

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

**MINUTES of August 1, 2016**

**Board of Selectmen:** John W. Kluge; Fred Cummings; Meredith C. Smith

**Administrative Staff:** Steven Schneider, Town Manager; Alisa Bonnette, Assistant Town Manager; Richard Crate, Chief of Police; Jim Taylor, Director of Public Works; Karol Hammer, Recording Secretary

**Others:** James Bonner (video); Dan Kiley, Wendy Piper, Celie Aufiero, and others.

**BUSINESS MEETING**

**I. CALL TO ORDER**

The Chairman called the meeting to order at 6:00 PM.

**II. APPROVAL OF MINUTES**

Mrs. Smith asked that a correction be made to the minutes of the July 5 public session minutes as follows: the first sentence of the section entitled “Lakeside Park” on page 7 should be moved to the end of the discussion of the Main Street Improvements. Mr. Schneider had been referring to the Main Street project when he said there was an outside chance of completion this Fall, not the Lakeside Park project.

Mr. Kluge made and Mrs. Smith seconded the motion to accept the minutes as corrected. The motion passed unanimously.

**III. COMMUNICATIONS**

**Grafton County Budget**

Mr. Schneider referred the Board to the budget proposal that was included in their packets for the meeting.

**NHMA 2017-2018 Legislative Policy Recommendations**

Mr. Schneider reviewed a letter from the New Hampshire Municipal Association (NHMA, lobby group in Concord), asking for Towns’ input on issues that need to be brought to the full association for review and potential inclusion in its list of action policies for the year.

He said that this was the time to provide input. Enfield hasn’t typically provided policy input in the past, but Town representatives have attended the group’s Legislative Policy Conference.

**NH DES Correspondence re: Land Resources Management File #2016-01864 (EMD 3243),  
81 Algonquin Road**

Mr. Schneider referred to three letters from the NH Department of Environmental Services regarding the subject property. He said the items would be taken up by the Town's Conservation Commission during its meeting later in the week.

**Wetland Permit Application – Town of Enfield/Bog Road Culvert**

Work on the Bog Road culvert was to start the next day. A brief snag with the Army Corps of Engineers regarding what would be done with the lost flood plain was being resolved.

**Trustees of Trust Funds Report as of July 5, 2016**

Mr. Schneider referred to the Trustees of Trust Funds report as of July 5, 2016, saying the Town was still earning next to nothing on its investments, but that this was in keeping with expectations.

**Dredge & Fill Application–Minimum Impact Expedited–NH DOT/Shaker Hill Rd Drainage Work**

The included application was for work near the Sheep Farm.

**NH Democratic Party – Inspectors of Election Appointments for 2016 Election**

The Town received notice that the local Inspectors representing the Democratic Party for the coming election, Kathleen DeCato and Rebecca Powell, had been appointed.

**IV. BOARD REPORTS****Heritage Commission**

Mrs. Smith reported that the Heritage Commission had met the previous Thursday. Andrew Cushing was doing excellent work, supporting the preparation of an application for historic preservation, as well as an application for a NH Preservation Alliance planning grant of \$5,000. Mrs. Smith expressed appreciation for Mr. Cushing's work, which he has offered in an effort to expand his portfolio for his historic preservation career.

**Budget Committee**

Mr. Schneider said the Budget Committee would meet August 11 and he anticipated that it would be in full gear by September.

**V. TOWN MANAGER'S REPORT**

Mr. Schneider expressed sincere and hearty thanks to the Old Home Days Committee for a well attended and well run event. He said the organizers had their jobs down to a science and that the weekend was a nice addition to Summer activities in Enfield.

Mr. Kluge agreed, saying that it was a well done event at the Shaker Museum, despite the rain. Mrs. Smith echoed the sentiments.

**Swearing in Ceremony**

Mr. Schneider suggested that, since the Town's new part-time police officer was present and ready, the Board conduct his swearing in ceremony.

