

**TOWN OF ENFIELD
ENFIELD BOARD OF SELECTMEN**

Date: Monday, May 21, 2018
Time: 6:00pm
Location: Public Works Facility, 74 Lockehaven Road

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

Administrative Staff: Ryan Aylesworth, Town Manager

Others: Denise Shibles (Recording Secretary), Jim Bonner (Videographer), Dan Kiley, Shirley Greene, Kurt Gotthardt, Bob Cusack, Harry Trumbull, Tim Sidore

CALL TO ORDER

Mrs. Smith called the meeting to order at 6:00pm.

APPROVAL OF MINUTES

Ms. Stewart motioned to accept the May 7th minutes as written with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 2-0.

COMMUNICATIONS

Ms. Stewart reported on Clean-Up Day, May 19th. It was an extremely successful day with many groups participating. Thank you all!!

Mrs. Smith reported that she has filed for a mini-grant to hire a Hydrologist to evaluate the needs of repairing the foundation at the Enfield Center Town House. The grant will cover \$400 of their cost with the Town covering \$100. This is in preparation for the larger projects and grants.

Mrs. Smith, as a member of the Scenic Byway Committee, also reported attending a marketing workshop regarding the extension of the Byway. It's reported that this type of project is great for tourism, the #2 source of State revenue.

TOWN MANAGER'S REPORT

Rt. 4A Sewer Extension Project Update - Kingsbury has remobilized to the Lakeview site to complete all remaining work prior to June 29, 2018. Remaining work on the Lakeview site includes but is not limited to decommissioning of all wastewater systems, restoration of all lawns, restoration of onsite roadways and the visitor parking lot, demobilization of all staging facilities, completion of the pump station fencing and gates, collection and development of records and final miscellaneous components of the gravity sewer system. Additional work along Rt 4A includes adjustment of frames and covers on

several manholes in Rt 4A as communicated with NHDOT District 2 prior to their scheduled pavement overlay. Additional paving and cleanup will also be completed on Landing Road.

Kingsbury anticipates starting with the decommissioning work with an expected completion date of May 28. Lawn restoration work at Lakeview is expected for completion by June 1. The Rt 4A punchlist work is expected for completion by June 7. Roadway repair at Lakeview is also expected for completion by June 7. Landing Road restoration work is expected for completion by June 11. Miscellaneous work and cleanup will continue until June 29.

The Town had been notified by NH DOT that Rt 4A paving was going to be completed this week, but those plans had to be updated given that Kingsbury has more work to do on manholes in 4A prior to paving.

Conkey Enterprises is in the process of completing restoration work at the Shaker Landing pump station replacement project. The pump station is currently functioning and has been turned over to Shaker Landing HOA for operation. Pending work includes furnishing and installing the fence and gate at the pump station and the emergency dialer system. Work is expected to be fully completed prior to June 1, 2018.

Now that these two projects are either complete or very near completion and total project costs are better known, the Board of Selectmen will need to formally establish betterment assessment districts for both Lakeview and Shaker Landing Condominiums. This will likely be done at the June 4 business meeting so that assessments can be mailed out to coincide with the July water/sewer bills.

Police Chief Search Update - The Town of Enfield has contracted with MRI to help facilitate the search. Many logistical details of the search process are still being worked out. The recruitment ad has been published in a wide range of pertinent job boards. The deadline to apply is June 18.

The following are the publications used to advertise the position:

- International Assoc. of Chiefs of Police website
- Massachusetts Chiefs of Police Assoc.
- Municipal Resources Inc. website
- NH Chiefs of Police
- NH Police Assoc.
- Police Executive Research Forum
- Rhode Island League of Cities and towns
- Union leader/NH Sunday news
- NHMS Municipal Assoc.
- NE Chief of Police Assoc.

Strategic Governance Update - Mike Akillian and Sarah Marchant will be back in Enfield for their third full day of meetings with the Town Manager and Dept. Heads on May 30.

Department Heads were first asked to be thinking critically about the services their respective departments offered in the past and what sorts of factors have impacted the quality of those services over time.

Department Heads were then asked to shift their focus to the desired future state of services and what it would take in order to provide services at that level.

Most departments have progressed to the point where they are developing draft presentations that will be reviewed and approved by the Town Manager prior to being presented to the Board of Selectmen and Budget Committee in July/August.

Once draft presentations are complete, and reviewed by the Town Manager, a comprehensive survey will be administered to Enfield residents to obtain feedback both on the quality of services currently provided and changes that could be made to services in the future.

