

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**May 23, 2016**

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

**A. Call to Order:**

**Non-Public – 6:00pm**

**B. Public Hearing – None**

**C. Approval of Meeting Minutes**

On a motion by Sterling, seconded by Moore, Public Minutes of 05/09/16 were approved (3-0) with the correction of under Moore’s Selectman updates: “Meetinghouse sashes were removed and reinstalled for the entire first floor”.

**D. Appointments-**

6:15pm – Lou Casagrande: Mr. Casagrande came to the Board with his concerns regarding the roadside trash problem in the Proctor Road, Bryant Road, Harkness Road areas. Other than Earth Day clean ups, there isn’t a scheduled trash pickup plan for the areas. He has approached the Police Department about littering enforcement, but was told it’s difficult to enforce because the person has to be in the “act” of littering to be able to fine them. The Chamber of Commerce was in charge of the town wide trash pickup and DPW is responsible for picking up the bags. Suggestions of adding trash barrels and increased littering signs in the area were presented. The Board suggested that Mr. Casagrande contact the Chamber, TEAM Jaffrey, and Seth Farmer at Conant High School for their input. Selectman Moore will bring the issue of roadside littering up at the next Recycling Committee Meeting. TM Caron will contact other towns to see what town policies they have; he will also look into littering signage. The Board invited Mr. Casagrande to return at the July 11<sup>th</sup> meeting.

**E. Consent Agenda**

1. Payroll and Vendor Manifests
2. Abatements
  - a) #15-112- Nicholas & Kyra Lewis – 67 Milliken Rd. - \$ 544.81
  - b) #16-27- Scott & Maria Johnson- 150 Gilson Rd. - \$ 979.99
  - c) #16-29- Linda Carlson – 67 Fitch Rd. – Recommend Denial
  - d) #16-31- Laurel McKenzie & Charles Turcotte-103 Fitch Rd. - \$ 644.47
  - e) #16-34 – Norman Belletete- 65 Hillcrest Rd. - \$ 1,840.39
  - f) #16-35 – Work Spaces, LLC – 350 River St.- \$ 398.64
  - g) #16-36 - Andrew White & Melinda Johnson – 88 Gilson Rd. - \$ 571.38
  - h) # 16-48 – REAG Loan-Mod Services, LLC – 81 Fitzgerald Dr. - \$ 8,773.40
  - i) #16-50 – Carolyn Howard – 3 Cross St. - \$ 125.12
  - j) # 16-51 – William Jacobson- 15 Colton Dr. - \$ 73.00 (Refund)
  - k) #16-52 – Rosemary Guineau – 16 Colton Dr. - \$ 20.81 (Refund)

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**May 23, 2016**

- l) #16-53 – Jeffrey Hurd – 349 Woodbound Rd.- \$ 19.34 (Refund)
  - m) #16-54- Jeffrey Hurd – 353 Woodbound Rd. - \$ 19.34 (Refund)
  - n) #16-55- Martine & John White – Gilmore Pond Rd.- \$ 66.34 Interest
  - o) #16-56 – Arthur Lienhardt- 111 Forest Park- \$ 457.00 (Vet. Credit)
3. Meetinghouse Requests
- a) # 16-11 Monadnock Music – Concert – July 30<sup>th</sup> 5pm to 10pm
4. Notice of Intent to Cut Wood or Timber (Supplemental)
- a) #16-233-08-T- John Peard– Map 212/Lot 24.2 Route 124
5. Health & Deputy Health Officer Appointment Form Signatures
6. Special Event 90 day application deadline waivers – Team Jaffrey

On a motion by Moore, seconded by Sterling, Consent agenda was approved with the exception of item # 16-48,(3-0) TM Caron will speak with Paul McKenney from MRI regarding abatement and report back to the Board.

**F. Select Board's Business**  
Selectmen's Reports

MacIsaac:

- Has attended Planning Board and Economic Development Committee meetings. Of concern is the decreased evaluation of commercial properties. TM Caron will ask Paul McKenney to look into this and report back.
- Revision of the TIF district boundaries- A question arose whether decreasing a TIF area is a possibility, (increasing the area is specifically stated in statute).
- The Planning Board is updating the Master Plan. Jo Anne Carr is reviewing consultant proposals to assist the Town to update the vision of the plan.
- Boston Post Cane- Clarification of eligibility was discussed. Selectman Sterling will be contacting Cynthia Hamilton for input of the possible residents who may be considered.

Moore: Has attended a Budget Committee meeting and presented the directive of the BOS to them, it was well received. The Committee agreed to receive a report in September on potential target adjustments.

Sterling: No updates.

Town Manager's Report

1. Cash Flow Management and Use of Fund Balance Policy – A first draft is nearing completion and recommendations will be forwarded to the Select Board soon.
2. Sewer Bond Refinance – The Town has been approached by the NHMBB to refinance a USDA bond on the treatment plant. The Bond Bank is calculating different scenarios for the the Town, including paying down part of that loan or having the first payment due in 2017, which frees up cash in the 2016 budget for items such as repayment of other debt or enhanced fiscal position.

