

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

MINUTES of December 7, 2015

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

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

Others: Marcia Herrin, Stuart Arnett, Chris Kennedy, Bob Cusick, Mike Samson, and other members of the public.

BUSINESS MEETING

I. CALL TO ORDER

Mr. Crate called the meeting to order at 6:00 PM. Mr. Cummings had not yet arrived as he was out on an emergency call.

II. APPROVAL OF MINUTES

Mr. Kluge moved to accept as printed the minutes of the November 18 public and non-public sessions, including minutes of the public hearing regarding acceptance of the Jaws of Life and upgraded Jaws of Life. Mr. Crate seconded. The motion passed with the two voting in favor.

III. COMMUNICATIONS

None

IV. BOARD REPORTS

Planning Commission: Mr. Kluge reported that the Planning Commission had held a public meeting regarding the proposed solar energy zoning change. The Planning Commission voted 6-1 against supporting the proposed change. The proposal can still go forward, but without Planning Commission support. Mr. Kluge said the Planning Commission will delve into solar at its next meeting, to see if they can find a way that voters will approve it.

Hometown Holidays: Mr. Kluge commended the Enfield Village Association's Hometown Holidays festivities. He said the events were well attended and everyone had a lot of fun. Mr. Crate agreed.

V. TOWN MANAGER'S REPORT

Mr. Schneider reported that he'd had conversations with the State regarding improvements to the old motel site, with the goal of extending the sidewalk. While desirable to connect the village to the bridge over Mascoma Lake, the question remains of where the sidewalk should be placed. He distributed to the Board a conceptual sketch and described two possible alignments – one in which the sidewalk would be placed on the lake side, and the other with the sidewalk on the trail side of the property.

[Mr. Cummings arrived.]

Mr. Schneider explained that the State would like ideas from Enfield before investing in serious engineering for the project.

Mr. Cusick added that there had been a lot of discussion and there were lots of opinions, including ideas for fencing material. One idea was that there be split rail fence, and benches so people can sit inside the fencing, with the sidewalk tucked in along the hillside. He said the Task Force hasn't met to completely hone their ideas.

Mr. Cusick also said that having the sidewalk along the hillside makes the parking situation easier. Otherwise, he said, how would you get cars in there, with curbs (for the sidewalk) along the road?

VI. PUBLIC COMMENTS

Mr. Cusick commended the efforts of the Enfield FAST and Fire Department collaborating with other towns to provide toys and food to needy families this Christmas. They're doing an amazing job. The Board agreed.

VII. BUSINESS

Food Pantry:

Mr. Schneider presented the concept of having volunteers take over the Town's food pantry. He met with the State Food Pantry representative and with local volunteers to map out a plan for a new system for the Mascoma district. There would be three locations:

1. The high school
2. MTD in Canaan
3. Town offices

A pantry run by volunteers will have different hours. He said the transition away from having the pantry open for food pickup any time the Town offices are open is still being worked out.

Bob Cusick, who heads the volunteer group, said that they have been working on a plan and approach for about two months. They have worked out the basic layout for each site and plan a computer system for managing the sites. They have applied for and been granted 501(c)3 non-

profit status, and that he had signed with the State food pantry to take all responsibility for the ordering and paying for items obtained there.

While the hours for food pickup/distribution will be different and fewer, he assured the Board that nobody from the Mascoma district will ever be turned away or denied food.

Right now, Enfield's pantry has the second highest number of open hours in the State. He said a pantry can't be run properly with that many hours, and that it isn't a good use of Town employees' time.

The new system will have the pantries open four (4) hours per week. To accommodate people's working schedules, two (2) of the hours will be in the afternoon, and two (2) will be during an evening. The evening hours may also make it easier for people who are embarrassed to come for help during the day.

The New Hampshire Food Pantry is part of Feeding America, which negotiates bulk pricing that makes buying from them extremely cost effective, Mr. Cusick explained. With donated funds, lots of food can be obtained relatively cheaply.

He said that there are too many children in our school district who are going without regular meals. There are 98 students in the high school alone who are known to need more food than they are getting.

