

TOWN OF JAFFREY
Jaffrey, New Hampshire
Select Board Meeting Minutes
September 14, 2020

Chairman: Franklin W. Sterling, Jr. (in person)

Selectmen: Kevin Chamberlain (in person), John E. Belletete (via Zoom)

Town Manager: Jon Frederick (in person)

Staff: Via Zoom: Planning & Economic Director Jo Anne Carr

In Person: Superintendent of Utilities Tony Cavaliere, Administrative Assistant Judy Zola

Guests: Via Zoom: David Nichols, Millipore Sigma; James Weatherly, SWRP

AGENDA

A. Call to Order- 5:00pm

Roll Call Attendance– (Sterling-Present, Chamberlain-Present)
(Belletete present via Zoom)

B. Non-Public – On a motion by Chamberlain, seconded by Sterling, In Accordance with RSA 91-A:3, II (L) Roll Call Vote to Enter Non-Public Session (Sterling-yay; Belletete-yay, Chamberlain-yay) at 5:00pm.

On a motion by Chamberlain, seconded by Sterling to exit non-public session (Sterling-yay; Belletete-yay; Chamberlain-yay) at 5:59pm

Public Meeting - Call to Order 6:00pm

Roll Call – (Sterling-Present, Chamberlain-Present)
(Belletete present via Zoom at 6:05pm)

C.

Appointments

MRI – Assessment Values – Scott Marsh from MRI explained that the re-evaluation has been completed. MRI reviewed 2 years of property sales and sent out letters to resident with new evaluations with the option to set up an appointment with MRI representatives to discuss the new values. There were 140 meetings with residents via zoom, phone or in person. New letters will be sent to residents with the updates, 67 out of the 140 properties didn't have any changes. There was an overall taxable amount increase of approximately \$113,000,000. The total assessment of the town has increased roughly \$125,000,000. The final equalization is at 94%. He is before the Board to get final approval to accept the assessments.

On a motion by Belletete, seconded by Chamberlain, the Proposed Property Assessments presented are accepted (3-0) (Sterling-yay; Belletete-yay; Chamberlain-yay)

D. Public Hearings

Community Development Block Grant Application

Chairman Sterling opened the Public Hearing at

I open this public hearing to address a proposed Community Development Block Grant application.

Chairman Sterling read the Public Hearing Notice:

The Town of Jaffrey Select Board Notice of a public hearing on September 14, 2020 at 6:00pm.

The Jaffrey Select Board will hold two public hearings at 6:00 p.m. in the Jaffrey Fire Station, 138 Turnpike Road, Jaffrey, NH 03452. These hearings will be open to the public in-person while observing social distancing and wearing a mask, or online via a Zoom platform. To join the meeting via Zoom, please go to <https://zoom.us/join> and enter the Meeting ID:818 8093 9192 and the Passcode: 245045, or dial by your location at +1 (929) 205-6099. The subject of the first public hearing is an application to the NH Community Development Finance Authority for Community Development Block Grant (CDBG) funds. CDBG funds are awarded on a competitive basis in New Hampshire and may be used for a wide variety of projects which have primary benefit to low and moderate-income persons. A municipality can apply for up to \$500,000 in CDBG funds per year in each of the following project categories: housing, public facilities, economic development, and microenterprise technical assistance. Municipalities can also apply for up to \$500,000 in emergency grant funds, and \$25,000 for feasibility studies annually. The proposal to be considered by the Select Board is a CDBG Economic Development application for up to \$500,000. The funds, less administrative costs, would be used for the construction of a water treatment facility and water distribution system by the Town of Jaffrey at the Cold Stone Springs properties, located northwest of Old Sharon Road up to and across the Sharon Town Line. As a result of the water improvements, EMD Millipore will create 25 additional positions at their Jaffrey facility, at least 15 of which will be held by persons with low- to moderate-incomes. The total project cost is estimated at \$4.93 million, and includes funding from the Northern Border Regional Commission, the NH Drinking Water and Groundwater Trust Fund and the NH Drinking Water State Revolving Fund. The first public hearing is scheduled to provide residents with specific information regarding the proposal and grant requirements. A second public hearing will be held to review and adopt the Relocation and Anti-Displacement Plan specific to this project. Interested persons are invited to attend and comment on the project. Please contact the Jaffrey Town Office, (603) 532-7880, in advance if you have a disability or need assistance to attend or participate in the hearing. Anyone wishing to submit written comments prior to the hearing should address them to the Jaffrey Select Board, 10 Goodnow Street, Jaffrey, NH 03452.