Chief Crate introduced Nelson Arroyo, who had passed the application process just fine and, aside from what the chief called his 'bone crushing' handshake, would be an excellent addition to our police force.

Mr. Arroyo introduced his father, mother, grandparents, sister and other relatives, some of whom had traveled from as far as Bahrain and Germany to be present.

Chairman Kluge conducted the swearing in and congratulated the new officer and thanked his family for supporting him.

Chief Crate said Officer Arroyo had passed his physical agility test the previous Saturday and would be attending Plymouth State and also serving in the NH National Guard.

The Board and Town Manager congratulated Officer Arroyo.

## **VI. PUBLIC COMMENTS**

A member of the audience thanked the volunteer fire department for their help when a niece and nephew were stuck in a shack following a recent storm. The fire fighters had been highly professional and helpful.

## **VII. BUSINESS**

### **Personnel Policy Amendment**

Mr. Schneider asked the Board to approve an amendment that would give Town employees the option of using accrued vacation/sick time to supplement short-term disability, and also to donate time to colleagues who might need it.

Mrs. Smith made and Mr. Cummings seconded the motion to approve the policy amendment. The motion passed unanimously.

### **Water & Sewer Hook Up Request**

The Town had received a request from Mary E. Henry for a water & sewer hookup at 37 Stevens Street. Mr. Schneider said the required \$300 payment had been received.

Mrs. Smith made and Mr. Cummings seconded the motion to approve the hook up. The motion passed unanimously.

### **Records Committee**

Ms. Bonnette presented the Board with House Bill 1395, which was to go into effect on August 8, and which stated that documents to be retained more than 10 years be transferred to paper, microfilm or PDF format and stored on readily retrievable media. To store media for less than 10 years on only electronic media would require the approval of a municipal Record Committee.

Mr. Kluge asked who should represent the Board on such a committee. Ms. Bonnette said it could be the Town Manager and/or Assistant Town Manager.

Mr. Kluge made and Mr. Cummings seconded the motion that the Town Manager and Assistant Town Manager serve on the Enfield Record Committee. The motion passed unanimously.

### **Town Property**

The Board reviewed an inventory of Town-owned properties. Mr. Schneider noted that the list was denoted to indicate those properties that committees recommended for sale, or that needed further review, or that should be retained.

Mr. Cummings asked for confirmation that the Town could set minimum prices on the properties it chose to sell at auction and that those minimums could be less than assessed values. Mr. Schneider said it could.

Mrs. Smith agreed that the minimums should be below assessments.

Mr. Schneider confirmed that yes, the values could be below assessed values, and that no sale would take place if the highest bid fell below the minimum.

Mr. Taylor indicated that he did not recommend the property on Route 4A ((Map Lot 21-046) for sale and felt it should be retained. The Board agreed.

Mr. Cummings noted that the Town had owned many of the properties for years and shouldn't be in the Real Estate business.

Mr. Schneider noted that payment was expected on Map Lots 02-030-008 and 16-036A, so those should be retained for the time being.

The Board agreed on minimum prices for the following properties:

Map Lot	Location	Minimum Price
09-045-001	NH Route 4A	\$20,000
09-045-002	NH Route 4A	\$35,000
06-024	Methodist Hill Road	\$35,000
09-056-002	187 Oak Hill Road	\$40,000
51-043	Hickory Overlook	(no minimum)
51-122	Paul's Place, Eastman	(no minimum)
51-065	Road 'Round the Lake	(no minimum)
51-046	Hickory Overlook	(no minimum)

Regarding the property off Oak Hill Road (Map Lot 13-049), Ms. Bonnette said there was no owner of record. In order to take the property, the Town had to cede the tax bills. The process the attorney recommended had been completed.

Mr. Kluge asked if the Town could sell the property, since it was land locked. Mr. Cummings suggested reaching out to the abutters to see if there was interest.

Ms. Aufiero asked if any were wetlands. She had previously bought a parcel from the Town, only to find that it was wetland. She suggested that some property owners might not pay their taxes because their property was wetland and they couldn't do anything with it.