The pantry plans to have a summer food delivery program as well, to ensure that children who benefit from programs during the school year also are fed when school is not in session.

Mr. Cusick's group plans to take over the operation on February 1, 2016.

Mr. Schneider noted that his staff has expressed concern over how to handle emergencies that come up when the pantry is closed under the new management. The staff is concerned that, because of emergencies that do come up, there may not be an appreciable change in the demands on their time.

Mr. Cusick noted that of course, the staff should be able to give food under those circumstances, and that people can still drop off donations any time.

Mr. Schneider said he is thankful that there are people in the community who want to take this on. He commended their efforts to work with the State food pantry, noting that the State offers lots of additional support to the people they serve. Those things, which include nutritional advice/education and meal preparation guidance, will now also be available to our food pantry clients. The new system will be able to offer more than we currently can provide.

Mr. Kluge agreed, saying the change makes perfect sense.

Dog Park – Agreement Renewal:

Marcia Herrin requested renewal of the one- (1) year agreement for the dog park. She brought a marked up copy of the past year's agreement, with updates to make the language reflect the current situation (for example, the previous agreement was written as though the park was not yet in operation, and it is now open).

Mr. Kluge moved to renew the agreement for one (1) year. Mr. Cummings seconded. The motion passed unanimously.

Next, Ms. Herrin showed the board a draft of the signage to be placed on Route 4a. Mr. Kluge asked if the sign was big enough to make PetSafe happy, and Ms. Herrin said that the dog park is still negotiating with PetSafe.

Ms. Herrin also noted that the dog park supporters' efforts to find a volunteer to plow the parking lot for the winter have not succeeded. She asked if the Town would consider plowing the lot.

Mr. Cummings stated that he felt very strongly that the Town should follow through with what it has said all along – that Town resources would not be expended for the park. Mr. Kluge agreed, noting that the Town is trying to save as many pennies as it can.

Ms. Herrin said the park supporters also are exploring ways to install water service for the park. The idea of tapping into Lower Shaker Village's system was not well received. The supporters are now considering drilling a well, but don't know what approvals will be needed.

Mr. Kluge noted that wells are expensive and asked Mr. Osgood what he thought. Mr. Osgood replied that the park is on Town land.

Ms. Herrin said that the park supporters' understanding is that January is the best time to drill, and so they'd like the Board's support soon, if that ends up being the approach they take.

She mentioned that she has yet to get cost estimates, but that the supporters are working with UV Artesian and should have some idea fairly soon.

There was discussion of where the well would be located, with the Board concluding that Ms. Herrin should return at the next meeting with drawings showing proposed well sites at the park.

Mr. Cummings wondered if the well could also benefit the recreation field. Mr. Taylor noted that the recreation field already has water supply – but that it is 1,200 feet away from the dog park, and piping to the park would be very expensive.

Mr. Crate suggested having UV Artesian drive a stake in the ground at each proposed site at the park, so the Board could see them in person.

PUBLIC HEARING
2014 CDBG Food Coop Feasibility Study

Mr. Kluge moved to open the Public Hearing at 6:33 PM in accordance with 24 CFR 570.486 and NH RSA 162-L:14, to advise the public on the progress of the 2014 Community Development Block Grant Food Coop Feasibility Study. Mr. Cummings seconded. The motion carried unanimously.

Mr. Osgood introduced Stuart Arnett and Chris Kennedy, of Better Future Alliance, which conducted a feasibility study to determine whether a food coop or grocery store could be successful in the Mascoma district. The consulting firm was chosen from a pool of three (3) firms that bid on the project.

The project started about two (2) years ago, when interested community members met with the Upper Valley Coop and then continued meeting on the viability of providing food to Mascoma Valley residents.

The Presentation:

Mr. Arnett began the presentation, explaining that an alliance of six groups was involved, representing the consulting firm, plus community planning, development, finance, marketing, and architectural expertise.

First, the goals needed to be defined, and the bottom line for this group was clear: better nutrition and food access for the community.

