

TOWN OF JAFFREY
Jaffrey, New Hampshire
Select Board Meeting Minutes
July 11, 2016

Chairman: Donald MacIsaac

Selectmen: James Moore, Frank Sterling

Town Manager: David Caron

Administrative Assistant: Judith Zola

A. Call to Order

Non-Public-

On a motion by MacIsaac, seconded by Moore to enter Non-Public Session pursuant to RSA 91-A:3 II(c) at 6:16pm (3-0)

On a motion by MacIsaac, seconded by Moore to exit Non-Public Session and seal the minutes at 6:37pm (3-0)

B. Public Hearing –

Don MacIsaac, Chairman, opened the first public hearing for discussion of the CDBG project at 7:09 p.m.

Rebeckah Bullock, Community Development Specialist with SWRPC explained that Community Development Block Grant (CDBG) funds are available to municipalities for economic development, public facility and housing rehabilitation projects that primarily benefit low and moderate income persons. The Town of Jaffrey is eligible to receive up to \$500,000 a year in each of the following categories: public facility/housing rehabilitation, economic development projects and emergency funds. Feasibility Study funds are available for up to \$12,000. Rebeckah provided a handout describing the NH Community Development Block Grant Program eligible activities that included the area income limits.

The proposed application to the Community Development Finance Authority (CDFA) is for \$500,000 in CDBG Housing and Public Facilities funds. If awarded, the funds will be subgranted to Southwestern Community Services, who will use the grant to support the development of Mountainside Senior Living. There will be 24 units, of which 22 will be one bedroom and two will be two bedrooms. All of the units will be accessible, and all will be for low to moderate income people over the age of 62. Rebeckah Bullock provided a project handout.

Keith Thibault from SCS explained that this is a typical senior housing unit. There will be 24 units and the residents will be able to “age in place”, since all the units are accessible. There will be a manager on site to assist the community. The lot is 1.6 acres and most of the units will be 1 bedroom. These types of units tend to be an economic catalysts for the community once they’re built.

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This project conforms with the Town of Jaffrey's Housing and Community Development Plan priorities to look for ways for public and private sectors to collaborate to produce affordable elderly housing that is convenient to town shops and services.

Select Chair MacIsaac opened the floor to public comment on the projects.

Jaffrey Residents had the following comments/concerns:

Randy Christmas asked if this project would bring added tax revenue to the town, since the present site is tax exempt. Keith Thibault explained that according to the RSA, 10% of the gross income would be paid to the Town, which would be approximately \$24,000 to \$ 26,000.

Bob Greenough asked if there was any long term liability for the town. Keith Thibault explained that the investors monitor the project closely and if they fall out of compliance, the Town would get reimbursed.

Ruth Webber asked if the Town can back out of the loan process, since it seems premature to apply if all of the boards haven't granted approval. Keith Thibault explained that grant aren't awarded until the end of October. Everything now is in the application stage. All the money will be raised before closing will take place. Ruth also asked if the \$200,000 purchase price is accurate for the empty lot. Keith Thibault explained that the purchase price is accurate for the value of the land with all approvals.

Melanie McDonald from TEAM Jaffrey expressed that she'd like Keith to think of TEAM Jaffrey as a partner in the downtown community.

Ashley Saari from the Monadnock Ledger asked what timeframe there was for the project. Keith Thibault stated the plan was to break ground June 2017 and start leasing in June 2018.

Randy Christmas added that he thinks this is good for the Town of Jaffrey.

Bob Greenough asked if there would be any preference given to Jaffrey residents applying for units. Keith Thibault explained that they are not allowed to give preference to Jaffrey, but more local residents apply early, because of public knowledge of the housing being built in town.

Ruth Webber asked how the need for elderly housing is determined. Keith Thibault stated that in one month they will have a completed market analysis of the area. There are other towns that have waiting lists, so those would be possible candidates for the Jaffrey project also.

Melanie McDonald mentioned that the population of the state is aging and there is a need for this.

Ruth Webber questioned if the location on Main Street was best, but with the downtown being within walking distance, it seems favorable.

Selectman Moore asked about building information. Keith Thibault stated the building would have a 7,300 square feet footprint, 3-story, with 125 feet of road frontage.

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No other public comments were voiced.

Selectman Moore motioned to close the Public Hearing on the Project portion of the CDBG Hearing. Seconded by Selectman Sterling. All in favor. 3-0. Motion passed.

Selectman Moore motioned to open the second public hearing for discussion of the proposed Housing & Community Development Plan at. Seconded by Selectman Sterling. All in favor. 3-0. Motion passed.

Rebeckah Bullock, SWRPC, explained that the H&CD Plan was last adopted by the Board in 2013, and it is required to be reviewed and re-adopted every three years to qualify for CDBG funds. Rebeckah asked that the Board re-adopt the plan for this CDBG project. Copies of the plan were distributed to the public to review.

Select Chair MacIsaac asked for public comment.

There were no comments/questions from the public.

Selectman Moore motioned to close the second public hearing for discussion of the proposed Housing & Community Development Plan. Seconded by Selectman Sterling. All in favor. 3-0. Motion passed.

