

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

MINUTES of October 3, 2016

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

Excused: B. Fred Cummings

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, Amy Daley, David Stewart, 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 made and Kluge seconded the motion to accept the minutes for the September 19 meeting as presented. The motion passed unanimously.

III. COMMUNICATIONS

Mr. Schneider shared with the Board the notice the Town had received from Riverside Ecological Designs, Inc., notifying the Town of a Shorelands permit application that had been submitted by its client to build a single family house on Lots 9 & 10 of Town Tax Map 10A (on Chosen Vale Lane). Ms. Bonnette confirmed that only the notice had been received and no action was required.

IV. BOARD REPORTS

Mr. Kluge reported that the Planning Commission's last meeting had been a busy one with four (4) site plan reviews and business discussions that included zoning change proposals for Town Meeting. He said the most significant proposal was to modify a propane tank site on Whaleback; that proposal had been submitted with good documentation.

Mrs. Smith reported that the Heritage Commission was continuing its efforts, and that Andrew Cushing expected to complete his work preparing the National Historic Register application for the Enfield Center Town House very soon.

V. TOWN MANAGER'S REPORT

Mr. Schneider presented the Board with the third quarter water and sewer commitment for its review and acceptance.

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

Mr. Schneider said that data collection efforts were continuing in Town, and reminded the Board and those present that roughly 20% of the properties in Town were physically visited each year by data collectors working for the Town Assessment contractor.

He noted that the same concerns that had been expressed in previous years were being raised again this year. He had had conversations with the data collector and with the person hiring the data collector.

Property owners do, he said, have the right to request advance notice of a visit by a data collector. He stressed that the work needs to happen on a regular basis and that the Town had advertised the activity in the Valley News and on the Town web site.

The people doing the data collection carry ID and have been reviewed for background, and each is bonded and insured.

Mr. Schneider said the Town would work with the Assessor in future when they choose the data collector because it does impact the community. He said they'd been reassuring people who expressed concern regarding the data collector's tone and behavior.

He also said the Town would do its best to make sure the community is notified ahead of time.

Mr. Kluge said he had received a visit when he was not at home. The wording on the tag left by the data collector implied he was to call and the data collector would come back.

Mr. Schneider said that was true, if more inspection was necessary; even when someone is not at home, the data collector walks around the property to get what information he can. This is required anyway to see what improvements might have been made since the last assessment. It also helps because not everyone makes that phone call. The data collectors have been instructed to get as much information as they can any time they are on a property.

Mr. Schneider agreed that it can be creepy.

Mr. Kluge said it also seemed arrogant. He said the publicity should happen earlier and that more should be done with the Valley News.

Mrs. Smith agreed and added that the Enfield Listserv also should be used. She didn't see why the data collectors couldn't call people ahead of their visits. The Upper Valley Land Trust, which needed to inspect her property on a regular basis, always called ahead.

Ms. Hammer agreed that the Listserv should be used, noting that not everyone gets the Valley News.

Mr. Schneider said the Town was not allowed to go on people's property without proper notice, but that trying to call 2500 property owners would be cumbersome.

Mrs. Smith said that a fifth of that (the number typically involved in the annual data collection) was still several hundred.

Mr. Kluge said he was glad his dog wasn't out when the data collector came to his house.

Dan Kiley observed that many people have cell phone numbers that the Town doesn't have or know about. His wife had been surprised at the data collector's lack of knowledge; he didn't know about improvements that had been done to their property years ago.

Mr. Schneider thought it might be more a question of the data collector's style of asking questions than a lack of knowledge.

Mrs. Smith asked if Mr. Schneider had received a letter from Jean Patten; Mr. Schneider said he had.

VI. PUBLIC COMMENTS

A member of the audience said he was curious about Shaker Hill Road and also the Lakeview sewer project.

Mr. Schneider said the paving would begin during the week, starting at the Route 4a end of Shaker Hill Road and progress toward Main Street.

The Lakeview project had been delayed until Spring in order to get the best prices. Lakeview residents had received permission to pump into the formerly stressed fields over the winter, easing their pumping/trucking cost burden. Mr. Schneider said this latter news meant the delay was only a time delay and less of a cost delay.

VII. BUSINESS

Tentative Ordinance – Display of Fireworks:

Mr. Schneider referred to a draft ordinance prepared by Town Fire Inspector Phil Neily. The draft reflected a combination of the ordinances from multiple towns, including Sunapee. Nothing needed to be done at the meeting, but the Board was asked to review the draft, comment and edit it.

Mrs. Smith asked if the State Fire Inspector had been involved; Mr. Schneider said Mr. Neily had reached out to the State.

Mr. Schneider noted that 58 towns in New Hampshire regulate or prohibit fireworks (according to a publicly available State list), so Enfield would not be breaking new ground in adopting an ordinance.

