

TOWN OF JAFFREY
Jaffrey, New Hampshire
Select Board Meeting Minutes
January 9, 2017

Chairman: Donald MacIsaac

Selectmen: James Moore, Frank Sterling

Interim Town Manager: John MacLean

Administrative Assistant: Judith Zola

A. Call to Order

Non-Public –

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

On a motion by Sterling, seconded by Moore to exit Non-Public Session and seal the minutes at 7:01pm (3-0)

B. Public Hearing – Acceptance of LCHIP Grant (Resolution# 2017-01)

Public Hearing was called to order at 7:02pm

Chairman MacIsaac opened the public hearing at 7:02 pm. The purpose of this hearing is to receive public input to accept a grant from Land and Community Heritage Investment Program (LCHIP). The grant in the amount of up to \$ 54,600.00 or up to 50% of the cost is to assist the Town of Jaffrey with the Roof Replacement for the Jaffrey Meetinghouse.

The floor was opened to the public for comments and questions: There were no public comments or questions.

On a motion by Sterling, seconded by Moore, Resolution #2017-01 to accept the LCHIP Grant for the restoration and repair to the roof of the Meetinghouse in Jaffrey Center was approved (3-0).

Public Hearing was closed at 7:04 pm.

C. Approval of Meeting Minutes

On a motion by Sterling, seconded by Moore, the Public Minutes of 12/12/16 were approved with the corrections. (3-0)

On a motion by Sterling, seconded by Moore, the Non-Public Minutes of 12/12/16 were approved. (3-0)

D. Appointments-None

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E. Consent Agenda

1. Payroll and Vendor Manifests
2. Abatements
 - a) #16-89 – Jason Pranilis/Paul Tuper 4 Meadow Lane - \$306.90 Taxes
 - b) #16-98 – TD Bank – 28 Main Street - \$ 896.88 Interest
 - c) #16-95 – Peter Eichert – 306 Hadley Road - \$ 113.57
 - d) #16-96 – Dennis Campbell – 45 Forest Park - \$ 243.00 Veteran’s Exemption
 - e) #16-97 – Gerard Bernard – 41 Forest Park – \$ 224.00 Veteran’s Exemption
 - f) #17-01 – Ingrid Fischer Van-Houte – 236 Squantum Rd. - \$ 11.96 – Water
 - g) #17-02 – Ellen Clark – 12 Sandy Shores Road - \$ 11.96 – Water
3. Current Use Land Use Change Tax Collector’s Warrant
 - a) Michael Guitard – Main Street - \$ 3,800.00
4. Yield Tax Levy
 - a) Monadnock Christian Conf. Ctr. – Map 219/Lot 1.1 - \$ 880.74
 - b) Peter Russell – 4 Gilson Road – Map 230/47 & 235/1 - \$ 3,998.44
5. Tax Collector’s 12th Cycle 2016 Water & Sewer Warrant
 - a) Water - \$ 108,304.00
 - b) Sewer - \$ 99,208.06
6. Hourly Billing Rates Approval
7. Notice of Intent to Cut Wood or Timber
 - a) #16-233-11-T – David Jeffries – Lot 212-39 (Milliken Rd.) & Lot 205-14 (Mountain Rd.)

On a motion by Sterling, seconded by Moore, the consent agenda was approved. (3-0).

F. Select Board’s Business

Selectmen’s Reports

Sterling -

- HDC met last Thursday and reviewed the \$2,000 request from Rob Stephenson for the Meetinghouse roof fund. They approved \$2,000 instead of their usual \$1,000.
- HDC also went over the lighting fixtures. They liked the look of the one picked out. They will give the go ahead for installing the lights.
MacIsaac mentioned that the initial funding for the Route 202 was due to come before the Governor in Dec. or January, he is concerned that we have a new governor and he’s stating the surplus is low and it may be vulnerable for getting approved. He asked Sterling to speak with

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David Wheeler. In reviewing the master plan, the traffic plan wasn't mentioned. Sterling will contact him.

Moore-

- Mentioned that VIS gave Meetinghouse Roofing project \$5000.

