

**TOWN OF JAFFREY
BUDGET COMMITTEE
JANUARY 3, 2019 Amended**

MEMBERS PRESENT: Norm Langevin, Bob Schaumann, Peter Maki, Charlie Turcotte, Franklin W. Sterling, Jr.

MEMBERS EXCUSED: Sam Greene

STAFF: Town Manager Frederick, Finance Director Langille, Recreation Director Sangermano, Sarah Hooper

Meeting opened: 6:07 p.m.

Meeting Minute Approval:

On a motion by Turcotte, seconded by Maki, the meeting minutes from 12-18-18 were approved with corrections (4-0). MacIsaac and Schaumann abstaining as they were not at the 12-18-18 meeting.

MacIsaac asked for the data of the cost to work on a paved road vs. a gravel road. TM Frederick will gather this data.

New Business:

Introduction of new member Don MacIsaac, who will fill Tom Lambert's vacant position for this budget season only.

TM Frederick gave an overview of the packet materials: The proposed budget, the CIP for 2019-2024 and recommended budget for that plan, the audit, in the report section the 2019 wages by department and how they're broken down by percentage as requested, and Julie Perrin, Library Director supplied more information about the library for her meeting on 1/8/19.

- Total Proposed Operating Budget is \$ 6.698 Million which is \$177,652 (2.17%) higher than the 2018 adopted budget.
- 2% increase for all Union employees, which was approved at Town Meeting last year. The 2% increase was also carried over to non-union personnel.
- Areas of significant increase are:
 - Highway with an 8.77% increase due to winter operations and materials.
 - Library 7.56% increase due to their increased patronage
 - Recycling/Transfer Station 7.33% due to expansion of the landfill groundwater management zone.
- The CIP planning process was done with the CIP Committee (Charlie Turcotte, Ed Merrell & Robert Sherman) A recommendation was made to the Planning Board that was adopted on 12-11-18, that plan is in the budget paperwork provided.

**TOWN OF JAFFREY
BUDGET COMMITTEE
JANUARY 3, 2019 Amended**

- Breakdown of how this compares to the current tax rate as well as what was estimated last year at this time. A large variable is that we took an additional \$125,000 from UFB when the tax rate was set in October. It was planned to use \$435,00.

Langevin asked how old the Turner Report is. TM Frederick stated it was from 2008/2009. This year it has been audited to include improvements done, it is used now for the outstanding items to develop the CIP. TM will send an updated version of completed items to the Committee.

RECREATION- Renee Sangermano
Budget is increased by \$6,162 (2.3%)

Salaries- Increase in Admin. and Maintenance salaries of \$1,049.

Lifeguard Wages - Decreased \$4,104 due to the elimination of the aquatics coordinator position.

Program Wages- Increased \$4,097 with the creation of a full-time Program Coordinator. A full-time coordinator is will eliminate the revolving door on staffing this position that has been a detriment. They will provide a focus on programs and better interaction with participants and parents. This will eliminate the need for the aquatics coordinator. This position will be funded 30% from the 2005 Recreation Revolving Fund and 70% from the General Fund.

Retirement/Stipends – increased with salaries.

Social Security/Medicare/Retirement- Consistent with salary changes.

Education/Training – Increase of \$28 for training and conferences.

Telephone – Increased \$222 with the addition of a departmental cell phone.

Software/Licenses – Increased \$110 with the increase for the Rec Desk software

Recruiting – Decreased by \$38.

Heating- Increased \$550 due to increased propane costs.

Facilities Repair/Maintenance- Recommending an increased \$ 14,358 due to safety issues with the garage door system and adding an insulated door. Panic buttons are needed at the office due to the remote location.

**TOWN OF JAFFREY
BUDGET COMMITTEE
JANUARY 3, 2019 Amended**

Rec office and Warming Hut need vented propane heaters to improve winter working conditions. The Warming hut also needs a new exterior door and exterior painting.

Misc. Rentals/Leases – Decreased by \$ 755 to reflect actual contract costs.

Dues/Memberships – Increased by \$76 to reflect actual cost.

Program Equipment/Supplies – Decreased \$1,290.

Office Supplies – Decreased \$200

Ground Maintenance- Decreased \$ 14,065 due to anticipated needs

MacIsaac asked about the wages. Retirement will go up because of the additional full-time staff member.

Schaumann asked about lifeguard salaries asked if the higher salaries requested last year would be fore casted for this year. Sangermano stated that the increased wage did draw more lifeguards and they were fully staffed. Contoocook is the only beach that is fully staffed.

