

**TOWN OF JAFFREY
Jaffrey, New Hampshire**

**BOARD OF SELECTMEN
Meeting Minutes
January 25, 2016**

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

Staff: Jo Anne Carr

A. Call to Order 5:50 pm

On a motion by MacIsaac, seconded by Moore to enter Non-Public Session pursuant to RSA 91-A:3 II(a) at 6:00pm (3-0)

On a motion by MacIsaac, seconded by Rothermel to exit Non-Public Session and seal the minutes at 6:23pm (3-0)

Public Meeting Started: 6:27pm

B. Public Hearing

7:00pm – Groundwater Management Zone Regulation (Jo Anne Carr)

The town submitted an application for permit back in 2013. The Statute states if property lays within the affected area the property owners are required to have a notice recorded on their deeds. There was a public meeting to address this with the homeowners. The town has been in contact with DES to seek an alternative means of notification. The town got approval to go forward and adopt a Ground Water Overlay District in preparation of receiving permit. Town will inspect water on an annual basis until water is clear of contamination. The restriction is that there should not be any wells in this area, residents should be on town water. This can be adopted under the health ordinance, because this ordinance would not be permanent. Sampling 2x year of 26 wells and doing indoor air samples at 4 locations 1x every 5 years. DES meeting suggested changing boundaries to make the area smaller because of wells being very low in contamination. Looking to install wells by Rite Aid and by the Veteran's park that would be town financed (\$5000 per well). 2 Wells on Goodnow are low detect. Well did have a detect by MFS. There are vacant lots in this area. HUD Funded loan didn't pass on a property last year, but with status updates given to residents will help.

On a motion by Rothermel, seconded by Moore to accept the Groundwater Management Zone Regulation, Approved (3-0)

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7:15pm – Proposed Revisions to Tax Increment Financing Plan (Jo Anne Carr)

Town Meeting needs to act upon amendments (Municipal Building Project) to the TIF Plan; anticipated revenues for 2016 is estimated to be \$ 345,994. Bond payment for Community Field in 2016 is \$20,912. Proposed budget was presented and explained to Select Board which included a TIF sharing of expenses for the Municipal Building of up to 50% with the general tax base. Downtown sidewalk project, Jaffrey is in the “queue” for accessing funds.

Public comments:

In response to a question regarding school tax apportionment, Caron confirmed that DRA advised that the Town’s entire taxable assessment base (including TIF value) is used, therefore there is no strategic advantage to have a TIF district regarding school taxes.

Mark Kresge- Doesn’t support the Municipal building project, and doesn’t support using funds coming out of the TIF for this purpose. He feels that the language of the article doesn’t reflect the fact that TIF funds are property taxes as well and would like to see a different description of what the fiscal impact is to taxpayers.

On a motion by Rothermel to approve the proposed revisions to the Downtown TIF, vote was taken approved (2-0-1) with Moore abstaining.

MEETING MINUTES APPROVAL

C. Approval of Meeting Minutes

On a motion by Rothermel, seconded by Moore, public meeting minutes for 01/11/16 were approved (3-0).

On a motion by Rothermel, seconded by Moore, amended public meeting minutes for 12/14/15 were approved (3-0).

D. Appointments –

1) Jo Anne Carr – Status update on Elite Laundry Redevelopment

The Brownfields cleanup is ongoing. The Economic Development Council (EDC) is interested in how the town may be able to re-use the site. The Town received a bid on a market analysis for \$13,000 but did not proceed with the analysis. The Town sought Design-build proposals for the project was widely advertised, but didn’t receive any responses. Another possibility is to conduct a retail gap analysis which will be completed by a group of Northeastern University graduate students, who will gather data regarding redevelopment, what services we need and what would be a good value of the property.

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The Town has a long term commitment with Brownfields for the cleanup of the site and any developer purchasing the lots would have to be amenable to that relationship. This is a key piece of property in Town and the town has an interest in what happens with the property. It was made known from the BOS that residential development is not necessarily the direction the community wants to go. There is a use restriction on the first floor for residential use because of the Brownfields cleanup, therefore because of zoning, it would be a mixed-use building. Results from analysis would include a summary report of data demographics, income, commuting, and how many jobs in town. As a result of this project, Jo Anne will have the data to supply to potential developers. Surveys and EDC suggest a small grocery store or deli would be suggested as a needed for Jaffrey. IGA and Harvester Markets are smaller franchised markets that could provide what Jaffrey doesn't have. Jo Anne showed a plan of a 6,000 sf building. The site is not directly on the main route, but is close enough not to deter consumers.