Mrs. Smith said an offer to the abutters still could be made.

Mr. Schneider said that a special notice would have to be issued, because it wouldn't be like a normal property taking.

Ms. Bonnette said that the Town likely would have to publish notices. They had in the past had situations where they knew who owned a piece of property, but not where they were.

Upon observing that at least two (2) of the properties were owner-occupied, Mr. Cummings and Mr. Kluge indicated thinking the Board had taken only unoccupied properties.

Ms. Bonnette said that wasn't the case, and that the Board had signed all the deeds. She said the property owner could apply to reclaim and just would have to pay all the debt.

Ms. Bonnette noted that the property on Fuller Road (Map Lot 25-033) just had a shed on it.

Mr. Cummings asked for a recommendation on approach. Mr. Schneider said the Town had given 30 day vacate notices to owners in the past, but that the Board could amend that to 60 days.

Mr. Schneider asked whether the unoccupied properties should be held for notices or auctioned.

Mr. Cummings said he just wanted to do the auctions as soon as possible.

Ms. Bonnette said she would double check with the Town Attorney to be sure the Town could do that and could use auctioneers that the Town has used in past.

Mr. Cummings made and Mrs. Smith seconded the motion to move communications regarding Town Attorney opinion/counsel to e-mail rather than waiting until the next Board meeting. The motion passed unanimously.

### **Main Street Improvements**

Mr. Schneider noted that the DOT had installed visually impaired pieces, moved the Whitney Hall crosswalk, and installed a new one at the Copeland Block. He estimated that it would be the end of the month before Main Street would be paved.

Mrs. Smith mentioned that the crosswalk to the beach on Route 4A needed redoing.

Mr. Schneider said he would reach out to the DOT.

Mr. Cummings asked why the Town couldn't just repaint crosswalks as needed. He expressed frustration that the Town had bought a new striper but wasn't using it. The subject had been discussed at the last meeting and still nothing had been done about those crosswalks.

Mr. Taylor said that the DPW would be happy to do the striping if the Town submitted a letter to the DOT and got permission to paint crosswalks on State-owned roads.

Mr. Schneider said his understanding was that the Town wouldn't do striping until after the repaving project.

Mr. Cummings asked why nothing had been done in May.

Mr. Taylor responded that the Town had been under the impression the repaving project was to happen much earlier in the summer.

Mr. Schneider said the striping would get done, all at once, but that striping twice would generate complaints.

Chief Crate suggested that Bill Lambert would be the one to contact at the State for permission.

**Huse Park Fence**

Springfield Fence was to come any day to give a quote with options for review.

**Lakeview Sewer Extension**

Mr. Schneider said the project was moving – slowly, but surely. He would be meeting with the engineer and Lakeview Board in the coming week. The project was to go out to bid during the month, and he hoped construction would begin before year's end.

Mr. Kluge asked if work would continue through the winter.

Mr. Schneider said there was a Thanksgiving deadline for paving because of seasonal issues.

Several property owners along the entire 1.5-mile project have requested hookups. Mr. Schneider said that a decision needed to be made on whether to include that work in the initial project, or in a subsequent one.

**Expense Reports**

Mr. Schneider reviewed Town expense reports as of July 25 with the Board, saying that any item with remaining percentage in the high 40's or 50's was in good shape. He noted that the Solid Waste line item was in better shape than in the past. Disposal was near 60% remaining, but he said it tended to lag a little.

He said the condition of the remaining budget was an indication of the good job the 2016 Budget Committee did on realistic estimates of expenses and income.

The 2017 Budget Committee would need to think realistically to see what the Town could afford and act accordingly.

One new member on the Budget Committee for the coming year would mean less ramp up time and deeper understanding of the process.

Mrs. Smith agreed, saying Sam Eaton was continuing as Chair, with Shirley Green as Vice Chair. Mr. Schneider confirmed this.

