

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN**

**Date:** Monday, May 7, 2018  
**Time:** 6:00 PM  
**Location:** Public Works Facility, 74 Lockehaven Road

**Board of Selectman:** John Kluge, Meredith Smith, Katherine D.P. Stewart

**Administrative Staff:** Ryan Aylesworth, Town Manager

**Others:** Denise Shibles (Secretary), Jim Bonner (video), Dan Kiley

**I Call to Order**

**The meeting was called to order by Chairman Smith at 6pm.**

**II Approval of Minutes**

- Mr. Kluge motioned to approve the minutes of April 16, 2018 and Ms Stewart seconded the motion. The vote was 3-0 in favor of the motion

**III Communications**

**IV Board Reports**

- Planning- met on April 25th and discussed the site plan review of 60 Main St. There are still concerns about parking, snow, propane tank and lack of a final survey map. It has been continued to the next meeting. Final conditions for Jake's Mkt were approved.
- EVA- no report
- Heritage- They have entered in the exploratory phase of becoming a Certified Local Government town. Linda Jones is leading this project. Amherst NH is one of these towns and Meredith has been communicating with them. One of the requirements is having a Historic District, which Enfield has. There are grant opportunities in becoming a Certified Local Government town.  
The committee is still focused on the Enfield Center Town Hall and is working with grants to help with the water issues and the foundation.

**V Town Manager's Report**

- Mr. Aylesworth read a letter from a previous resident thanking law enforcement for its involvement in an incident in his life that has since changed his life for the better.
- 2018 Paving- Mr. Aylesworth told the board that sealed paving bids submitted by vendors would be opened on May 9. He then read the list of roads planned for paving in 2018. This list included:

<u>Road/Street Name</u>	<u>Road "Section"</u>	<u>Length (ft)</u>	<u>Notes</u>
George Hill Rd	Palmer to 240	3000	1.25" Overlay
Bridge Street	All	650	1.25" Overlay
Boy's Camp Road	Rte 4A to 200' beyond #49	1500	1.25" Overlay
Stevens Street	All	1050	1.25" Overlay
King James Road	All	3600	1.25" Overlay
Lake Street	All	1200	1.25" Overlay
Crystal Lake Road	Shaker Hill Rd. to 377	9500	1.25" Overlay
	<i>TOTAL</i>	<i>20500</i>	

*The Board of Selectmen may enter into Non Public Session, if so voted,  
under the terms & conditions of RSA 91-A*

