

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**December 12, 2018**

**Members Present:** Norm Langevin, Peter Maki, Sam Greene, Franklin Sterling, Charlie Turcotte

**Members Excused:** Bob Schaumann

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

Meeting opened: 6:00pm

**Meeting Minute Approval**

On a motion by Sterling, seconded by Greene, the meeting minutes from 11-7-18 were approved with corrections (5-0).

**OLD BUSINESS:**

- Moderator Mac Tieger has been unable to find a permanent replacement Budget member. Don MacIsaac has been selected to fulfill the Budget season until a permanent replacement can be named.

**NEW BUSINESS:**

- **2018 Budget Expenditures** – The Committee reviewed a memo with TM Frederick detailing line items of expenditures to date. The budget has 8.3% remainder of the year. If the weather cooperates and we can avoid any large storms, the Town may finish the year above budget. Revenues still need to be collected at the end of the year are the Meals and Room taxes and TIFD districts.
- **Review of Department Budgets** –
  - Executive- No questions/concerns.
  - Election & Registration- Deputy was listed twice on error, will be corrected on next printout.
  - Financial Administration- No questions/concerns.
  - Property Records- There is one more monthly assessing payment due for December.
  - Judicial & Legal- No questions/concerns.
  - Personnel Administration- Health insurance premium is down 3% and Dental insurance premium is up 2.3% for next year.
  - Planning & Zoning- No questions/concerns.
  - Government Buildings- The electric line items were transposed for the Meetinghouse and the Town office in error, they are accurate now. Heating oil/Propane is put out to bid for competitive pricing. Currently, Red's is the Town's supplier.

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Cemeteries- The water and sewer item line will be removed as it was posted in error..

Insurance, NOC - No questions/concerns.

Police- Staffing is currently at 8 full-time and 2 part-time officers. The Ambulance line will be removed for next year as it was unused this year.

Fire- David has been holding off on purchasing protective clothing to see how much money is left in the budget.

Building Inspection- No questions/concerns.

Emergency Management- No questions/concerns. It was noted that Chief Chamberlain is filling this position.

Prosecution- No questions/concerns.

Highway Administration- No questions/concerns.

Highway Operations- There was a question about shim & sealing, which was explained. There was none done this year, but in 2019 the DPW will be more aggressive. This is done contingent upon the weather.

Bridges- No questions/concerns.

Street Lighting- The Town has received the rebate check and amount was added back into the budget line.

Parks & Commons – Finance will investigate the water/sewer line to see if it's erroneously listed.

Recycling/Transfer Station Administration- There was a request made to see how many tons were removed from the station this year, this will be indicated on the forthcoming budget documents. There was discussion regarding how Jaffrey compares with surrounding towns. Construction debris doesn't get separated, which increases weight and cost of disposal.

Landfill Cleanup- This is cover the cost of State monitoring of the wells

Health & Welfare- No questions/concerns.

Animal Control- No questions/concerns.

Welfare Administration- Current Director, Mary Drew, has given her resignation. The Select Board would have to task the Town Manager with this if a replacement isn't found.

Recreation- There is \$11,199.12 unspent due to the basketball court not being sealed.

Library- Their electric bill is increased due to being opened longer hours and their new heat pumps are electric.

Patriotic Purposes- Funds were used this year for repairs to correct dates on the war memorials at Humiston Memorial.

Conservation Commission- This is used mainly for dues. They also receive partial funds from Current Use fees paid to the town.

Economic Development – No questions/concerns.

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Debt Services-

- Police vehicles are on an established schedule for replacement. There are 5 units, including 1 unmarked in service.
- Gravel Roads- Average cost for upkeep is \$30,000 per mile. Many of these roads in Jaffrey are highly-travelled and need more attention.

Anticipated Revenue- On track, awaiting State distribution of Meals/Room taxes.

**OTHER BUSINESS:**

- Per request, the Wage/Salary breakdown was provided to the committee in their December packet for review.
- The Spring meeting schedule is usually one meeting per month in April & May, then summer break until September.
- January 22<sup>nd</sup> and 24<sup>th</sup> are tentatively booked as work sessions, if needed. January 17<sup>th</sup> are the Petition Article presentations. TM Frederick will develop a schedule of presentations and distribute to Chairman Langevin.

**MEETING ADJOURNED:** On a motion from Greene, seconded by Maki, the meeting was adjourned at 7:15pm.

**Next Budget Committee Meeting is January 3, 2019 @ the Town Office 6pm**

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