Chairman Sterling recognizes James Weatherly to address the grant request.

James Weatherly, Grant Administrator with Southwest Region Planning Commission stated the following: "I will start by providing a brief overview of the Community Development Block Grant (CDBG) program and then I will tell you about this particular application. CDBG funds are available to municipalities for projects that primarily benefit low- and moderate-income persons. The Town of Jaffrey is eligible to receive up to \$500,000 a year

for each of the following categories: public facility improvements, housing projects, economic development, and emergency funds. Feasibility study funds are available for up to \$25,000. I have provided a handout describing the NH Community Development Block Grant Program eligible activities that include the area HUD income limits. For Jaffrey, that area would be defined as Cheshire County. The proposed application to the Community Development Finance Authority (CDFA) is for up to \$500,000 in CDBG economic development funds. If awarded, the funds will be used by the Town of Jaffrey to construct water infrastructure improvements at the Cold Stone Springs properties located north of Old Sharon Road in Jaffrey, Peterborough, and Sharon. Infrastructure improvements will help support expansions at the EMD Millipore facility in Jaffrey, who have committed to creating 25 jobs as a result of the project, 15 of which will be held by persons with low- to moderate-income. The total project budget is estimated at \$4.9 million. I have provided a handout describing the project. The proposed CDBG project conforms to the Town of Jaffrey's Housing and Community Development Plan, last adopted on January 14, 2019, which includes a goal to: Pursue a water supply and waste water treatment strategy that will best serve Jaffrey

I am here with Jon Frederick and a representative from the EMD Millipore Corporation who can provide additional details about the project.”

Chairman Sterling recognizes Jon Frederick and David Nichols, the representative from the EMD Millipore Corporation to address James

After an overview of the project by Weatherly, Nichols noted that Millipore appreciates the Town's cooperation in this project and that Millipore's contribution with their minimum daily water usage, and debt service contribution would be a combination to make this project work. Sterling commended Millipore on their financial support. They have been great corporate citizens, being generous with grants and donations to many organizations in town. Chamberlain echoes Sterling's comments.

Weatherly said that they are aiming for an October 1st application and an early November meeting. It would then be 2-3 months to go through the governing bodies.

Chairman Sterling opened the floor to public comments and questions about the proposed CDBG project.

There were no public comments/concerns.

Seeing no other public input, Chairman Sterling closed the public hearing for the proposed Community Development Block Grant application at 6:26pm

Chairman Sterling asked “May I have a motion on the CDBG grant application?”

Selectman Belletete stated:

“I motion to approve the submittal of the application and vote to authorize Jon R. Frederick as the Authorized Designee to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the Authorized Designee to execute any documents which may be necessary to effectuate the CDBG contract.”

Selectman Chamberlain stated: “I second the motion.”

Chairman Sterling stated:

All in favor- Roll Call Vote Sterling -yay (in person); Belletete-yay (via zoom);
Chamberlain-yay (in person) / All not in favor - None

Motion Carries.

Chairman Sterling states:

“I now open the second public hearing for discussion of the Residential Anti-displacement and Relocation Assistance Plan specific to this project at 6:27pm.

I again recognize James Weatherly to address the Plan.”

Weatherly stated the following: “If any displacement takes place as a result of the proposed CDBG project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using federal funds must be found comparable housing or commercial space in a comparable neighborhood and at a comparable price. Under the certification section of the application, the Town will certify that the Residential Anti-Displacement and Relocation Assistance (RARA) Plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds. At this time, displacement is not anticipated for the proposed project”

Chairman Sterling stated: I open the floor to public comments and questions about the Residential Anti-displacement and Relocation Assistance Plan.

There were no public comments/concerns.

Chairman Sterling stated: “Seeing no other public input, I close the public hearing at 6:29pm.

Chairman Sterling asked “May I have a motion to adopt the Residential Anti-displacement and Relocation Assistance Plan?”

