

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**August 23, 2021**

**Chairman:** Franklin W. Sterling, Jr.

**Selectmen:** John E. Belletete, Kevin Chamberlain

**Town Manager:** Jon Frederick

**Staff:** Administrative Assistant Zola

**Others:** Donna Lane, CDBG Consultant, Jaffrey Residents: Sheila Ellis, Carolyn Robichaud, Wendy and Douglas Latulippe, Harvey Sawyer

**A. Call to Order - 5:30pm**

- B. 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 5:31pm (2-0)  
(Sterling-yay, Chamberlain-yay)

On a motion by Belletete, seconded by Chamberlain to exit Non-public at 5:58pm  
(3-0)

**C. Public Hearings**

**1. Public Hearing Community Development Block Grant**

(An informational document was available at meeting to all participants)

Chairman Sterling Opened the Public Hearing on the Progress of the Forest Park Cooperative Infrastructure Improvements Project at 6:05pm

Donna Lane, CDBG Consultant stated the following:

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for public facility projects, up to \$500,000 for housing projects, and up to \$350,000 for emergency activities. Up to \$25,000 is available per planning study grant. All projects must directly benefit a majority of low and moderate income persons.

This public hearing is to update the public on, and take public comment on, the progress of the water and sewer system upgrades at Forest Park Tenant's Association Cooperative, a 117 unit manufactured housing park at 34 Forest Park Estates in Jaffrey.

The overall project completion is ~60%.

5,590' of water main has been installed so far, 90%,

Sewer mains and services are all installed.

700 feet of water main remains to be installed.

Water services have been installed everywhere except Andrews Dr, Summit Dr, Sierra Dr, and Forgotten Ln.

Water meter vault by Carey Rd is installed. Water meter vault on Delta Dr has not yet been installed.

Water meter pit installation at each home is in progress.

Booster station upgrades and storage tank demolition have not happened yet.

Some drainage still needs to be installed on Scenic Drive.

Binder was paved on Delta, Children's Way, and most of Scenic Drive.

Wearing course was paved for the sewer trench on Howard Hill Road.

Substantial completion expected by end of 2021, with final completion spring 2022. The lead time on water meter sensors is ~20 weeks and the plumber is already planning to install those next year.

Chairman Sterling asked for Public Comment:

Lakewood Drive Resident Wendy Latuppia had a concern regarding water coming down the hill into her and her neighbor's yards causing the use of sump pumps. It was discovered that a berm and swale in the area were not installed as planned and that may be the cause of the problem. Ms. Lane will let the Engineer know and they will come out to the site.

It was also noted than another home had a trench running underneath it, but that has since been fixed.

Seeing that there were no other comments/concerns from the public.

Chairman Sterling Closed the Public Hearing at 6:16pm

## 2. Acceptance of unanticipated funds in the amount of \$552,447 from the Coronavirus State and Local Fiscal Recovery Funds.

Chairman Sterling Opened the Public Hearing at 6:16pm

These funds will be used to address Broadband, Water and Sewer issues. The Board unanimously decided to accept these funds.

Seeing that there were no other comments/concerns from the public.

Chairman Sterling Closed the Public Hearing at 6:16pm

**D. Appointment – Sheila Ellis – Flooding Events**

Ms. Ellis was present to discuss flooding events that happened to her house on July 18<sup>th</sup>. She wanted to thank the Town's DPW and Fire Department for the help. She was frustrated with the fact that the Town doesn't have a disaster outreach support for residents. She had made many calls to the Town and State and didn't feel the responses were fast enough. She is in the que for State Funds, since the flooding occurred from the State road. Carolyn Robichaud, who came with Ms. Ellis also stated she was disappointed that no one from the Town was checking in with Ms. Ellis. State DOT had not returned her calls. Chairman Sterling noted that with the volume of flooding events events that happened in NH, the State was slow in responding. DPW did help with sand bags, but they were busy with many other flooding events.

Mrs. Robichaud also commented on a situation from 8 years ago, when her family came to the welfare department for financial help and was turned away and were denied access to the food pantry. She feels that the Town should have more compassion when dealing with residents experiencing hardships.

Chairman Sterling explained that there are rules & regulations determining eligibility, which includes income guidelines and the Food Pantry is not regulated by the Town.

Selectman Belletete stated that their comments and concerns were well taken and will be considered.

**E. Approval of Meeting Minutes**

On a motion by Belletete, seconded by Chamberlain, the Public Minutes of August 9, 2021 were approved (3-0).

On a motion by Belletete, seconded by Chamberlain, the Non-Public Minutes of August 9, 2021 were approved and sealed (3-0)

On a motion by Belletete, seconded by Chamberlain, the Non-Public Minutes of August 9, 2021 were approved and sealed (3-0).

