

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**January 14, 2019**

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

**Selectmen:** James Weimann, Bonnie Mitchell

**Town Manager:** Jon Frederick

**Staff:** Police Chief Oswalt, Fire Chief Chamberlain, Administrative Assistant Zola

**Others:** Donna Lane, CDBG Consultant, Forest Park Tenant Association Members, Cathy Furze, Steve Pelkey

**A. Call to Order/Pledge of Allegiance: 6:00pm**

**B. Non-Public – None**

**C. Appointments – None**

**D. Public Hearings –6:00pm**

Meeting Materials were available to the Public.

1. Select Board Chairman Sterling Opened the Public Hearing at 6:00pm on the Proposed Project – Water & Sewer Upgrades at Forest Park Estates.

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development, up to \$500,000 for public facility and housing projects, and up to \$350,000 for emergency activities. Up to \$12,000 is available per feasibility study grants. All projects must directly benefit a majority of low and moderate income persons.

This is a proposed application to the Community Development Finance Authority for up to \$500,000 for infrastructure improvements, including water and sewer systems upgrades at Forest Park Tenants' Association Cooperative, a 117 unit manufactured housing park located at 34 Forest Park Estates. The majority of the residents at the Park are of low or moderate income.

This project conforms with Jaffrey's Housing and Community Development Plan's Goal of: Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations (Short-term and Long-term goal).

Chairman Sterling asked for Public Comment- Selectman Weimann asked about any tenants being displaced. Donna Lane explained that the process would not require displacement, temporary water will be provided to residents during the upgrades if necessary. Fire Chief Chamberlain mentioned that fire protection should be mentioned in the grant paperwork.

Chairman Sterling Closed the Public Hearing at 6:12pm

2. Select Board Chairman Sterling opened the Public Hearing at 6:12pm on the Housing and Community Development Plan.

The Town's Housing and Community Development Plan outlines short and long term community goals. The Plan is the same as last adopted in 2013 with the addition of the following goal:

Encourage municipal and private water and wastewater systems that are safe, sanitary and that meet DES regulations (Short-term and Long-term goal).

Chairman Sterling asked for Public Comment- There was no public comments or concerns.

Chairman Sterling Closed the Public Hearing at 6:14pm

3. Select Board Chairman Sterling opened the Public Hearing at 6:14pm on the Residential Antidisplacement and Relocation Assistance Plan

This Plan states in general, that if the Town were to undertake a CDBG project which involved displacement and resulting relocation they would follow the Uniform Relocation Act requirements. The Residential Antidisplacement and Relocation Assistance Plan outlines the measures they would take to find comparable, housing for persons (or businesses) displaced and/or relocated.

This project is water and sewer improvements, no displacement or relocation will occur.

Chairman Sterling asked for Public Comment- It was asked if anyone would be displaced or relocated, Donna Lane replied no. There was also a question whether the government shut-down would hold up funding. Donna Lane replied that this funding was allocated before the shut-down and should not be impacted.

Chairman Sterling Closed the Public Hearing at 6:18pm

On a motion by Weimann, seconded by Mitchell, the Selectmen vote to adopt the Housing and Community Development Plan (3-0).

On a motion by Weimann, seconded by Mitchell, the Selectmen vote to adopt the Residential Antidisplacement and Relocation Assistance Plan (3-0).

On a motion by Weimann, seconded by Mitchell, the Selectmen vote to approve the submittal of the application **and** vote to authorize the Chairman, Board of Selectmen to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Chairman, Board of Selectmen to execute any documents which may be necessary to effectuate the CDBG contract, and any amendments thereto (3-0).

#### **E. Approval of Meeting Minutes**

- On a motion by Weimann, seconded by Mitchell, the Public Minutes of 12/10/18 were approved (3-0)
- On a motion by Weimann, seconded by Mitchell, the Public Minutes of 12/17/18 were approved (3-0).

