

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

MINUTES of March 27, 2017

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

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

Others: James Bonner (video), Dan Kiley, and others.

BUSINESS MEETING

I. CALL TO ORDER

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

Mr. Cummings made and Mrs. Smith seconded the motion to enter into Non-Public session at 6:01 PM, RSA 91-A:3 II (a). Roll call vote: Mr. Cummings – aye, Mr. Kluge – aye, Mrs. Smith – aye. The motion passed unanimously.

Mr. Cummings moved to come out of non-public session at 6:04 PM, Mrs. Smith seconded, vote unanimous in favor of the motion.

Mr. Cummings announced that the Board had determined that Ms. Bonnette would assume the role of Interim Town Manager on Friday, March 31, at 4:00 PM, at an increased rate of pay.

II. ORGANIZATION OF THE BOARD

Mr. Schneider asked the Board who would become Chair for the next year. Mr. Kluge responded that, by tradition, the new chair should be Mr. Cummings.

Mr. Kluge made and Mrs. Smith seconded the motion to elect Mr. Cummings Board Chair. The motion passed with a vote of 2-0, with Mr. Cummings abstaining.

The Board then discussed Board representation on various committees. Each member liked their assignments over the past year (Mr. Cummings on Budget and CIP Committees, Mr. Kluge on the Planning Board, and Mrs. Smith on the Enfield Village Association).

Mrs. Smith wondered why the Heritage Commission wasn't part of the discussion. Ms. Bonnette reminded her that was a three-year (3-year) position, which would not expire until 2018.

Mr. Cummings made and Mrs. Smith seconded the motion to maintain the same assignments of Selectmen to Committees as in 2016. The motion passed unanimously.

III. APPROVAL OF MINUTES

March 6, 2017:

Mrs. Smith asked that the mention of EHOP on Page 8 of the March 6 minutes be changed to read “Enfield House of Pizza.”

Mr. Cummings made and Mrs. Smith seconded the motion to approve the March 6 minutes as corrected. The motion passed unanimously

IV. COMMUNICATIONS

NH DRA – Equalization Ratio – 99.3%:

Mr. Schneider noted that the Town had received its notification from the NH Department of Revenue Administration regarding its annual sales-assessment ratio study of property valuations throughout the state. Enfield’s ratio was determined to be 99.3% which, Mr. Schneider said, was outstanding. He said the acceptable range was 90% to 107%. The result showed that Enfield’s property assessment work was holding true.

Property owners who questioned the assessment of their property should contact Julie Huntley.

Arbor Day Foundation – 2016 Tree City USA:

Enfield once again was named a Tree City USA by the Arbor Day Foundation. Mr. Schneider said this would be the Town’s fifth or sixth year receiving the designation, and credited it largely to the efforts of Will Shoemaker.

Mr. Taylor agreed, and said that the Selectboard would be asked to make a formal declaration, designating Arbor Day for the Town at its next meeting.

Mr. Kluge asked that Mr. Shoemaker be thanked on behalf of the Board.

NH Div. of Historical Resources – Enfield Center Town House:

The NH Division of Historical Resources notified the Town that the Enfield Center Town House would “soon be considered by the New Hampshire State Historical Resources Council for nomination to the National Register of Historic Places.”

Mrs. Smith said she had received a separate letter commending Andrew Cushing’s work on the Town’s application. The State review was scheduled to take place on April 24, and then the application would make its way to Washington, D.C. The Town House could be listed on the National Register by June.

V. BOARD REPORTS

Heritage Commission:

Mrs. Smith said that Marjorie Carr had expressed concern about the condition of the Whitney Hall roof, which had been worked on in 2013.

Mr. Taylor agreed to contact Mr. Gerard (the slate roofer).

VI. TOWN MANAGER'S REPORT

DPW Equipment Bids:

Mr. Schneider said that the Town had received bids for the equipment acquisitions that had been approved at Town Meeting.

The low bid for the 25-ton low bed trailer was Morrie's Auto, with a bit well below the \$30,000 authorized budget.

Six (6) bids were received for the excavator, and Mr. Taylor recommended that the Town go with the Bobcat bid of \$63,135, plus \$2,600 for an extendible boom. The total of \$65,735 still was well below the authorized budget of \$75,000.