Wastewater Management Planning - Interviews and site visits with consulting firms interested in assisting the Town with a comprehensive wastewater asset management planning effort were organized last week. The DPW Director also took part in the meetings. A detailed scope of work is being prepared and formal proposals will be accepted in the coming weeks.

Mascoma Lakeside Park - Most important updates about Mascoma Lakeside Park will be shared later under the new business portion of the meeting.

Northern Border Regional Commission Grant - The Town of Enfield has applied for a Northern Border Regional Commission (NBRC) grant in the amount of \$160,000 for the purpose of constructing a covered pavilion at Mascoma Lakeside Park. This is a 50-50 matching grant, and will require the Town to privately fund raise an equivalent sum of money.

Enfield Recreation Director Position - Interviews with candidates were conducted earlier today with two candidates for the Enfield Recreation Director position. The Town had received three applications and two individuals accepted an invitation to interview. This is a roughly 10-hr a week position. A hiring decision will be made with the next week.

PUBLIC COMMENTS

Dan Kiley is happy to see sewer hookups happening.

Kurt Gotthardt, from the Energy Committee, reported that he will be out and about measuring the light intensity of some area streetlights. He will be measuring the distance to the edge of the road and to the middle of the road. He will be creating a report. Mr. Cusack commented that he would like to see a new streetlight at the intersection of Lockhaven and Livingstone Lodge Rd.

BUSINESS

60-62 Main St -Tim Sidore presented maps to the Board showing the parking spaces, needing to be extended on to Town property, requiring the Board's approval. Mr. Kiley, from the Planning Board, explained the PB's view and how they had some concerns over snow storage and the size of parking spaces. Mr. Sidore and Mr. Kiley both agreed that there is enough space for different sized vehicles. Mr. Sidore stated that they could put up parking barriers.

Ms. Stewart expressed a concern over plowing of this area in winter and, if it's not taken care of properly, who would be called. She also expressed concerns over the dumpster. Mr. Sidore stated the dumpster is being enclosed and they are looking at assigning parking to each tenant.

Mrs. Smith moved to approve this request with written agreement that the property owner will install wheel stops to each parking space, assign #13, 14 & 15 to compact vehicles only and remove snow from

the area in a timely manner. Ms. Stewart seconded with the unanimous vote in favor of the motion, 2-0.

Kurt Gotthardt suggested Blacksmith Alley be classified as a Class 6 Rd, meaning the Town would still retain ownership but someone else would maintain it. Concerns such as, it being maintained well enough for garbage removal, emergency vehicles, arguments as to who plows and how well it's maintained, were expressed. It was suggested that a formal proposal be brought to the Selectboard with a full explanation of how this would affect the area - pros and cons.

PUBLIC HEARING

Mrs. Smith moved to open the Public Hearing at 6:35 PM, Ms. Stewart seconded, vote unanimous in favor of the motion, 2-0.

Mrs. Smith read the notice: The Enfield Board of Selectmen will hold a public hearing to discuss and act upon the withdrawal of up to \$35,000 from the CIP Capital Reserve Fund for the purchase of a new police cruiser and the withdrawal of up to \$19,600 from the Municipal Sewer Capital Reserve Fund for a generator at Lower Shaker Village on Rt 4A sewer pump station.

It was explained by Mr. Aylesworth that the dollar amount for the generator may be less, depending on an agreement with the Lower Shaker Village Assoc. and how they will participate in the funding of the generator and its maintenance.

Ms. Stewart moved that \$35,000 from the CIP Capital Reserve Fund for the purchase of a new police cruiser and the withdrawal of up to \$19,600 from the Municipal Sewer Capital Reserve Fund for a generator at Lower Shaker Village on Rt 4A sewer pump station. Mrs. Smith seconded. A unanimous vote in favor of the motion followed, 2-0.

Mrs. Smith moved that the Public Hearing be closed at 6:50 PM, with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 2-0.

BUSINESS- CON'T

7 Baltic St Water And Sewer Bill Dispute - Mr. Aylesworth explained the situation regarding the request to defer charges to Mr. Altaf. This dispute was addressed at the Sept 18, 2017 Selectmen's meeting and after some discussion with Mr. Taylor regarding equipment readings, that the town needs to go by its readings provided that their equipment is in good working order. Again, Mr. Taylor was asked if he is confident in the condition and readings of the equipment and he stated he was confident. Mr. Aylesworth recommend that the Board affirm its earlier decision.

Ms. Stewart moves to affirm the decision made at the Sept. 18, 2017 meeting with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 2-0.