Data should be received in March; long term leasing could be an option since the town still has to have some control of the cleanup. Lots are not consolidated, which is better for EPA funding options. Property assessment is approximately \$120,000. TIF funds can cover the continuation of testing of water/air. Town has an obligation to continuing testing.

E. Consent Agenda

- 1) Payroll and Vendor Manifests
- 2) Abatement Requests
 - a) 16-09 Mark & Jennifer Stone – 31 Ridgecrest Road- \$ 9.31- Interest
 - b) 16-06 Calvin Sholl – Sanders Road – \$173.27 – Penalty & Interest
 - c) 16-08 Edward Ginsburg – 176 Gilson Road - \$ 392.09 - Taxes

On a motion by Rothermel, seconded by Moore, Consent Agenda except #16-06 was approved (3-0).

After discussion, on a motion by Rothermel, seconded by Moore # 16-06 was approved (3-0) .

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F. Select Board's Business

Selectmen's Reports

MacIsaac: None

Rothermel: The HDC made a final motion to deny the new Hearst House. The Recycling Committee has met twice and will be touring local town's recycling centers.

Moore: Has been attending Budget Committee meetings.

Town Manager's Report

Fiscal Year Change – During the course of discussing the appropriate level of undesignated fund balance and the Town's budget calendar and cash flow, the Town Manager developed a preliminary analysis to change the Town's fiscal year to July-June; a transition would require collecting enough revenues over 12 months to fund 18 months of basic town services. It appears that the expense to accomplish this would be in the \$2.1M range.

Water Division Fund Balance – The Town's auditors were in the Town Office on Wednesday, and we took the opportunity to request and did receive a template which would allow the Town to determine the Water Division's available fund balance at any time. The 2015 end of year, unaudited balance is \$466,209.

Town Office Project – Staff met with the architect on Wednesday to review the preliminary interior layout and provided useful information on revisions and spatial relationship issues.

IT Conversion – Conversion is proceeding; some printer/scanner and other compatibility issues, however they are being worked out.

2016 Budget and Town Meeting – Final workshop scheduled for Thursday, Jan. 28; Citizen Petitions due February 2; Budget and SB hearings on Special Revenue Fund and bonds scheduled for Saturday, Feb. 6; and SB meeting on Feb. 8 to sign 2016 Town Meeting warrant.

G. Other Business

- Resolution 2016-03 - RSA 31:95-b Acceptance of a Donation from Monadnock Christian Conference: On a motion by Rothermel, seconded by Moore, Resolution 2016-03 was approved (3-0).

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- Resolution 2016-04 - Review and Approval of Winter Maintenance Policy:
On a motion by Rothermel, seconded by Moore, Resolution 2016-04 was approved (3-0).

In response to a question MacIsaac confirmed that the Town will be launching various forms of social media once priority projects are completed.

2016 Town Meeting Warrant Review

Article #2: Water Line Repair	Approved (2-1 with Moore in opposition)
Article #3: Septage Plant Upgrade	Approved (3-0)
Article #5: DPW Contract	Approved (3-0)
Article #6: Police Contract	Approved (3-0)
Article#9: Special Revenue: Trash	Approved (3-0)
Article#13: Municipal Bldg. Design	Approved (2-1 with Moore in opposition.)
Article#14: Use of TIF Funds	Approved (2-0-1 with Moore in abstention.)
Article#16: Veteran’s Credit	Approved (3-0)
Article#17: Gravestone Restoration	Approved (3-0)
Article#18: Meetinghouse	Approved (3-0)
Article#19: Property Re-Evaluation	Approved (3-0)
Article#20: Municipal Bldg. Maint. Fund	Approved (3-0)
Article#21: Sidewalk Plow	Approved (3-0)
Article#22: If #21 not passed/Deposit into Cap. Funds	Approved (3-0)
Article#23: Purchase Chipper	Approved (3-0)
Article#24: If#23 not passed/Deposit into Cap. Funds	Approved (3-0)
Article#25: Land Acquisition Cap. Reserve	Approved (3-0)
Article#26: Fire Rescue Boat:	Tabled until Fire Chief presents more information
Article#27: Deposit into Fire Cap. Fund:	Tabled until Fire Chief presents more information
Article#28: Rec. Dept. Tractor	Approved (3-0)
Article#39: Prospect Street	Tabled: More information needed

ADJOURNMENT

Meeting adjourned at 9:35pm on a motion by Rothermel, seconded by Moore (3-0).

Submitted:

Judith A. Zola
Administrative Assistant

Attest:

Donald MacIsaac
Chairman