



**Enfield Board of Selectmen
Public Works Facility
74 Lockehaven Rd, Enfield, New Hampshire
Meeting Minutes December 4, 2017**

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

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

Others: Annabelle Bamforth (minutes); Jim Bonner, video; Bev McKinley, Wendy Piper, Doug Smith, Cecilia Aufiero, David Beaufait

BUSINESS MEETING

I. Call To Order

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

II. Approval of Minutes

Mr. Kluge moved to approve the public and non-public minutes of the November 20, 2017 meeting, Mrs. Smith seconded, minutes approved.

III. Communications

Tax Collector's Report and Town Clerk's Report, November 2017

Mr. Aylesworth noted the tax collector's report reflected the 2nd issue tax bills at 38% collected, and added that the rate had been set later in the year than usual, leading to billings issued later.

Mr. Aylesworth said the motor vehicle registration revenue is looking strong this year, and said that the general fund stands at 15% unexpended with 8% of the year remaining.

IV. Board Reports

Mrs. Smith said there was a hearing in Lebanon that put the Enfield Shaker Village Scenic Byway back in good standing, and should be included in local tourism maps in the future.

V. Town Manager's Report

Mr. Aylesworth told the Board about the scheduled December 9th budget committee meeting that would discuss major cost centers including the finance administration, police department, public works, and the fire department.

Mr. Aylesworth said a CIP meeting was held Thursday; this meeting reviewed requests, and DPW Director Jim Taylor is set to discuss DPW requests.

Mr. Aylesworth said that the position for Assistant Highway Supervisor is being first advertised internally. He added that a position for a heavy equipment operator is opening soon. The town has also advertised for a seasonal worker position.

Mr. Aylesworth discussed last Friday's first annual tree lighting ceremony, which he noted had segued nicely into the Enfield Outing Club's annual Christmas party.

Mr. Aylesworth told the Board about upcoming discussion and action on the town's water and sewer rate. He said that little to no change is expected in water rate. He told the Board that regarding the sewer rate, in order to make sure revenue not only covers expenses but also reverses the deficit, a 50% increase is being discussed. Mr. Aylesworth added that some of this increase could be considered a deficit reduction charge. He said that increase is not expected to last forever, but would need to be in place until the deficit is reversed. Mr. Aylesworth added that rates set now may change upon results of the planned upcoming water and sewer rate study.

Mr. Cummings pointed out that Mr. Kluge will be absent at the next meeting that will serve as a public hearing for the water and sewer rates; Mr. Kluge said he plans to be present via Skype or a conference line.

Mr. Aylesworth noted that Lebanon is holding a sewer capacity public hearing soon.

Mr. Cummings said the Board had seen significant negative feedback over smaller rate increases in the past. Mr. Aylesworth said there would be strategies examined to help minimize spending to help with the rate spike; he said the rate and deficit issue has been years in the making, stemming from expenses exceeding revenue for many years essentially due to undercharging users. Mr. Cummings said he was curious as to when and how this problem originated and said he would like some research into when it started happening; he said that warnings should have been apparent before the auditor addressed the town. Mr. Aylesworth said the warnings could have been present in the form of recommendations that may have gone unadopted or adopted to a lesser degree.

Mr. Kluge asked if a 50% increase is based on a 5-year reduction goal. Mr. Aylesworth confirmed and said that the sooner the deficit is eliminated, the better, as lengthy deficits put a strain on the general fund.

VI. Public Comments

Grafton County Commissioner Wendy Piper and Bev McKinley appeared before the Board. Ms. Piper said that the Grafton County Commissioners dedicate its annual report every year, and Ms. McKinley was chosen to be dedicated in this year's report as the founder of Silent Warriors. Ms. Piper said that Silent Warriors began as a drive to collect sleeping bags and has expanded into an organization providing aid to the homeless in the Upper Valley. Ms. Piper added that Ms.

McKinley was also a recipient of a 2017 Red Cross Heroes award. The Board and audience applauded Ms. McKinley for her efforts.

VII. Business

PILOT with Visions for Creative Housing

Mr. Kluge recused himself from discussion. Mr. Aylesworth shared a memo about the PILOT (Payment In Lieu of Taxes) agreement with Visions for Creative Housing; the agreement amount is equal to about \$5K. Mr. Aylesworth said the town could send a tax bill and abate which dips into the overlay account, or accept the PILOT rather than send a bill.

Mrs. Smith moved to forgo sending a bill, Mr. Cummings seconded; motion passed with Mr. Cummings abstaining.

Water / Sewer Rates: Set Public Hearing Date

The public hearing for setting municipal water and sewer rates is Monday, December 18, 2017 at 6:30 PM at the Public Works Facility.

Surplus Vehicle

Mr. Aylesworth said the town received one bid on the Ford Fusion surplus vehicle at \$1,525. He said that he discussed the bid with Mr. Taylor and Chief Crate and talked about other options, and they are comfortable with that amount.

Mrs. Smith motioned to accept the bid, Mr. Kluge seconded, motion passed.

Liquor Commission Notice – Liquor License Application

Alisa Bonnette said that she received a letter from state but is currently not sure why; the Board expressed approval but also curiosity about why the notification was received.