Request for Delay of Pending Tax Deeding at 394 George Hill Rd. - David L. Stewart requested a 6 week extension as he is working with the bank on getting financial assistance. The Board would like to table the decision to the June 4th meeting while waiting for an official letter from the bank. He was also asked to keep in touch with Mr. Aylesworth.

US Rt. 4 Municipal Sewer Hookup Status - Jim Taylor shared his concerns regarding those residents who have not hooked up or had communications regarding their status. Sending a formal letter from the Town was discussed. Mr. Taylor asked if he could contact these residents “one more time” before a letter goes out, reminding them if they have a plan with a contractor, the Town wants a letter from the contractor. The Board agreed. Mr. Cusack asked if there wasn’t some sort of penalty that could be charged to those that haven’t “hooked up” by the deadline.

2018 Paving Bids - Mr. Aylesworth reported the bids that came in and it was decided to go with R&D Paving, the lowest bid.

Mascoma Lakeside Park - Mr. Aylesworth stated the Town has received a letter addressing the purchase from the State. The State appraisal of the property comes in very close to what the Town believes is reasonable. Mr. Aylesworth noted there is a Legislative Committee Hearing on this sale. A small group from the Town will be going.

Mrs. Smith motioned to move forward with the purchase of the Mascoma Lakeside Park property up to \$128,600 with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 2-0.

Mascoma Lakeside Park Donations - Donations have been received for the Mascoma Lakeside Park Expendable Trust Fund in the amount of \$1,450 in aggregate.

Mrs. Smith moved to accept the \$1,450 in donations to the Mascoma Lakeside Park Expendable Trust Fund with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 2-0.

Mascoma Valley Parks & Recreation IRS “Finding Our Stride” Cross Country & Track Team Donations -The Town has received donations in the amount of \$1,200 in aggregate.

Ms. Stewart made a motion to accept the \$1200 in aggregate for the Mascoma Valley Parks & Recreation IRS “Finding Our Stride” Cross Country & Track Team with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 2-0.

ADMINISTRATIVE ITEMS

1st Issue Property Tax Warrant - Tabled for a special meeting

Current Use Applications – None

Property Tax Abatements – None

Property Tax Exemptions - Shaker Museum: Doug Smith clarified the law regarding 501c3 (Charitable organizations) and tax exemptions. He answered questions regarding the difference in the law and how it treats churches and charitable organizations also. Carolyn Smith spoke on behalf of the museum, stating the museum occupies all the buildings on the property, in some way. They also support the community by using local restaurants for catering and directing tourists and visitors to local establishments. She gave a little history on the finances of the museum and how all of their funds go back into supporting the mission of the organization.

Mrs. Smith motioned to overturn the previous motion on taxing the Bike Shop at the museum and not tax them, letting them continue as tax exempt. Ms Stewart seconded for purpose of discussion.

Ms. Stewart would like to be sure that the Town is being consistent in its handling of all properties. Mr. Aylesworth believes the Board should make a policy regarding rentals and 501c3's so that an organization doesn't have to guess if it is tax exempt.

Mrs. Smith asked if they should table this until Mr. Kluge returns but Mr Aylesworth stated a decision should be made, at this meeting, before the tax bills are calculated.

Mrs. Smith made a motion to rescind the motion to tax Drummond's Bike Shop and let all of Shaker Museum continue with previous policy and maintain its tax free status. Ms Stewart seconded the motion and the vote was unanimous in favor of the motion, 2-0.

Enfield Village Association: Mr. Trumbull presented a little history of EVA and its relationship with the town. He also explained the history of its tax exempt status. He continued to explain how the funds from their rental is directly used for the organizations mission.

Mrs. Smith made the motion to grant EVA tax exemption status with Ms Stewart seconding. The vote was unanimous in favor of the motion, 2-0.

OTHER BUSINESS

Non-Public Session: RSA 91-A:3 II (a) & (c):

Ms. Stewart motioned they move into non-public session at 8:15 PM, RSA 91-A:3 II (a) & (c), with Mrs. Smith seconding. A roll call vote was taken: Ms. Stewart voted yes. Mrs. Smith voted yes. The vote was unanimous in favor of the motion.

All non-board members, except the Town Manager left the meeting at 8:15pm.

Mrs. Smith moved to come out of non-public session at 8:45 PM, Mrs. Stewart seconded, vote unanimous in favor of the motion (2-0).

NEXT MEETING

Monday, June 4, 2018, 6 PM, Public Works Facility, 74 Lockhaven Road, Enfield

ADJOURNMENT

Meredith C. Smith, Chairman

John W. Kluge

Katherine D. P. Stewart
Enfield Board of Selectmen