Mr. Kluge said he liked the permit page.

Mr. Schneider said he and Mr. Neily had talked about who would be responsible for issuing the permits and agreed that it ought to be the Fire Wardens.

Mrs. Smith thought that made sense. Mr. Kluge asked if the Fire Chief would also, or would it only be the Fire Wardens. Mr. Schneider said multiple officials could issue them. Enfield's Fire Wardens currently issue burn permits. The Fire Wards serve as the board of the Fire Department.

A member of the audience said that he often had difficulty getting burn permits, observing that some of the Fire Wardens were hard to contact and just didn't respond to telephone messages.

Mr. Kluge said he wanted to make sure that the fireworks permits were obtainable.

Mr. Schneider said the draft called out days when no permit would be needed, such as the July 4 weekend.

Mascoma Man Triathlon:

Mr. Schneider introduced Amy Daley, who was planning to resurrect the Mascoma Man Triathlon.

Ms. Daley said she had participated in the Triathlon from 2011 through 2014 and was trying to revive it for the community. She said the reason the event had been discontinued was that the organizer, Casey Albert, had moved.

Ms. Daley proposed to hold the Triathlon in July 2017. She said past events had included two distances (a sprint and a half marathon), but that she planned to focus on just the sprint to start.

A total of 280 people had participated in the last Marathon Man, and the proceeds had been donated to the Norris Cotton Cancer Center.

Mr. Schneider said he had reached out to the State and learned that there was a 50/50 chance that the Lakeview sewer extension project would be complete by July.

Mrs. Smith asked if Ms. Daley had a specific date in mind. Ms. Daley said July 15 and noted that she already had contacted the Shaker Museum, and it was fine with that date. Their only stipulation had been that Caleb Dyer Lane must be used so that there would be no issues for Museum traffic.

She observed that the only problem with using Caleb Dyer Lane would be its potholes.

Chief Crate said someone could grade it. Mrs. Smith said that the Museum and the Shaker Village homeowners shared responsibility for maintaining the Lane.

Ms. Daley also said that she had spoken with the folks at LaSalette, and they had agreed to let triathlon participants and supporters use their parking lot. She said she hadn't yet spoken with the neighboring property owners (Jones and Kelleher).

The event would include a ¼ - 1/3- mile swim, followed by a 15 mile bike ride (to Hardy Hill and back), and finished with a 5k run (to Shaker Boulevard and back).

Mr. Schneider said that one of the only issues with the event in the past was the starting time. He said the participants could be loud and that the noise was an issue when the event was held at Lakeside Park. He wondered if the event could start later, particularly if it was to be held on a Saturday.

Ms. Daley said the music may have been turned up during the event setup, and that 8 a.m. was a typical start time for a sprint. She added that all would be done and cleaned up in about two (2) hours.

Mr. Schneider asked where the water access would be for the swimming portion of the race. Ms. Daley said it would be at Dick Drummond's house. Chief Crate added that, if one was standing in the Kelleher's kitchen and looking out at the lake, the swimming event would be to the right.

Mr. Schneider asked if there was a gap in the calendar for such an event. The Shaker 7 succeeded because of its uniqueness and because it filled a calendar gap.

Ms. Daley said she would have to look; she didn't think there were many events like it in the area. She said the Mascoma Man Triathlon had been done later in July, but she chose the 15th because that date worked for her.

She said that, to move forward, she'd need the signatures of the Police Chief and Town Manager of each town the event would 'hit.'

Chief Crate agreed, saying one form would be required for each town.

Mr. Schneider noted that one side of Route 4a could be torn up between Shaker Landing and Lakeview if the sewer project hadn't been completed by July 15th. The goal was to start the project in April and that it should take a couple of months, but there could be delays. He promised to ask the project engineer.

Chief Crate noted that there would be signs out and traffic would still be able to use the road. He observed that if it was dirt, bikes wouldn't want to go on it. He thought the race could be done over Shaker Hill; it would be a slightly different route, but better under the circumstances.

Mr. Schneider agreed, but hoped the sewer project would be done; it would be beautiful new pavement.

Mr. Kluge encouraged Ms. Daley to stay in touch with the Museum through her planning.

Mrs. Smith agreed, saying that participants in the past had tromped around the Museum grounds. She hoped future participants would be reminded to be respectful.

Mr. Schneider asked if there might be plans to move the event back to Lakeside Park at any point. Ms. Daley said her personal feeling was that the Park was not as comfortable and that the swimming water there was murky.

A woman in the audience asked if it might be possible to have the beneficiary of the event's proceeds be a local Enfield organization instead of the Cancer Center. She suggested Friends of Mascoma might be a good recipient.

Mrs. Smith said she loved that idea.

Mr. Kluge agreed, saying it would mean a lot to the local people.

Chief Crate observed that one reason the Cancer Center had benefitted in the past was because Dartmouth had loaned equipment to the event, like bike racks.

