non-public session at 7:23 PM, RSA 91-A:3 II (a). Mr. Crate seconded the motion. Roll call vote: Mr. Kluge – aye, Mr. Crate – aye, Mr. Cummings – aye. Vote unanimous in favor of the motion.

Mr. Crate moved to come out of non-public session at 7:30 PM, Mr. Kluge seconded, vote unanimous in favor of the motion.

II. ADJOURNMENT

Mr. Crate moved to adjourn at 7:30 PM, Mr. Kluge 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