

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**June 24, 2019**

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

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

**Town Manager:** Jon Frederick

**Staff:** Administrative Assistant Zola

**Others:** Caroline Hollister, Park Theatre; Julius Peel, Intern

**A. Call to Order** – 5:30pm at the River Street Theatre

**Reconvened** - 6:01pm at the Jaffrey Town Office

**B. Pledge of Allegiance**

**C. Appointments** – Caroline Hollister from Park Theatre gave the Board a tour of the future Park Theatre space. Framing and foundations are completed. She indicated what would be housed on the different floors and where entrances/exits were located. She will keep the Board updated on the progress of the building.

**D. Public Hearings** – None

**E. Approval of Meeting Minutes**

On a motion by Belletete, seconded by Chamberlain, the Public Minutes of 6/10/19 were approved (3-0).

On a motion by Belletete, seconded by Chamberlain, the Non-Public Minutes of 6/10/19 were approved and sealed (3-0).

**F. Consent Agenda**

1. Payroll and Vendor Manifests
2. Land Use Change Tax
  - a) Guitar Homes, llc – Ingalls Road - \$5,300.00
3. NH DRA Federal/State Forest Land Reimbursement Form Authorization
4. Notice of Intent to Cut Wood or Timber
  - a) #19-233-03-T – Robert & Susan Cutchin- Map 242/ Lot 54
  - b) #19-233-04-T – Travis & Daniel Shattuck – Map 211/ Lot 75

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

## G. Old Business –

- Planning Board Appointments – In researching the past Town Meeting records, the Planning Board was created in 1949 without creating alternates. RSA 673:6 requires alternates on land use boards to be approved by Town Meeting. Action by Town Meeting has never occurred, but the Town has been utilizing alternates on both the Planning Board and ZBA. After consulting NHMA Legal and Town Atty. Kelly Dowd, the two options are to either remove all alternates or petition Superior Court with a quo warranto proceeding to retain the current roster of alternates. At the Town Meeting in March, a warrant article will be presented requesting the use of up to five alternates on land use boards. All pending appointments must be placed on hold pending Town Meeting. Margaret Dillon will be notified.

On a motion by Belletete, seconded by Chamberlain, the board voted to place the two Planning Board alternate nominees on hold pending our March Town Meeting and petition Superior Court for a quo warranto proceeding to maintain our current alternates roster. Approved 3-0.

## H. New Business

- Resolution #2019-17 – Silver Ranch, Inc. - Fireworks Parking (8/17/19)  
On a motion by Belletete, seconded by Chamberlain, Resolution #2019-17 was approved (3-0).
- Resolution #2019-18 – Monadnock Mountain Music – Event & Parking (8/17/19)  
On a motion by Belletete, seconded by Chamberlain, Resolution #2019-18 was approved (3-0).
- Neighborhood Meeting for Aetna Street Drainage Issue – Because of the continuing drainage problems in the neighborhood, it was decided that a meeting with the neighborhood residents would take place to discuss the problem and possible solutions. Since the issues are on private property, the Town isn't responsible for the repair, but will help with the plan of action. The homeowners will be financially responsible. The meeting will be held at the Town Office on Monday, July 15<sup>th</sup> at 6:00pm. Notices will be sent out to the neighborhood.
- Forest Park Demolition Permits – By having the BOS sign the statement allowing non-payment of property taxes, Forest Park can demolish the abandoned homes upon producing writs of possession. New homes can be placed on the lots, benefiting the Park and Town with rental and tax income.  
On a motion by Belletete, seconded by Chamberlain, the BOS authorized issuance of statements to Forest Park whereby 67, 99, 129 and 150 Scenic Drive may be relocated in accordance with RSA 80:2-a without payment of assessed taxes. Approved 3-0.

