

TOWN OF JAFFREY
Jaffrey, New Hampshire
Select Board Meeting Minutes
April 27, 2020

Chairman: Franklin W. Sterling, Jr.

Selectmen: Kevin Chamberlain, John E. Belletete

Town Manager: Jon Frederick

Staff: Director of Planning & Economic Development Jo Anne Carr, Administrative Assistant Judy Zola

Others: John Stone

A. Call to Order – 6:00pm (Sterling -yay; Belletete -yay; Chamberlain-yay)

Chairman Sterling explained the “Right-to-Know” meeting checklist that is required by the Governor’s Executive order 202-04 authorizing the Board to meet electronically. The public can attend via Zoom or Livestream. Instructions on how to access both of these were explained prior to the meeting and now during the meeting. If there are any problems, they can contact TM Frederick during the meeting.

B. Non-Public – None

C. Appointments – Jo Anne Carr, Director of Planning and Economic Development – Regional Broadband: Ms. Carr was recently on a regional broadband conference call that suggested that Jaffrey continues to pursue some sort of broadband initiative and that we may benefit from partnerships with neighboring towns. Ms. Carr had presented a proposal a few years ago to perform a gap analysis to see what services residents actual have vs. the maps of services provided by Consolidated Communications. Secondly, to investigate what kind of partnerships are available with Jaffrey’s neighboring towns. Knowing that there has been a change in Select Board members since this initial proposal to know how far to pursue. Rindge, Dublin and other towns have gone ahead with bonding for broadband. Chairman Sterling asked according to the map, how many residents are needed in certain areas to be served. Ms. Carr explained that the map indicates where service is available but doesn’t show if that parcel is subscribing to the service. Chamberlain asked how this regional approach differ from the bonding that the other surrounding towns are doing? Carr stated that it would be about the same, although by networking with other towns there may be an opportunity to expand in remote areas near the borders of towns. She would like to know if the Board would want to pursue this type of collaboration with bonding other towns. Bonding would be done through the community but Consolidated would take care of payments through their subscription services. She would like to pursue this with Consolidated and to see if there are efficiencies to be achieved in partnering with Jaffrey’s neighbors. Chamberlain asked if there needed to be a certain number of customers guaranteed for subscriptions, so that the liability is not left to the town. Carr explained as with the other towns involved, it is up to Consolidated to pay bond payments not considering the number of subscribers. Chairman Sterling mentioned that no town money would pay for this.

Belletete asked what would happen if the provider goes bankrupt. Sterling stated the provider would be still be responsible, not the town. Sterling would like to see the map to see where the weak spots were. Ms. Carr said the goal would be for a package for Town Meeting next year. All the Board agreed to move ahead.

D. Public Hearings – None

E. Approval of Meeting Minutes

On a motion by Belletete, seconded by Chamberlain, the Public Minutes of 3/30/2020 were approved (3-0). (Sterling – yay; Belletete – yay; Chamberlain – yay)

On a motion by Belletete, seconded by Chamberlain, the Non-Public Minutes of 3/30/2020 were approved and sealed (3-0). (Sterling – yay; Belletete – yay; Chamberlain – yay)

F. Consent Agenda

1. Payroll and Vendor Manifests
2. Abatements
 - a) #2020-19 – Forest Park Tenant Association – 69 Summit Dr. - **\$4,443.79W Tabled/** \$5,786.52 Sewer is approved.
 - b) #2020-20 – Monadnock Christian Conference – 241 Dublin Rd. - \$4,966.87 Taxes
3. Cemetery Deed
 - a) John Meinsma – Double Lot 58 & 61A – Cutter Extension - \$700.00
4. Veteran Exemptions
 - a) Bruce Walker – 76 River Street – All Veterans Credit - \$500.00
 - b) David Papastefanen – 46 Charlonne St. – All Veterans Credit - \$500.00 & Disabled Veterans Credit - \$1,800.00
5. Notice of Intent to Cut Wood or Timber
 - a) #20-233-01-T – Daniel & Travis Shattuck – Map 211/Lot 17 & 20
6. Yield Tax Levy
 - a) #19-233-13-T – Broderick Atta – Map204/Lot 1 - \$649.00
 - b) #19-233-20-T – Douglas Clayton – Map 204/Lot 9 - \$326.65
 - c) #19-233-14-T – Eileen Remold – Map 205/Lots 1,5,6 - \$5,369.35
 - d) #19-233-15-T – Eileen Remold – Map 205/Lots 1,6,8 - \$380.07
 - e) #19-233-12-T – Richard & Ann Sawyer – Map256/Lot12 - \$840.32