MacIsaac-

- Spoke with Carolyn Garretson the other day. A lady came in to talk with the CNBRLAC about aquatic invasive species. She wanted to get approval from the town to start taking samples. She wanted to come before the BOS for approval, but she cannot attend the Monday meetings. It would be no cost to the town. An unidentified man in the audience stated collecting samples would be need a "right of entry". It was decided that she should submit a scope of work from the person. Moore will follow up.
- Town Report – There will be 4 dedications this year: John Peard, Bill Royce, Nancy Isaac, Jim Ballantine. Last year we included an organizational chart. It wasn't up-to-date. Recreation Committee will be removed, Administrative Assistant and Property Records Clerk have been moved to directly under Town Manager, Planning & Economic Development was added under departments.
- Selectman's Report is done also.
- Town Meeting Calendar was reviewed. 2/20/17- Special revenue funds due, Linda stated Fire Dept. is looking to set up a fund for Fire Detail fund. Nothing is budgeted in the Fire Dept. to expend those funds and the firefighters have to be paid up front and then it gets billed and then money comes back in. This way there will be no impact on the general fund. Linda will check to see if this would count as a special revenue fund. Linda will follow up. 2/27/17 – Last day to notify landowners about discontinuing a highway. This would be assigned to Jo Anne. MacIsaac asked if there were any additions to the list that TM Caron had sent out before leaving. Recycling Committee is meeting next week and Moore can let the BOS know. Meetinghouse Roof will be an article. Veteran's exemption: The legislature authorized a Vet's exemption for non-combat related service. Open issues are; do they get the same exemption as combat vet's and do we step it. Research needs to be done on whether a new warrant article needs to be written to accept new guidelines. Sterling will look into the statute.
- CIP-Warrant article on elimination of certain water debt needs work. There is confusion on whether we made exceed the 10% rule and positioning the article in the warrant relative to the budget. Linda and John will clarify.

Town Manager's Report

- Facebook – Judy is researching the protocols and procedures.
- Local Access – Is being worked on and will be addressed at a future meeting.

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G. New Business

- Rob Stephenson sent out a possible warrant article for the Meetinghouse Roof. He has been updating the amounts needed as donations come in. There is a scheduled bid opening for March 1st. Along with Randy Heglin at DPW, they will advertise the bid on February 2nd, which means they will have a firm figure for Town Meeting. There have been donations coming in. It was decided that the amount not to exceed donations would be listed, since possible grants aren't available until after Town Meeting. The annual request for \$3,000 for the Meetinghouse Trust Fund was discussed and thought to be too much to ask for in addition to the Roof Repair warrant article. If funds are needed to supplement the cost, these could be taken from the Municipal Building Account or Meetinghouse Trust Fund. Interim TM MacLean stated the warrant should be worded in a way to the public to indicate the donations received to offset the balance. Moore also stated to note that there will be no tax impact on the residents. It was decided that the BOS will craft the Warrant Article to present at Town Meeting. Sterling mentioned that he had a bill that he sponsored for the DRA on taking monies in and out of Capital Reserve Trust Funds and he suggested contacting Steve Hamilton at the DRA on how he would handle taking money out of the trust funds. Moore expressed the situation should be brought up to the tax payers that there is no tax impact. MacIsaac summed up the finances as adding TBD from the Meetinghouse trust fund, the balance will be in an article and there will not be an article for an additional \$3,000 to replenish the Meetinghouse Trust Fund.
- Rob Stephenson also asked in the Water Capital Reserve account can be closed as it still shows on the MS-9 and doesn't carry a balance. Linda Langille said she would look into it.
- Dawn Oswalt, Tax Collector and Kelly Rollins, Town Clerk approached the BOS to request a part-time person to be funded for coverage of their positions as well as the Property Records Clerk. In the past, there has been money budgeted to pay for part time help for vacations and other leaves. Former TM Caron had not funded this budget line item in the hopes that staff from other departments in the Town Office could cover these vacancies. It was attempted in the Fall and other department staff fell behind in their jobs covering and the Town Clerk still had a large amount of work to accomplish once back into the office despite the partial coverage. The position requested would provide coverage for vacations/days out of the office as well as added assistance when both parties are present. The request would be for 10 hours per week, which could be banked up for vacation times and hourly rate would be \$12-\$15 per hour. Chairman MacIsaac feels that this is a decision for the new Town Manager to make toward the validity of the position and its funding. Sterling noted that it is a well warranted idea in the service industry to have the coverage. Should be funded not just taken out of other department's overages. Moore suggested the training now and fully fund in next year's budget. Sterling suggested funding the line items for 16 hours. The BOS agreed to look for money to put into the line item that currently exists for part-time coverage.

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I. Non-public Session

J. Adjournment

Meeting adjourned at 8:53pm on a motion by Sterling, seconded by Moore (3-0).

Submitted:

Judith A. Zola
Administrative Assistant

Attest:

Donald MacIsaac
Chairman