- Crosswalk lines are scheduled to be repainted prior to Memorial Day on Main Street, High Street, and Shaker Hill Road. DPW will be in contact with NH DOT to obtain permission to repaint the lines crossing NH-4A by Shakoma Beach.
- The Town is working with a clothing/footwear recycling company called Ecosmith Recyclers to place a container at Mascoma Lakeside Park for 2-3 weeks to coincide with “Green Up Day”. The company pays the Town per pound received that will benefit the Park Trust Fund. Mrs. Smith expressed her concern regarding large, unwanted items just being “dumped” there. Acting Chief Holland stated patrols would keep an eye out for this.
- Roy Holland reported the activity of the department in recent weeks.
- The Mascoma Lakeside Park Fundraising has reached the \$150,000 threshold. At a recent meeting with the Public Water Access Advisory Board, there was a discussion involving fees for non-residents using the park. When they realized how nominal the fee might be they said they would write a letter to support for the sale to the Legislature’s Long Range Planning and Capital Utilization Committee. That committee will be meeting on June 5<sup>th</sup> with the intent of approving the transfer of the property to the Town.
- Mr. Aylesworth will be submitting a grant application to the Northern Border Regional Commission for \$200,000 for the construction of a pavilion at the Mascoma Lakeside Park.
- Mr. Aylesworth reported that engineering firms interested in submitting a proposal for the wastewater asset management planning project, being funded by NH-DES, are being invited to meet with him and the DPW Director on Wed, May 16<sup>th</sup>.
- Strategic Governance- Mr. Aylesworth reported the department heads have largely completed the first phase of the process, focusing on gathering and analyzing historical data pertaining to relevant metrics and thinking critically about recent trends. They will now begin focusing on the second phase dealing with where we want to go from here. A press release outlining the efforts of the Town was publicized this week.
- Kingsbury Dispute- Mr. Aylesworth stated mediation starts May 8<sup>th</sup> in Concord at the law offices of Upton & Hadfield with Greg Clayton of Primmer, Piper, Eggleston & Cramer being the mediator. The municipal staff, Town Counsel, project engineer and officers from the Lakeview Condo Assoc. are feeling confident about the relative strength of their claims and the lack of basis for Kingsbury’s claims over final payments and substantial completion.
- Volkswagen Mitigation Trust Funds- Mr. Aylesworth reported his attending a public comment session in Claremont last week regarding these funds and stated that it appears they cannot be used to cover items already planned for replacement within three years. He also took the opportunity to state he felt there should be a municipal match requirement.
- Mr. Aylesworth stated the Comcast franchise renewal agreement is finally being reviewed by external counsel and he is in hopes to have a successor agreement in place by the next meeting, May 21<sup>st</sup>.
- Mr. Aylesworth attended a regional meeting hosted by the Lebanon Area Chamber of Commerce aiming to open up dialog among the municipalities and identify shared economic development goals.
- Mr. Aylesworth reported the finance software conversion is scheduled to happen this week. Avitar software is for both the tax collection and assessing functions has been installed. Wendy Huntley, tax collector, will be training this week. She and Alisa Bonnette participated in a telephone/internet kick-off meeting with Invoice Cloud, the online bill pay vendor. This should be available for on-line property tax bills. Residents will enter the Avitar On-line Kiosk and choose to either the property tax or utility bill, then choose how to pay, credit card or EFT. The fee for credit/debit payments is 2.95% (minimum \$1.95). The fee for EFT payment is a fixed \$0.95 per transaction. The utility billing module will be in place in time for the next quarter meter reads at the end of June and subsequent billing in early July.
- Mr. Aylesworth gave updates to the website status stating that he and other interested individuals, including the Asst Town Manager, Tax Collector, and Bookkeeper, attended an on-line meeting with Virtual Towns & Schools (VTS), the Town’s web developer and host, to

discuss what features we might be looking for in our website upgrade. They reviewed several community websites, finding their overall favorite site was that of Raynham, MA: <http://www.town.raynham.ma.us/>. They found the key features are ease of finding information, completeness of information provided and connection with Town social media sites (official town Facebook page, Facebook pages for Old Home Days, Recreation, Fire Department and Police Department, Police Twitter account, etc). A HOW DO I? button will lead visitors to our site to a categorized list of those things most sought after: Pay My Taxes, Dispose of Rubbish, Recycle, Rent the Community Building, etc. A mock-up of our site has been completed: [http://demo.virtualtownhall.net/Pages/DemoVTH\\_it/enfieldnh-mock-v2.jpg](http://demo.virtualtownhall.net/Pages/DemoVTH_it/enfieldnh-mock-v2.jpg) Asst Town Manger input has been forwarded to the Town Manager for review and consideration. Following Town Manager review, suggested changes will be communicated to VTS for correction/inclusion.

## **V Public Comments**

- Mr. Marchetti observed a family had pitched a tent at Lakeside Park. It is believed that they were only there for the day. He is also concerned with the cross walks at the intersection of May St and US Route 4 not being very visible.
- Joe Gasparik asked if the repaving of Rt 4A in the sewer project area will happen this summer and he was told yes.
- David Stewart reported that the Enfield Outing Club is in the process of building a wall that will settle a lawsuit with a neighbor.