Ms. Daley suggested that perhaps multiple recipients would be a good idea.

Property:

Mr. Schneider said that the Selectboard had, in a May meeting, decided that two (2) properties would have until the end of September to make the Town whole (catch up on their back taxes), or the Town would have to begin the deeding process.

Both owners had made progress toward making the Town whole, but not all of the back taxes had been received.

Mr. Schneider noted that one of the property owners was present and that the Board had the option of going into Non-Public session.

David Stewart said he was fine with talking about the issue in Public session.

Mr. Schneider said that Mr. Stewart and his wife had paid \$3,000 that day, bringing their arrears balance to just over \$3,700. Their 2014 balance was about \$500, and the rest was for subsequent arrears balances.

Mr. Kluge observed, he was down to \$583.10. Mr. Schneider said that no, that amount was only the 2014 balance. Another tax bill had been issued, pushing another term's amount into the Stewarts' arrears balance. He said their bottom line balance was larger than the \$3,700 that was the focus of the deeding question, but that the Board should focus only on the time period that was eligible for the deeding process.

Mr. Kluge said, so further taxes will accrue. He asked if the Stewarts had a game plan.

Mr. Stewart said they planned to pay the remainder of the 2014 balance during the current month, plus \$1,000 toward the rest. They intended to pay off the entire \$3,700 by the end of the year. Mr. Stewart said his work was looking good, and that his wife had made some changes to her business and that she was doing better. She had several contracts that were paying off, he said.

Mr. Kluge recalled that Mr. Stewart had previously talked about refinancing through a local bank.

Mr. Stewart said the bank wanted them to whittle down their tax debt on their own first. He said their property was nearly paid off; in three (3) years' time, he and his wife would have \$800 more each month for payments. They preferred to pay off the first mortgage and not have a second.

Mr. Kluge said that the Stewarts were putting the Town's back against the wall by not wanting a second mortgage.

Mr. Schneider advised Mr. Stewart to take the step and get the second mortgage.

Mrs. Smith suggested that the Board wait on making a decision until a future meeting, when Mr. Cummings would be present.

Mr. Kluge agreed, adding that the discussion was getting harder each time. His inclination would be to push back more. He encouraged Mr. Stewart to talk to the bank because the Town was going to reach a point where it couldn't do this anymore.

Mr. Stewart appreciated the Board's patience.

Mr. Schneider suggested deferring discussion of the second property as well.

Mr. Kluge asked if the Town had heard from that property owner. Mr. Schneider said they had made a payment that day, and that they also had made payments in July and August.

He noted that there would be another tax bill in a month.

He said the discussion would be on the agenda for the next meeting, and hoped that there would be progress.

2017 Budget:

Mr. Schneider reported that 90% of the department draft budgets had been submitted to the committee, which was to meet that Thursday. Things were progressing well; the next step was to set the schedule for the departments to each meet with the committee.

CIP:

Mr. Schneider noted that Lee Carrier was no longer a part of the CIP committee.

He reviewed a draft of the CIP budget for 2017, mentioning specific items as follows (referred to by number in the Draft):

1. This is a placeholder in anticipation of the company no longer leasing mowers. The Town will need to be prepared.
2. For Lovejoy Brook Bridge, the Town Match from TIF funds had already been approved.
3. The Town will need a roller; what is proposed would be an improvement from having a sidewalk roller to a parking lot one.
4. The Bailey Bridge may be purchased as part of the Lovejoy Brook Bridge project. If not, it would be appropriate to the CIP list. Bailey Bridges can be put in as needed, and removed. Mrs. Smith observed it would be like having a Town-owned portable bridge. Mr. Kluge thought that would be very useful.

Mr. Schneider said that any time a road has a stream or culvert blow out, such as what happened after Hurricane Irene, a Bailey Bridge would be needed. The one being consider would be similar to the one currently at Shaker Boulevard, though not quite as wide.

Chief Crate asked if the Shaker Boulevard one could be used as a permanent fixture. He didn't think the State cared what the Town did with it.

Mr. Schneider said that a new one could be installed at Shaker Boulevard, and the Town could keep that one as its Bailey Bridge.

5. The trailer would replace existing equipment and would be larger, to handle more equipment.
6. The Cemetery, Water & Sewer would share the cost of a new Excavator. The \$75k listed in the Draft CIP reflected the total, so the actual CIP impact would be much less.
7. Crystal Lake needed an overhaul similar to the recent Jones Hill project. It was the Town's next target for more serious rehabilitation. It would involve 9,400 feet of work, so quite a bit on our part. The Town would do as much of the drainage as possible. A lot of the budgeted money was for engineering and permitting.

Mr. Schneider noted that a Crystal Lake Road resident was an engineer and had volunteered their time. He noted that some residents liked the state of the road because it encouraged reduced speeds. But it had become unsafe and hard to maintain, plus the current state forced emergency vehicles to slow as well.