For the roller, which would be a 2008, 84" roller, the low bid came in a little under \$50,000, compared to the budgeted \$60,000.

Mr. Cummings asked if the DPW had planned on acquiring a used roller. Mr. Taylor said it had, because a new one would have cost well over \$100,000.

Mr. Schneider said the roller would be useful in compacting gravel roads.

VII. PUBLIC COMMENTS

Dan Kiley – Jake's Market Conceptual Hearing:

Dan Kiley said the Planning Commission had had a conceptual hearing from Jake's Market, proposing a 6,000 square foot convenient store, car wash, and pet wash on the combined properties at the corner of Route 4 and Maple Street (the Tinkham's and Enfield Hardware Store properties).

He said the Planning Commission would review plans at its next meeting, and that Jake's was looking to open in Spring 2018.

Mr. Schneider asked if the appearance of the store had been discussed. Mr. Kiley said it would look something like a cross between Jake's existing Quechee and Lebanon stores. Three separate gas pump islands were being discussed, and the store would have groceries (not as many as the Quechee store, but more than Lebanon).

Mr. Cummings noted that, with this addition, Enfield would have three gas stations within a mile.

Mr. Kiley said Jake's most likely would be selling Irving gas at the new location.

VIII. BUSINESS

Town Meeting Review:

Mr. Cummings said Town Meeting was quick and thoughtful; very nice.

Water Rates:

Mr. Schneider referred the Board to a memorandum he had prepared, outlining water rates calculated with a single water consumption rate and a two tier structure for fixed costs, as requested at the previous meeting.

To achieve two fixed cost rates, he said he had effectively divided the town water users in half, with the demarcation being a consumption of 10,000 gallons per quarter. Customers using up to 10,000 gallons would have a fixed rate of \$33 per quarter; those using more would pay \$132 per quarter.

The memo compared what users' quarterly bills under the current seven-tier system with what they would pay under the new system if approved. Those comparisons were as follows:

| | Old Quarterly Bill | New Quarterly Bill | Difference |
|---------------------------|---------------------------|---------------------------|-------------------|
| Class 1 (1,000 gallons) | \$15.00 | \$40.80 | \$25.80 |
| Class 2 (4,000 gallons) | \$56.00 | \$64.20 | \$8.20 |
| Class 3 (10,000 gallons) | \$138.00 | \$111.00 | -\$27.00 |
| Class 4 (19,500 gallons) | \$261.00 | \$284.00 | -\$23.10 |
| Class 5 (34,500 gallons) | \$456.00 | \$401.10 | -\$54.90 |
| Class 6 (52,500 gallons) | \$759.00 | \$541.50 | -\$217.50 |
| Class 7 (100,000 gallons) | \$1,441.00 | \$912.00 | \$529.00 |

Mr. Schneider said that he had chosen to classify the two tiers as small user and larger user, rather than the residential and business users.

Referring to the table, he noted that the smallest user's cost would increase by about \$26 per quarter, and that the more water people used, the greater the savings they would see versus the old system.

Mr. Cummings said he felt the presented rates were more fair.

Mr. Schneider said he looked at several configurations before settling on the 10,000 gallon demarcation point. He said it seemed the way to do it.

Mr. Kluge agreed that the proposed rates seemed more fair.

Mrs. Smith asked Mr. Taylor if he felt the rates compensated for more wear and tear on the system that was presented by the larger users. Mr. Taylor said he did.

Mr. Schneider said that the next step would be to hold a Public Hearing, which could be held during the Board's second meeting in April.

Mr. Cummings observed that Jake's Market would use a lot of water. Mr. Schneider said it wouldn't be as much as one would think; they recycle as much as 99% of their car wash water.

Lakeview Solid Waste:

Mr. Schneider said he had sent the figures discussed at the previous meeting to the Lakeview board, and had not heard back from them yet.

Lakeview Sewer Extension:

Mr. Schneider said that bids were due in a week and would be opened on Monday, April 3 at Whitney Hall.

He said the biggest issue was closing the USDA loan. The other loan already was being used for engineering. To close the USDA loan, the loan amount had to be spent up front before it could be

closed. He said separate bond counsel had been hired to help guide the Town and Lakeview through the process. That closing would be a big milestone for the project.

