



**Enfield Board of Selectmen  
Public Works Facility  
74 Lockehaven Rd, Enfield, New Hampshire  
Meeting Minutes January 8, 2018 (DRAFT)**

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

**Excused:** none

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

**Others:** Annabelle Bamforth (minutes), Jim Bonner (video), Kim Quirk, Dan Kiley

### **I. Call to Order**

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

### **II. Approval of Minutes**

Mrs. Smith motioned to approve the minutes of the December 18, 2017 meeting, and Mr. Kluge seconded the motion.

Mr. Kluge, referencing the series of votes beginning on page 8, said that it would be a good idea to be more clear with the Board's vote tallies rather than just noting the passage of the motion. Ms. Bamforth offered to provide the vote tallies in the December 18th minutes and agreed to include them in future meetings.

The minutes were approved unanimously with the corrections, 3-0.

### **III. Communications**

#### **December 2017 Tax Collector's Report:**

Mr. Aylesworth said these are good numbers that are historically on track.

#### **December 2017 Town Clerk's Report:**

Mr. Aylesworth noted that the town received over \$1M in motor vehicles registrations, which is a first in recent years.

#### **Wetlands Permit:**

The Board reviewed a notice of wetlands permit for property at 40 Bassy Ln.

#### **UNH Roads Scholar Program: Damian Hetzel and Don Lashua:**

The Board reviewed two Roads Scholar educational program achievements for two town employees; Don Lashua has completed the Senior Roads Scholar level, and Damian Hetzel has completed the Master Roads Scholar level.

#### **IV. Board Reports**

Mr. Kluge told the Board about a recent recent Planning Board meeting that included discussion about Upper Valley Automotive's approved site plan for a U-Haul dealership to be added to their garage; the Board included a provision limiting the number of parked trucks to 5.

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

Mr. Aylesworth said that interviews for the assistant supervisor position are complete; he plans to have dual positions with distinct responsibilities, with one geared toward project management and the other geared toward maintenance. Mr. Aylesworth said he is working on detailed job descriptions identifying responsibilities, and said he will share this with the Board.

Mr. Aylesworth said that interviews for the heavy equipment operator are also complete; the chosen candidate will be starting in the coming days. Mr. Aylesworth said the candidate is experienced with heavy equipment and has expressed interest in completing the Roads Scholar program.

Mr. Aylesworth discussed a recent state board meeting held regarding the property at Mascoma Lakeside Park. He explained that an observation was made that the town only allows residents at the town beach, although this rule has not been in consistent practice. The meeting discussed goals and fundraising options and the DOT appeared to regard the project in a positive manner. Mr. Aylesworth said that if fundraising is in order, the town appears to be in good shape to make the land purchase happen. He added that at this meeting there was no quorum, so a vote couldn't be taken, but there was a useful discussion. Mrs. Smith clarified that restrictions on use of the property can be made by the town, such as designating some parking for non-residents and some for residents. She said the state has indicated that they don't want the area to be too exclusive.

Mr. Aylesworth said it was noted that this property is unique because of its desirable location near the rail trail and Main Street.

Mr. Aylesworth noted that he is still waiting to hear back about discussing the town's franchise agreement with Comcast.

Mr. Aylesworth told the Board that he is looking at January 27th as the date for the strategic governance session, which will be open for other committees in town to attend such as the Budget Committee, as well as town employees such as members of the DPW.

Mr. Aylesworth said that the town has been approved for a \$15K public asset management grant that will be used along with about \$17K put in by the town. These funds will be used to complete a comprehensive analysis of the town's water infrastructure and inventory as well as a rate study. He added that the town also applied for a \$30K loan in which the principal portion of the loan is forgiven, and is still waiting to hear the results of that application.

#### **Route 4A Sewer Extension / Shaker Landing Sewer Update:**

Mr. Aylesworth told the Board that the pump station is working at

Lakeview and some minor electrical work is left. He said that about half of Lakeview's homes are connected, and the remainder is set to hook on later next week. Mr. Aylesworth noted that the change order is still being negotiated.

**VI. Public Comment**

Dan Kiley inquired about property tax prepayments made in 2017. Mr. Aylesworth confirmed that the town received some prepayments.

**VII. Business****PPA Agreement Warrant Article: Energy Emporium:**

Kimberly Quirk presented to the Board regarding a proposed 20-year power purchase agreement (PPA). Ms. Quirk shared a drafted contract and noted that she has a template for legal specifications.

Mrs. Smith asked about the lifespan of solar panels. Ms. Quirk said most are guaranteed for 25 years, and some are guaranteed for 30.

Mr. Aylesworth asked if there are provisions for decommissioning; Ms. Quirk confirmed. Ms. Quirk asked if the Board may vote to recommend this. Mr. Aylesworth noted that it would be a special warrant. Ms. Quirk said it would be good for the Board to review the finalized plan before acting to recommend, and more work will be done to revise the wording to complete a finalized proposal.