Schaumann asked if there were any other items that were needed, but not mentioned in her budget proposal. Sangermano mentioned that there are always maintenance and facility repairs to be done and she prioritizes them as to urgency from year to year. TM Frederick stated that some items are listed in the CIP, one is the retaining wall at Humiston Field, which has been quoted at \$40,000 to repair. This year they had to address the irrigation/storage building wall that was collapsing. Basketball sealing needs to be done, chain-linked fencing issues. They manage 5 properties. Sarah Hooper, the proposed full-time Program Coordinator was present.

Sangermano has reached out to the school district to use their building trades department to help defray costs of building. The jobs listed can be justified at public meetings. Especially the safety buttons due to the remoteness of the location in proximity to safety personnel if there was an issue. Sangermano does work alone in the office many afternoons.

Safety issues are prioritized over grounds/maintenance.

Sangermano passed out her annual report to the members, hi-lighting the programs and events that happened in 2018. They are currently fundraising for Phase 2 of the playground. Vandalism cost approximately \$1,000 to repair. There was a huge outpouring from the community.

**TOWN OF JAFFREY
BUDGET COMMITTEE
JANUARY 3, 2019 Amended**

MacIsaac asked about ground maintenance balance. Last year the basketball sealcoating was included but wasn't included this year. They will wait to see if they will reconfigure the area when their paving projects are done. Maintaining the ice rink in winter is difficult due to the curvature of the area. It does get use, the last 2 winters haven't been conducive weather-wise. They have refurbished the inside of the warming hut, so it's more welcoming. Summer use is every day of the area with camps and they will have street hockey games there too.

A motion was made by Schaumann to tentatively accept the amount of \$270,451 seconded by Sterling. Vote was taken- All in favor (6-0).

EXECUTIVE:

Budget is increased \$3,107 (1.3% due to salaries)

Salaries – Increase of \$2,000 for Town Manager.

Staff Salaries- 2% increase

Selectmen – Level

Administration Overtime – Decreased \$757 because Budcom meeting overtime is paid out of the Finance budget.

SS/Medicare/Retirement – Consistent with salary changes.

Travel/Mileage- Recommending an increase \$200. The mileage rate increased to 58 cents per mile.

Retirement- For the first 6 months it is 11.38% then it's 11.17%

Cell Phone- Decreased by \$200 to reflect the actual cost of the plan.

Misc. Rentals increased by \$1,104 due to increased storage fees, Tax Collector copier, upgrade of Executive copier and postage meter/folding machine contract costs. Leases save money because toner is included in the lease.

Town report decreased \$1,000 to reflect composition of the report in-house and reduced printing demand.

Dues & Memberships increased \$266 to reflect actual costs of memberships.

Volunteer Dinner – Decreased \$48. We are awaiting quote, which should be lower this year.

A motion was made by MacIsaac to tentatively accept the amount of \$250,330 seconded by Maki. Vote was taken- All in favor (6-0).

**TOWN OF JAFFREY
BUDGET COMMITTEE
JANUARY 3, 2019 Amended**

ELECTION & REGISTRATION:

Budget is increased by \$1,802 (2.2%) for salaries and addition of a leased printer.

Town Clerk Assistant – Increased \$165

Town Clerk Salary – Increase 2%

Supervisors and Vital Statistics are level.

Social Security/Medicare – Consistent with Salary changes.

Retirement – Level

General Supplies/Operating expenses – Increased \$500 for new leased printer. Printers were not in the budget last year.

Elections- Level funded.

A motion was made by Maki to tentatively accept the amount of \$84,701 seconded by Sterling. Vote was taken- All in favor (6-0)

FINANCIAL ADMINISTRATION:

Budget is increased \$ 11,506 (4.8%) due to salaries, internet services and software license fees.

Windows 7 will need to be replaced in 2020.

Staff Salaries- Increased 5.4% due to COLA and the salary of the Assistant Municipal Clerk.

Treasurer Stipend- increased 2% Request increase for the Deputy Treasurer stipend from \$100 to \$200.

Budget Clerk- The overtime for the AA to cover Budcom meetings.

Social Security/Medicare- consistent with salaries.

Retirement- Decreased because of rate change.

Education/Training- increased \$500 to reflect trends.

Flex Plan- Increasing \$50 to reflect actual cost.

Registry Fees/Tax Billing- Increased \$200 to reflect actual cost.

Dues/Memberships – Increase of \$100 due to actual trends.

IT- Increased \$1,00 to reflect actual cost.

