

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**January 23, 2017**

**Chairman:** Donald MacIsaac

**Selectmen:** James Moore, Frank Sterling

**Interim Town Manager:** John MacLean

**Administrative Assistant:** Judith Zola

Staff: Jo Anne Carr, Doug Starr, Randy Heglin

Guests: Laurel McKenzie, Kevin Chamberlain, Nicholas Handy (Monadnock Ledger)

**A. Call to Order**

**Non-Public – None**

**B. Public Hearing – 7:19pm - Sewer Use Ordinance-**

Doug Starr, Town Engineer, reviewed the Jaffrey Sewer Ordinance in detail. This is the first major revision to Chapter 139 to the Jaffrey Municipal Code. It is necessary to update this ordinance due to changes in local limits from the 1993 version of the ordinance.

Starr reviewed the following: (a handout was provided)

- General Provisions
- General Sewer Requirements
- Pre-treatment of Wastewater- Jaffrey has 3 classes of sewer use:
  1. Large Companies
  2. Dental Practices
  3. Regular Local Businesses
- IDP Issuance Process – This is the regulation of wastewater received from other jurisdictions. Jaffrey does not accept industrial septage from outside sources.
- Reporting Requirements – Jaffrey does report in the local papers if there are offenders polluting the system, which is a requirement.
- Powers & Authorities of Inspectors
- Enforcement Remedies – The EPA steps in to help with this.
- Affirmation Defenses to Discharge Violations
- Septage Disposal – Jaffrey currently has contracts with Rindge and New Ipswich.
- Sewer User Rates – MacIsaac would like a meeting with Vic to review former TM Caron’s study and to discuss the sewer and water rates. It was mentioned that buying down bonds could offset rates.
- Updated Local Limits- There was discussion about Industrial Mass Loading Limits. If there are increased levels, it is documented and a permit is issued. Millipore is not compromising the system, the Town reserves capacity for the remainder of the town.

Hearing no other concerns/questions from the audience, the Public Hearing was closed at 7:59pm.

On a motion from Sterling, seconded by Moore, the Sewer Ordinance for the Town of Jaffrey was approved (3-0).

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**Public Hearing – 8:00pm - Downtown TIF Revisions**

Jo Anne Carr, Planning and Economic Development Director presented the following:  
She has been working with the EDC. She was asked by the Town Manager to establish a capital reserve account to fund any additional work needed to be done in regard to the 202 traffic project. These funds would be used for the improvement of sidewalks, bike lanes and furniture (i.e. benches). The preliminary engineering has been done and there are still some right-of-way issues to complete. Ms. Carr explained the changes in budget line items to cover the sidewalk improvements. The preliminary improvements will be done outside the scope of the 202 improvements, so the construction will not affect them.

**C. Approval of Meeting Minutes**

On a motion by Sterling, seconded by Moore, the Public Minutes of 01/09/17 were approved. (3-0)

On a motion by Sterling, seconded by Moore, the Non-Public Minutes of 01/09/17 were approved (3-0)

**D. Appointments- 6:00pm– School Board Updates**

Laurel McKenzie came before the Board to discuss the School Warrant Articles (a handout was provided)

Article 1. Election of School District Officers

Article 2. Request to secure a \$ 138,000 bond to pay for energy updates at all four schools.

Article 3. Annual Budget: if this article fails, the default budget is larger. The Jaffrey portion would be increased due to the commercial properties in Jaffrey decreasing in value and an increase in student population.

Article 4. Request to expend monies in a Maintenance Trust that has money in it. There is no tax impact, they need to ask to spend from this account.

Article 5. Increase the cap to spend from Maintenance Trust to work on projects.

Article 6. This is sponsored by Roberta Oeser from Rindge. It is to change the 50-50 rate of town funding to the actual % of students per town. This would mean an increase in school tax for Jaffrey and a decrease in Rindge. It would be based on student population and tax valuation. Jaffrey pays less per student than Rindge, because they receive more adequacy aid from the State (i.e. reduced lunch funding and Special Education funds). The DOE has the final say on a change to this funding agreement. It was suggested to form a committee to investigate and report back or to amend the article to form a study committee.

