

**Enfield Board of Selectmen  
Public Works Facility, 74 Lockehaven Rd, Enfield, New Hampshire  
Meeting Minutes October 2, 2017**

**Board of Selectmen:** Fred Cummings, John Kluge, Meredith Smith

**Administrative Staff:** Ryan Aylesworth, Town Manager; Alisa Bonnette, Assistant Town Manager

**Others:** Annabelle Bamforth (minutes); Jim Bonner (video); DPW Director Jim Taylor; Kurt Gotthardt; Alan Strickland, Conservation Commission Chairman

**BUSINESS MEETING**

**I. Call To Order**

Mr. Cummings called the meeting to order at 6:04 p.m.

**II. Approval of Minutes**

Mrs. Smith moved to approve the minutes of the September 18, 2017 meeting, Mr. Kluge seconded, unanimous in favor of the motion.

**III. Communications**

The Board noted a letter from the NH Department of Transportation announcing the completion of improvements to Main Street and the Rail Trail crossing.

**IV. Board Reports**

Mr. Kluge noted a recent planning board meeting that included ongoing discussion regarding the proposed apartments at 60 Main Street, as well as a proposal for a new coffee shop on Main Street in a vacant portion of the laundromat. Mr. Kluge added that there was a high turnout of people during the meeting's discussion regarding the subdivisions on Evenchance Road. He said that specific questions were asked as well as concerns expressed about erosion, water quality from neighboring property owners and that the Planning Board unanimously approved the subdivision with several conditions. Mr. Cummings asked if there has been further discussion about Jake's Market. John referenced an appeal at a Zoning Board of Adjustment hearing that

was found to not have standing. Mr. Aylesworth added that the appealing party was not an abutter.

Mrs. Smith told the Board that the Heritage Commission has received a \$10K Moose Plate Grant Funds to be used for repairs to the Enfield Center Town House, and the Commission will be speaking with DPW Director Jim Taylor to discuss the scope of work and methods for the grant. She added that there is a working RFP underway.

## **V. Town Manager's Report**

### **2018 Budget**

Mr. Aylesworth said that the deadline for the department heads to submit budgets is this week and that most have made their submissions. Mr. Aylesworth added that the Budget Committee will establish its meeting schedule soon.

### **Selectmen's Retreat- Strategic Planning & Goal Setting**

Mr. Aylesworth discussed a meeting with a Primex representative concerning the idea of a selectmen's retreat. This retreat would focus on strategic planning and setting goals. Mr. Aylesworth suggested that since the town will be working on updating its master plan, holding a selectmen's retreat sometime before February would be a good idea. While there would be details to be worked out, Mr. Aylesworth said he wanted to determine if there's interest from the Board. Mrs. Smith said she thought this was a good idea.

### **Town Newsletter**

Mr. Aylesworth said that the town newsletter for October went out today. He noted that positive feedback on the newsletter as well as social media presence continues to be given by residents.

### **Shaker Bridge Theatre Lease**

Mr. Aylesworth updated the Board on the lease agreement for Shaker Bridge Theatre; the leasing party is in agreement with the revised lease.

### **Operating Budget**

Mr. Aylesworth said that the 3rd quarter water & sewer bills are going out next week. He further noted that the general budget has about 30% remaining with 25% of the year left to go. He said that there are some end-of-year expenses to keep in mind.

### **Huse Park Repairs**

The recreation director solicited 5 estimates and has received one response. That estimate is roughly \$4400-\$4800. The recreation director is hoping to get at least one more estimate to see if the received estimate is competitive. Mr. Cummings said the estimate appeared lower than he

had expected it to be. Mr. Cummings asked if the town has the funds to complete these repairs. Mr. Aylesworth said he and Ms. Bonnette would need to sit down to see where the funds could be appropriated from. Mr. Cummings said that he has successfully sought donations for various items in the past, and plans to see if there is any interest in town in privately funding the playground repairs.

### **Board of Selectmen/Budget Committee Joint Meetings**

Mr. Aylesworth reminded the Board of the Budget Committee Chairman Sam Eaton's interest in having quarterly joint meetings. He said that the last meeting with the two groups was in late July when the town auditor came to speak, and suggested the next meeting could be at the end of October or early November. Mrs. Smith said this was a good idea. Scheduling details are yet to be determined.