## **VI Business**

- LedgeWorks opted against attending tonight's meeting, so that agenda item will be skipped over.
- Three applications for Fire Ward were submitted, with one rescinding. After some discussion, Ms. Stewart nominated Ken Wheeler for Fire Ward with Mrs. Smith seconding. The vote in favor was unanimous, 3-0.
- Mr. Marchetti asked that the Fire Ward minutes be posted on the website. Mr. Aylesworth believes they are but will check on this.
- Mr. Aylesworth stated he's been working on a process for the search of a new Police Chief. He stated he'd like to use Shaun Mulholland – who had offered to make his services available at no cost – rather than hire an company like MRI, which would come at a significant cost to the Town (which was not budgeted this year). MR. Mulholland is currently the City Manager in Lebanon but has been a Police Chief in the past as well as a consultant for MRI. Mr. Aylesworth explained the process to the Board. Ms Stewart expressed a concern with the “in house” type of process trying to avoid past history. Mr Kluge disagreed and thought Mr. Aylesworth's process would avoid exactly that. The position would be announced on wide range of municipal and police chief association job boards in New England and across the country.  
Mr. Marchetti expressed a concern with Mr. Mulholland having the time to do this accurately. He thinks this job is more important than the savings made by not using MRI. Mr. Cusik, having worked with MRI in the past, would like to see them used again. He found them to be extremely detailed in the search and background investigations of the applicants, and pointed to the successful hire of the current Town Manager as evidence of their effectiveness as a recruitment firm.  
Mr. Aylesworth explained that the decision on how this search is to be conducted is ultimately his decision. This is part of his job description. He feels very confident that Mr. Mulholland will do a wonderful job. He emphasized that, although the Town Manager was responsible for setting the hiring process and making a hiring decision, he would like to know each individual Board member's opinion to inform his decision-making. Ms Stewart would feel more comfortable using an outside firm. Mrs. Smith would like to see him use MRI as she is concerned with the time involved for Mr.

- Aylesworth with everything else he currently has on his plate. Mr. Kluge was supportive of using MRI, but said he trusted the Town Manager's judgment. Mr. Aylesworth said he will take into consideration all the comments and concerns relayed during the meeting.
- Roy Holland presented an example of a town ordinance from the Town of Dublin, pertaining to possession of drug paraphernalia. This states if there is a violation it would be a town violation, not a state violation. The fine becomes revenue for the town. It also is a violation rather than a crime and would not be on the individual's record. Mr. Aylesworth commented that if the Board were interested in adopting this there would need to be a public hearing, posting etc. before they would vote on it. Mr. Marchetti thinks there should be a town ordinance regarding cellphone usage while driving.
  - Mr. Aylesworth stated the new pump station at Shaker Landing will be starting up this week.
  - Mr. Kluge reported he has been asked by residents about the yellow moorings at Mascoma Lakeside Park. Mrs. Smith stated this was discussed at the last meeting of the Mascoma Lakeside Park committee and the Sailing Club has agreed to remove a number of them. She also stated the Committee also would like to have the mooring situated just off of the park be used exclusively for non-motorized boats. Mr. Beaufait reports the removal of some moorings has been completed. Much discussion followed regarding who can moor and where. Roy Holland believes the law to be that anyone, not a member of the Sailing Club, wanting to place a mooring can do so but it would need to be within 150' from shore.
  - Mr. Aylesworth stated a draft resolution has been created authorizing him to apply for a Northern Border Regional Commission grant. Mr. Aylesworth read the resolution. Mr. Kluge motioned to grant Mr. Aylesworth authorization to apply for a Northern Border Regional Commission grant. Ms. Stewart seconded. The vote was unanimous in favor of the motion, 3-0
  - Mr. Aylesworth stated they have received more donations for the Mascoma Lakeside Park totaling \$9,600. Mr. Kluge motioned to accept the donations for Mascoma Lakeside Park Trust Fund totaling \$9600 with Mrs. Smith seconding. The vote was unanimous in favor to the motion: 3-0
  - Mr. Aylesworth reported there is an applicant for the open position to the Planning Board. Erik Russell comes highly recommended by Scott Osgood, Town Planning & Zoning Administrator. Mr. Kluge moved to approve the application of Erik Russell to the Planning Board with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 3-0.
  - Dan Riley is up for reappointment as UVLSRPC Commissioner. Ms Stewart moved to approve the appointment of Dan Riley as UVLSRPC Commissioner with Mr. Kluge seconding. The vote was unanimous in favor of the motion, 3-0.
  - Since, due to members being away, there would not be a quorum on June 18<sup>th</sup>, it was decided to cancel the scheduled meeting. Two meetings a month are still planned for July and August.
  - The Board will be participating in a joint meeting with the Library Trustees on May 16<sup>th</sup> at the DPW Building.