- The Park Theatre Tax Exemption- Mike Pelletier, Assessor had reviewed the Tax-Exempt paperwork submitted and asked for clarification on whether the lots should be considered exempt during construction. The BOS agreed that the section under construction should be considered tax-exempt. On a motion by Belletete, seconded by Chamberlain, the tax exemption for the Park Theatre section under construction was granted (3-0).
- Class VI Red Gate Road Request to Build – The BOS referred this request to Planning Board for Comment, which is the normal progression of a request to build on a Class VI Road. The BOS refers it to the Planning Board for review and comment. After that, it comes back to the BOS for approval. It was noted that it should become a part of the deed, so when these properties are sold, the new owners fully understand their obligations for road upkeep and the lack of liability by the town. On a motion from Sterling, seconded by Chamberlain, this request was referred to the Jaffrey Planning Board for review and comment (2-0). Belletete recused himself due to relation with the applicant.

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

### Selectmen's Reports

Sterling – Downtown Improvement Meeting is tomorrow (6/25) 8am at the Jaffrey Fire Station. Final plans for the downtown will be presented. Public notice for the public hearing will be no earlier than September 19, 2019.

Belletete- Attended Planning Board Meeting last week. Millipore Lab Expansion site plan review took place and was accepted.

Attended WW Cross Workshop held by Jo Anne Carr. There was idea generation and Jo Anne Carr has the current report regarding the property.

Chamberlain- Attended the Conservation Commission meeting on 6/19. There was an update on the Nora Bryant memorial bench and a picnic table that was donated was placed at Contocook beach. There were some updates on the Cheshire Pond area on Nutting Road and by Letourneau Road they would like to put an informational kiosk for the Cheshire Pond area. Goodnow Street will have a demo garden placed at the intersection of North Street, where the new curb/reconstruction is taking place. They will be cleaning out files in the Town Office Conference Room and moving them to long-term storage. They are also looking into the VW diesel Emission Electrical Chargers for cars...possible locations and feasibility in Jaffrey.

### Town Manager's Report

- Select Board meetings for July 8<sup>th</sup> and 22<sup>nd</sup> will be held at the Jaffrey Meetinghouse. These meetings will not be televised.
- Certified Culvert Maintainer – Currently 3 TOJ Highway staff have this certification. This enables when doing work in a culvert it could result in quarterly reporting to DES. We currently use a permit by notice process, which is a prior warning to DES that we are doing the work. The Department of Public Works prefers PBN to avoid conflict with DES on work conducted.

### Julius Peel/Intern Report

- Capital Improvement Projects- Taking project forms making it into a readable form that the committee members have a good understanding of the requests.
- Toured the Wastewater Plant today.

### **J. Other Business –**

Belletete mentioned that DPW has a bad reputation when dealing with projects. For example, on Fitzgerald Drive culvert has been in need of repair for 6 months and there hasn't been any action, he wanted to know if there could be some type of schedule posted so residents know what's being worked on and schedules for other projects. TM said their intention for that project is to wait for dryer weather at the end of the summer. Chamberlain also added that communication with the public, either on the website or the newspaper, so the residents aren't wondering what's going on. Belletete would like to see the public perception of the DPW to improve. Chamberlain would like to see monthly updates along with the recyclables from the Transfer Station on the website. Sterling encouraged the televising of the BOS meetings, so people can watch and become informed. Chamberlain mentioned that there should be transcripts available and notices available regarding the road and water projects. Administrative Zola explained that the postings of the water/sewer projects are posted on the website along with the meeting minutes, which are posted when approved. Sterling mentioned that people need to take responsibility and they can look at the website and televised meetings and the staff is available by phone.

Belletete also wanted to mention Goodnow Street- DPW had mentioned that they would do an overlay on the road. Belletete feels it's in poor condition and needs a re-pave. He thought maybe wait until next year and do a full pave and not spend the money for the overlay this year.

### **K. Non-Public – None**

**L. Adjournment**

The meeting adjourned at 7:04pm on a motion by Belletete, seconded by Chamberlain (3-0).

Submitted:

Attest:

Judith A. Zola  
Administrative Assistant

Franklin W. Sterling, Jr.  
Chairman

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