

**TOWN OF ENFIELD  
ENFIELD BOARD OF SELECTMEN**

**Date:** Monday, July 2, 2018  
**Time:** 6:00pm  
**Location:** Public Works Facility, 74 Lockehaven Road

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

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

**Others:** Denise Shibles (Recording Secretary), Jim Bonner (Videographer), Dan Kiley, Wendy Piper, Dwight Marchetti, Bob Cusick, Roy Holland (Acting Police Chief)

**CALL TO ORDER**

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

**APPROVAL OF MINUTES**

Mr. Kluge moved to approve the minutes as amended with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 3-0.

**COMMUNICATIONS**

**Wetlands permit Application-53 NH Rt 4A, Seasonal Dock**

**BOARD REPORTS**

**Planning Board:** The Planning Board reported a lengthy discussion regarding the taking of minutes (quality vs. quantity).

**Heritage Commission:** Meredith reported the LCHIP grant has been withdrawn due to the report from Don Woods regarding the rotten conditions of the underpinning of the Enfield Center Town House. They have received permission to use the current grant monies for the drainage work. There will be an informational meeting for everyone, to discuss and regroup, on Friday, July 13<sup>th</sup>. It has also been recommended they apply for the Seven to Save program.

**TOWN MANAGER'S REPORT**

- Review of monthly expenditure report (things are looking pretty good). Ryan reported the Town Budget has 57% remaining.
- Ms. Stewart reported hearing about a few glitches in the new software system for taxes. She and Ryan will discuss this and work on a solution.
- Review of Town Clerk Year-to-Year Revenue Comparison Report
- Police Chief Search Update
  - 25 total applicants (10 from NH)

- A sub-set of the candidates were invited to respond to detailed essay questions (deadline was today)
- After essays are reviewed and scored, between 8 and 10 candidates will be invited to take part in phone interviews with two MRI staff
- Up to six finalists will be invited to interview in-person with a panel
- Potential follow-up interviews with 2-3 finalists if decision cannot be made at that point
- Comprehensive background check and contract negotiations to follow
- Advertisement for permanent/PT transfer station attendant yielded no applications
  - 24 hours/week without benefits
  - Position has been re-advertised
- Strategic Governance Update
  - Things are nearing completion
  - Center for Strategic Governance staff will return on July 11
  - Presentations with the Board of Selectmen and Budget Committee will be over a two-night period (either July 23, 24, 30, and/or 31) – Please email preferences to Mr. Aylesworth.
  - Draft presentations will be made publically available on the website
  - Citizen survey to follow
  - Joint meeting of Town Manager, Board of Selectment and Budget Committee to follow
  - Goal is to have this smoothly segue into the 2019 budget development season this fall
- Now that the legislature’s Long Range Planning & Capital Utilization Committee has approved the Town’s planned acquisition of Mascoma Lakeside Park property the matter will go before the Governor and Council at its July 25 meeting (Concord). Due to bureaucracy it may be delayed to August, missing Old Home Day.
- Legal counsel transmitted the Town’s request to extend the most recent cable TV franchise renewal agreement with Comcast, but it does not appear we will be ready for a public hearing to take final action on the renewal agreement at the second meeting in July.
  - Comcast is still in the process of providing responses to the questions posed by Attorney Miller related to their performance under the most recent agreement
  - Public hearing will likely have to be scheduled for August 6
  - More updates will be shared at the 7/16 Selectmen’s meeting
- Two firms submitted proposals in response to the detailed scope of work that was circulated regarding the Sewer Asset Management Planning Project (being funded with a Clean Water State Revolving Fund (CWSRF) loan with 100% principal forgiveness)
  - Preferred firm will cost just under \$40,000
  - The other firm will cost just over \$33,000
  - The Town would be responsible for the cost difference in excess of the \$30K loan
  - Mr. Aylesworth asked the Board of Selectmen if it would support withdrawing up to \$10,000 from the Sewer Capital Reserve Fund (CRF) to retain the services of the preferred firm (the other firm would still require a \$3,000 infusion of additional funds from the Sewer CRF or another source). The Board indicated it would like additional information and perhaps invite the DPW Director to the next meeting so that he could provide his perspectives (which Mr. Aylesworth indicated align with his own).
- Mr. Aylesworth reported additional pushback from Lakeview Condo residents relative to how interest would be applied in the case of betterment assessments paid off in full early. The Board would like to eliminate the option to prepay given that this appears to be the underlying cause of the dispute.