Mr. Schneider asked if there was anything the Board wanted to share or impart to the Budget Committee.

Mrs. Smith asked that they be frugal. Mr. Kluge said the 2% cap on increases might not be needed anymore, but it would be good to keep in mind.

Mr. Schneider said he recognized that, living in New England, with Town Meetings, it would be wise to be frugal and not to forget the 2%.

**Lakeside Park**

Mr. Schneider said there had been a flurry of activity and progress on the park. The non-motor boat launch had opened and was a tremendous improvement.

Mrs. Smith agreed, saying she hoped it was an example of the type of work that would continue there. Picnic tables had been installed.

Mr. Schneider said he, Mrs. Smith, Nate Miller, and Scott Osgood had met with Chris Gmosh of the Bureau of Trails and that there was significant interest in a long term management partnership with the Town.

Mrs. Smith cautioned that the DOT still owned the property and that that could be an obstacle. If the DOT would surplus the land, DRED would have first refusal.

Mr. Gmosh had outline the process for the Town ending up with ownership by presenting the case for the Town to pay less than Fair Market value. It would be a question of how the land was originally purchased. If Federal money was involved, DOT's ability to sell the land outside State organizations would be limited.

Mr. Schneider said the DOT still thought it would be possible, but it may literally require an Act of Congress. Long-term ownership and management would be essential to further development by the Town.

Mr. Schneider said he would consult the Town Attorney, who was well versed in Land Use law.

Mrs. Smith said she was very proud of how the project was developing, and that there had been over \$11,000 raised, all from private donations. She also thanked Mr. Taylor for all the work he and the DPW staff had been doing on the park.

Mr. Cummings asked about Town-owned government buildings, wanting to know who had charge of them. Mr. Taylor said the police and fire departments maintained their own facilities, with help from DPW.

Mr. Cummings said there was interest in having a Casella dumpster at the Union Street Fire Station. Mr. Cummings said the cost would be about \$400 and that he could help facilitate.

Chief Crate asked if there was a plan for boat launch access in the winter. Mrs. Smith said that she hoped for a seasonal boulder to be put in place, because of snowmobiles.

Chief Crate said he was more concerned about trucks and 4-wheelers going onto the lake.

Mr. Taylor asked if there would be a place where snowmobiles could get on and off the lake, and also asked how bob-houses could be brought onto and off the ice.

Chief Crate said the motel used to have railroad ties on its side of the lake, and that snowmobiles and bob-houses used to access the ice from the motorized boat launch. In recent years, they started using the non-motorized boat launch.

Mrs. Smith said the NH Lakes Association president was very interested in the park project and wanted to visit.

### **Handicapped Parking**

The issue of handicapped parking was raised; local businesses had not been adequately posting handicapped spots.

Mr. Cummings said outreach would need to happen.

Chief Crate said that wouldn't negate someone parking; it would be up to the courts.

Mr. Schneider said there needed to be pavement marking and signage to indicate handicapped spaces.

Chief Crate listed several local businesses that could be in violation, but that he didn't see a lot of people parking in handicapped spots. It had been years since he had cited anyone.

Mr. Kluge asked if it would be possible for the Town to send a polite letter, reminding local businesses of the requirements.

Mr. Schneider said he would issue the letter.

**Non-Public Session**

Mrs. Smith made and Mr. Cummings seconded the motion to adjourn to Non Public session at 7:18 PM. Roll call vote: Mr. Cummings – aye, Mr. Kluge – aye, Mrs. Smith – aye, motion passed unanimously.

**VIII MISCELLANEOUS**

**Next Meeting**

Tuesday, September 6, 2016, 6:00 PM Department of Public Works Conference Room

**IX. ADJOURNMENT**

The meeting was adjourned at \_\_\_\_\_ PM

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John W. Kluge, Chairman

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B. Fred Cummings

\_\_\_\_\_  
Meredith C. Smith  
Enfield Board of Selectmen