7. Tax Collector's Excavated Earth Tax Warrant 2019/2020
 - a) #19-233-03-E- DPD Properties, LLC – Map 255/Lot 8.5.1 - \$1,002.54
 - b) #19-233-02-E - Jeffrey E. & Bonnie A. Cutter – Map 235/Lot 30 - \$185.60
 - c) #19-233-01-E – Richard P. & Ann F. Sawyer – Map 256/Lot 4 - \$131.34
8. ZBA Appointments
 - a) Ken Durand – Member – Term Expires 2023
 - b) Phil Cournoyer – Member – Term Expires 2023
9. Tax Collector's 4th Cycle 2020 Water & Sewer Commitment Warrant
 - a) \$122,812.61 - Water
 - b) \$126,211.87 - Sewer

On a motion by Belletete, seconded by Chamberlain, the Consent Agenda is approved with the exception of #2-A The water portion of the abatement \$4, 473.79 is tabled. (3-0) (Sterling-yay; Belletete-yay; Chamberlain-yay)

G. Old Business - None

H. New Business

Proclamation – David Kemp Retirement - Chairman Sterling/Town Manager read the proclamation thanking David for 29 years of service.

Ratify Use of Revolving Loan Funds

- McDonald's - \$5,000
- Café 532 - \$5,000
- Sunflowers Café - \$5,000
- Monadnock Country Café - \$5,000

This in the fund that started with \$35,000 to aid local businesses that are only doing Take-out now due to the Covid 19 stay at home order. There are no other pending applications. Both Sterling and Chamberlain approved these disbursements.

Closure of Shattuck Park and Contoocook Beach for Summer 2020 – Due to the limitations of not gathering more than 10 people and if opened, putting the lifeguards at risk of enforcing that rule, Sterling wondered if they should be opened. TM Frederick stated that if they were opened but posted that no lifeguards were on duty, that may be an option. Barricades could be put up to block the road, but no lifeguards with postings. Sand would not be spread across the road. If the parking lot is closed, that may put undue strain on the Police Department with parking offenders. The concern would be increased at Gilmore and Sandy Pond if Contoocook is closed. If road isn't covered with sand, the hope would be people would avoid the area. Shattuck will be open. Contoocook will be open with no lifeguards with good posting. Trash will be carry in and carry out at both beaches with notices. TM Frederick will talk with Renee.

Consideration of Planning Board Appointments- Tim Gordon doesn't wish to be on the Planning Board, Bob Sherman and Laurel McKenzie need to renew their terms.

Chamberlain wanted to know how many terms Bob Sherman has been on the board; this would be his second term. It was suggested to make Keith Dupuis a full member. Other interest into being alternates were Margaret Dillon and John Peard Jr. They cannot be considered until after Town Meeting.

On a motion by Belletete, seconded by Chamberlain, Bob Sherman was approved for another term as a Planning Board member (3-0) (Sterling-yay; Belletete-yay; Chamberlain-yay)

On a motion by Belletete, seconded by Chamberlain, Laurel McKenzie was approved for another term as a Planning Board member (3-0) (Sterling-yay; Belletete-yay; Chamberlain-yay)

On a motion by Belletete, seconded by Chamberlain, Keith Dupuis was approved for a term as a Planning Board member (3-0) (Sterling-yay; Belletete-yay; Chamberlain-yay)

Letter from Library Board of Trustees- John Stone, Library Trustee Chairman is here to discuss the letter that was sent to the Board of Selectmen regarding Health Insurance for the Library Staff. Since he is new to the position, he wanted to clarify what the Library Staff would like for health insurance. TM Frederick explained that he did have conversations with the previous Chair. Due to not having Town Meeting, the insurance issue is in a "holding pattern" because of contracts not being able to be ratified. John Stone said the intention of the letter was to make the Select Board aware of their desire to have a meeting with the Town Manager and Select Board to discuss the Library benefit package. Chairman Sterling noted that the only department not included with the town plan was DPW due to their contract. Part of their negotiation was to retain the plan; they would have to forego their COLA increase this year. Belletete wanted to confirm that the Town and School District had the same plan. Chamberlain stated that the Library Trustees have funding power different than the Town benefits. The Trustees could go out on their own to supplement funding if they wanted more than the town offered. TM Frederick explained that the Town pays for all of the insurance, the Trustees would have to establish their own account to pay Schoolcare for the cost difference. Since DPW doesn't have a contract and decided to stay with the Green plan with no COLA this year. John Stone stated that there wasn't a meeting with the Trustees and that was a concern with the current board. He would like to set up a meeting to discuss the package with the TM, BOS Chair, Mr. Stone and Library Director. The Trustees would cover the difference in cost. A meeting will be scheduled.