- Emergency Management workshops being held for municipal personnel. Acting Chief Holland reported that the first meeting was held and job descriptions were explained. The next step would be trainings with a final real life scenario as the final goal.
- July issue of the Town newsletter was disseminated earlier today.
- Mr. Aylesworth reported that online bill payment option for taxes is running successfully!
  - \$150,000 collected thus far for the 1<sup>st</sup> issue billing
  - Residents will now have the option to use online bill pay for their water and sewer bills as well, which are being mailed out within the next few days
- Town Manager attended the Municipal Managers Association of NH annual conference on June 13-15 (Wednesday-Friday) in Portsmouth
  - Informative and productive use of time
- Mr. Aylesworth indicated that there is one topic for discussion related to employee compensation that he would like to address in non-public session after other business items have been acted on in public session

## PUBLIC COMMENTS

### Bob Cusick

- **Ambulance:** Bob Cusick would like to see an audit of Ambulance services. Ryan said it is being addressed in the Strategic Governance project.
- **Lakeside Park:** Mr. Cusick believes rules are need to be posted for Lakeside Park.
- **School Payments:** Mr. Cusick asked if the Town will need money to cover bills without going to the school to delay payments. Mr. Aylesworth said that we are in good shape this year.
- **Sewer Project:** Mr. Cusick would like to see the Town use the best company for the sewer project.

**Dwight Marchetti – Meter Reader:** Mr. Marchetti is happy to see the Town saving money on having only one water meter reader!

## BUSINESS

**Grafton County FY2018 Budget Review:** Wendy Piper, from the County Commissioner's office, explained how this year's tax rate was reached.

## PUBLIC HEARING

At 7:00 PM, Ms. Stewart moved that the Board enter the Public Hearing with Mr. Kluge seconding. The vote was unanimous 3-0.

### Acceptance of Donated Funds in an Amount Greater Than \$10,000 (Mascoma Lakeside Park)

Mr. Aylesworth read the list of donations as follows:

The Jack and Dorothy Byrne Foundation	\$75,000.00
Eino & Andrea Kangas	\$100.00
Robert & Patricia Barr	\$250.00
New Hampshire Charitable Foundation	\$1,000.00
Scansport, Inc	\$500.00

Judith Golden	\$500.00
Andrew P. Digiovanni	\$150.00
Paul & Wendy Manganiello	\$50.00
Franklin (Bud) & Teresa Lynch	<u>\$7,500.00</u>
	\$85,050.00

This amounts surpasses the monetary goal to purchase the property from the State.

Mrs. Smith moved, and Mr. Kluge seconded, that the Board accept the donations. The vote was unanimous in favor of the motion, 3-0.

Mr. Kluge motioned, with Ms. Stewart seconding, to close the Public Hearing. The vote was unanimous in favor of the motion, 3-0. The public hearing officially closed at 7:11 PM.

#### **BUSINESS- CON'T**

**Day Use Hours of Operation for Town Parks and Recreational Areas:** Chief Holland expressed his concerns regarding no uniform regulations for Town areas. Over a four year period they have had 54 calls (vandalism, loitering, etc.). His suggestion: Area open 30 min. prior to light and closes 30 min after dark. He would also like to see regulations become an ordinance.

Mr. Marchetti and Mr. Kiley expressed concerns regarding the Community Building and its use after dark.