**E. Consent Agenda**

1. Payroll and Vendor Manifests

2. Abatements

a) 2017-03 – Jaffrey Recreation Dept. – 32 Howard Hill Rd. - \$34.90 Sewer

3. Tax Collector's 1<sup>st</sup> Cycle 2017 Water & Sewer Warrant

a) Water - \$ 107,895.23

b) Sewer - \$ 104,092.92

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4. Tax Collector's 1<sup>st</sup> Cycle 2017 Septic Haulers Commitment Warrant
  - a) \$ 10,273.75

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

**F. Select Board's Business**

Selectmen's Reports

MacIsaac –

- Town Report Update – Asked for progress update. Admin Zola reported that many departments have submitted their reports and as of now, running on schedule.
- GNC Agenda – Wanted an update of Jaffrey's status. Sterling reported that Jaffrey should be in good shape after talking to the Governor's office, the funding is in place. MacIsaac would like to make an announcement at Town Meeting and would like to have updated information.

Moore-

- Attended a Meetinghouse Committee meeting to review the roofing estimate. Labor costs are increased due to bonding requirements. Randy Heglin, DPW Director, will be going to DHR for review and may not have a bid before Town Meeting.

Sterling- Nothing to report.

Town Manager's Report

- Interim TM MacLean reports that he will be speaking with Commander Paul McPhie from the Jaffrey VFW regarding the Town acquiring Howard Park.

**G. New Business**

**H. Other Business**

Draft Warrant Review: Chairman MacIsaac reviewed the following Warrant Articles with the Board:

1. Election of Officers – no changes
2. Revision of Code (sign revisions) – no changes
3. Town Report – no changes
4. Revolving Account- Public Hearing for Feb. 6, 2017 has been posted.
5. Pre-pay Water Bond – no changes
6. Funding Water & Sewer – no changes
7. Roll into Operating Budget – no changes
8. Highway Equipment Capital Fund – no changes

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9. (NEW) Capital Reserve Fund - \$ 50,000 towards a new Town Office.
10. Fire Capital Reserve - \$ 60,000. After some discussion, it was recommended to change wording to a previous (1996) article to include purchase of new and refurbished equipment. Linda will change wording.
11. Property Assessment Service Payment – no changes
12. Establish a Capital Reserve Fund for Downtown – no changes
13. Downtown TIFD Finance Plan- if Article 12 is defeated, this Article would be ignored.
14. Land Acquisition Capital Reserve Fund – no changes
15. Cemetery Tree Fund – no changes
16. Gravestone Restoration – no changes
17. Deposit \$1,000 for the Meetinghouse Trust Fund – no changes
- (NEW) Deposit \$1,000 into the Municipal Building Capital Reserve Fund
18. Create a Capital Reserve Fund for bridge repairs/maintenance & deposit \$ 50,000
- (NEW) Modify the Veterans Tax Credit to include all Veterans (combat and non-combat) \$500 credit.
19. Monadnock Lease – no changes
20. Cathedral Road Water Main – bookkeeping issue to get rid of it
21. DD Bean Road Discontinuance request

Remainder of Articles are the Petitions that will be heard at the Budget Meeting tomorrow, 1/24/17 at 6pm @ the Town Office.

There will be a review of the Warrant Articles on Thursday 1/26 at 10am @ the Town Office.

**I. Non-public Session**

On a motion by Moore, seconded by Sterling to enter Non-Public Session pursuant to RSA 91-A:3 II (b) at 8:19pm (3-0)

On a motion by Sterling, seconded by Moore to exit Non-Public Session and seal the minutes at 9:15 pm (3-0)

**J. Adjournment**

Meeting adjourned at 9:15 pm on a motion by Sterling, seconded by Moore (3-0).

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Submitted:

Attest:

Judith A. Zola  
Administrative Assistant

Donald MacIsaac  
Chairman