### **Administrative Items**

Mr. Kluge moved that the Board accept the Assessor's evaluations of the Isler property with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 3-0.

Mrs Smith moved that the Board accept the Assessor's recommendation for the Davidson property with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 3-0.

Ms Stewart moved that the Board accept the Assessor's recommendation for the Niddles property with Mr Kluge seconding. The vote was unanimous in favor of the motion, 3-0.

Property tax exemption applications for Charitable / Religious organizations as recommended by the Town Assessor as follows:

- Chosen Vale doing business as Shaker Museum: tabled all but the bike shop  
Mr. Aylesworth recommended the Board create and adopt criteria in this area for the future.  
Mrs. Smith motioned to tax the Bike Shop wing with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 3-0
- Trustees of Dartmouth College- Mr. Kluge motioned to grant the proposed limited exemption with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 3-0
- Enfield Community Church- Mrs. Smith motioned to grant the exemption with Mr. Kluge seconding. The vote was unanimous in favor of the motion, 2-0 with Ms. Stewart abstaining.
- Enfield Historical Society- Mrs. Smith motioned to grant the exemption with Mr. Kluge seconding. The vote was unanimous in favor of the motion, 3-0
- Enfield Methodist Church- Mr. Kluge motioned to grant the exemption with Mrs Smith seconding. The vote was unanimous in favor of the motion, 3-0
- Enfield Village Assoc- tabled
- LaSalette- Mr. Kluge motioned to grant the exemption with Ms Stewart seconding. The vote was unanimous in favor of the motion, 3-0
- Living Waters Bible Church- Mr. Kluge motioned to grant the exemption with Ms Stewart seconding. The vote was unanimous in favor of the motion, 3-0
- NE Forestry Foundation- Ms. Stewart motioned to deny the exemption request with Mr. Kluge seconding. The vote was unanimous in favor of the motion, 3-0
- Roman Catholic Church- Mr. Kluge motioned to grant the exemption with Mrs Smith seconding. The vote was unanimous in favor of the motion, 3-0
- Union Church- Mrs. Smith motioned to grant the exemption with Mr. Kluge seconding. The vote was unanimous in favor of the motion, 3-0
- Humane Society- Mr. Kluge motioned to grant the exemption with Mrs Smith seconding. The vote was unanimous in favor of the motion, 3-0
- UV Snow Sports- Mr. Kluge motioned to grant the exemption with Mrs Smith seconding. The vote was unanimous in favor of the motion, 2-0 with Ms. Stewart abstaining.

Mr. David Stewart will be requesting an extension on the date of deeding in order to address the back taxes. Cannot be voted on due it not being on the agenda. A special meeting can be called if necessary.

**VII Next Meeting:**

- Monday, May 21, 2018, 6 PM, Public Works Facility, 74 Lockehaven Road, Enfield

**VIII Adjournment-** Mr. Kluge motioned to adjourn with Mrs Smith seconding. The vote was unanimous in favor of the motion, 3-0. Meeting adjourned at 8:17pm.

Respectfully submitted

Denise D. Shibles  
Recording Secretary