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**May 23, 2016**

The most recent project by NHMBB anticipates an interest rate of about 2.6% (net is 2.95%), with savings in 2016 of \$142,291.55 and future years' cumulative savings of approximately \$100,000.00. The advantages of refinance:

- 1) Savings, which equals about 4% of the principal amount of the loan and about 2.75% of the total principal and interest due;
- 2) Currently, the Town pays ½ of the annual amount due in April (before property taxes are due) and in October. The new refinancing shifts between \$100-200,000 from the first payment (which will now be due in February) to the second payment (mid-August, after first half property taxes are received).

Disadvantage:

- 1) Any future refinances are at the discretion of the Bond Bank; no advance payments allowed.

The Board concurred to refinance the bonds.

3. Septage Project – Tighe and Bond is currently finalizing the project scope to align with the \$1.0M budget. It is envisioned that the Town will not apply for a NHDES loan at this time , due to:
  - 1) NHDES financing requires compliance with Davis-Bacon Wage and Buy American Steel Requirements, which is estimated to add about \$60,000.00 to the project cost, or approximately 50% of the principal forgiveness awarded;
  - 2) Staff has been in communications with USDA regarding a financing program which would also provide a 25% grant on the project (\$250K);
  - 3) If the USDA financing is not preferable, it is anticipated that the project will again score highly on the NHDES eligiblity list, thus restoring the principal forgiveness.
4. Tire Disposal – The Town is now contracting with Routhier, Inc. through NHRRA for the disposal of waste tires. We are currently contracting with Monadnock Disposal for this service, however, Routhier is more than 50% less expensive than the Town's current arrangement.
5. Meeting Schedule – The Board concurred to cancel the June 28 meeting; Cheshire County would like to use the conference room that evening for a presentation on the Maplewood Nursing Home Project.
6. 2016 Property Tax Bills – Tax bills were mailed recently and as a result of a computer error, all credits and exemptions were omitted. After reviewing several options, the best option is to notify those impacted to explain that the proper credits will be applied to the Fall bill.

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**May 23, 2016**

7. Elite Laundry Groundwater Management Zone – Property owners subject to the GMZ have been invited to attend an informational meeting on the GMZ Permit Application; the meeting is scheduled for Monday, June 6 @ 6PM at the Town Offices.
  
8. Solar Exemptions – The Town’s contracted assessors have learned that the Town has been administering the exemption on solar equipment as passed by the voters in 1980. What MRI further learned is that the solar equipment was never assessed and added to the property card, from which the exemption is then applied. MRI is notifying the 17 property owners of this issue and will be performing site visits to verify equipment, cost, etc...
  
9. TIF Advisory Committees – Pursuant to RSA 162-K:4, the Town has attempted to create the boards, but were unsuccessful due to a lack of interest. Staff would like to direct mail all affected property owners requesting an expression of interest from which the Board can determine the Boards’ compositions. I believe 5 members are needed for Stone Bridge and 9 for Downtown.
  
10. Lower Assumed Rate of Return Affects Future Employer Retirement Rates - The New Hampshire Retirement System (NHRS) Board of Trustees voted to adopt revised actuarial assumptions based on the recent five-year experience study conducted by its consulting actuary. In a related vote, the Board approved a reduction of the retirement system's investment assumption, lowering the assumed rate of investment return from 7.75 percent to 7.25 percent. These new assumptions, which according to the system better reflect actual and anticipated experience, will be used in the valuation to set employer contribution rates for the period from July 1, 2017, through June 30, 2019. Of all the assumptions used to estimate the cost of the pension plan, such as demographic and mortality assumptions, none has a larger effect on employer contributions than the assumed rate of return. This is because investment earnings account for a majority of the system's revenues. When the system assumes it will receive less money from investment returns, the result is an increase in employer contribution rates in order to ensure that the system remains actuarially sound in accordance with Part I, Article 36-a of the New Hampshire Constitution. While the NHRS Board will not officially vote until the fall on the rates to be effective July 1, 2017, preliminary projections from the actuary indicate the following increases from current rates. These rates are shown per \$100 of pensionable compensation:

	<b>Current Rates</b>	<b>Projected Rates</b>	<b>% Increase</b>	<b>'17 impact</b>
<b>Employees –</b>	11.17%	11.38%	1.88%	\$ 1,732
<b>Teachers</b>	15.67%	17.36%	10.78%	n/a
<b>Police</b>	26.38%	29.43%	11.56%	\$13,356
<b>Fire</b>	29.16%	31.89%	9.36%	<u>\$ 1,130</u> \$16,218

**TOWN OF JAFFREY**  
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**G. New Business**

- Resolution # 2016-19: RSA 261:153 V- Authorize BOS to withdraw \$3,500 from the Motor Vehicle Waste Disposal Surcharge Account for tire disposal. On a motion by Sterling, seconded by Moore, Resolution #2016-19 was passed (3-0)

**H. Other Business**

**I. Non-public Session**

**J. Adjournment**

**ADJOURNMENT**

Meeting adjourned at 7:45pm on a motion by Sterling, seconded by Moore (3-0).

Submitted:

Judith A. Zola  
Administrative Assistant

Attest:

Donald MacIsaac  
Chairman