## **VI. Public Comments**

none

## **VII. Business**

### **New Hampshire Fish and Game Trail Permission Agreement**

The Board reviewed an agreement between New Hampshire Fish and Game, the Conservation Commission and Shaker Museum. The agreement names the Conservation Commission and Shaker Museum as parties to maintain trails in the Shaker Village area and grants permission to the public to use the trails. Conservation Commission Chairman Alan Strickland said the state wants to know who is maintaining those trails, and in this case it would be the Commission and the Museum. Mr. Strickland said he would appreciate a motion from the Board to approve the agreement.

Mrs. Smith motioned, and Mr Kluge seconded, to accept the agreement between New Hampshire Fish and Game, the Conservation Commission and Shaker Museum; unanimous in favor of the motion.

### **Assessing Software**

Mr. Aylesworth updated the Board about the town's assessing software, a topic that was discussed at the last Board of Selectmen meeting. He said that the version currently used by the town is no longer being supported. The two options are to convert to Vision's newer version or use another product. The assessing administrator and Ms. Bonnette have recommended switching to Avitar; switching to a new provider is a lower cost than staying with Vision. Mr. Aylesworth noted \$8,500 in upfront costs plus \$1,500 in other fees bringing the total cost to \$10K, and that this would be expended from capital reserves allocated for this purpose. Mr.

Cummings said he would let the budget committee know that this is coming from reserves and not from the general budget.

### **Tax Collector's Report**

The latest tax report shows \$768,000 collected this year compared to \$753,000 collected at this time last year. The first-issue tax bills stand at 97% collected.

### **Municipal Sewer Ordinance**

Mr. Aylesworth told the Board that there is ambiguous language that needs to be cleared up in the town's sewer ordinance, especially in light of sending sewer connection requirement letters to property owners on Route 4. The town counsel has recommended that the ordinance specify that the requirements are only for owners near gravity lines such as the line on Route 4. Mr. Aylesworth said that the language drafted by himself and Mr. Taylor has not yet been presented to town counsel, and there will be a public hearing on this revised language.

### **Lakeside Park**

There was a site visit from DOT Commissioner Victoria Sheehan and Executive Councilor Joe Kenney. The Commissioner said the DOT may consider the parcels sought by Lakeside Park as surplus. Mr. Aylesworth explained that this matter will then be referred to a legislative committee, which would also review other parties who have interest in the property, if there are any. He said it could take months to go through this process, and when that time comes Enfield will be responsible to make a presentation to the committee.

Mrs. Smith noted that fundraising efforts have begun. Mr. Cummings asked who the agent is for those efforts. Mrs. Smith responded that the Enfield Village Association would be the agent. Mr. Aylesworth said that municipal donations are generally not tax deductible, which is why people tend to see "Friends of" groups formed; Mr. Cummings added that all donations to the town go into one fund so it's difficult to track specific donations and properly allocate those donations. Mrs. Smith said the town could utilize an EVA partnership. People have written checks to EVA/Mascoma Lakeside Park, which is a separate account made by EVA for this cause. Mr. Aylesworth said it makes sense to use a separate entity.

It was noted that there is a \$118K estimate for both parcels.

### **Route 4A/Shaker Sewer Update**

Mr. Cummings asked for assurance that the heaves in the project area will be repaired and completed before winter. Mr. Taylor said that there have been discussions on this issue and there is a requirement to repave the entire section. Mr. Taylor added that blasting is done but there is still digging and installing of structures to be finished. Mr. Cummings said he wants to be sure that this will be done before winter.

Mr. Kluge asked if the Shaker Landing project will be done this year. Mr. Aylesworth said that next spring is more likely. Mr. Taylor said there are two different contractors on this one project and added that the Shaker Landing pump station does not have any effect on Lakeview.

**Town Code of Conduct**

Mr. Aylesworth went on to discuss the ongoing development of a code of conduct for Enfield. Ryan shared a few examples of codes of conduct from other towns in the state. He said that he brought these examples as a chance for the Board to see what other towns are doing. Mr. Kluge would like the town's codes to be brief. Mr. Cummings requested more time to review these example codes. Mr. Aylesworth said he will follow up with further information if he finds any.

**Declaration, Release & Waiver- 18 High Street**

Mrs. Smith moved, and Mr. Kluge seconded, a motion to approve the declaration, release and waiver for 18 High street; unanimous in favor of the motion.

**Other Business**

None

**VIII. Next Meeting**

Monday, October 16th, 2017, 6:00 PM, Public Works Facility

**IX. Adjournment**

Mr. Kluge moved to adjourn, Mrs. Smith seconded, meeting adjourned at 6:50 p.m.

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B. Fred Cummings, Chairman

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Meredith C. Smith

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John W. Kluge  
Enfield Board of Selectmen