Route 4A Sewer Extension / Shaker Landing Sewer Update

Mr. Aylesworth said paving has concluded regarding the Route 4A Sewer Extension, aside from some driveway; work on pump station construction has begun for the Shaker Landing Sewer.

Public Hearing: establishing an expendable trust fund for Mascoma Lakeside Park

Mr. Kluge moved to open the public hearing at 6:30, Mrs. Smith seconded, motion passed unanimously.

Mr. Aylesworth said following his conversation with Terry Knowles of the Charitable Trust Division, the town does not need to set up expendable trust fund, but it needs to establish a restricted purpose trust fund. He said the Board is being asked to formally establish the Mascoma Lakeside Park Fundraising Committee. A list of the fundraising committee members was shared. Mr. Aylesworth said a public hearing to establish the committee and trust fund is not necessary and clarified that the Board needs to make the following actions: to vote to establish this committee and name all people to be appointed, and also vote to create a restricted purpose trust fund.

Mr. Cummings asked Mrs. Smith how the members of the fundraising committee were picked. Mrs. Smith said this was a general consensus among those who have been working on the park, and that there are members in this committee who are experienced in raising money.

Public comment

Cecilia Aufiero asked for clarification that fundraising will be under the town's umbrella instead of EVA. Mrs. Smith said yes, and explained that Enfield would very likely to be able to have the opportunity to make an offer on the property, but EVA would not likely be given the same chance.

Mrs. Smith said that the land purchase is crucial and that the state is in process of having the land appraised. She said that if the town's figures and the state's figures are drastically different, there would need to be a negotiation. Mrs. Smith said the appraisal from Enfield is about \$118K, and the state gave the impression that their figure would be higher. Mrs. Smith added that the town's appraisal was comprehensive, so the state would need to justify theirs.

Ms. Aufiero asked how expenditures for account would be handled. Mrs. Smith said that funds would be used short-term to purchase the land, and also would be used long-term for maintenance and improvements. She said that record keeping would be done at town hall by the bookkeeper, recording all donations. Mrs. Smith said that an article would need to be put forward at town meeting to acquire the land.

David Beaufait said that he has not been directly involved in this process, but observed that it appears there is support from a number of organizations, and a wider advisory group might make sense.

Mr. Kluge moved to close the hearing at 6:42 PM, Mrs. Smith seconded, motion passed.

Mr. Kluge moved to establish a restricted purpose trust fund for accepting monetary donations for Mascoma Lakeside Park, Mrs. Smith seconded, motion passed.

Mrs. Smith moved, and Mr. Kluge seconded, to establish the Mascoma Lakeside Park Fundraising Committee: Bob Barr; Kate McMullan; Doug Smith; Julie McLaughlin; Ed McLaughlin; Shirley Green; Mary Ann Haagen; Ryan Aylesworth; and Meredith Smith; motion passed.

Mr. Kluge moved to make the Mascoma Lakeside Park Fundraising Committee a subcommittee of the Enfield Board of Selectmen; Mrs. Smith seconded, motion passed.

Mr. Aylesworth noted that in some cases, towns that have not established a policy about naming parks after benefactors have been viewed legally as discriminatory; he said that he will draft a policy.

Working within a Strategic Governance Framework

Mr. Aylesworth discussed his attending of a session of the NH Municipal Association that focused on strategic governance; he said that he would like a representative of the Center for

Strategic Governance, who is also a vice chairman of Amherst’s Board of Selectmen, to visit the Board in January to discuss the topic of strategic governance. Mr. Aylesworth said that strategic thinking needs to be part of long term and day to day operations; he added that the town planner and various boards want to jump into the town master plan, and said that strategic governance should be discussed before moving ahead with the master plan.

Mr. Aylesworth said the town of Amherst has embraced this issue and it appears that it’s had a major impact on resident perception of government efficiency.

Administrative Items

The Board discussed an email from Tim Sidore of Ledgeworks and how the Board had considered selling a piece of property to Ledgeworks but this action was ultimately not the will of the Board. The Board discussed a follow-up email email that requested that Ledgeworks be allowed to use this wedge of land. Mr. Kluge noted that the planning board might be concerned by this request as it appears Ledgeworks has not reached agreement with neighboring property owner Bruce Hettleman.

Mr. Cummings said he’s not opposed to an easement. Mrs. Smith said she would like to have something in writing about Ledgeworks continuing using this piece of land in order to protect the town. Mr. Aylesworth said he could go back to them and advise that the Board might agree with a renewable agreement, not an easement.

Mr. Kluge said that at this point, the Planning Board needs to make sure that Mr. Sidore and Mr. Hettleman have an agreement, since the Planning Board had this as a stipulation.

The Board ultimately agreed that they would allow the planning board process to continue and revisit this issue.

VIII. Next Meeting

Monday, December 18, 2017, 6 PM, Public Works Facility, 74 Lockhaven Road, Enfield

IX. Adjournment

Mr. Kluge moved to adjourn the meeting, Mrs. Smith seconded, meeting adjourned at 7:00 PM.

B. Fred Cummings, Chairman

Meredith C. Smith

John W. Kluge
Enfield Board of Selectmen