

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

Present: Selectman MacIsaac, Selectman Moore, Selectman Sterling, Town Manager Caron,  
Administrative Assistant Zola

Staff: Rob Deschenes

Guests: Matt Saucier, Sue Longsjo, Henry Winiecki, Sigmund Winiecki

**A. Call to Order**

On a motion by MacIsaac, seconded by Moore to enter Non-Public Session pursuant to RSA 91-A:3 II(a) at 6:00pm (3-0)

On a motion by MacIsaac seconded by Moore, to exit Non-Public Session and seal the minutes at 6:23pm (3-0)

**Public Meeting Started: 6:26pm**

Pledge of Allegiance: Henry & Sigmund Winiecki - BSA Troop 8

**B. Public Hearing - None**

**C. MEETING MINUTES APPROVAL**

On a motion by MacIsaac, seconded by Moore, public meeting minutes for 2/29/16 were approved (2-0).

**D. Appointments – 6:30pm – Matt Saucier – Building Permit Request – Class VI Road**

Matt appeared before the Select Board to request permission for a building permit to build on a Class VI road. The process was explained by Rob Deschenes, Building Inspector. After Select Board review, he then needs to attend a Planning Board meeting for their review and comments. Matt will call Rob tomorrow (3/15/16) to get on the Planning Board agenda and will return to the Board with the recommendations from the Planning Board to get final approval.

**E. Consent Agenda**

- 1) Payroll and Vendor Manifests
- 2) Abatement Requests:
  - a) #16-13 Emily Preston- 25 Annett Road - \$587.99 – Taxes
  - b) #16-28 Donald Anderson – 6 Melissa Circle - \$ 3,973.55 – Water
  - c) #16-30 Barry & Cynthia Syrjanen – 36 Melissa Circle - \$544.81 – Taxes
  - d) #16-32 Jeanne Levis- 30 Harkness Road - \$568.06 – Taxes
  - e) #16-39 Silver Ranch- 183 Turnpike Road- \$ 18.00 – Taxes
- 3) Appointment of Alternate Trustee of the Trust Funds – Frank Mieso

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4) Meetinghouse Request – The Amos Fortune Forum have requested to use the Meetinghouse lawn on July 28, 2016 for a wine and cheese reception. The procedure is that the ordinance regarding alcohol on Town Property needs to be waived for this event and that Amos Fortune Forum must provide a certificate of insurance for \$500,000. On a motion by Sterling, seconded by MacIsaac, request was approved (3-0)

On a motion by Sterling, seconded by Moore, the consent agenda was approved (3-0)

**F. Select Board’s Business**

**Selectmen’s Reports**

MacIsaac: None

Moore: None

Sterling: None

**Town Manager’s Report**

Undesignated Fund Balances - The Town Manager announced the UFB for various accounts:

General Fund Undesignated Fund Balance - \$2,904,540

Sewer Fund Undesignated Fund Balance - \$ 945,732

Water Undesignated Fund Balance – \$1,274,137 which includes the \$770K transferred from a previous Water Capital Project Account as the Board was previously notified

The Board will have policy decisions to make in 2016 regarding:

- 1) The sustainable amount to be applied from the General UFB to reduce the tax rate;
- 2) Upon receipt of the Sewer Asset Management Plan, determine any implementation schedule and review rate stabilization;
- 3) Including the Water Main Replacement Bond review the anticipated rate structure moving forward and the feasibility of using available resources to pay down debt.

The Town has a central cash account, whereby cash from General, Water and Sewer is combined to provide adequate cash flow for all unit of government, predominantly until property tax revenues are collected in July and December; this mechanism will impact the amount of resources available for debt pay down or applied against the tax rate.

Personnel – Alan Morris has submitted his resignation from the Recreation Department effective April 1, 2016; Renee will begin advertising for maintenance and summer staff positions under her reorganization plan.

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Legislative Meeting – The Town Manager advised that Board of an invitation from the Mayor of Keene to attend a meeting with the Legislative Delegation on March 29 in Keene.

**G. Other Business**

- Resolution # 2016-10: Authority to Borrow - On a motion by Sterling, Seconded by Moore, Resolution #2016-10 was approved (3-0) as set forth below:

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“WHEREAS, the Town of Jaffrey after thorough consideration of the nature of its water system needs, hereby determines that the construction of certain works, generally described as: Mountain Road & Main Street Water Main Replacement is desirable and in the public interest, and to that end it is necessary to apply for assistance from the State Revolving Fund (SRF); and

WHEREAS, the Applicant has examined and duly considered the provisions of RSA 486:14 and the New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, which relate to loans from the State Revolving Fund and deems it to be in the public interest to file a loan application and to authorize other actions in connection therewith;

NOW, THEREFORE, BE IT RESOLVED BY the Town of Jaffrey, Board of Selectmen, the governing body of said Applicant, as follows:

1. That the person holding the position of Town Manager, currently held by David Caron, is hereby designated as the Authorized Representative of the Applicant for the purpose of filing an application for a loan in accordance with New Hampshire Code of Administrative Rules Chapter Env-Dw 1100, furnishing such information, data, and documents pertaining to the applicant for a loan as may be required; and otherwise to act as the authorized representative of the Applicant in connection with this application and if such loan be made, is the designated Authorized Representative of the Applicant responsible for furnishing such information, data, and documents pertaining to disbursements for the loan.

2. That if such loan be made, the Applicant agrees to repay the loan as stipulated in the loan agreement.

3. That a certified copy of this resolution be included as part of the application to be submitted for a loan.

4. The persons holding the following position at the time of loan execution are authorized to sign the loan agreement binding the Applicant to the terms and conditions of the loan.

David Caron, Town Manager

5. That if such loan be made, the Applicant agrees to make provisions for assuming proper and efficient operation and maintenance of the facilities after completion of the construction thereof.

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- Town Common Maintenance: DPW is requesting approval to remove overgrown shrubs surrounding the Gold Star to facilitate rehabilitation of the monument and then replace them with smaller plantings. On a motion by Moore, seconded by Sterling, approved (3-0).

**ADJOURNMENT**

Meeting adjourned at 6:50pm on a motion by MacIsaac, seconded by Moore (3-0).

Submitted:

Judith A. Zola  
Administrative Assistant

Attest:

Donald MacIsaac  
Chairman