

**TOWN OF JAFFREY  
BUDGET COMMITTEE MEETING  
September 13, 2017**

**Members present:** Norm Langevin, Bob Schaumann, Tom Lambert, Peter Maki, Charles Turcotte, Frank Sterling

**Excused:** Jack Belletete

**Others Present:** Town Manager Frederick, Finance Director Langille, Administrative Assistant Zola

Meeting opened: 6:02 p.m.

**MEETING MINUTES APPROVAL**

Meeting minutes from February 6, 2017 were not approved, due to committee members who attended said meeting were not present at tonight's meeting.

On a motion by Sterling, seconded by Lambert, meeting minutes from April 12, 2017 were approved as written, all in favor (4-0).

On a motion by Schaumann, seconded by Sterling, meeting minutes from May 10, 2017 were approved as written, all in favor (5-0)

**OLD BUSINESS: NONE**

**DISCUSSION:**

- New Members, Lambert, Maki and Turcotte discussed their experience and what they learned at the NHMA Budget workshop that took place yesterday (9/14/17).
- Chairman Langevin explained the role of Town Manager and the Budget Committee during the budgeting process. The BOS makes budgeting goals and gives the TM direction as to what their expectations are. The TM gives the budget to the Budcom in December. Budget meetings in January will address each department and their proposed budget. TM will be providing the Budcom with a Budget calendar to include budget and Town Meeting dates/deadlines.

**TOWN MANAGER UPDATES –**

- Current budget is trending well with 33% remaining
- Financial Administration is at 100% because of video broadcasting camera
- Welfare has the incorrect stipend number (will be corrected)
- Patriotic Purposes- will have more funds expended to correct the dates on the Iraq Memorial.

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- Conservation Commission- there is currently a negative balance of \$ 75.00 remaining due to subscriptions paid. There was some discussion regarding asking the commission to pay their subscriptions out of the funds collected from Land Use Funds that go directly to the Conservation Commission.
- The Town of Jaffrey website has been updated
- Livestream is up and running for BOS meetings. TM Frederick will speak with BOS regarding recording other board meetings.
- The BOS ratified the Police and DPW contracts. These will be 2-year contracts with a 2% increase.
- After Town Meeting, the Town will look into Health Insurance changes due to the impending 2020 Cadillac Tax.
- Town Office Positions – Full-time Finance position was split into 2 part-times positions in Finance and Town Clerk/Tax Collector offices. Erlene Brayall from Property Records will be retiring in November.

**Revenues-** Finance Director Langille went over the Revenue Reports with the committee. It was noted that because of the current software program, the amounts are not a true picture because potential taxes are counted in the bottom line. Chairman Langevin asked Linda to look into generating a report that is a true reflection and wants to compare it to Town Meeting numbers.

**NEW BUSINESS:**

- A request was made from Chairman Langevin to TM Frederick to obtain a list of paving projects and cost from the DPW. Sterling stated that the SB38 Funds received from the State can only be used on new projects, but will help with budgeting for next year.
- Chairman Langevin was elected to the School Appropriation Committee. He gave the Budcom an overview of discussions and the Committee gave him instruction to maintain the course for Jaffrey and advocate for little or no tax increase for Jaffrey residents. Chairman Langevin will notify Admin. Zola when the next Appropriation meeting is and she will notify Budcom members.

The Committee agreed to meet again on Wednesday, October 11<sup>th</sup> at 6:00pm at the Town Office.

On a motion from Sterling, seconded by Schaumann, the meeting was adjourned at 7:52pm.