

TOWN OF JAFFREY
Jaffrey, New Hampshire
Select Board Meeting Minutes
December 11, 2023

Chairman: Franklin W. Sterling, Jr.

Selectmen: Kevin Chamberlain, Charles Turcotte

Town Manager: Jon Frederick

Staff: Superintendent of Highways & Facilities Croteau, Recreation Director Kohlmorgen,
Administrative Assistant Zola

Residents: Nathan Flowers

A. Call to Order – 6:00pm

B. Non-Public – None

C. Appointments – None

D. Public Hearings – None

E. Approval of Meeting Minutes

On a motion by Chamberlain, seconded by Turcotte, the Public Minutes of November 28, 2023 were approved (3-0).

On a motion by Chamberlain, seconded by Turcotte, the Non-Public Minutes of November 28, 2023 were approved and sealed (3-0).

On a motion by Chamberlain, seconded by Turcotte, the Non-Public Minutes of November 30, 2023 were approved and sealed (3-0).

F. Consent Agenda

1. Payroll and Vendor Manifests

2. Abatements

a) #2023-27 -Barbara Kahian – 95 Nutting Road - \$184.52 – Sewer

b) #2023-28 – State of New Hampshire – 15 River Street - \$464.15 – Taxes

c) #2023-29 – Homeowners Assoc. Mountain Rd. Estates – 23 Wolfs Way - \$ 294.00 - Taxes

3. Acceptance of Donation

a) Rob Stephenson – Jaffrey Betterment Trust - \$500

4. Tax Collectors 2023 2nd Issue Supplemental Property Tax Supplemental Warrant

a) State of New Hampshire – 21 River Street - \$3,740.00

5. Downtown TIFD Capital Reserve Fund withdrawal of \$3,858.69 – Toole Design -Jaffrey
Downtown Concept Plan Extension

6. Meetinghouse Trust Fund withdrawal of \$198 – D’Avanza Clock Repair, LLC – Town Clock Annual Maintenance
7. Bridges Capital Reserve Fund Withdrawal of \$1,060.82 – Quantum Construction – Letourneau Drive Culvert Replacement Project
8. Historic District Commission Trust Fund Withdrawal of \$35.07 – Randi Ziter – Certified mailing reimbursement
9. 2024 BOS Meeting Schedule

On a motion by Chamberlain, seconded by Turcotte, the Consent Agenda was approved with #6 being changed to the Town Clock Trust Fund not the Meetinghouse. (3-0).

G. Old Business - None

H. New Business

Town Office Exterior Renovations Project – Superintendent Croteau was present to explain that the bids were opened and the Town reached out to all the companies with questions and clarifications. JB Roofing Systems, LLC was found to be the most highly recommended. Their bid was \$72,220. The scope of work will be siding, roofing, windows, shutters and insulation. Chairman Sterling asked what type of roof shingles would be used and if a metal roof could be priced as well. Project would happen in April 2024. The approval requested is for an amount not to exceed \$75,000 to account for additional unforeseen expenses or additional labor costs.

On a motion by Chamberlain, seconded by Turcotte, authorization the Town Office renovations with JB Roofing Systems and to withdraw an amount not to exceed \$75,000 from the Municipal Building Maintenance CRF was approved (3-0).

Contoocook Beach Lifeguard Staffing – Recreation Director Kohlmorgen was present to discuss the life guard staffing challenges. He’s had difficulty finding trained lifeguards and if he does find them, they don’t cover the weekend shifts. He is only required to have life guards for the weekday camp, which he will be training camp counselors to cover those hours. The beach attendant, who monitors the parking lot is equipped with a phone/AED and first aid kits on the weekends. Of note, he has done research of the beach attendees and the numbers have not increased to pre-covid numbers. He’d like to remove the weekend guards and change the signage to indicate that no guards are on duty, similar to what the Town has done at Thorndike Pond Beach for the previous few years.

The BOS agreed to do a pilot trial this summer.

On a motion by Chamberlain, seconded by Turcotte, the trial of no lifeguards on Contoocook Beach was approved (3-0).

I. Reports to the Select Board

Selectmen's Reports

Sterling- Planning Board met and did a site visit on a Route 124 subdivision request. They are awaiting word from NH DOT on driveways and curb cuts. They will be meeting again tomorrow night.

HDC is meeting on Thursday to discuss an ADU application in the Historic District.

Chamberlain – No meetings have occurred for his committees.

Turcotte –Budcom met last week and they are pleased with the status the budget.

Town Manager's Report

- Closing document for NEWT has been signed and sent to them.
- 250th Documentary video is being shown at Park Theatre on Friday for \$5.
- Budget is 55cents over last year's rate.
- A sidewalk CRF will be suggested to accomplish repairs/maintenance, similar to the paving plan. Turcotte asked if any Block Grant money can be used. TM Frederick explained there is \$189k can be used on Stratton Road to meet ups with the Rte. 202 project. \$140k per year needs to be put away after the initial deposit of \$100k. There is the opportunity to take some raised sidewalks out and replace them with asphalt and delineators. Other sidewalks will be asphalt with granite curbs.

J. Other Business - None

K. Non-Public – On a motion by Chamberlain, seconded by Sterling, In Accordance with RSA 91-A:3, II (J) Roll Call Vote to Enter Non-Public Session at 6:31pm. (Sterling-yay, Chamberlain-yay, Turcotte-yay)

On a motion by Chamberlain, seconded by Sterling to exit non-public session at 7:15pm (3-0).

L. Adjournment

On a motion by Chamberlain, seconded by Turcotte to adjourn at 7:15pm (3-0).

Submitted:

Attest:

Judith A. Zola
Administrative Assistant

Franklin W. Sterling, Jr.
Chairman

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