

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

Chairman: Franklin W. Sterling, Jr.

Selectmen: Kevin Chamberlain, John E. Belletete

Town Manager: Jon Frederick

Staff: Administrative Assistant Judy Zola, Police Chief Todd Muillenber, Officer Chris Lebreque, Officer Tom Bishop, Police Department Staff, Highways & Facilities Superintendent Todd Croteau

Guests: Friends and Family of Officers Lebreque and Bishop, Scott Marsh, MRI

A. Call to Order: 6:01 pm

B. Non-Public – None

C. Appointments

Police Department Promotions-

Chief Muillenber, Police Department Staff and Family Members were present to witness the promotions and pinning's of Chris Labrecque to Lieutenant and Tom Bishop to Sargent. The Chief explained that these Officers have been dedicated Jaffrey Police Officers and it was a great opportunity and pleasure to promote from within the department.

Police Department Staff Allocation Report - Police Chief Todd Muillenber

This report was compiled in April per the Select Board's request, but due to Covid-19, this is the first opportunity for the chief to come before the Board to present it. The Chief explained what a fully-staffed department consisted of with 11 full-time and 2 part-time sworn officers which includes detectives, Lieutenants and patrol officers. The primary goals of the department are Safety of the Community, Customer Service and Professional Development. Calls for Service and Staffing were reviewed, showing a that Jaffrey has a lower crime rate (117.2) than the National Average (274) but there has been an increase in drug use related calls in Jaffrey. The State Task Force has had to be called in to help in cases when staffing has been short. Overall, the calls decreased in 2019, but that in part is due to less staffing available to handle the calls. The belief is that the department is adequately staffed. Response time is quicker when 2 officers are sent to the scene. Having 2 officers on overnight shifts has shown to decreased instances of fires and burnouts compared to neighboring towns that only have one officer on. Full staffing during the day consists of 3 officers. Being fully staffed helps with the routine checks on businesses, beaches, and resident checks. In addition, full staffing also reduces stress, increases morale and motivation for officers. The ultimate goal would be to open up more administrative time for the officers to pursue the drug related cases. Selectman Chamberlain asked if there was any talk about consolidating departments, between small towns in the area. Chief Muillenber stated this may save in administrative costs, but overall, not an increase in safety. Jaffrey has a high retention rate for officers due to good training and salaries, which other neighboring towns lack. The hope is to be fully staffed once light-duty and deployed officers return.

Preliminary Revaluation Values - MRI Assessor Scott Marsh

A re-evaluation happens every 5 years. From April 2018 to April 2020 there have been 188 home sales in Jaffrey. The assessments seem to be in line and all the properties have been adjusted. There appears to be an increase of \$128 million in assessed value. He is coming the Board tonight to get approval to send out the assessment letters to residents. It is important to point out that if a property assessment increases, most likely the tax rate decreases and the tax bill is not greatly impacted for most residents. All Town properties were also reviewed. The market is still selling very high in the area. The plan is to send out the letters by the end of this week (July 31st) and have appointment available to speak with residents starting the week after. Residents will be able to come to in person meetings at the Town Office, with social distancing precautions in place or they can have telephone interviews or Zoom meetings with the assessors. Following the residential input, the assessors will come back to the Board for certification.

Highways & Facilities Superintendent Todd Croteau Addressed the Following:

Letourneau Road Culvert Replacement – Todd reviewed both options from Quantum Construction for replacing the culvert on Letourneau Drive.

1. Replacement in kind would be a temporary emergency repair only. The project would then go on to the bridge program for replacement in 2030. This temporary construction design would be a total of 3 months including design, permitting and construction. The bridge would still have one lane open during the 2 phases of construction. However, there would be a point in time that an old cart path may need to be built up so that the residents would be able to access the neighborhood temporarily using that. Culverts would be extended 16 feet to allow phasing of construction and keeping one lane open during construction. This option would cost \$292,800. There was discussion of whether to use money from the UFB that is usually used to offset taxes.
2. The Other option was to build a permanent structure, which would take 8-10 months with a cost of \$1,078,300, which was too costly for the Board to consider.

On a motion by Belletete, seconded by Chamberlain, the Board approved the replacement in Kind option (3-0).

Road Paving Bid Costs and Paving Plan – Todd reviewed both bids received with the Board and the decision was made to go with the lower bid from All States Asphalt, Inc. Ingalls Road will be graveled. Stratton Road, Transfer Station driveway and Conant Cemetery would be included.

Conant Way- The school is looking to pave the parking lot and thought if they could include Conant Way with our paving plan, being a town road, costs may be lower. This may be considered next year,

Proctor Road Stop Sign Intersection- Todd reported that he did pricing on a guardrail and it would be expensive. Speed is the contributing factor not the lack of a guardrail. There will be brush clearing to increase the site lines and after discussion, it was decided the best way to address this intersection would be to do a trial pilot of a 3-way stop at the entire area. This will include proper signage indicating a “Stop Ahead” in all directions to alert drivers to the change.