Selectman Belletete stated – “So moved”

Selectman Chamberlain stated – “I second the motion.”

Chairman Sterling stated:

All in favor- Roll Call Vote – Sterling -yay (in person); Belletete-yay (via Zoom);
Chamberlain-yay (in person)/ All not in favor - None

Motion Carries.

E. Approval of Meeting Minutes

On a motion by Belletete, seconded by Chamberlain, the Public Minutes of August 24, 2020 were approved (3-0).

F. Consent Agenda

1. Payroll and Vendor Manifests
2. Abatements
 - a) #2020-75 – Gregory Williams – 13 Pinecrest Road - \$30.77 Sewer
3. Notice of Intent to Cut Wood or Timber
 - a) Erica Hansberger –Parker Road – Map 251/Lot 8
 - b) Chris & Kelly Marcotte – Chadwick Road – Map 225/Lot 26
4. Raffle Request – Jaffrey Chamber of Commerce – Dozen Days of Dollars
5. Authorization to expend Funds: Reclamation Fund
 - a) \$750.00 - NRRA – Tire Removal
6. NH Association of Assessing Officials 2021 Election Ballot for County Directors
7. Meetinghouse Request
 - a) #2020-4 – Adam Wishart – Interview Filming – October 5, 2020
Frank Sterling and Janet Grant met and voted to waive the fee (2-0).
Per Meetinghouse committee, User Fee is waived

On a motion by Belletete, seconded by Chamberlain, the Consent Agenda was approved with the User Fee being waived on Item 7-A. (3-0).

G. Old Business

Sewer Rates- Following the August 10th meeting, staff combed through the sewer and water billing to determine if we had an issue with the billing system. There were no discrepancies to be found. Further investigation revealed the issue with the sewer finances has been overspending revenues over the past decade. The fund was decreased due to capital projects that exceeded the revenue and the fact that there haven't been any rate increases. It had been the practice to plan projects prior to knowing the revenue potential. The Auditors also contributed to the problem with providing inaccurate balance numbers. Belletete felt that the sewer fund should mimic the water fund, but Sterling stated that not all water users are septic users.

To rectify this situation and prevent our fund balance from going negative at year's end, the following changes will be made:

- Water and Sewer budgets are going to be composed with realistic revenues before building the expense budget.
- Water and Sewer fund balances will be tracked on a monthly basis with the budget reviews.
- State Aid Grants for sewer will be deposited in the sewer fund 100%. The practice of splitting these grants 2/3-1/3 will cease immediately, and all previous grant monies received in 2020 will be transferred to sewer.
- Annual rate reviews in September, in advance of the budget process.

In addition to the administrative changes, the following were proposed for Select Board action:

- Sewer rates increase 5% beginning with the November billing cycle.
- Septage rates increase to \$.08 per gallon and eliminate the tiered structure. Camper/RV rates would remain the same. Neighboring towns have different rates that can be adjusted
- While water rates are not linked to sewer, we are recommending a decrease of 5% for 2021.

After discussion, the Board agreed that septic rates should be increased by 5% with October's billing cycle to address the shortage in the fund.

On a motion by Belletete, seconded by Chamberlain, the sewer rate was increased 5% as of October 1, 2020 was approved (3-0) (Sterling-yay; Belletete-yay; Chamberlain-yay).

The water rates will remain stable. There will be more investigation regarding the amount of storm water being treated. It appears that there is an increase of water that is being treated that doesn't reflect water being produced. Tony explained that wastewater is difficult to measure, but they will be doing smoke testing, storm drain and manhole inspections as well as video of linings to determine if there are leaks.

Beach Parking Permits- The deed for Contoocook parking lot states it is for Jaffrey residents only and fees cannot be charged. The beach access is not restricted. Jaffrey land owners will have transfer station stickers that identify them as residents for parking. There was mention of the fence being taken down and use of that area can be for recreational use. There will be another public hearing regarding residential parking at Contoocook and Shattuck beaches at the next Select Board meeting on September 28th at 6pm.

H. New Business

Resolution #2020-20- Authorize and Withdraw \$7410.91 from the Bridge Rehabilitation CRF.

