

TOWN OF JAFFREY
Jaffrey, New Hampshire

BOARD OF SELECTMEN
Meeting Minutes
October 14, 2013

Present: Chairman MacIsaac, Selectmen Batchelder, Selectmen Rothermel, Town Manager Caron, Sue Richard, Adm. Assistant

CALL TO ORDER

MEETING MINUTES APPROVAL

On a motion by Batchelder, seconded by Rothermel, public meeting minutes for September 30, 2013 were approved (3-0).

PUBLIC HEARING

Resolution #2013-09

To accept unanticipated revenues under RSA 31:95-b in the amount of \$27,674.06 in the form of a grant received from the Federal Emergency Management Agency to reimburse the Town for expenses incurred responding to the February 2013 snowstorm.

On a motion by Batchelder, seconded by Rothermel, acceptance of unanticipated revenues under RSA 31:95-b in the amount of \$27,674.06 in the form of a grant received from the Federal Emergency Management Agency to reimburse the Town for expenses incurred responding to the February 2013 snowstorm designating money to complete project on Old Sharon Road was approved (3-0).

Resolution #2013-10

To accept \$6,055.00 the form of a grant received from the Turner Trust for Police Department Station Equipment.

On a motion by Batchelder, seconded by Rothermel, acceptance of \$6,055.00 in the form of a grant received from the Turner Trust for Police Department Station Equipment was approved (3-0).

Resolution #2013-11

Community Development Block Grant Application

CDBG funds are awarded on a competitive basis in NH and must directly benefit low and moderate income people. Eligible activities include housing rehabilitation, certain public facilities and economic development, and planning activities. The proposal to be heard includes:

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- The Town's submittal of a Feasibility/Planning Study CDBG application to the NH Community Development Finance Authority (CDFA) in an amount of \$12,000. If awarded, the Town will use the grant to fund a study on infrastructure improvements in the Forest Park Estates Mobile Home Cooperative, to determine whether a future implementation grant is feasible.
- Review and adoption of the Town's Housing and Community Development Plan.
- Review and adoption of the Residential Antidisplacement and Relocation Plan.

Chairman MacIsaac opened the first public hearing for discussion of the CDBG project at 7:00 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 for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000. Rebeckah Bullock provided a handout describing the NH Community Development Block Grant Program eligible activities that included the 2013 area income limits.

The proposed application to the Community Development Finance Authority (CDFA) is for \$12,000 in CDBG Planning/Feasibility study funds. The funds will be used to produce an engineering study of the park's infrastructure, to assess current conditions, make recommendations for improvements and provide cost estimates for needed improvements. Rebeckah Bullock provided a project handout.

This project conforms to the Town of Jaffrey's Housing and Community Development Plan priorities to:

- Identify the current levels of and the need for additional housing that is affordable for elderly, families with school age children, and the town's workforce.
- Pursue a water supply and waste water treatment strategy that will best serve Jaffrey by protecting the public health and environment while minimizing adverse impacts on rate and taxpayers without at the same time encouraging inappropriate development.

Rebeckah Bullock explained the Low-Moderate Income Benefit of the Project. Residents will be surveyed as part of the study to determine income eligibility. An income survey from 2007

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indicated that 75% of the residents were low or moderate income at that time, however, this income survey needs to be updated. CDBG requirements and Federal Law requires that at least 51% of the beneficiaries of an implementation project be individuals from low and moderate income households. If the Town receives this Planning Study CDBG grant award, an income survey will help with any future CDBG implementation grant applications.

Chairman MacIsaac opened the floor to public comment on the projects.

Selectman Batchelder motioned to close the Public Hearing on the Project portion of the CDBG Block Grant Hearing. Seconded by Rothermel. All in favor. 3-0. Motion passed.

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

Rebeckah Bullock, SWRPC, explained that the H&CD Plan was last adopted by the Board in 2010, and it is required to be reviewed and re-adopted every three years to qualify for CDBG funds. Rebeckah Bullock asked that the Board re-adopt the plan for this CDBG project. Rebeckah Bullock noted that the October 2013 H&CD Plan update was based on the 2010 HC&D Plan, with updates to the required text at the beginning of the plan.

Chairman MacIsaac opened the floor to public comment.

Ms. Bullock recommended that the target dates for the goals listed in the plan be updated. All concurred that Planning and Economic Development Director Jo Anne Care should review before Board adopts.

Batchelder motioned to continue the CDBG Hearing on Friday, October 18th @ 8:45 a.m. to update October 2013 Housing and Community Development Plan. Seconded by Rothermel. All in favor. 3-0. Motion passed.

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

Batchelder motioned to open the third public hearing regarding the Residential Anti-Displacement and Relocation Assistance Plan. Seconded by Rothermel. 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

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comparable neighborhood at a comparable price. Rebeckah Bullock notes that since the project is a planning study, 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.