D. Public Hearings – None

E. Approval of Meeting Minutes

On a motion by Belletete, seconded by Chamberlain, the public minutes of July 13, 2020 were approved (3-0).

On a motion by Belletete, seconded by Chamberlain, the non-public minutes of July 13, 2020 were approved and sealed (3-0).

F. Consent Agenda

1. Payroll and Vendor Manifests
2. Abatements
 - a) #2020-35 – Town of Jaffrey- 143 Scenic Drive - \$501.00 + interest – Billing Code Issue
 - b) #2020-36 – Jacqueline Duval – 24 Goodnow Street - \$20.38 - Sewer
3. Yield Tax Levy
 - a) #19-233-18-T- Birgit Johanson – Map 248/Lot 21 - \$ 702.72
4. Acceptance of Donation – \$350.00 National Honor Society – Corrected Donation Amount for the Recreation Department Playground Project Phase 2
5. Appointments
 - a) Planning Board - Margaret Dillon – Member – Term Expires 2022
 - b) Planning Board - William Taylor – Alternate – Term Expires 2023
 - c) Jaffrey 250th Committee – Cynthia Hamilton – Term Expires 2023
 - d) Library Trustees – Owen Houghton – Alternate – Term Expires 2021
 - e) Library Trustees – Jim Draper – Alternate – Term Expires 2021
 - f) Library Trustees – Jamie Hutchinson – Member – Term Expires 2021
6. Tax Collector's Sixth Cycle 2020 Septic Hauler's Commitment Warrant
 - a) \$15,289.63
7. Tax Collector's 7th Cycle 2020 Water & Sewer Commitment Warrant
 - a) \$151,402.81 Water
 - b) \$143,052.81 Sewer

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

G. Old Business

- WW Cross – There is a fence in the back, but the structure is not secure. There has been issued a cease & desist order to the owners to clean up and secure the site. There was a suggestion to form a Leadership Committee (EDC, Planning Board, BOS, Town Manager, Economic Development & Planning and Town Attorney) to decide how to proceed. An

assessment of the property still needs to be done. TM Frederick will contact the Town Attorney to see how to proceed.

- Cold Stone Springs Water Project – TM Frederick reviewed the funding sources that the Town has received approvals and notices from. SRF funding, revenue from Millipore, Northern Borders and CDBG are confirmed, USDA has backed out. Of note, Peterborough is not having success with loan funding sources. In August this project will be going to the State and the subcommittee would like to see it approved.

H. New Business

- Resolution #2020-14 – Authorization to Expend \$4,000 from the Municipal Building Maintenance CRF for Warming Hut Windows- This will be considered a Covid 19 expense and will be reimbursed from the State.
On a motion by Belletete, seconded by Chamberlain, Resolution #2020-14 was approved (3-0).
- Memorandum of Agreement for Route 202 Dogleg Project – This authorizes the Town Manager to act/sign on the behalf of the Board.
On a motion by Belletete, seconded by Chamberlain, the memorandum was approved (3-0).
- WW Cross Fire - Thank You to Participating Agencies- Chairman Sterling read the list of participating agencies totaling 49 local Fire Departments and additionally 10 local citizens and businesses that helped with the fire. The Town is so thankful for the coordinated mutual aid effort and extends much gratitude to all that helped.

I. Reports to the Select Board

Selectmen's Reports

Sterling- Nothing to report

Belletete- Would like to defer updates to the next meeting.

Chamberlain- The Cemetery committee met and reviewed projects at Conant, Village and Small Pox cemeteries. They discussed monument restoration at Village Cemetery and painting at Conant Cemetery.

Concom met and discussed the access at Carey Road entrance to Children's Woods and how to limit traffic. They discussed a swing gate closer to Carey Road or to install posts to limit traffic. There was also discussion whether to discontinue the road after the sewer easement and make it a Class B trail, which would have to be brought to Town Meeting. They should be more discussion regarding the rules and regulations of a Class B trail. They also have continued discussions on the various garden projects around town.

Town Manager's Report-

- Tony Cavaliere will be meeting with the Board next month to discuss Sewer rates.
- The Jaffrey 250th Committee will be restarting their meetings on Thursday.

J. Other Business – None

K. Non-Public – On a motion by Belletete, seconded by Chamberlain, In Accordance with RSA 91-A:3, II (J) Roll Call Vote (Sterling -yay, Belletete- yay, Chamberlain – yay) to Enter Non-public at 8:32pm

On a motion by Belletete, seconded by Chamberlain to exit Non-Public session at 8:39pm and to seal the minutes.

L. Adjournment

The meeting adjourned at 8:40pm 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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