On a motion by Belletete, seconded by Chamberlain, Resolution #2020-20 was approved (3-0)

Resolution #2020-21- Authorize the Issuance of \$1,000,000 in General Obligation Bonds for Road Paving and Reconstruction-

Town Manager Frederick read the following resolution:

RESOLUTION #2020-21 OF GOVERNING BOARD

The undersigned, at least a majority of the Issuer's Select Board (the "Governing Board") and the Treasurer of the Issuer hereby certify (i) that a meeting of the Governing Board was held with respect to the issuance of the Bonds (defined below); (ii) that notice of said meeting was afforded to said officers and the public in accordance with the provisions of RSA 91-A, as amended, and the applicable rules and bylaws of the Issuer, if any, and in accordance with the Governor's Order #12 dated March 23, 2020 which permits the Governing Board to hold electronic meetings; (iii) that at least a majority of the Governing Board were present throughout said meeting; (iv) that the following roll call votes were adopted at said meeting, all as being in the best interests of the Issuer; and (v) that the resolutions set forth below have not been repealed, amended or rescinded as of the date hereof:

VOTED: To authorize the issuance of \$1,000,000 General Obligation Bonds (the "Bonds") of the Issuer, which were heretofore authorized by the Issuer's voters on June 6, 2020, such Bonds to be dated September 17, 2020;

VOTED: To sell said Bonds to the Purchaser on such terms and conditions as are set forth in a Bond Purchase Agreement dated as of September 17, 2020 (the "Bond Purchase Agreement") and in Exhibit A, attached hereto and made a part hereof;

VOTED: To issue the Bonds in substantially the form set forth in Exhibit B, attached hereto and made a part hereof;

VOTED: That the Bonds shall be general obligations of the Issuer;

VOTED: To authorize the execution of the Bonds by at least a majority of the Governing Board and the Treasurer (or the printing of facsimiles of such signatures on the Bonds) and to affix the Issuer's seal;

VOTED: To authorize the Treasurer to deliver the Bonds to the Purchaser against payment therefor;

VOTED: To authorize (i) at least a majority of the Governing Board and the Treasurer to execute and deliver a Signature and No Litigation Certificate with Receipt and a Tax Certificate; (ii) the Issuer's Treasurer, Chair of the Governing Board or Town Manager to execute and deliver the IRS Form 8038-G; and (iii) the Issuer's Town Manager to execute and deliver the Bond Purchase Agreement, all in substantially the form presented to the undersigned and such other documents as may be necessary or appropriate to accomplish the sale and delivery of the Bonds in accordance with the foregoing; and

VOTED: To authorize T.D. Bank, N.A. to serve as paying agent for the Bonds.

On a motion by Belletete, seconded by Chamberlain, Resolution #2020-21 was approved by roll call vote- Sterling-yay (in person); Belletete-yay (via Zoom), Chamberlain-yay (in person)

I. Reports to the Select Board

Selectmen's Reports

Sterling- Budget Committee met and all is well with the budget. The committee was upset regarding the sewer rates.

The Meetinghouse Committee met and he and Janet Grant voted to waive the user fee for Meetinghouse application #20-4.

Belletete- Planning Board et and tabled the Greylock 124 subdivision until next week due to a matter of the use of a private manhole in the area.

Chamberlain- He has meetings this week and will report back at the next BOS meeting.

Town Manager's Report

- Thank you to Chief Chamberlain for use of the Fire Station for this meeting.
- Solar RFQ has been posted and could have potentially \$160,000 savings in electricity
- Asked if the BOS would like to have social service requests go through the budgeting process with a policy similar to the Town of Peterborough, in which the requests must meet 5 criteria to pass. Chamberlain said this was brought up at previous Town Meetings and wasn't passed. Sterling commented on leaving the process as is.

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 to Enter Non-Public Session (Sterling-yay; Belletete-yay; Chamberlain-yay) at 7:52pm

On a motion by Chamberlain, seconded by Sterling, to exit non-public at 7:56pm (2-0).

L. Adjournment

On a motion by Chamberlain, seconded by Sterling, the meeting was adjourned at 7:56pm (2-0).

Submitted:

Attest:

Judith A. Zola
Administrative Assistant

Franklin W. Sterling, Jr.
Chairman

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.

The Town of Jaffrey is an equal opportunity employer.