

**TOWN OF JAFFREY
Jaffrey, New Hampshire**

**BOARD OF SELECTMEN
Meeting Minutes
October 13, 2014**

Present: Selectman Batchelder, Selectman Rothermel, Selectman MacIsaac, Town Manager Caron

Absent: None

A. CALL TO ORDER

B. PUBLIC HEARING

None

C. Approval of Meeting Minutes

MEETING MINUTES APPROVAL

On a motion by MacIsaac, seconded by Rothermel, public meeting minutes for September 22, 2014 were approved (3-0)

D. Appointments

Frank Mieso and Robert Stephenson, Trustee of the Trust Funds came before the Board to discuss Enacted Legislation Affecting Trust Issues.

On a motion by MacIsaac, seconded by Rothermel, recommendation for the trustees to continue to pay the fees from the town's general fund was denied (3-0).

On a Motion by MacIsaac, seconded by Rothermel, Board suggested fees be paid out of the Capital Reserve Funds (3-0).

The Board approved the trustees to appoint one alternate trustee for a one year term (3-0).

On a Motion by MacIsaac, seconded by Rothermel, the trustees recommendation to continue to have the proceeds from the sale of cemetery lots be deposited in the Cemetery Trust Fund was approved (3-0).

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E. Consent Agenda

- 1) Payroll and Vendor Manifests
- 2) Request
 - a) Victory High School request permission to run a Christmas Raffle as a fundraiser at the Christmas Fair at Conant High School on December 13, 2014.
 - b) Jaffrey Ice Racing Association, Inc. request approval to race on Lake Contoocook starting in January 2015.
- 3) Abatements
 - a) #14-49 Teresa Cloutier – 21 Charlonne Street – Water Abatement \$541.72 and Sewer Abatement \$653.93
 - b) #14-68 Pete Gedenberg – 1 Maple Street – Sewer Abatement \$43.28
 - c) #14-64 James Murphy – 32 Coburn Way – Fee Refund \$25.00
 - d) #14-65 Courtney W. Davis – 44 Webster Street – Water Abatement \$11.50 and Sewer Abatement \$12.75
 - e) #14-66 Michael/Linda Barlick – 31 Ridgecrest Road – Sewer Abatement \$53.90
 - f) #14-67 Jaffrey Square Masonic Corp. – 40 Charlonne Street – Sewer Abatement \$84.50
 - g) BTLA – Robert & Amy Radin
 - h) #14-69 Michael Ballister – 44 Twin Coves – Water Abatement \$57.50
- 4) Timber Tax Levy
 - a) #13-233-09 – Susan Shapiro – Map254/Lot20 - \$367.41
 - b) #13-233-10 – Susan Shapiro – Map254/Lot26 - \$760.36

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5) Notice of Intent to Cut Wood or Timber

a) #14-233-05-T Larry Liebman – Proctor Road – Map247/Lots 55 & 54.1

6) Water Connection Fee – Annex Building – 65 Dublin Road – Map229/Lot8.9

On a motion by Rothermel, seconded by MacIsaac, motion to pull 3)a & c and 6 from the Consent Agenda was approved (3-0).

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

On a motion by Rothermel, seconded by MacIsaac, Abatement #14-49 – Teresa Cloutier – 21 Charlonne Street – Sewer Abatement was approved in the amount of \$653.93 (3-0).

On a motion by Rothermel, seconded by MacIsaac, Abatement #14-64 – James Murphy – 32 Coburn Way – Refund Fee in the amount of \$25.00 was approved (3-0).

On a motion by Rothermel, seconded by Batchelder, Water Connection Fee for Annex Building – 65 Dublin Road – Map229/Lot8.9 was denied (2-0).

F. Selectmen's Reports

Batchelder

Attended Budget Committee on October 8th

Rothermel

Monadnock Farm Coalition – Agricultural, HDC Meeting – Hurst House Project

MacIsaac

Attended Andy Sanborn dinner. Candidates Night October 29th @ Civic Center

Town Manager's Report

JFD-JRMA – I have met separately with both the Jaffrey Fire Chief and Board of Directors at JRMA to review observations and suggest avenues to enhance the working relationship. The information shared is under review.

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Hazard Mitigation Planning – EMD Director Clay Hollister and staff met on September 25 to begin the process to update the Town’s Hazard Mitigation Plan with the next meeting scheduled for October 20; all meetings are open to the public.

NHMA Legislative Policy Conference – The Conference was held on September 26 with no actions taken outside of what the Select Board reviewed at the September 22 meeting.

Town Office Building – Staff and Kathy met with the Town’s architect last Wednesday to review the status of the project. Here’s where we are:

- 1) Next meeting is Thursday October 16 @ 1PM;
- 2) The group decided to continue to explore the combined Police/Town Office structure in addition to a stand-alone Town Office;
- 3) Bill will continue an in-depth review of Antrim’s new police facility and will report back shortly on any general operational and space needs adjustments he would recommend for Jaffrey. Antrim’s facility is 5,400 sf and cost \$1.675M.
- 4) For general planning purposes, we will coalesce behind a Town Office space needs total of 7,800.
- 5) Members of the former building committees will be contacted for a briefing on the status of the current review, and hopefully will be in a position to support this effort.
- 6) Chip will develop:
 - a. Rough cost estimates of a stand-alone Town Office building at 7,800sf;
 - b. Rough cost estimate of a combined facility to be located on the footprint of the existing Police Station and Town Offices;
 - c. Identification of cost efficiencies with a joint building through savings in combining utilities, conference room space, etc...;
 - d. Estimate of design costs through bid award for options a & b above;
- 7) I’ll develop generic project timelines for bond issues in 2015 or 2016, (with the 2016 option to include design time as stated in 6.d).
- 8) I’ll keep pushing TD Bank for a final approval of relinquishment of the easement between the double parking spaces and Drive-Thru.
- 9) Linda will forward 2013 utility cost data for both the Town Office and Police Department to Chip.
- 10) After our 10/16 meeting, we’ll meet with the Select Board on 10/27/14 to present our thoughts and recommendations, and recommend that the Board schedule a public hearing on November 10 to receive input and guidance on project direction.

Meetinghouse Grant – Staff met with Rob Stephenson to review the proposals received for the Meetinghouse documentaiton grant to make awards; it is anticipated that the project will commence shortly.

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Statistical Update – I would like to schedule a meeting with the Select Board to review a proposal for contracted assessment services which would begin with the statistical update in 2015, include annual inspections of 25% of the Town’s property base from 2016-2019 and conclude with another update in 2020.

F. Other Business

Board suggested two names of representatives from the Town of Jaffrey to put before the Budget Advisory Committee.

The Board discussed motorized vehicles on Cheshire Pond Conservation Area Land. Town Manager Caron will review the Deed and get back to the Board at the next BOS Meeting.

The Board suggested posting 30 mph speed limit signs on Nutting Board due to heavy traffic and speeding.

2014 Tax Rate – Department of Revenue Administration has all requisite forms completed and submitted by the Town and the Jaffrey-Rindge Cooperative School District to set a tax rate for 2014. DRA will be setting a majority of the rates next week. One source of information which has not yet been finalized is the amount of unassigned fund balance to be applied against expenses to reduce the 2014 tax rate.

Town Manager Caron clarified the use of unassigned fund balance towards reducing the town’s tax rate.

ADJOURNMENT

On a motion by Rothermel seconded by MacIsaac, the meeting adjourned at 9:04 p.m. (3-0).

Submitted:

Attest:

Sue Richard
Administrative Assistant

Kathleen Batchelder
Selectman