

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**

**BOARD OF SELECTMEN**  
**Meeting Minutes**  
November 17, 2014

Present: Selectmen Batchelder, Selectmen Rothermel, Selectmen MacIsaac, Town Manager Caron, Administrative Assistant Richard

**Absent:** None

**A. CALL TO ORDER**

**B. PUBLIC HEARING**

Chairman Batchelder opened the meeting by reading the Public Hearing Notice:

The Jaffrey Select Board will hold a community meeting on Monday, November 17, 2014, at 7:00 PM at the Jaffrey Town Offices to receive public input on the status of the site selection and project scope for the Town Offices Project.

Town Manager Caron gave a power point presentation on the Town Offices Building Project Status. Caron explained that the town has two options.

Caron explained that the current Town Office Building has served the Town of Jaffrey well over the years, but it is quickly getting to the point when either the Town will outgrow the building, or the costs to maintain an acceptable working environment will become cost prohibitive. Caron went over the safety, security and ADA concerns and space constraints.

The Select Board then convened a working group consisting of Department Managers and Select Board representative. The group selected an architect and identified 15 possible sites.

There are the two options, a standalone Town Office or a multi-purpose facility. There are two alternatives under consideration for locating a standalone Town Office building (Option I). Alternative #1 is construct the building in the parking lot fronting Goodnow Street; relocate displaced parking to the footprint of the current Town Office. Alternative #2 is moving the drive-thru to another site adjacent to the TD Bank building and place the Town Office at the northerly end of the exiting parking lot.

Recognizing that the Town Office solution is anticipated to serve the community for 50+ years the Working Group believed it had an obligation to look at the overall area to investigate any other facility deficiencies which would need to be addressed during the debt service repayment period for the Town Offices. The project architect assisted in this exercise by identifying anticipated cost savings by constructing a multi-purpose facility (Option II).

The Working Group advocates that the community consider addressing both the Town Office and Police Station facilities together in one building project (Option II). Project Architect estimated that \$300-500K could be saved by constructing a multi-purpose facility rather than two separate buildings. This would return the Town Office to a Main Street location. Sharing a common space such as

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conference rooms, mechanical plant and combined utilities solves a number of current and impending space issues at the Police Department. There could be significant opportunities for outside grant funding with the public safety component and incorporating an Emergency Operations Center.

Caron stated that a goal of this program, in addition to providing a long-term space solution for several departments, is to develop a funding plan which allows the Town to proceed with the project while staying within the parameters of the Town's capital investment goal.

Option I (Town Office) and Option II (Town Office/Police Department) each require different funding strategies in order to reach the Town's financial goals. Caron reviewed the expenses of both options. Caron also stated that the goal was to pay for this project within the Town's Fiscal Capacity.

Option I:	Stand-alone Town Office	\$2,961,760
	(Future Stand-alone Police Station	<u>\$2,540,618</u>
		\$5,502,378

Option II:	Combined Town Office/Police	\$5,366,446
	(30 year bond term - make level payments annually; results in a 21 year term)	

Town Manager Caron asked for thoughts, opinions and ideas as the Select Board considers the next steps and determines the project's direction at their next meeting on December 8<sup>th</sup>.

Laurel McKenzie asked why the Board doesn't just put both options on the warrant let the voters at Town Meeting in March decide. Chair Batchelder stated that the Select Board does not wish to cloud the issue and they prefer to present one clear plan to the voters. State Rep. Harry Young agreed that it would be best to have one option go before the voters at Town Meeting.

Another suggestion is that the Board consider utilizing some funding from the Downtown TIFD.

There was discussion on which option would have the best chance going before the voters. Chair Batchelder did state that the Select Board was leaning towards presenting a plan for a combined town offices and police stations. McKenzie disagreed with Batchelder saying that she believes the town is ready to accept the need for a new town office but not the cost of a police station.

Rob Stephenson said that once the board develops a plan for the building that he believes the public should have input on the decisions before the final design work is finished.

**C. Approval of Meeting Minutes**

**MEETING MINUTES APPROVAL**

On a motion by MacIsaac, seconded by Rothermel, minutes for November 10, 2014 were approved.

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**D. Appointments**

None

**E. Consent Agenda**

- 1) Payroll and Vendor Manifests
- 2) Notice of Intent to Cut Wood or Timber
  - a) #14-233-06-T Lloyd Dunning – Lehtinen Road – Map252/Lot3
- 3) Veteran' Tax Credit
  - a) Charlotte Schuttler – 18 Colton Drive – Veterans Tax Credit in the amount of \$300
- 4) Yield Tax Levy
  - a) #14-233-04 – Katherine L. Michele – Map222Lot11 & 14 in the amount of \$538.39
- 5) Holiday Schedule 2015
- 6) Board of Selectmen Schedule 2015
- 7) Abatements
  - a) Jaime & Rebecca Landry – 47 Letourneau Dr. – Revised Assessment \$186,215
  - b) Antonio Sangermano – 7 Highland Ave. – Revised Assessment \$212,768
  - c) Great Bridge Jaffrey Part LTD – 2 North St. – Abatement \$12,220
  - d) Southwestern Community Services – 23 & 27 Cross St. and 28 Goodnow St. – Abatement total \$8,502
- 8) The FAST Squad of the Jaffrey Fire Department asking permission to hold gift basket raffle at the Christmas Fair.
- 9) Tenth Cycle 2014 Water & Sewer Commitment Warrant
  - a) Tenth Cycle 2014 Water Commitment \$119,346.32
  - b) Tenth Cycle 2014 Sewer Commitment \$120,660.32

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

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**F. Select Board's Business**

1) Selectmen's Report

Rothermel

None

MacIsaac

None

Batchelder

None

2) Town Manager's Report

None

**NON-PUBLIC**

On a motion by MacIsaac, seconded by Batchelder, the Board of Selectmen adjourned to Non-Public per RSA 91-A:3, II © at 8:50 p.m. (3-0).

After discussing non-public items, on a motion by Batchelder, seconded by Rothermel, they returned to public session at 8:56 p.m. (3-0).

**ADJOURNMENT**

On a motion by MacIsaac seconded by Rothermel, the meeting adjourned at 8:56 p.m. (3-0).

Submitted:

Attest:

Sue Richard  
Administrative Assistant

Kathleen Batchelder  
Selectman

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