The Board asked Chief Holland and Mr. Aylesworth to create an ordinance for the next meeting.

**Tax Deeds:** The Town has been unable to reach Debos Realty to inform them of the small amount remaining owed to them. Mr. Aylesworth would like to see this tabled to the next meeting in order to try again to reach them. Ms. Stewart moved to table to the next meeting with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 3-0

**Request for Delay of Pending Tax Deeding – 394 George Hill Road:** Mr. Aylesworth provided the Board with an update on communications he had had with both Mr. David Stewart (property owner) and Town Counsel pertaining to this matter. Mr. Aylesworth relayed that Mr. Stewart was hoping that the Board of Selectmen would consider allowing he and his wife to reside on the property in the event the Board moved forward with the tax deeding. Mr. Aylesworth relayed that this would be a highly unusual arrangement and one that Town Counsel would advise against for a variety of reasons. Ms. Stewart motioned to deed the property, with no second. After much discussion and reluctance to deed the property, Mr. Kluge moved to table until the next meeting, with Mrs. Smith seconding. The vote was unanimous in favor of the motion, 3-0. The Board is in hopes Mr. Stewart will look into other avenues for a solution.

**US Route 4 Municipal Sewer Mandated Hookups Status Update & Connection Requirement Notices:** Shaker Valley Auto Request for Waiver has been tabled due to the property owner being out of state.

**Disable Exemption Application:** It is recommended by the Assessor to deny this application. Ms. Stewart moved to deny the application with Mr. Kluge seconding. The vote was unanimous in favor of the motion, 3-0.

**Inspectors of Election Appointments:** Mrs. Smith moved to accept the appointments, with Mr. Kluge seconding. The vote was unanimous in favor of the motion, 3-0.

The Inspectors of Elections are as follows: Kathy Decato, Becky Powell, Francine Lozeau, Earl Brady and David Stewart(Alt).

**Mascoma Lakeside Park:** Mrs. Smith and Mr. Kluge feel that the dog park rules would make a good guide to work from when creating guidelines for the Lakeside Park.

**Private docks:** This discussion topic was tabled for a future meeting to ensure that Mr. Robert LaCroix could be present to participate in the discussion. Mr. Aylesworth only noted that it is Mr. LaCroix's position that there is language in his deed or some other official legal instrument that grants him permission to maintain a dock on the Mascoma Lakeside Park property in perpetuity. The expectation is that Mr. LaCroix will provide written documentation in the future to support his position.

**Recreation Donations:** Ms. Stewart moved and Mr. Kluge seconded to accept the donations of \$6,357 in aggregate to the Regional Recreation/IRS Track & Cross Country Program and the \$400 to Enfield Recreation / Summer Camp Scholarship. The vote was unanimous in favor of the motion, 3-0

#### **ADMINISTRATIVE ITEMS**

Both of the following documents were signed by the Board: PA-28 Inventory of Taxable Property Form for 2019 and 2018 MS-535 Financial Report of the Budget

#### **OTHER BUSINESS**

**Non-Public Session: RSA 91-A:3 II (a & c)** Mrs. Smith motioned they move into non-public session at 8:05 PM with Ms. Stewart seconding. A roll call vote was taken: Ms. Stewart voted yes. Mrs. Smith voted yes and Mr. Kluge voted yes. The vote was unanimous in favor of the motion.

All non-board members, except the Town Manager and Recording Secretary, left the meeting at 8:05pm.

Mrs. Smith could not stay until the end of the discussion.

At 8:17 PM, Mr. Kluge moved the Board close the non-public session with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 2-0.

#### **ADJOURNMENT**

Mr. Kluge moved to adjourn the meeting with Ms. Stewart seconding. The vote was unanimous in favor of the motion, 2-0.

The meeting adjourned at 8:20 PM.

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Meredith C. Smith, Chairman

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John W. Kluge

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Katherine D. P. Stewart  
Enfield Board of Selectmen