#### **F. Consent Agenda**

1. Payroll and Vendor Manifests
2. Abatements
  - a) #19-1 –James Golisano- 49 Prospect St. - \$101.11 Water/\$131.66 Sewer
  - b) #19-2 – Silver Ranch Inc. – 183 Turnpike Rd. - \$ 213.04 Water
  - c) #19-3 – People’s United Bank – 62 Peterborough St. - \$50.52 Water/\$65.78 Sewer
  - d) #19-4 – Donna Straitiff – 64 Howard Hill Rd. - \$30.00 Water
  - e) #19-5 – Alfred Bradburry, III – 373 Mountain Rd. - \$ 500.00 Veterans Credit
  - f) #19-6 - Daniel Pento – 12 Prospect St. - \$85.92 Water/\$111.88 Sewer
  - g) #19-7 – Kevin Alix – 144 Mountain Road - \$6.00 Water
  - h) #19-8 – Jaffrey Parks & Rec. – 31 Howard Hill Rd. - \$215.35 Sewer
  - i) #19-9 – Charlotte McCarthy – 112 Stratton Rd. - \$73.76 Sewer/\$56.65 Water
3. Notice of Intent to Cut Wood or Timber
  - a) #18-233-17-T – Society for the Protection of NH Forests- M211/L21 – Great Rd.
4. ZBA Appointment
  - a) Lee Sawyer – Full Member – Term to expire 2022
  - b) Phil Cournoyer – Full Member – Term to expire 2020
5. Planning Board Appointment
  - a) Robert Sherman – Full Member – Term to expire 2019
6. Acceptance of Donations for the Humiston Playground Fund \$511.79
7. Tax Collector’s 12<sup>th</sup> Cycle Water & Sewer Commitment Warrant
  - a) Water \$96,170.22
  - b) Sewer \$111,602.71
8. Tax Collector’s Supplemental Water Commitment Warrant
  - a) \$6,606.00
9. Tax Collector’s Supplemental Water Commitment Warrant
  - a) \$43.22 – Apollo Steel, LLC
10. Camping on Town Property Application
  - a) Roderick Forsman – Carey Park – 5/8/19 to 5/15/19

**It was noted that the Town is not liable for campers on Town property.**

#### 11. Authorization to Expend from Reserve Funds

- a) Reclamation Fund - \$820.00 NRRA – Tire Hauling and Disposal
- b) Sewer Lagoon Closure Fund - \$881.25 Haley Aldrich, Inc- Ground Water Sampling & Testing

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

#### **G. Old Business**

- School Funding Letter to State Leadership- This item was continued to obtain more information from the School Committee as there was no information received from them in time for this meeting date. TM Frederick will email School Board Members requesting information.

#### **H. New Business**

- Resolution #2018-49 – Festival of Fireworks – 8/17/19 Silver Ranch.  
Cathy Furze and Steve Pelkey discussed the revised safety plan coverages outlined in the revised application. They have met with Fire Chief Chamberlain and they are all in agreement with the plan. They have set the date of April 1<sup>st</sup> as another date for review. Police Chief Oswalt mentioned that he is concerned about the reduction of officers and would like to reserve the right to increase officers, if the crowd sizes are larger than predicted. This would also be the case for Fire Chief Chamberlain and his staffing. There is no simple way to calculate potential crowd size, however, the Chamber can track online ticket sales and give an estimate, there are many variables ranging from the weather to the economy that could affect crowd size. Pelkey thanked both Chiefs for coming up with compromises and reduced personnel costs. The Chamber still needs to go before the ZBA regarding signage approval. There will be several meetings to keep all parties updated prior to the event.  
On a motion by Weimann, seconded by Mitchell, Resolution #2018-49 was approved as amended.
- Resolution #2019-02 – Acceptance of Donation from the Mary Kidd Estate - \$ 20,000 for repairing and refurbishing the “Buddies Monument” and other monuments on town land.  
On a motion by Weimann, seconded by Mitchell, the donation of \$20,000 from the Mary Kidd Estate was approved (3-0).

#### **I. Reports to the Select Board**

##### Selectmen’s Reports

##### Sterling-

Budget meeting season is in full swing, with Police Department presenting tomorrow and Petition Article on Thursday.

No meetings have been held for the HDC or Meeting House Committees.

Attended Planning Board meeting to cover for Selectman Weimann during Belletete’s discussions. A waiver for the design was accepted. There will be an extension into February for a site review. Chairman MacKenzie made a formal complaint to the State, TM Frederick will be contacting the State to follow up.

Weimann-

Attended Planning Board meeting, while recusing himself from Belletete's discussions.

Mitchell-

Attended Reality Check's Open House.

The Cemetery Committee hosted a party for the Eagle Scout who worked on the new cemetery signs.

Town Manager's Report

- Draft Warrant- There needs to be a bond hearing for Phase 2 of the Water Upgrade Plan., which includes upgrades to Stratton and School Streets. TM Frederick will gather information from DPW. The Bond Hearing will take place at the next BOS meeting on 1/28/19 at 6pm. This will be appropriately posted online, in the Town Office and at the Jaffrey Public Library.

**J. Other Business – None**

**K. Non-Public- None**

**L. Adjournment**

Meeting adjourned at 7:04 pm on a motion by Weimann, seconded by Mitchell (3-0).

Submitted:

Attest:

Judith A. Zola  
Administrative Assistant

Franklin W. Sterling, Jr.  
Chairman

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