

TOWN OF JAFFREY
Jaffrey, New Hampshire
Select Board Meeting Minutes
March 17, 2016

Present: Selectman MacIsaac, Selectman Moore, Selectman Sterling, Town Manager Caron

Staff: Jo Anne Carr

Guests:

A. Call to Order

Public Meeting Started: 10:00 AM

B. Select Board's Business

2016 Goals and Objectives: Participants at the meeting engaged in a lengthy conversation developing the Board's goals and objectives and reviewing the Town Manager's subsidiary goals. The Board concurred on the following:

2016 Goals and Objectives - Select Board (March 17, 2016)		
	Objective:	Goal:
A	Budget Management	Transfer Station Reorganization
	(Strive for 3-5% reduction)	Seek Department Head Creativity
		Investigate outsourcing opportunities
		Are Recreation Services an opportunity for outsourcing?
		Investigate acquisition of nearly-new fire apparatus
B	Property Tax Reduction	Increase value of commercial properties
		* Investigate temporary tax incentives, water/sewer rates
		*Seek potential business relocations to Jaffrey
		* Progressive Rate Structure for Water/Sewer
		* Review Commercial Assessment fundamentals
		Webster Street Redevelopment
C	Reduction of Long-Term Debt	Complete comprehensive cash flow analysis
		How much available resources to use for debt or tax reduction
D	202 Traffic Project	Constant communications with residents on project and opportunities
		Vision for Downtown
		Communicate potential Town share of ancillary improvements with creation of TIF funded Capital Reserve Program to fund improvements.

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	Objective:	Goal:
E	Town Office	Investigate creation of Capital Reserve Fund to begin financial planning for future project.
		No more studies; maintain awareness of site opportunities as they may evolve in the Downtown area.
		Maintain balance between investing in current building and attending to significant deficiencies (e.g. seek quotes to address HVAC issues).
	Staff Operational Goals/Tasks	
1	Infrastructure Enhancement	
1-a		Town Roads - Complete comprehensive review of road conditions to ensure that prioritization of repairs/reconstruction is supported by the best available information.
1-b		Water System - Manage Water Main Replacement Project to minimize traffic, business and service disruptions. Develop CIP for Water System.
1-c		Sewer System - Complete Asset Management Program; finalize design, bid and construct Septage Receiving Station; manage replacement of River Street and Nelson Circle pump stations. Develop CIP for Sewer System
1-d		Capital Plan - Encourage the Planning Board to become involved in the Capital Improvement Planning process or in the alternative, continue to develop and manage multi-year capital plan.
1-e		Town Meeting Appropriations Implementation - Implement funding authorization of Town Meeting, including: a) purchase of sidewalk plow, chipper and Recreation Tractor b) implement planned improvements to Fire Station (restroom/showers) and Recreation facilities (various).
2	Operations	
2-a		Emergency Services - Continue implementation of Memorandum of Understanding with JRMA.
2-b	Operations (Con't.)	Manage Personnel Issues - including a) monitoring School District's implementation of new health plan; b) continuing implementation of Personnel Evaluation Process; c) monitoring revised Recreation Department staffing structure;
2-c		Cash Flow Analysis - Develop cash flow analysis for central cash and fund balances for Water, Sewer & General Fund; identify "free" cash and outline options for Select Board regarding the use of free cash.

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	Objective:	Goal:
2-d		Monadnock State Park Lease - Develop long-term lease extension to be presented for approval at the 2017 Town Meeting. Review all town land in terms of best forest management practices.
2-e		Community Field - Enter into negotiations with the Community Center of Jaffrey, Inc., for the long-term lease of the Union Street property as authorized by Town Meeting.
2-f		Landfill Lease - Monitor NHPUC discussions on allocation of renewable energy grant funds to determine cost-benefit of Jaffrey project.
3	Communications	
3-a		Social Media Policy - Implement a responsive social media policy for Town Departments.
4	Ordinances/Policies	
4-a		Town Ordinances - Continue systematic review of ordinances to ensure compatibility with other town regulations and relevance to enabling state legislation.

ADJOURNMENT

Meeting adjourned at 12:15pm.

Submitted:

David R. Caron
Town Manager

Attest:

Donald MacIsaac
Chairman