Mr. Schneider also mentioned the Water items in the Draft. Each was to be paid with Water funds and would have no impact on the CIP or taxes, he said.

He planned to reach out to the State regarding item #3 in the Water list, the Main Street waterline replacement (at the underpass), since it likely could be addressed during the already planned State project at the underpass. This would involve replacing iron water lines circa 1903.

The police department needed a new cruiser, estimated at \$35,000.

In the Facilities list, he pointed out the following items:

1. Recreation Facilities: Shakoma Beach – he said Kate wanted to bring in more sand and do some signs. He also wanted to think about improvements to the entire area beyond sand and signs.
2. Item d, Expedition: Mr. Schneider said the Town needed to replace the Fire Department's Expedition, which was an old Police Department vehicle. Mr. Kluge asked what its purpose had been. Mr. Schneider said it had been used as a command vehicle.
3. The Enfield Center line item was a placeholder. The Historic Commission efforts could result in funds for the heavy lifting needed to rehabilitate the building.
4. The Community Building item was to get a better handle on keys. Mr. Schneider said over 100 had been issued, but the Town only had or could track 10. An access system would allow time-restricted access codes, so the Town could phase out general use of keys. Some keys would have to be kept so that there would be a manual backup in case of system failure.
5. Nothing major in Public Works.
6. Enfield Center door replacement was on hold over the previous year until it had been decided which bay the new truck would use.
7. Whitney Hall would need painting. Seven (7) or eight (8) years ago, the Town spent about \$40,000 on painting, though the estimate to 'do the job right' had been \$40,000 per side of the building. Doing it right would have involved scraping down to wood, and replacing rotted clapboards and window sashes.

Mr. Schneider asked Mr. Stewart's opinion of whether that estimate still sounded right. Mr. Stewart said it did, that when you have cracked paint, it eventually will come off. The only way to really have paint stay on is to go to bare wood.

Mr. Schneider asked how long that would last. Mr. Stewart said it would look good for about eight (8) years and could be maintained by patching flaking areas as they occur.

Mr. Schneider also referred to the Chimney Lining in Whitney Hall, offering to show anyone who cared to stop by a sample of what was coming out of the chimney.

8. Nothing major was anticipated for the Depot Street Ambulance Station.
9. Municipal Software was a concern. Mr. Schneider said Town staff had done a lot of research on systems to replace what the Town currently used to manage taxes, payroll, water and sewer billings, and other Town needs. Ms. Bonnette said the estimate was about \$250,000. Mr. Schneider said the Town had been spending \$6,000-\$7,000 each year to maintain the DOS systems currently in use.

CIP Committee Appointments:

Mr. Schneider said the CIP Committee had put out feelers for someone to replace Lee Carrier and had found two people who were willing. He suggested appointing a full replacement and an alternate.

Both would serve until May 2017 (the end of Mr. Carrier's term).

Mrs. Smith made and Mr. Kluge seconded the motion to appoint Keith Thomas as a full member and Ed McLaughlin as an alternate member of the CIP Committee, effective immediately and through May 2017. The motion passed unanimously.

Donahue, Tucker & Ciandella, PLLC: Waiver of Conflict of Interest:

Mr. Schneider reviewed a letter from the law firm, noting that it was the firm that represented the Town in the Fairpoint suit. The letter specified that the firm would bow out of both sides of its involvement in the event of a conflict of interest.

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

Lakeview Sewer Extension:

Mr. Shcneider said most of the discussion had happened earlier in the meeting, but summarized, saying there would be a meeting that week, that the comment period had ended and the project could go out to bid (but probably not until December, in order to get best pricing) for work to begin in April 2017.

Old Home Days Committee Appointments:

Mrs. Smith made and Mr. Kluge seconded the motion to appoint Katie Monmaney and Ron Hill to the Old Home Days Committee. The motion passed unanimously.

Administrative Items:

The Chair executed two documents: Certification of Yield Taxes Assessed and Warrant for the November election

Other Business:

Mr. Stewart said that the Enfield Outing Club (EOC) had acquired the results of the PATHways soild analysis and that the EOC had voted to share the results with the Town. He presented a copy to the Town Manager, saying that anyone who liked to shoot would be welcome to deposit their lead in the EOC berm.

Mr. Schneider noted that he had the Town Clerk’s report through September 2016, which showed the town right where it should be at \$41,000 ahead of the same time last year.

Next Meeting: Monday, October 17, 2016, 6:00 PM Department of Public Works Conference Room

Adjournment:

Mrs. Smith made and Mr. Kluge seconded the motion to adjourn at 8:13 PM.

John W. Kluge, Chairman

B. Fred Cummings

Meredith C. Smith
Enfield Board of Selectmen