

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**November 14, 2016**

**Chairman:** Donald MacIsaac

**Selectmen:** James Moore, Frank Sterling

**Town Manager:** David Caron

**A. Call to Order**

**Non-Public –**

**B. Public Hearing –**

**C. Approval of Meeting Minutes**

On a motion by Moore, seconded by Sterling, Public Minutes of 10/24/16 were approved (3-0)

**D. Appointments-**

5:30pm – Laurel MacKenzie – CIP Committee. As chair of the Capital Improvements Committee, Laurel presented the recommended six year CIP budgeting tool; the Committee, which also includes Jack Belletete, John Peard, Kevin Chamberlain and Ed Merrill, undertook the project on behalf of the Planning Board which has resumed its leadership role in that effort.

The Committee utilized the previous CIP as developed by staff as the baseline, and met with staff and others to review and adjust spending prioritizations. Among the significant adjustments:

- 1) Increase investments in roads to \$472,000 in 2017, and \$600,000 in 2018-2021;
- 2) Establish Bridge Rehabilitation Capital Reserve Program;
- 3) Establish Town Office Capital Reserve Program;
- 4) Establish Capital Reserve for Downtown Enhancements (in conjunction with NHDOT project).

The Committee also advocated the use of additional Unallocated Fund Balance to pay off leases on the grader and Fire Heavy Rescue Truck in 2017, and to apply \$150,000 annually toward the \$600,000 road investment. This recommendation led to a discussion regarding the Cash Management and Use of Fund Balance Policy, the most effective use of any surplus funds, and the Select Board's consideration of retiring some water and sewer debt which would require use of surplus funds and meet a primary goal of attending to water and sewer finances and rates.

The Select Board thanked the Committee for its extensive work on the plan and all agreed that the Town Manager shall revise per actions taken by the Board on water/sewer bonds later in the meeting.

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**E. Consent Agenda**

1. Payroll and Vendor Manifests
2. Abatements
  - a) #16-83 – Town of Jaffrey – Milliken Road, Map211/Lot40 - \$112.00 Taxes
  - b) #16-84 – Jaffrey Center VIS- Thorndike Pond Road Map229/Lot20- ~~\$1,448.70 Taxes~~  
***Board determined property to remain tax exempt.***
  - c) #16-85 – Andrew & Margaret Jones – 4 Warfield Road - \$ 500 Vet. Exemption
  - d) #16-86 – Silver Ranch Inc. – 183 Turnpike Road - \$ 353.92 Water
3. Veterans Tax Credit
  - a) Scott Campbell – 1 Duval Co-Op - \$ 500.00
  - b) James Shampine Jr. – 107 Stratton Road - \$ 500.00
  - c) Randolph Hofmeister – 24 School Street- \$ 500.00
  - d) David Houston – 20 Ridgecrest Road - \$500.00 ***Denied – ineligible per statute***
  - e) Peter Lauzon – 28 Erin Lane - \$ 500.00
  - f) Pauline Ricard – 16 &18 Turnpike Road - \$ 500.00
4. Boat Permit Fee Agent for 2017- Pelletier's Sport Shop
5. Raffle Requests:
  - a) Jaffrey Parks & Recreation – Craft Fair Raffle- 12-10-16
  - b) Autumn Lewis – PSU Fieldtrips Raffle at Craft Fair – 12-10-16
6. Yield Taxes Assessed
  - a) Philip & Nancy McIntyre- Map234/Lot26 - \$ 765.48

On a motion by Sterling, seconded by Moore, the consent agenda was approved (3-0) with the notations to Items 2(b) and 3 (d).

**F. Select Board's Business**

Selectmen's Reports

- 1) Member Sterling reported on the following:
  - a. The Transportation Advisory Committee is once again meeting to review additional projects of importance to the region and invited projects and ideas to submit for consideration;
  - b. He did receive and sent along to the HDC pictures of lights to consider in Jaffrey Center;

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- 2) Member Moore reported on the following:
  - a. The Meeting House Committee met on Nov. 14 to review the process to solicit bids for roof replacement; the Committee will meet with the Select Board on December 12 to talk about warrant article construction;
  - b. The CIP Committee completed its work with thanks to the Committee;
  - c. The Board reviewed the citizen survey distributed at the Nov. 8 election seeking input on the best and worst of Jaffrey. Results were shared with the press and Jo Anne Carr reported that these results do not create conflicts or confusion with the survey completed previously by the Master Plan Committee.
- 3) Chair MacIsaac reported on the following:
  - a. The Planning Board and staff are working through a series of Zoning Ordinance changes focused upon Accessory Dwelling Units; Signs and resolving any conflicting language currently found in the ordinance;
  - b. The lack of available broadband access in Jaffrey is again becoming a concern. The Board discussed the Town's limited flexibility with this issue based upon RSA 33:3-g, and did agree to include this issue as one of its 2017 Goals and Objectives.

Town Manager's Report

- 1) Howard Park – The Town's insurance carrier has reviewed and did not raise any concerns; the Town is still awaiting completion of the title search by Counsel; hopefully this item can be placed before the Board at the November 28 meeting.
- 2) Transition Issues –
  - a. We assembled a list of approximately 30+ outstanding tasks; at this point, it is estimated that 22 projects will either be closed out or delegated to departments which will have the direction and resources to close out; 8 more will be in process will clear direction. The balance of 2-3 minor items may not be initiated by the end of November;
  - b. MRI reports that 24 resumes have been received as of 11/9/16;
  - c. Department budgets were submitted on 11/7, after which a draft budget will be prepared for the Board's review on 11/28.
- 3) Recreation Services – To follow-up, the Rindge Board is considering the concept of a shared Recreation Director. Also, Rindge encountered difficulties with the operation of its van; to the extent it is available, Rindge has borrowed Jaffrey's Recreation Bus through an agreement authorized by the Town Manager. The Town receives \$25.00/hour for this use, which is on an "as available" schedule with Jaffrey maintaining priority usage.
- 4) Rte. 202 NHDOT project - NHDOT has an authorization memo to its front office seeking their approval of negotiated contract to allow G&C to vote on contract approval for preliminary engineering. It is anticipated that G&C action will be December or early January with notice to proceed right after G&C approval.

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**G. New Business**

- Resolution #2016-47 – Redirect Debt Service funds in the 2016 budget now made available due to the Wastewater Treatment Plant refinance to other Sewer Debt. On a motion by Moore, seconded by Sterling Resolution #2016-47– option #1 was approved (3-0)
- Resolution #2016-48 – Recommend to voters at the 2017 Town Meeting to use Excess Fund Balance in Water Fund to retire two Water Department Bonds. On a motion by Moore, seconded by Sterling Resolution #2016-47 was approved (3-0)
- Resolution #2106-49 – Authorize Use of Existing Funds to Install Equipment to Allow Meeting Broadcasts from the Town Offices  
The Board concurred with the Town Manager’s award to Access A-V to complete this work.

**H. Other Business**

**I. Non-public Session**

On a motion by Sterling, seconded by Moore to enter Non-Public Session pursuant to RSA 93-A:3 II (a) at 7:33pm (3-0)

On a motion by Sterling, seconded by Moore to exit Non-Public Session and seal the minutes at 7:48pm (3-0)

**J. Adjournment**

Meeting adjourned at 7:48 pm on a motion by Sterling, seconded by Moore (3-0).

Submitted:

David R. Caron  
Town Manager

Attest:

Donald MacIsaac  
Chairman