Execution of Tax Deed Waivers for COVID-19- Due to the Covid 19 situation, the Town cannot go through with the normal tax deeding process. It will have to be on hold until the Covid 19 crisis is over. Chamberlain wanted to know if the numbers of liens is normal. TM Frederick said it is the normal amount to send out intents, but this is to only to put everything on hold.

On a motion by Belletete, seconded by Chamberlain to approve and execute the tax deed waivers as presented by the Tax Collector (3-0) (Sterling-yay; Belletete-yay; Chamberlain-yay)

I. Reports to the Select Board

Selectmen's Reports

Sterling- No Meetings. There was a practice session at the Meetinghouse for ringing the bell. The Meetinghouse bell is being rung at 6pm everyday in support of those helping to fight Covid 19.

Belletete- There was a Planning Board practice session on Zoom for tomorrow night's meeting.

Chamberlain- There is the potential of a Cemetery meeting this coming Thursday.

Town Manager's Report

- Town Meeting- It had been rescheduled to May 16th, but with the Governor extending the emergency order to May 15th, it's unlikely that the 16th will work. NHMA has been working with the State, there are about 15 towns that had to postpone their Town Meeting. They are trying to work with the State to get these towns waivers on how to operate our budget, how to have the meeting etc.... Everything regarding municipalities and the state has been moving slowly. He is working on finding a suitable location to safely comply with the social distancing requirements and still provide the same type of meeting. FPU Bubble and football field would be considerations and TM Frederick has begun conversations with FPU. Pratt Auditorium doesn't have adequate square footage to safely distance the public. Each person needs 36 square feet of distancing.
- Forest Park- TM Frederick has talked with David Lecuyer from the Park and he will discuss with his Board. There is money from the sewer project. They have land in the western part of the park that is approximately 20 acres of wetlands that abuts Carey Park and Children's Woods. They would be open to the idea of working with the Conservation Commission to help expand the park for the Town in consideration of what they're doing with the sewer. He has talked with Carolyn Garretson and the ConCom will discuss this matter at their next meeting. David would have to get the "OK" from his Board of Directors, but the potential of a land swap is there in exchange for the sewer bill. Chamberlain asked if an appraisal of the land would be done and that will be done. He also had a concern that the BOS usually denies abatements of this nature, but if the land is similar in cost, the donation would cover the bill. TM will keep the Board informed.
- Aetna Street- The work is completed, and the pavers are working there now. Todd has been monitoring the process and the trenches were fixed on Stratton Road. Chamberlain asked if the Town keeps a retainer on the company after the work is done, in case they need to fix/repair anything. TM Frederick will look into that. Chamberlain also asked about other road reconstruction. TM Frederick confirmed that all other road work will be on hold until we can have Town Meeting. If the Town has to fall into a Default Budget, we had money for road repair in that budget, but retirement buyouts were not considered, which would be a financial concern.
- School Athletic Fields- Chamberlain asked if the athletic fields would be an option. The concern would be that there is no PA system.

- Town Offices/Departments – Chamberlain asked how offices are operating. TM Frederick stated the Library and Recreation are doing remote programs. They are trying to organize Summer programs. Rotary is dealing with the same issues, there are a number of children that are in need of some type of programming due to parents working. If they can get them into a smaller group environment 5-6 children in structured play settings. Belletete mentioned that he's heard that parents are in need since daycares are closed. DPW, Police and Fire departments are running normally. Town Clerk and Tax Collector are 50/50, switching days working, since they are in a shared office space. The rest of the Town Office staff is working with office doors closed. Some employees are working remotely.
- The new mechanic started today and will overlap with Dave Kemp. The State issued a reprieve of the days that you can't work after retirement. Truck driver position is advertised.
- Chamberlain asked about the budget trending with \$250,000 loss of revenue. Under normal circumstances, the Town could easily cover that with the surplus, but if we use that, then it won't be available to offset taxes. TM Frederick is considering pulling the money from the Capital Improvements fund. The Municipal Building Maintenance Fund was asking for \$200,000 this year, \$160,000 for highway equipment. He's not comfortable cutting Fire or Police because those are small contributions and that would throw off the budget. The New Town Office Reserve fund contribution can be skipped this year. By cutting these funds down, that would free up funds. Also, the Petition articles should be considered being cut. Belletete has no problem with re-evaluating the petitions.

J. Other Business - None

K. Non-Public – None

L. Adjournment

The meeting adjourned at 7:12pm on a motion by Chamberlain, seconded by Belletete (2-0). (Chamberlain-yay, Belletete-yay).

Submitted:

Attest:

Judith A. Zola
Administrative Assistant

Franklin W. Sterling, Jr.
Chairman

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