Chairman MacIsaac opened the floor to public comment.

Batchelder motioned to close the third public hearing for discussion of the proposed Residential Anti-Displacement and Relocation Assistance Plan. Seconded by Rothermel. All in favor. 3-0. Motion passed.

Batchelder motioned to adopt the Residential Anti-displacement and Relocation Assistance Plan, seconded by Rothermel. All in favor. 3-0. Motion passed.

Batchelder motioned to approve the submittal of the application and vote to authorize Town Manager Caron to sign and submit the CDBG application, and upon approval of the CDBG application, authorize Town Manager Caron to execute any documents which may be necessary to effectuate the CDBG contract. Seconded by Rothermel. All in favor. 3-0. Motion passed.

Chairman MacIsaac closed the Public Hearing at 8:00 p.m.

APPOINTMENTS

Chief Oswalt introduced new Patrol Officer James Richard to the Board.

REGULAR BUSINESS

1) Payroll and Vendor Manifests

On a motion by Batchelder seconded by Rothermel, the payroll and vendor manifests were approved (3-0).

Consent Agenda

2) Appointments

a) Dawn Oswalt appointed as Deputy Town Clerk – term to expire March 2015

b) Kelly Rollins appointed as Deputy Tax Collector – term to expire March 2014

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c) Carolyn D. Garretson appointed to Contoocook River Local Advisory Committee – term to expire October 2016

3) Request

a) Pelletier's Sport Shop, Inc. – Boat Permit Fee Agent for 2014

b) Jaffrey Ice Racing Association, Inc. requesting approval for 2014 Ice Racing race on Lake Contoocook

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

Select Board's Business

1) Selectmen's Reports

MacIsaac

Attended a meeting in Keene on October 8th regarding the DOT 10 year plan. In the draft 10 year plan, it has construction being in 2022 which is a delay of two years.

On October 21st Deborah Pignatelli will be in Peterborough and will be giving another presentation about the project.

On November 6th and 7th is the Annual New Hampshire Municipal Association Meeting and on the 7th Don MacIsaac will be getting an award.

Batchelder

Attended the first Budget Committee Meeting on Wednesday, October 9th.

Rothermel

Attended the last meeting for the Select Person Institute.

2) Town Manager's Report

Tax Rate – The State originally planned to delay setting rates until November as DRA and DOE needed to finalize adequacy numbers. State elected officials

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quickly became involved and the original schedule was reinstated. We hope to have estimates for the Board at this meeting.

General Code Update – Department Heads have until October 18th to submit any revisions, after which the Board will be asked to approve the update, which will then be printed and made available to the public.

Lightning Strike – We are awaiting approval to replace rather than repair the radio and keypad systems; all other damage has been repaired.

IT Plan – I’ve been working with staff and Sequoya to develop a “laymen’s” IT Business Plan which hopefully will be devoid of overbearing technical jargon but will present a picture of what the Town’s IT needs are, what the plan is to meet those needs, and how we propose to fund those needs. I envision this plan as serving as the basis for the 2014 IT budget.

Sale of Town Property – The Town has advertised the sale of 635 Gilmore Pond Road and received three bids ranging from \$4,750 to \$10,000; the bids are currently being evaluated and will be presented to the Board October 28.

Town Offices Project – Meeting with the Staff for Wednesday was proponed.

Auction – The mortgage holder purchased the apartment building located on Peterborough Street adjacent to the Elite Laundry site. I left information with the auctioneer and the other bidders regarding the Town property and discussed possible redevelopment on both sides.

- 3) **Resolution #2013-12** – Chief Oswalt was successful obtaining a grant from the US Department of Justice in the amount of \$1,805.10 to replace bulletproof vests. Board to vote to accept the grant award.

On a motion by Batchelder, seconded by Rothermel, Resolution #2013-12 – grant from US Department of Justice in the amount of \$1,805.10 to replace bulletproof vests was approved (3-0).

- 4) 2013 Equalization Municipal Assessment Data – Info used by DRA to calculate the municipality’s equalization ratio.

On a motion by Batchelder, seconded by Rothermel, 2013 Equalization Municipal Assessment Data was approved (3-0).

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OTHER BUSINESS

None

NON-PUBLIC

On a motion by MacIsaac, seconded by Batchelder, the Board of Selectmen adjourned to Non-Public per – (RSA 91:A (II) sections a and c) at 8:10 p.m. (3-0).

After discussing non-public items, on a motion by MacIsaac, seconded by Batchelder, they returned to public session at 8:20 p.m. (3-0).

ADJOURNMENT

On a motion by MacIsaac, seconded by Batchelder, the meeting adjourned at 8:20 p.m. (3-0).

Submitted:

Attest:

Sue Richard
Administrative Assistant

Chairman MacIsaac
Board of Selectmen

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