**F. Consent Agenda**

1. Payroll and Vendor Manifests
2. Abatements - None
3. Downtown Revitalization Committee Appointments
  - a) Rick Lambert - At Large - Term Expires 12-31-2025
  - b) Chris Peahl - At Large - Term Expires - 12-31-2025
  - c) John Peard – Planning Board - Term Expires - 12-31-2025

- d) Laurel McKenzie – Planning Board - Term Expires - 12-31-2025
- e) Peter Chamberlain – EDC - Term Expires - 12-31-2025
- f) Stephanie Porter – EDC/TEAM Jaffrey - Term Expires - 12-31-2025
- g) Cyndy Burgess – Chamber of Commerce - Term Expires - 12-31-2025
- h) Elizabeth Webster – At-Large - Term Expires - 12-31-2025

\*It was decided that Belletete will be the BOS representative\*

4. Economic Development Council Appointment

- a) Peter Constant – Stone Bridge TIF Advisory Committee – Term Expires 2024

5. Land Use Tax

- a) San-Ken Homes, Inc. - Map 228/Lot 55-6 - \$ 6,990.00

6. Cemetery Deed

- a) Ernest Baudler - Cutter Extension - \$350.00

7. Tax Collector's 8<sup>th</sup> Cycle Septic Hauler's Warrant

- a) \$13,573.92

8. Tax Collector's 8<sup>th</sup> Cycle 2021 Water & Sewer Warrant

- a) Water - \$115,891.72
- b) Sewer - \$123,243.82

On a motion by Belletete, seconded by Chamberlain, the Consent Agenda was approved as presented (3-0).

**G. Old Business -None.**

**H. New Business**

Resolution #2021-30 Consolidated Communications Master Services Agreement- the bonding is in place and it has been vetted by attorneys.

On a motion by Belletete, seconded by Chamberlain, Resolution#2021-30 was approved (3-0).

Resolution #2021-31 Accept \$552,447 in Coronavirus State and Local Recovery Funds

On a motion by Belletete, seconded by Chamberlain, Resolution #2021-31 was approved (3-0).

Resolution #2021-32 Authorization to Expend \$17,738.57 from the Bridge Rehabilitation CRF

On a motion by Belletete, seconded by Chamberlain, Resolution #2021-32 was approved (3-0).

Resolution #2021-33 Authorization to Expend \$16,000 from the Municipal Building Maintenance CRF

On a motion by Belletete, seconded by Chamberlain, Resolution #2021-33 was approved (3-0).

Resolution #2021-34 Recognition of Chris Anderson's Retirement from the Police Department

On a motion by Belletete, seconded by Chamberlain, Resolution #2021-34 was approved (3-0). The BOS is grateful for his many years of service.

Draft Updates to the Downtown Master Plan

These are recommendations for review from the Planning Board's last meeting. The next step is a public hearing.

**I. Reports to the Select Board**

Selectmen's Reports

Sterling - Budget is doing well. Next meeting is September 2<sup>nd</sup>.

HDC did not meet.

Meetinghouse Committee did not meet; however, one bid was received for the Meetinghouse Tower Project. Davis Construction bid was for \$159,850. Funding will be coming from: Fundraising, Clock Tower Trust Funds as well as the Municipal Building Trust Funds. LCHIP will cover 50%.

On a motion by Belletete, seconded by Chamberlain the Meetinghouse Project bid from Davis Construction for \$159,850 was accepted and authored Town Manager Frederick to execute all documents pertaining thereto on behalf of the Select Board. (3-0).

It was also noted that it will be confirmed that the price will be the same whether the work is done in the Fall of 2021 or Spring of 2022.

Belletete- Planning Board met and the TIFD was a subject discussed. There is a workshop being held on Wednesday (8/25). The TIFD is not a part of the full evaluation value, to be on even levels as Rindge. Both the Planning Board and EDC would like to discuss the matter.

Chamberlain - He was unable to attend the Cemetery work session last week. ConCom met last week and they had good outreach at Riverfest and gained some new interest from a few residents. They are looking into conservation easements for Carey Park and Cheshire Pond by getting subcommittees together now in preparation for Town Meeting. They are also continuing to do educational programs.

TM Frederick stated that per the contract with Griffin Property Management, only organic materials are to be used on Town properties.

Town Manager's Report

- Lou Chatel from the School, sent a letter to the Town thanking the Fire Department and DPW for their support in dealing with water issues at the school.

**J. Other Business**

DWGTF Funding Application- This application needs to be approved by the BOS to seek funds for upcoming projects.

On a motion by Belletete, seconded by Chamberlain, the DWGTF Authority to Submit a Funding Application was approved (3-0). Along with authorizing Town Manager Frederick to execute all documents pertaining thereto on their behalf.

**K. Non-Public** – On a motion by Belletete, seconded by Chamberlain, In Accordance with RSA 91-A:3, II (L) Roll Call Vote to Enter Non-Public Session at 7:13pm.

On a motion by Belletete, seconded by Chamberlain to exit Non-Public session at 7:38pm and to seal the minutes (3-0). (Belletete - yay, Sterling-yay, Chamberlain-yay)

**L. Adjournment**

On a motion by Belletete, seconded by Chamberlain, the meeting was adjourned at 7:38pm.

Submitted:

Attest:

Judith A. Zola  
Administrative Assistant

Franklin W. Sterling, Jr.  
Chairman

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