Ms. Bonnette and Mr. Taylor had been brought up to date on the project and would be able to take care of it after his departure, Mr. Schneider said.

Lakeside Park:

Mr. Schneider distributed a draft of a letter to Commissioner Sheehan, giving a rough outline and officially making her aware of the Lakeside Park Project. Per advice from Mrs. Smith, he had tried to keep the letter to a single page while accomplishing all of its goals. Those also included notifying the Commissioner that the Town had interest in the two pieces of land and has worked to develop a vision for it, that the Town had dealt with day-to-day property issues, and had a committee of people representing regional organizations.

Copies of the letter would be sent to the Governor, the New Hampshire Federal delegation, and Enfield's state representation (Executive Councilor and State Representative and Senator). Mr. Schneider said the copies were to provide the information because there was a good possibility those individuals would have to get involved.

Mrs. Smith said that Steve Darrow had offered to promote the project at the State level.

Chief Crate said he had spoken with Councilor Kenny the previous week and that he may come to town in the next few weeks.

Mr. Schneider asked that the Board members review the draft letter and provide their input.

Mrs. Smith agreed to send her history document to him for inclusion with the letter. She added that the project engineer, Victoria Chase, had recommended stressing that the project could serve as a transportation hub.

Town Manager Search:

Not much to discuss. The dates remain the same: Selection Committee interviews were scheduled for April 21, and Selectboard interviews for April 24.

Enfield Representative to the Upper Valley Lake Sunapee Regional Planning Commission:

Mr. Schneider said a representative needed to be appointed to replace him, and called the Board's attention to an e-mail message from Scott Osgood, supporting the appointment of Ed McLaughlin, who had volunteered for the post.

Mr. Cummings made and Mrs. Smith seconded the motion to appoint Mr. McLaughlin to be Enfield's representative on the Commission. The motion passed unanimously.

Mr. Schneider said that Mr. McLaughlin already served on the Zoning and CIP Committees and did a good job for those.

Town Report

Mr. Cummings said a citizen had approached him about the Town Audit as it was presented in the Town Report. He said that he'd like a better understanding of what that report meant, as it made the Town sound like it was in a dire situation with a shortfall of around a million dollars.

Non-Public Session Review:

Mr. Cummings said that, for a matter of record, the Board had discussed two things during its Non-Public session at the beginning of the meeting.

First, they discussed the appointment of Ms. Bonnette to the post of Interim Town Manager.

Second, they discussed and granted Mr. Schneider's request that he be allowed to purchase his cell phone and laptop from the Town. The Board agreed that he could work out the cost of those items with Ms. Bonnette, and that new equipment would be purchased for the new Town Manager.

Administrative Items:

The Board executed a Conservation Commission Member Appointment Form for an appointment previously voted on by the Board.

They also executed a previously approved 2016 property tax refund.

Finally, the Board approved a Pole License at Bog Road.

Mrs. Smith made and Mr. Kluge seconded the motion to approve the Pole License. The motion carried unanimously.

Other Business:

Mr. Cummings noted that it had been Mr. Schneider's last meeting with the Selectboard and wished him well. Mrs. Smith and Mr. Kluge echoed the sentiment and thanked Mr. Schneider for his service to the Town.

IX. MISCELLANEOUS**April Selectboard Meeting Schedule:**

Mr. Cummings raised the subject of the Board's meeting schedule for April. Mr. Kluge would not be available for April 3, and Mr. Cummings would not be available for the 10th.

Mr. Taylor reminded the Board that the Lakeview bid date had been set to coincide with a Selectboard meeting date, so that the Board could approve and accept the successful bid.

Mr. Schneider noted that only a majority of the Board needed to be present to accept the bid.

It was decided that the Board would keep its regular schedule for April and meet on the third and seventeenth of the month.

Next Meeting: Monday, April 3, 2017, 6:00 PM, Public Works Facility

X. ADJOURNMENT

Mr. Kluge made and Mrs. Smith seconded the motion to adjourn at 6:42 PM. The motion passed unanimously.

B. Fred Cummings, Chairman

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen