

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**October 24, 2016**

**Chairman:** Donald MacIsaac

**Selectmen:** James Moore, Frank Sterling

**Town Manager:** David Caron

**Administrative Assistant:** Judith Zola

**A. Call to Order 6:00pm**

**Non-Public –**

**B. Public Hearing –**

**C. Approval of Meeting Minutes**

On a motion by Sterling, seconded by Moore, Public Minutes of 10/10/16 were approved. (3-0)

On a motion by Sterling, seconded by Moore, Non-Public Minutes of 10/10/16 to approve and seal the minutes. (3-0)

On a motion by Sterling, seconded by Moore, Public Minutes of 10/14/16 were approved. (3-0)

On a motion by Sterling, seconded by Moore, Non-Public Minutes of 10/14/16 to approve and seal the minutes. (3-0)

**D. Appointments-**

6:00 pm – Randy Christmas came before the BOS to discuss his concern about a drainage issue affecting his property. His main concerns were developing a town Storm Drainage Plan with standard rules and regulations; to protect resident's property via proper easements against runoff from another property and general concerns about town boards and their expertise in drainage approvals and the amount of variances approved. Chairman MacIsaac assured Mr. Christmas that projects are circulated to Town Departments for input and if any problems arise the engineers are asked to review. It was decided that the Planning Board would be contacted to discuss a Storm Drainage Plan for the town. Selectmen Sterling will review Mr. Christmas' case to familiarize himself with that properties specific drainage issues.

**E. Consent Agenda**

1. Payroll and Vendor Manifests

2. Abatements

a) #16-80 – Thomas Beckett – 2 Pine Street - \$227.46 Water/\$267.96 Sewer

b) #16-71 – Mark & Jennifer Stone – 31 Ridgecrest Road - \$ 33.29 - Sewer

3. Planning Board Appointment

a) Robert Sherman – Alternate- Term Expires 2019

4. Town of Jaffrey 2017 Holiday Schedule Approval

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5. Water & Sewer Commitment Warrant, Tenth Cycle.
  - a) Water - \$ 118,649.04
  - b) Sewer - \$ 112,525.16
6. Tax Collector's 2<sup>nd</sup> Issue: Downtown Development - \$ 371,949.00
7. Tax Collector's 2<sup>nd</sup> Issue: Public Utility Property - \$ 118,269.00
8. Tax Collector's 2<sup>nd</sup> Issue: Property Tax - \$ 6,051,359.51
9. Tax Collector's 2<sup>nd</sup> Issue: Stone Bridge Industrial District - \$ 245,255.00
10. Equalization DRA Form

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

**F. Select Board's Business**

Selectmen's Reports

- MacIsaac –
1. Received an email from Alan Gould (MRI) regarding an interview for the Town Manager position.
  2. Reviewed the Town Manager ad with Alan Gould for the ideal candidate profile.
  3. Election Day Coverage: He and Moore will be present during the day and for ballot counting at the end of the day. The survey will be handed out if it's not too crowded.
  4. BOS was invited to spaghetti supper hosted by Andy Sanborn.
- Moore –
1. Recycling Committee meetings have been weekly in October.
  2. The Conservation Commission signed on to retain Charlie Koch will be defining the wood value in the Cheshire Pond and Carey Park areas to inventory those areas.
- Sterling –
1. Received light fixture pictures from DPW and will present to the HDC at their next meeting for review.
  2. Regional Planning Commission/Transportation Advisory Committee- They are reviewing the sidewalk plans for Jaffrey. Jaffrey scored 2<sup>nd</sup>; the RPC recommendations will now be forwarded to NHDOT. MacIsaac asked if there was any discussion of the Jaffrey Roundabout, which there wasn't, but Jo Anne Carr will be asked to follow up on where we are in the DOT process.

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Town Manager's Report:

- a) Howard Park – Town Counsel is in the process of completing a title search to verify that no conditions are attached to the property; the Town's property-liability insurer will be inspecting the property to provide recommendations on any necessary safety improvements.
- b) 2016 Tax Rate – The rate has been set at \$33.00, a reduction from the \$33.22 rate established in 2015. Property tax bill are in the mail with a December 1 due date.
- c) Transition Issues –
  - i. A list of approximately 30+ outstanding tasks has been developed; the items which can be finalized in the next 7 weeks will be; the balance will have status reports developed for them to facilitate completion by the Interim TM.
  - ii. A policy and procedure summary is being completed for operational items such as SB meetings, budget, personnel evaluation process, etc...
  - iii. Department budgets are due back to the Town Manager on 11/7, after which a draft budget will be prepared for the Board's review on 11/28.
- d) Recreation Services – The Rindge Board is scheduled to meet on 10/20 to review their vacancy; I reached out the the Town Administrator who was intrigued with the concept of a shared Director position, and will raise the possibility at the meeting.
- e) Sale of Town Property – The Town closed on 10-12 Forcier Way and the Elite Laundry site on October 18, bringing in \$100,000 in revenues to the Town.

**G. New Business**

- **Resolution# 2016-45:** Highway Safety Grant for DWI patrols - \$ 7,626.08  
On a motion by Sterling, seconded by Moore, Resolution #2016-45 was approved (3-0)
- **Resolution# 2016-46:** Highway Safety Grant for Traffic Enforcement \$ 7,898.44  
On a motion by Sterling, seconded by Moore, Resolution #2016-46 was approved (3-0)

**H. Other Business**

**I. Non-public Session**

**J. Adjournment**

Meeting adjourned at 7:04pm pm on a motion by Sterling, seconded by Moore (3-0).

Submitted:

Judith A. Zola  
Administrative Assistant

Attest:

Donald MacIsaac  
Chairman