For the study, then the goal became to give the towns and the committee better information to move into implementation and granting – to give a sense of what could or might not work.

He noted that there are many aspects to any project, citing money, market, people and place as keys. Successful projects pay attention to each one, while those that fail typically focus on only one or two. The feasibility study examined each of the four key aspects in order to give the community a realistic understanding.

Market:

To define the Mascoma Valley market, the firm studied the amount of money that currently leaves the defined community for the purpose of obtaining food. This portion of the study resulted in a “Leakage Report.”

First, the demand was analyzed and concluded that our community spends nearly \$23 million for food products in a given year. Of that:

\$20 million is general demand (typical groceries)

\$ 1.5 million is for specialty foods

\$ 1.2 million is for beer, wine, etc.

98% of that demand money is being spent outside the defined (Mascoma Valley) community, so our leakage is in the neighborhood of \$22.5 million annually.

This amount isn't significant to big box stores, which is why we don't have one, Mr. Arnett explained. We have a big leakage percent, but not a big market.

Location: Chris Kennedy presented the location portion of the study, noting that the sites they studied are to be considered only as samples. Availability of the evaluated properties was not considered. The sites were chosen and evaluated only to give the community an idea of different kinds of possibilities.

First, the target areas were defined as within a 5 mile driving radius, or 2.5 mile walking radius of community centers. For the purpose of this study, the centers of Enfield and Canaan were the focal points.

Four sample properties with some viability or potential viability in proximity to Route 4 (the busiest artery between the focal points) were chosen because of their size, 'walkability' (walkable access for those who might not have cars), terrain (lack of water/wetland issues), and visibility were evaluated:

1. Location of Enfield Hardware and the former Ramunto's Pizza, at the corner of Route 4 and May Street in Enfield. This site could accommodate a small grocery store and hardware store, and also has potential (because of the open land behind) for the addition of housing, while still accommodating the needed parking. It also is within easy walking distance of the downtown areas of Enfield. This is the most centrally located of the Enfield sites.
2. The former garage (blue warehouse-like building) on Route 4, near Potato Road, just east of Enfield village. This property was on the market, but has just sold. It is still within reasonable walking distance of Enfield's village center, though there aren't sidewalks.
3. The East end of the lot occupied by the EHOP/Dunkin' Donuts plaza, further out of the Enfield village. While not walkable as easily as the previous options, this location is readily visible/accessible from Route 4 and already has successful enterprises to help serve as magnets.
4. The former market on Depot Street in Canaan. While this site is not on the main road (and therefore would not benefit as directly from Route 4 traffic), it has the benefit of having been a market in the past.

Money: Next, Mr. Kennedy presented the potential costs for developing each sample site into a feasible market, noting that the study focused on a market size of 5,000 square feet.

1. \$3.6 million (or \$7.5 million, if housing is added)

2. \$2.7 million (keeping in mind that this site really is only a sample, and so these costs are purely conceptual, as the site is currently being converted into a garage).
3. \$2.5 million
4. \$1.8 million

Business Case (People):

Mr. Arnett presented the business case, stating that the community has an appropriate and readily available workforce, comparable to State averages.

A market would offer employment in the \$23,000/year salary range.

The traffic study showed that the highest number of trips over Route 4 goes to or through Enfield. The number of trips to or through Canaan is markedly lower.

Strategies:

Mr. Arnett summarized the presentation with recommended strategies:

1. The least risky option and goal should be to work with existing stores to meet the demand and find ways to reduce leakage.
2. Share unmet demands and sites (ie: the results of the feasibility study) with developers in order to encourage them to include food sources in mixed use developments.
3. Identify and pre-develop properties. Under such an approach, the towns would receive returns on the investment through future property tax revenues.

He said a site like the one that now is becoming a garage would not have worked for a pre-develop option.

The Canaan site would be okay as an off road site, but that people would have to know it was there (or there would have to be effective signage) in order to capture drive-by traffic.

Access to cars and accessibility by public transit will be key.