Selectman Moore motioned to open the third public hearing regarding the Residential Anti-Displacement and Relocation Assistance Plan. Seconded by Selectman Sterling. All in favor. 3-0. Motion passed.

Rebeckah Bullock of SWRPC explained that if any displacement takes places as a result of this 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 in a comparable neighborhood at a comparable price. Rebeckah stated that no displacement or relocation is anticipated. 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.

Select Chairman MacIsaac asked for public comment.

There were no comments/questions from the public.

Selectman Moore motioned to close the third public hearing for discussion of the proposed RARA Plan. Seconded by Selectman Sterling. All in favor. 3-0. Motion passed.

Selectman Moore motioned to approve the submittal of the application and vote to authorize the AUTHORIZED DESIGNEE, David Caron, Town Manager to sign and submit the CDBG application, and upon approval of the CDBG application, authorize the AUTHORIZED DESIGNEE to execute any

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documents which may be necessary to effectuate the CDBG contract. Seconded by Selectman Sterling. All in favor. 3-0. Motion passed.

Selectman Moore motioned to adopt the July 2016 Housing and Community Development Plan. Seconded by Selectman Sterling. All in favor. 3-0. Motion passed.

Selectman Moore motioned to adopt the July 2016 Residential Anti-displacement and Relocation Assistance Plan. Seconded by Selectman Sterling. All in favor. 3-0. Motion passed.

Select Chair MacIsaac closed the Public Hearing at 7:51 p.m.

C. Approval of Meeting Minutes

On a motion by Moore, seconded by Sterling, Public Minutes of 06/13/16 were approved (3-0)

On a motion by Moore, seconded by Sterling, Non-Public Minutes of 06/13/16 were approved (3-0)

D. Appointments-

6:15pm – Lou Casagrande returned regarding the roadside trash issue in Jaffrey. Lou has met with Max and Betsy from the Chamber of Commerce. The Chamber did not object to a more comprehensive plan for clean-up and they will continue with the current schedule for clean ups twice yearly. Regarding the schools, it was advised to reach out to the Principals to be the point people.

Charles Parry mentioned that many towns have information on their websites regarding “Keep America Beautiful” The issue of clean up vs. root cause was also discussed. Don MacIsaac thought tapping into neighborhood pride may be a possibility to motivate residents. Lou thought the Chamber should be encouraged to promote clean up events, without extensive funding. Kathy Batchelder suggested tapping into the resources of the Boy Scouts and other types of volunteers for clean-up. She also suggested involving the schools making the clean-up effort part of a community service project.

The Town Manager has researched this matter and learned that in most communities the Conservation Commission manages clean-up efforts; other communities organize a Beautification Committee. Frank Sterling mentioned that the State of NH “Blue Bag” program where volunteers pick up trash and DOT picks up the bags. Safety for volunteers was discussed, regarding vests and a traffic look out. The BOS would support an “Adopt a Mile” program. Melanie McDonald mentioned that there is a spreadsheet of the areas and volunteers used for their clean up. Block Captains are also used for administrative and logistical tracking. Don MacIsaac suggested the next steps would be for Lou to contact Max from the Chamber to expand the involvement of volunteers picking up trash. TM Caron stated that the Town would assist with picking up the bags. The BOS will talk with Jo Anne Carr who is on the Chamber Board and Lou will talk to Kevin Hampsey regarding the “Adopt a Highway” program.

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E. Consent Agenda

1. Payroll and Vendor Manifests
2. Abatements
 - a) # 16-64 Rebecca & Jaime Landry – 47 Letourneau Drive - \$ 399.70 Sewer
 - b) # 16-65 Andrew Teixeira – 3 Saint Jean Street- \$ 56.04 Sewer
 - c) # 16-66 Katherine Newton – 76 North Street - \$ 30.07 Sewer
3. Cemetery Deeds
 - a) The Lloyd Soderberg Living Trust- Knoxville, TN- \$ 350.00
4. Notice of Intent to Excavate
 - a) 15-233-04-E Bruce Coll – Map 235, Lot 30.1- Woodbury Hill Road
5. Solar Exemption
 - a) Kyra Lewis – 67 Milliken Road - \$ 10,000.00
6. Current Use Land Change Tax Collector’s Warrant
 - a) Hope Fellowship Church of New Ipswich – 16 Prescott Street - \$ 4,960.00
 - b) Michelle Blais – Jaffrey Road - \$ 3,810.00
7. Meetinghouse Requests
 - a) #16-12 Jesus First Ministries- Meeting - September 11, 2017
8. Tax Collector’s 6th Cycle 2016 Water & Sewer Commitment Warrant
9. Board/Committee Appointment Requests:
 - a) Trustee of the Trust Fund Alternate – Nancy Belletete
 - b) Zoning Board of Adjustments: Phil Cournoyer – Full Member
 - c) Zoning Board of Adjustments: Jim Weimann – Alternate

F. Select Board’s Business

Selectmen’s Reports

- Moore:
1. Has attended Recycling Committee meeting. The Recycling Committee will be attending the next BOS meeting to report on their 4-5 year plan.
 2. Has attended Conservation Committee meetings where the gift from Herb Gramm of 77 acres was discussed.
 3. He was approached by 3 Gilmore Pond Residents with some complaints about the Sandy Beach area. One issue is the amount of cars parked there, last weekend there were 35 cars. Another concern is the amount of trash being produced and pickup day is Thursday, so trash is there for a whole week after all the weekend visitors. Thirdly, the possible need of a portable toilet with all those people using the beach.

