

**Jaffrey Economic Development Council  
Draft Minutes 11/19/25**

**8:00 am Jaffrey Town Hall**

Present: Peter Chamberlain, Chair, Larry Alvarez, Dominique Caissie, Tarah Castiglioni, Kevin Chamberlain, Tim Gordon, Bill Schofield, Mike Shea, Andy Lawn, Ex.O.

Staff: Jo Anne Carr, Director

1. Budgets

*Stone Arch Bridge TIFD:* Jo Anne reviewed the budget calculation and tax rate to yield the captured revenue for the year. Administrative cost, salary, is not included as that has not been finalized. Jo Anne will share the updated budget when the salary line is released.

The Capital Reserve Fund is set at \$60,000, level funded from prior year. At this time capital projects include final work at the transfer station (the septic system), and the Road Safety Audit recommendation of the Select Board choice of a roundabout. Dom asked how was the transfer station added to the SB TIFD Capital projects. Jo Anne noted that the decision from a year or so ago was to draw the funds from the TIFD as the transfer station is in the TIFD and needed significant upgrades. Total cost is in the range of \$45,000. The Select Board and/or Town Manager have the prerogative to draw funds from the CRF as necessary, providing the project is within a district and is a capital investment.

Current CRF balance is \$163,621.

Discussion centered on the fact that the revenue generated this year is significant and it seemed appropriate to secure additional funds for the intersection improvements.

Kevin Chamberlain motions to increase the CRF line from \$60,000 to \$80,000 (\$20,000 increase), with Mike Shea as second. The motion passed unanimously.

The Stone Arch Bridge TIFD budget increases by \$20,000, not accounting for Administrator salary.

Bill Schofield motions to tentatively accept the budget for the Stone Arch Bridge TIFD as amended, pending the final salary line being provided, seconded by Tim Gordon. The motion passed unanimously.

*Downtown TIFD:* Jo Anne reviewed the budget calculation and tax rate to yield the captured revenue for the year. Administrative cost, salary, is not included as that has not been finalized. Jo Anne will share the updated budget when the salary line is released. As presented the budget is level funded from prior year. Considerable discussion centered on the Capital Reserve Fund and thoughts on funding for the town's responsibility of the associated costs at the roundabout and bridge project.

There was some discussion regarding other potential capital projects in the downtown with uncertain costs such as Community Field parking lot, Rail Trail parking area at W.W. Cross, and what might be needed for the W.W. Cross site. It was decided that the DT capital projects be re-included in the Capital Improvements Plan. Jo Anne will follow-up on that.

The current CRF balance is \$103,239.

Mike Shea motioned to increase the CRF from \$150,000 to 200,000 (\$50,000 increase). Bill Schofield seconds. The motion passed unanimously.

Tim raised the need to add funding for a robust marketing plan and outreach. He makes the case that we as a Town cannot rely on townspeople providing the cash influx necessary for a stable economic environment, “we need to bring people from away.” After considerable thought on this, the EDC agreed as a whole to increase the marketing budget with Tim as lead to procure a cost estimate for a marketing plan.

Kevin Chamberlain motions to increase the marketing budget line from \$10,000 to \$25,000 (\$15,000 increase). Bill Schofield seconds. The motion passed unanimously.

Tarah offered a proposal to bring some unity to the Chamber, TEAM and the Town and suggested she had plans for a moving this forward. The EDC considered last meeting that resources being as stretched as they are, some higher coordination is necessary. There was some concern regarding the stability of TEAM as the board has resigned with the exception of one member. However, the EDC agreed on investigating a merger. Tarah requested an increase in the TEAM budget to cover additional expenses to cover her salary while this process advances.

Kevin Chamberlain motions to increase the TEAM Jaffrey budget from \$45,000 to \$55,000 (increase of \$10,000). Tim Gordon seconds. The motion passed unanimously.

In all the proposed budget increase for the Downtown TIFD is \$75,000 not accounting for Administrator salary.

Kevin Chamberlain motions to tentatively accept the budget for the Downtown TIFD as amended, pending the final salary line being provided, seconded by Larry Alvarez. The motion passed unanimously.

*Concluding discussion:* Andy will sit with Tarah on the TEAM/Chamber merger committee. Bill Schofield also offers to assist. Jo Anne will reach out to Sharon Tieger and coordinate an exploratory meeting.

2. TEAM Jaffrey  
Addressed above.

3. EDC Roundtable

- a) Peter announced that MDS has been sold to Casella Waste Systems. He is looking for a TIFD representative to fill his place, on his retirement from MDS.