Discussion:

Members of the public asked several questions and made suggestions, including (question or point presented first, then followed – in the same bullet – by the response):

- When will the study report be available on the Town web site? Mr. Osgood indicated that the presentation was based on the draft report, and that the committee still needed to

complete its review. Sometime within the next week or so would be a reasonable expectation.

- How does 5,000 square feet compare with other stores? The White River Coop is about 11,000 square feet. 5,000 square feet is comparable to the Lyme Road Community Market.
- How did you come to focus on 5,000 square feet? That was the minimum we could find for a footprint that would begin to address the leakage. Of course, the community could do something a bit bigger, but probably not too much.
- It would be helpful to include in your report a list of existing stores (here and in West Lebanon) and their sizes, so we can have an idea of scale.
- The Lyme Road store is used as a convenient store, not for regular grocery shopping; if we do something that small, it won't be any better than George's. Mr. Arnett mentioned that most people spread their shopping over two or three stores – it's very rare to have someone shop in only one place. So a complementary store might be okay. We do encourage you to include collaboration with existing businesses in anything you do. We're trying to deal with the food desert effect, but probably never will eliminate or replace the big shopping trips to larger stores.

Mr. Kennedy agreed, noting that there would have to be something significantly attractive (like an anchor store) to make something larger viable. The goal here is better access and better food nutrition.

The Canaan location would be about 4,800 square feet, and presents a low to medium attraction of walkers/public transportation.

Bob Lacroix commented that he thinks the community should be thinking much bigger than 5,000 square feet. He'd seen much higher traffic numbers from a State study a few years ago. Those numbers were sufficient to have Hannaford's considering coming to Enfield, back when Tractor Supply was considering Enfield, too. Hannaford's backed out because they decided to go to West Lebanon, and then Tractor Supply backed out, too. When Hannaford's was thinking of coming here, though, they were looking at doing a 30,000 square foot store. They determined that the traffic was sufficient to support that.

Associated Grocers has developed another store with organic food – there's one in Amherst. Hannaford's isn't competing with it, because AG is owned by the people. Mr. Lacroix feels this would be a good option for this area. People will shop where their money is.

Mr. Arnett agreed that the good news is there's enough leakage to warrant doing something. The bad news is it's hard to find someone to do something about it.

- Is there any way to find out what the community wants? A survey was done a couple of years ago. It would be good to do another, now that we have new information.

- It would be wonderful to see an entity that'd provide training for the workforce, in prepared foods, fresh foods, nutrition, etc. Mr. Osgood noted that the community college system has those kinds of programs. Mr. Schneider said that the food bank also has free programs like that – helping people develop skills for food service.
- Mr. Samson asked if the numbers Mr. Lacroix was talking about could be made available, noting that he'd have trouble developing as a town. He'd want a developer or Coop, though perhaps the AG model could be good.
- The Hanover/Lebanon Coop had considered Enfield before choosing their Lyme Road location, and probably now regrets it.
- Market Basket also was considering Switch Road at one point, but walked away.

Mr. Osgood stated that the MV Food Coop group will continue to meet and welcomes input.

Mr. Kluge made and Mr. Cummings seconded the motion to close the public hearing at 7:35 PM. The motion passed unanimously.

Boat Launch:

Mr. Schneider reported that the Town had received 3 bids on the project, with the low bid from L&M at \$148,000. Mr. Cummings stated that he'd like to see a breakdown, noting that he'd like to see the boat ramp improved, but doesn't really care to do anything about the parking right now.

Lakeview Septic Systems/Sewer Extension:

Mr. Schneider reported the Town will be meeting with all interested parties met regarding a way forward and how to collect the debt they'll incur. The agreement will be entered into between the Town and 130 individual users, not the Lakeview Association. That way, the costs will be assessed as part of people's tax bills.

Mr. Kluge asked if this means the Town will be on the hook financially. Mr. Schneider said that no, the Association will have to make up any difference represented by its residents not paying, and the Association will co-sign for the debt.

All units will be metered individually. It will be more costly up front, but the residents will pay that back as part of their bill.

The dumping has not yet been decided – it has gone out to bid.