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After some discussion, Town Manager Caron stated that he will look into having the trash picked up on Mondays instead of Thursdays. Since the Town doesn't own the land, they would not be looking into providing a portable toilet. To address the parking issue and have "No Parking" signs installed would require a public hearing.

Sterling: 1. Attended the Reading of the Declaration of Independence on the 4th of July at the Meetinghouse. 38 residents did the readings and it was well attended.

MacIsaac:

1. He and Selectman Sterling attended the Maplewood Nursing Home meeting.
2. He will be on vacation on 7/25/16, the next Select Board meeting 7/25/16 Selectman Moore will chair that meeting.
3. Planning Board- At tomorrow's meeting they will be having a presentation about the "Complete Streets" Program. This program will be presented to the BOS at the July 25th meeting. The BOS will be asked for a show of support for the program concept.
4. Art Tour- Last Saturday's tour was well organized and well attended.
5. Tax Abatements – The subject of non-profits receiving abatements on land not used for exempt purposes was briefly discussed. The Assessors will be meeting with the BOS at their August meeting to discuss this issue.

Town Manager's Report

Cash Flow Management and Use of Fund Balance Policy – The report was presented to the Budget Committee on June 15 with a healthy question and answer session following. The next phases of this project include:

- 1) Select Board to determine the appropriate amount of UFB to be used against the Tax Rate (August);
- 2) Select Board to determine recommendation to Budget Committee for 2017 budget on use of excess Water Fund reserves for debt service (November);
- 3) Select Board to determine 2017 rates for water and sewer (November).

Sewer Bond Refinance – The Town refinanced bonds for the Treatment Plant which will save the community approximately \$750K (Net Present Value \$616K) based upon the effective interest rate dropping from 3.375% to 2.14%. It is anticipated that the Town will realize a net savings in 2016 in the \$150K range after issuance costs are paid; once that occurs and after staff reviews early repayment options with the holders of other sewer debt, the Select Board will be presented with various options regarding the application of the available funds in the General Fund and Sewer Fund debt service lines.

Elite Laundry Groundwater Management Zone – The property has been advertised for sale, with proposals due back on July 29.

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Tax Acquired Property – Pursuant to state law, notices were sent on June 13 to the former owners of the three affected properties providing an opportunity to repurchase; as of July 7, the Town has received confirmation that notices on two of the properties have been received. The Town can proceed to solicit bids on these two properties should the previous owners not notify the Town by July 13 of their intent to repurchase.

TIF Advisory Committees - A draft solution has been sent to Bill Schofield for the EDC's input. Currently, the EDC's membership allows for compliance with the statute by creating subcommittees acting as Advisory Boards for each District, and appointing those EDC members which currently reside or own property in the respective Districts. This solution would not require the creation of addition committees and maintains the connection between the TIF Districts and overall economic development activities.

Water Extension Project – The project is proceeding smoothly; after consultation with DPW, the Town has asked its consulting engineer to draw a Change Order to extend the project using previously reserved contingency funds within the approved \$2.8M appropriation.

Solar Exemptions – Following up on a previous notification to the Board regarding the appropriate taxation/exemption of solar improvements, the Town's assessor visited each property and will follow-up requesting information which supports the receipt of a solar exemption. From the initial visit, it appears that several properties should not be receiving the exemption.

North Street Sidewalk – The Town has been approached on a number of occasions to alter the sidewalk by the Mill to allow a handicapped accessible vehicle to pick up and drop residents off along North Street. The latest request, which can be accommodated, is to extend the sidewalk to the utility pole guide wire (approximately 12 feet) which would allow sufficient space for a van to pull towards the curb without the loss of any downtown parking spots. To effectuate this, the area would have to be designated as a Loading Zone under the Town's Municipal Code.

G. New Business

- Resolution #2016-23: RSA 31:95-b - Acceptance of grant for purchase of new floor scale/printer in the amount of \$ 1,293.00
On a motion by Moore, seconded by Sterling, Resolution # 2016-23 was approved (3-0)
- Resolution #2016-24: RSA 31:95-b – Acceptance of donation: Monadnock Bible Conference
On a motion by Moore, seconded by Sterling, Resolution # 2016-24 was approved (3-0)
- Resolution # 2016-25: Primex Property & Liability CAP: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its **Property & Liability Contribution Assurance Program (CAP)** as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the **Property & Liability Contribution Assurance Program (CAP)**. The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex.
On a motion by Moore, seconded by Sterling, Resolution # 2016-25 was approved (3-0)

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H. Other Business

I. Non-public Session

J. ADJOURNMENT

Meeting adjourned at 8:40 pm on a motion by Moore, seconded by Sterling (3-0).

Submitted:

Judith A. Zola
Administrative Assistant

Attest:

Donald MacIsaac
Chairman