**Draft Budget Review:**

Mr. Aylesworth discussed the latest budget worksheets. Mr. Aylesworth said he would like to see if any more adjustments could be made. He told the Board that he recently discovered a grant, which has covered the bulk of personnel costs in the regional recreation portion, has dissolved and the department had not included the expense; the overall increase rose from 1.3% to 1.6% based on this development.

Mr. Kluge said that he assumed other towns would also be contributing to this expense since this is a regional program. Mr. Aylesworth confirmed, and added that while Enfield has more money put toward personnel and the programs, Enfield sees a higher revenue stream from these program fees than the other towns.

Mr. Aylesworth requested that the Board let him know if they had any questions or concerns ahead of bringing this recommendation to the Budget Committee for review. Mr. Cummings said it looked fine.

Mr. Aylesworth suggested considering a 4-year average of revenues when making non-property tax revenue (NPTR) revenue estimates.

Mr. Kluge asked when the Budget Committee meets next; Mr. Aylesworth responded Tuesday, January 16th at 6:30 PM.

**Draft Warrant Review:**

Ms. Bonnette and the Board reviewed the preliminary draft warrant articles. Ms. Bonnette noted that text highlighted in yellow means changes to be made, and text highlighted green is a reflection of notes taken. She said that she is working to see if there are any additional proposed zoning amendments.

Ms. Bonnette said that in order to apply for funding, article #4 would need to be put on the town warrant.

Mr. Cummings asked if TIF is planning on making double payments. Mr. Aylesworth said they committee did not plan to make double payments in the near future as it is cognizant of the town's cash flow issue and will wait on making double payments.

Mr. Aylesworth explained regarding article #8 that last year DRA had suggested an article to reduce the deficit; the town did not do this, so DRA mandated an article for this year. Mr. Aylesworth added that there is about \$300K left unspent in 2017 and actual revenues surpassing estimated revenues amounting to about \$30K. Mr. Aylesworth said that \$385K should be enough to swing from a deficit to a surplus, and he has asked the DRA for further guidance and is waiting to hear back.

Ms. Quirk asked for more information about the deficit. Mr. Aylesworth said in there remains a significant sewer deficit which is being addressed. Mr. Aylesworth said that for many years, the general fund had a healthy surplus, which had smoothed out the tax rate but it was being reduced each year because it was also covering budget overspending and underperforming revenues. He said that it will take some time to rebuild the general fund, but moving out of the negative is a big step forward.

Regarding article #9, Ms. Bonnette explained that the state now requires appropriations to capital reserves to be in their own warrant article instead of the operating budget.

Mr. Aylesworth explained article #11 to establish an Employee and Retirement Benefits Trust Fund. He noted that there is a line in the budget for this purpose; the employee HRA allows for reimbursement for costs such as prescriptions, deductibles, and emergency room visits. This article establishes a trust fund for this purpose.

The Board discussed article #12 regarding spending out of the CIP Capital Reserve Fund for items with cash, outside of leasing or borrowing. Mr. Aylesworth said that it appeared that expenditures had been put on the warrant in the past for transparency reasons, but they did not fundamentally change the Board's authority to expend. Ms. Bonnette suggested that a narrative rather than an article be drafted, which explains expenditure intentions for transparency.

Mr. Cummings said that he been approached about someone possibly drafting a warrant article to make Enfield into an SB2 town. Mr. Kluge said that a resident could do this by getting 25 signatures.

Mr. Aylesworth asked for more background about the fact that Enfield had once been an SB2 town for a few years. Ms. Bonnette said that it includes a deliberative session before a town vote. She added that there had been low turnout which resulted in a small group ultimately deciding the warrant.

Mr. Kiley added that an SB2 town also requires a default budget.

Ms. Bonnette noted that article #14 is the solar PPA previously discussed by Ms. Quirk and the Board.

Ms. Bonnette explained that article #15 authorizes the town to accept land other than surplus property; the town already voted to let the town accept surplus land. She added that "accepting" land is distinct from the Board's authority over tax-deeded properties.

Ms. Bonnette explained that article #16 is a "housekeeping" article to maintain what the town has been doing, and she is double checking with DRA on this.

Ms. Bonnette noted that article #17, regarding the Veteran's Tax Credit, is intended expand this credit to include all veterans, beyond the town's current credit that only applies to veterans who have actively served during certain conflicts.

Ms. Bonnette explained that article #18 refers to the town moving to a fiscal year, first running for an 18-month period from January 1st, 2018 to June 30th, 2019, and then running from July 1st to June 30 each year. Mr. Aylesworth said that he could see some benefits of a fiscal year as well as benefits of a calendar year. Ms. Bonnette noted that this article is serving as a placeholder for conversation. Mr. Cummings said that there would be several issues with this move. Mr. Kluge suggested a simplified town warrant. Mr. Aylesworth asked if this article would be held off this year for simplification purposes, or if it's being tabled because the Board does not like the concept. Mr. Cummings said he disagreed with the concept. Mr. Kluge said he would like to learn more of the details involved. Mrs. Smith said she'd like to hear input from the town auditor.