Insurance:

The Town's property and liability, and worker's compensation insurance company is no longer providing those coverages any more. Mr. Schneider presented a quote from Primex to replace the coverages – at lower rates than the Town has been paying.

We'll pay six months with the current provider, then switch over to Primex (a former provider), and save \$16,000 for that 6-month period.

Water/Sewer Rates – Proposed/Tentative Public Hearing Date December 21, 2015:

Lebanon has settled on a 6% increase, so we will, too.

Water Connection Request:

Mr. Schneider referred the Board to a letter from Carrie Brown, requesting connection to the municipal water supply at their site on Lapan Circle. Mr. Taylor noted that the site is part of the Lapan development and was planned for.

Mr. Cummings moved that the request be approved. Mr. Kluge seconded. The motion passed unanimously.

Tax Deeding(s) Follow-up:

Mr. Schneider stated that the Board needed to revisit one case from a June Non Public session. The property owners have been making payments, but haven't sold any property (they had agreed to sell some at the June meeting). At the current rate of payments, they won't be caught up on their taxes until 2021.

Mr. Cummings felt that the owners need to get current on their taxes sooner than 2021.

Mr. Crate suggested that the owners should meet with the Board again. Mr. Kluge agreed, adding that the Board needs to be prepared to say, 'you need to make good or we'll take the property.'

There is no home on the property.

The Board consensus was that the owners need to come to a meeting.

Encumbrances:

Mr. Schneider presented a quote from Atlantic Recycling Equipment, LLC for the acquisition of a box (which attaches to a compactor) for the transfer station. The box was to be delivered in the next week. The Trustees of Trust Funds need the Board to approve the encumbrance so something will be in place and they can get the needed money from the Capital Reserve Fund.

This box will replace one of the two currently rented from Casella at three (3) times the cost. We will replace the second one next year.

Mr. Kluge moved that the encumbrance be approved.

Mr. Crate stated that he doesn't want to vote on anything until the transfer station operation is straightened out. He is not happy with the current arrangement of the boxes and compactor (with trash on one side and recycling on the other), because it causes long lines and long wait times.

Mr. Taylor explained that the end-to-end arrangement of the boxes is an efficiency measure – it would cost twice as much to support a layout where the boxes weren't placed end-to-end.

He suggested that, instead of limiting to one function per side, each side could support both trash and recycling. There are doors on both sides of each box.

The Board agreed this would be a reasonable change to try. Citing personnel concerns, the Board impressed upon Mr. Taylor that he must insist and make sure it happens before the next meeting.

Mr. Kluge renewed and Mr. Cummings seconded the motion to approve the encumbrance. The motion passed unanimously.

Administrative Items:

Planning Board Appointment:

Mr. Cummings made and Mr. Kluge seconded the motion to appoint Rita Seto to fill the vacancy on the Planning Commission. The motion passed unanimously.

Mr. Cummings made and Mr. Kluge seconded the motion to appoint Charles Kroburger to fill a vacancy on the Local River Management Advisory Committee. The motion passed unanimously.

The Board also executed paperwork for a refund and abatement, and yields.

VIII. OTHER ITEMS

Mr. Schneider noted that a public hearing will be required at the next meeting to accept the Zoll.

Mr. Cummings announced that the new fire truck will be delivered to the Union Street station at 1:00 PM on Sunday, December 13.

Next Meeting:

Monday, December 21, 2015, at Whitney Hall.

CONFERENCE

I. NON-PUBLIC SESSION

Mr. Kluge made the motion to go into non-public session at 7:56 PM. Mr. Cummings seconded. Roll call vote: Mr. Kluge – aye, Mr. Cummings – aye, Mr. Crate – aye. Vote unanimous in favor of the motion.

Mr. Kluge moved to come out of non-public session at 8:05 PM, Mr. Cummings seconded, vote unanimous in favor of the motion.

II. ADJOURNMENT

The meeting was adjourned at 8:06 PM

Donald J. Crate, Sr., Chairman

John W. Kluge

B. Fred Cummings
Enfield Board of Selectmen