

**Enfield Board of Selectmen
Public Works Facility, 74 Lockehaven Rd, Enfield, New Hampshire
Meeting Minutes September 18, 2017 (DRAFT)**

Board Of Selectmen: Fred Cummings, John Kluge, Meredith Smith

Administrative Staff: Ryan Aylesworth, Town Manager

Others: Annabelle Bamforth (minutes); Jim Bonner (video); Jim Taylor, DPW Director; Ed McLaughlin; Ken Warren; Tom Blodgett; Ann Corr; Dick Corr; Alex Bernhard; Myra Mayman; Keith Thomas

BUSINESS MEETING

I. Call To Order

Mr. Cummings called the meeting to order at 6:00 p.m.

II. Approval of Minutes

Mrs. Smith moved to approve the minutes of the September 5, 2017 meeting, Mr. Kluge seconded, vote unanimous in favor of the motion.

III. Communications

Mr. Aylesworth discussed multiple areas of discussion at recent planning board meetings including bond requirements and insurance policy review for the new Evenchance subdivision, as well as input sought on the establishment of a mobile home park on Maple Street. He said that the board may see more information on that endeavor.

Mr. Aylesworth noted that he and Mr. Taylor have been reviewing potential commitments that would be required from the town for the maintenance of Lakeside Park.

IV. Board Reports

none.

V. Town Manager's Report

DPW: Mr. Aylesworth told the Board about the recent position announcement for highway supervisor. He acknowledged that the town will be looking for a replacement in the beginning of winter, which is a busy time of year for the department. Mr. Aylesworth said he plans to notify the Board upon determination of salary and compensation.

Lakeside Park: Councilor Joe Kenney has announced that personnel from DOT will be hosting a discussion on Lakeside Park; a time has not yet been disclosed.

Huse Park Playground: Mr. Aylesworth said that the recreation director has been talking to different contractors and waiting on estimates for repairs; there may be a possibility of repair in at least some areas of the playground. Mr. Cummings said pieces of the playground have been examined to see what can be fixed or replaced; complete replacement is likely to be expensive.

Mr. Aylesworth acknowledged that a number of street lights are not working in town; officials are working with Liberty Utilities to correct the issue.

Mr. Aylesworth discussed a Zoning Board of Adjustment hearing about the proposed Jake's convenience store; there was a party appealing the Planning Board's decision to move forward, but that party was not found to have standing.

Mr. Aylesworth noted that the town's assessing software will need to be updated and converted. There are two basic options: one option is staying with Vision and going through their updating process, and the other is switching to Avatar for software needs. The cost is estimated at around \$9K. There is roughly \$11K in capital reserves that can be expended for this specific purpose; Mr. Aylesworth said this strategy would avoid increasing the general operating budget.

VI. Public Comments

None

VII. Business

ATVs on the Rail Trail (Request for Resolution of the Board of Selectmen)

Alex Bernhard, speaking to the Board, said that he and others approached the town previously with concerns about ATV use and requested to put this issue on this evening's agenda.

Mr. Bernhard said he and a group of others are asking for the Board to support and sign a resolution to keep the 4 miles of trail in Enfield ATV-free. He noted that ATVs are already federally banned in this area as well as other sections, and added that Claremont and Haverhill have sought help from the state to change this policy. Mr. Bernhard said that ATV use is not compatible with other uses on the rail trail and that a change in policy would drown out other uses.

Mr. Kluge noted that any change in law would need to be made at the federal level.

Mrs. Smith asked Mr. Bernhard and the group if it was their goal to get as many towns as possible to help dissuade changes in the current legislation; she noted safety issues when ATVs are on the trail.

Mr. Cummings noted that currently the rail trail allows snowmobiles. He added that from a town official's perspective, part of a selectman's job is not to make decisions based on personal feelings but to reflect the wishes of townspeople as a whole. Mr. Bernhard responded that the resolution and law is not related to snowmobiles, which are specifically allowed on the trail.

Mr. Cummings said he has already received feedback from people who saw this item on the agenda. He said he believes this is a legislative issue, not a Board of Selectmen issue.

Mr. Kluge moved to support the resolution titled Opposing ATV's on the Northern Rail Trail in Enfield, Mrs. Smith seconded; 2 in favor, one opposed to the motion.

Purchasing Policy

Mr. Kluge moved to approve the revised purchasing policy, Mrs. Smith seconded, vote unanimous in favor of the motion.

Tax Payment to Stay Deeding

It was noted that this bill has been paid.

Municipal Sewer Ordinance: Proposed Amendment Relative to Connection Requirements

Mr. Aylesworth told the Board that he asked town counsel to review the proposed deadline letter. He said there were concerns about the sewer ordinance as it's written. As written, the ordinance requires a connection within 300' of the town sewer, but it makes no distinction between gravity and forced main sewers. Mr. Aylesworth explained the difference between the two; forced mains are different in that a group of properties need to get together in order to successfully connect to this type of system, whereas gravity lines can accommodate properties one at a time. The sewer line on Route 4 is a gravity sewer, and the sewer line on Route 4-A is a forced main sewer. It's been advised that there should be something added to the ordinance to specify the requirement for those near the gravity lines and not forced main sewer lines.

Mr. Aylesworth noted that any revisions need to be enacted by the Board; Mr. Aylesworth will be working with town counsel to revise the language before November.

