

**TOWN OF JAFFREY  
Jaffrey, New Hampshire**

**BOARD OF SELECTMEN  
Meeting Minutes  
November 10, 2014**

Present: Selectmen Rothermel, Selectmen MacIsaac, Town Manager Caron,  
Administrative Assistant Richard

**Absent:** Selectmen Batchelder

**A. CALL TO ORDER**

**6:30PM Non-Public**

**On a motion by MacIsaac, seconded by Rothermel to come out of Non-Public @  
6:38PM.**

**B. PUBLIC HEARING**

A Public Hearing will be held at the Jaffrey Town Offices on Monday, November 10,  
2014, at 7:00 PM by the Jaffrey Board of Selectmen to receive public input on revisions to  
the Town of Jaffrey Regulations Governing the Municipal Water System.

Motion by MacIsaac, seconded by Rothermel to close the Public Hearing @ 7:01PM  
(2-0).

Motion by MacIsaac, seconded by Rothermel to approve Town of Jaffrey Regulations  
Governing the Municipal Water System as revised (2-0).

A Public Hearing will be held at the Jaffrey Town Offices on Monday, November 10,  
2014, at 7:10 PM by the Jaffrey Board of Selectmen to receive public input on revisions to  
the Town of Jaffrey Cemetery Rules and Regulations.

Motion by MacIsaac, seconded by Rothermel to close the Public Hearing @ 7:06PM  
(2-0).

Motion by MacIsaac, seconded by Rothermel to approve Town of Jaffrey Cemetery Rules  
and Regulations as amended (2-0).

**C. Approval of Meeting Minutes**

**MEETING MINUTES APPROVAL**

On a motion by MacIsaac, seconded by Rothermel, public meeting minutes for October  
27, 2014 were approved.

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**D. Appointments**

Jennifer Palmiotto from Granite State Rural Water Association presented The Jaffrey Water Department with the 1<sup>st</sup> Runner-Up Award for the 2014 Annual Drinking Water Taste Test Contest, held in September at Newbury, NH. Ms. Palmiotto presented a plaque and certificate to Tom Lambert.

Donald Jutton owner of Municipal Resources Inc. came before the Select Board to introduce himself and to give the Select Board information on his company and explained their process for property valuation. Their certified assessors use fair, equitable and professional assessment procedures to ensure equity in property valuation.

Mr. Jutton explained how his company is dedicated to providing professional, technical and managerial support services that help meet the community's needs.

Mr. Jutton would like the Select Board and the Town Manager to consider his company for the 2015 Property Evaluations.

**E. Consent Agenda**

- 1) Payroll and Vendor Manifests
- 2) Request
  - a) Pelletier's Sport Shop, Inc. – Boat Permit Fee Agent for 2015
  - b) JRMA requesting permission to hold Second Annual JRMA Penny Sale on November 22<sup>nd</sup> @ Pratt Auditorium
- 3) Abatement
  - a) Randall H. Morse – 54 Harkness Road – Sewer Abatement \$121.14
  - b) Forest Park Tenants – Sewer Abatement \$128.44
  - c) Crocker Professional Assoc. – 47 Main Street – Property Tax Interest \$98.83
- 4) Cemetery Deed
  - a) David Halfpenny – 163 Ingalls Road Jaffrey – Transfer of Deed to Louise M. Halfpenny and David B. Halfpenny – Conant Cemetery – Lot669A – Fee \$10.00

On a motion by MacIsaac, seconded by Rothermel, to pull 3) c from the Consent Agenda was approved (2-0).

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On a motion by Rothermel, seconded by MacIsaac, the Consent Agenda was approved (2-0).

On a motion by MacIsaac, seconded by Rothermel, Crocker Professional Assoc. – 47 Main Street – Property Tax Interest \$98.83 was denied (2-0).

**F. Selectmen’s Reports**

Rothermel

None

MacIsaac

None

2) Town Manager’s Report

Insurance Refunds – The Town has been notified by both PRIMEX and Health Trust that the Town has received checks totalling about \$14K which represents the Town’s share of unexpended premiums from previous years. 80% of the health insurance refund (about \$12K) will be returned to the General Fund with the balance to the employees/subscribers. The dental refund will be somewhat different due to the employer/employee cost share formula.

Town Office Building – The Budget Committee will be reviewing the status of the project at the BudCom’s November 12 meeting; the November 17 meeting has been posted and we are reaching out to the community by meeting with the press and notifying the various community groups.

Community Center – Here’s what we’ve learned regarding the Town’s responsibilities to the CCJ’s request to secure the Blake Street property:

- 1) Per NH Municipal Bond Bank, the loan cannot be paid prior to its due date. That Town has annual payments (currently about \$20K working down to about \$10K) due through August, 2024.
- 2) Bond Counsel has some minor concerns but would need to verify that transfer of the land does not jeopardize the entire Bond Bank issue due to a potential reclassification of this debt as a private activity bond.
- 3) NHMA has advised that state law does not allow for the creation of a capital reserve or similar instrument in which the Town may deposit the proceeds from the sale, to be withdrawn over time to pay the debt service when due. NHMA advises that the proceeds could accrue to fund balance, with the Town Meeting annually withdrawing adequate funds from fund balance to pay for that year’s debt service. Doable, but cumbersome.

Personnel – The Fiscal/Utilities Assistant position has been vacated; our initial attempts to fill the position will include a review of the finalists from the past round and a further review of the candidate pool prior to determining whether to readvertise.

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Town Manager Caron also reviewed Budget Guidelines with the Select Board and also a draft budget calendar which is being reviewed by the Budget Committee Chair Norm Langevin.

**G. Other Business**

Motion by MacIsaac, seconded by Rothermel, to approve Elderly Exemption discussed in Non-Public was approved (2-0).

Michael and Teresa Cloutier came before the Select Board to discuss their water bill. Town Manager Caron told the Cloutier's that he would get together information by Friday for them so it can be discussed at the next Board Meeting on Monday, November 17<sup>th</sup>.

**ADJOURNMENT**

On a motion by Rothermel seconded by MacIsaac, the meeting adjourned at 7:55 p.m. (3-0).

Submitted:

Sue Richard  
Administrative Assistant

Attest:

Thomas Rothermel  
Selectman

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