Mr. Aylesworth noted that he could see one drawback with fiscal year operation related to spending for road maintenance, particularly in winter. He suggested holding thoughtful discussion in the future weighing the pros and cons. It was noted that article #18 also brings up the notion of quarterly tax billing, which could be discussed as well.

Ms. Bonnette explained that article #19 refers to the establishment of a Recreation Revolving Fund, which would separate recreation revenue from the general fund and be designated solely for recreation purposes per RSA 35-B. Ms. Bonnette explained the distinction between regional recreation revenue and town recreation revenue; while the town receives some revenue for its programs such as summer camp, the bulk of recreation-related revenue comes from the regional recreation programs. Mr. Aylesworth said that this article didn't appear necessary at this time.

Ms. Bonnette explained that article #20 refers to residents voting to allow Keno in town. Mr. Aylesworth said that this had been discussed months ago, and it appeared that the informal consensus was that the Board was not crazy about it; he said that this article would address this more officially.

Mr. Kluge said that he would like to give voters a chance to weigh in. Mrs. Smith said that she does not support Keno. Mr. Cummings said that he would like to see it on the town warrant to allow voters to decide.

Mr. Kiley clarified that Keno can only be played in establishments that serve alcohol.

Mr. Aylesworth explained that article #21 refers in part to the energy committee's endeavor to identify lights for decommissioning; the committee would like to be at town meeting to make its case. Mr. Aylesworth added that the state's RSA gives authority to the town manager on decisions related to lighting. It was noted by the Board that they do not wish to have this article included on the town warrant.

#### **Appeal of Sewer Connection Waiver Denial:**

The Board discussed a household that was denied a sewer connection waiver for Map/Parcel # 15-010-005 and has made an appeal. The Board noted that the appeal states that the property's system is from 1996, which is a couple of years beyond the lifespan specified in the town's revised ordinance. The appealing party argued that it's a large capacity system that has not been used to its maximum capacity. Mr. Aylesworth recommended adhering to the specifications of the town ordinance, as not doing so would be a slippery slope leading to additional appeals. Mr. Kluge recused himself due to

his personal connection to the owners. Mr. Aylesworth asked Mrs. Smith to weigh in; she said that the appeal's documents state that it's a pump system where a lot more can go wrong. She added that there is no way of knowing whether it's being pumped and maintained on a regular schedule.

Mr. Cummings said due to the ordinance, the Board would need to stick to it.

Mrs. Smith motioned to uphold the connection denial for Map/Parcel 15-010-005; Mr. Cummings seconded the motion. Mrs. Smith and Mr. Cummings voted in favor of the motion, with Mr. Kluge abstaining.

**P&L Insurance and Workers Compensation Insurance CAP Renewals and Agreement:**

Mr. Aylesworth said that he wanted to get the Board's concurrence before finalizing an agreement for 3 years. The Board expressed approval.

**Capital Lease Public Hearing for Bond/Note over \$100,000:**

This hearing is scheduled for the next Board meeting, January 22nd. This hearing is in reference to a financing a new cruiser, new dump truck, and a pickup truck for the water & sewer department.

**Blacksmith Alley Lease Agreement:**

The Board discussed entering a nonpublic session for this discussion under RSA 91-A(d): "Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community."

Mr. Kiley noted that Ledgeworks entering into a lease agreement will not fulfill the Planning Board's requirements and conditions, and said that Ledgeworks will need a new site plan or return to the ZBA.

Mr. Kluge moved to enter non-public session at 7:33 PM, RSA 91-A:3 II (d); Mrs. Smith seconded the motion. Vote unanimous in favor of the motion.

Mrs. Smith moved to come out of non-public session at 7:37 PM; Mr. Kluge seconded. Vote unanimous in favor of the motion.

Mr. Cummings announced that said the town's lease offer is to charge \$500 a month for a term of two years. Mr. Aylesworth said that he would draft the paperwork.

The Board signed number of admin items and USDA documents for closing.

Mr. Aylesworth said that the police chief has said that he would like to reinstate what is considered the equivalent of a high school intern program. He explained that in the past, a student interested in police work would come in to learn and perform limited tasks; Mr. Aylesworth said that the estimated pay rate would likely be \$10/hr paid from the police department's part time line. Mr. Kluge said it was fine as long as it could be paid from the existing budget.

**VII. Next meeting**

Monday, January 22, 2018, 6:00 PM, Public Works Facility, 74 Lockhaven Road, Enfield.

**IX. Adjournment**

Mrs. Smith motioned to adjourn the meeting; Mr. Cummings seconded the motion; meeting adjourned by unanimous vote at 7:44 PM.

**Enfield Board of Selectmen:**

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B. Fred Cummings, Chairman

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Meredith C. Smith

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John W. Kluge