Route 4 Sewer Connections

Mr. Aylesworth told the Board that the final copy of the deadline letter is ready. He added that he was approached by a resident who operates a business on Route 4; this individual presented documents related to obtaining a sewer waiver. Mr. Aylesworth asked whether the property was granted a waiver. The Board did not recall the individual's name. Mr. Taylor acknowledged the supporting documents to grant a waiver but said that he didn't remember any meetings with the individual. This information will be submitted as part of the waiver request.

Town-wide Communications

none

Mascoma Lakeside Park

none

Route 4A Sewer Extension / Shaker Landing Sewer Update

Mr. Taylor said that drilling has been completed, blasting is nearly finished, and structures are set to begin soon. Mr. Cummings asked if Route 4A is going to be repaved; Mr. Taylor confirmed. Keith Thomas said that parts of 4A are in bad shape, especially where the big blasting took place. Mr. Taylor said the state is disappointed with the patch quality.

Mr. Aylesworth said the sealed bids for the Shaker Landing's sewer line were recently opened. There were 4 bids: Conkey was the lowest with a bid of approximately \$291K; there was another bid in the mid- \$300K range, and the last two in bids were in the lower \$400K range.

Keno Authorizing Legislation

Mr. Aylesworth shared a handout from the New Hampshire Lottery explaining Keno and its role as a funding source for full-day kindergarten under Senate Bill 191; he wanted to provide an update to the Board in case it chooses to present this at town meeting. Mr. Aylesworth said his understanding was that Enfield would still benefit from Keno's revenues even if it didn't participate.

Town Manager Goals & Objectives

Mrs. Smith motioned to approve Mr. Aylesworth's Town Manager Goals & Objectives. Mr. Kluge seconded, vote unanimous in favor of the motion.

Mr. Cummings recommended that the town website publish the Goals & Objectives.

Code of Conduct for Committee Members

Mr. Aylesworth was asked by a member of a town board about establishing a town code of conduct for town committee members. He noted that several other towns have established some form of codes. Mr. Aylesworth noted some were varying in their extensiveness but some include codes for issues such as conflicts of interest and conduct with the public. Mr. Kluge asked whether conflict of interest was already defined in the state's RSA. Mr. Aylesworth said that a code of conduct was not necessarily about law but more about emphasizing certain characteristics of proper conduct. Mr. Kluge said he didn't want the town to make codes beyond

state RSAs or current laws. Mrs. Smith asked if Mr. Aylesworth had received a template from the New Hampshire Municipal Association.

Mr. Aylesworth said he would put together some suggestions.

Smoking on Town Property - Signage

Three examples of potential town signs discouraging smoking in town property areas were shared with the Board.

Administrative Items

The Board, Mr. Aylesworth and Mr. Taylor discussed a letter sent to the town by a property owner disputing a significantly high first-quarter water reading of 67,000 gallons and consequent bill of \$1,786.28. According to the letter, the building- a duplex- was being shown to prospective tenants during the reading in question. The letter claims that the property was inspected before purchase and no leaks had been evident during the inspection process or during multiple showings of the property to prospective tenants.

Mr. Taylor said the owner has not proven that the water bill is not legitimate and he stated that the reading showed that amount of water going through the meter. He said that a vacant property doesn't mean that the pipes are in good order. Mr. Cummings asked if the owner has figured out how he went through 67,000 gallons of water. Mr. Taylor said that the owner stated that his rental agent found a puddle of water under a kitchen sink.

Mr. Taylor said the 2nd quarter billing reflected more typical use. Mr. Cummings said that 67,000 gallons in one quarter is a lot of water for an unoccupied property. Mr. Taylor speculated that a pipe may have froze and leaked. Mr. Cummings said if that was the case, then the water would have ended up in the basement and not in the town sewer.

Mr. Kluge asked Mr. Taylor if he was confident that the town's reading equipment is accurate. Mr. Taylor said the meters don't fail but if they do, it's usually in the owner's favor such as a meter failing to provide a full reading.

Mr. Kluge said that the town needs to go by its readings provided that their equipment is in good working order.

Whitney Hall: Mr. Aylesworth accompanied Building Inspector Phil Neily at the third floor of Whitney Hall to discuss a few safety concerns to be addressed by both the town as well as the lessees of the area.

Mr. Aylesworth discussed adding conditions to its lease of the space to Shaker Bridge Theatre in order to provide better protection of the town's interests; the previous lease was more casual.

The revised lease addresses various terms and establishes a more substantial security deposit.

Mr. Kluge asked when the rent was raised; Mr. Aylesworth responded this year. He added that \$350/month is competitive. It was \$200 last year, and \$100 in previous years.

Mr. Cummings moved to approve the revised lease between the town and Shaker Bridge Theatre. Mr. Kluge seconded, unanimous in favor of the motion.

Sewer request:

The Board acknowledged a sewer and water connection request.

Mr. Kluge moved to approve the request, Mrs. Smith seconded, unanimous in favor of the motion.

Other Business

None

VIII. Miscellaneous

IX. Next Meeting

Monday, October 2, 2017, 6:00 PM, Public Works Facility

X. Adjournment

Mr. Cummings moved to adjourn, Mr. Kluge seconded, meeting adjourned at 7:11p.m.