**TOWN OF JAFFREY
BUDGET COMMITTEE
JANUARY 3, 2019 Amended**

Contracted Services- Level.

Software Support – Increased \$2,800- License fees/ Livestream/ Adobe pro/Domain names/Liftoff

General Supplies & Hardware – Level

Langevin would like to see the data about the Liftoff Licenses.

Salary impact this year is because of under-budgeting last year of the new assistant in Tax Collectors office.

A motion was made by MacIsaac to tentatively accept the amount of \$250,377 seconded by Schaumann. Vote was taken – All in favor (6-0)

JUDICIAL & LEGAL:

Budget is level at \$20,000

Last year \$15,000 was spent.

WW Cross- Awaiting Phase 2 results to indicate of the Town's ability to proceed.

A motion was made by Schaumann to tentatively accept the amount of \$ 20,000 seconded by MacIsaac. Vote was taken – All in favor (6-0).

PERSONNEL ADMINISTRATION:

Budget decrease of \$6,178 (-.9%)

Health Insurance – Decreased 3% overall.

Dental – Increased 2.3%. Differences are shifts in plans/personnel.

Life Insurance- Decreased \$ 732

Short Term Disability- Increase \$95.

Workers Compensation- Increased \$10,208

Unemployment – Increased \$131 overall

There was discussion about the Health Insurance/Dental rates and how they are represented as a whole and by department. Langevin reviewed the actual bill for clarification of the total bill to the town.

**TOWN OF JAFFREY
BUDGET COMMITTEE
JANUARY 3, 2019 Amended**

A motion was made by Maki to tentatively accept the amount of \$687,546 seconded by Turcotte. Vote was taken – All in favor (6-0).

GENERAL GOVERNMENT BUILDINGS:

Budget increase of \$1,158 (3.9%) due to electricity and the Meetinghouse alarm system.

Town Office cleaning contract increase is \$138 to reflect 2% increase. RFP went out and we will hopefully get a better price.

Electricity – Increased \$1,000 in Town Office.

Heating/ Water & Sewer are level.

Repairs/Maintenance decreased \$1,000 to absorb the electricity increase.

Meetinghouse- Increased \$920 to cover cost of 2 phone lines and alarm testing.

Post-Event cleaning – level

Water & Sewer – increased \$100 due to actual usage.

Repairs & Maintenance - Level

A motion was made by Schaumann to tentatively accept the amount of \$30,793 seconded by Maki. Vote was taken- All in favor (6-0).

INSURANCE-PROPERTY & LIABILITY:

Budget is increased \$1,843 (4.2%)

Total Insurance Premium bill is \$74,339, which is an increase of \$2,010 overall.

General Liability Insurance is 43.9% from General Fund, 3.1% from Water, 4.1% from Sewer.

Property/Vehicle Insurance is 17.1% from General Fund, 2.9% from Water, 28.9% from Sewer

A motion was made by Turcotte to tentatively accept the amount of \$45,346 seconded by Maki. Vote was taken- All in favor (6-0).

**TOWN OF JAFFREY
BUDGET COMMITTEE
JANUARY 3, 2019 Amended**

BUILDING INSPECTION:

Budget is increased \$1,545 (2.0%)

Salary – Increased 2%.

Social Security/Medicare- Consistent with salary increase.

Retirement - \$70 increase

Education/Training & Uniforms – Level

Dues/Memberships – Increased \$25.00 to include Eastern States Building Officials membership.

A motion was made by Maki to tentatively accept the amount of \$77,882 seconded by Turcotte.
Vote was taken – All in favor (6-0).

HEALTH:

Level funded at \$1,787.

A motion was made by MacIsaac to tentatively accept the amount of \$ 1,787 seconded by Maki.
Vote was taken- All in favor (6-0).

WELFARE:

Level Funded at \$127,900

Mary Drew is leaving the Town as of January 23rd, the Town is in the process of interviewing.

The Administration Stipend of \$11,550 will return to the budget as the new hire will be a Town Employee and not a contractor like Mary was.

Hours vary greatly, depending on the need.

Due to the unemployment rate, Sterling feels the General Assistance line could be decreased about \$10,000. It wouldn't be wise to lower heating assistance.

Schaumann question if it would be better to leave the amount higher.

A motion was made by Sterling, to reduce the General Assistance Line 680 from \$110,000 to \$100,00 seconded by Schaumann, Vote was taken- All in favor (6-0).

A motion was made by Sterling to tentatively accept the amount of \$117,900 seconded by Maki.
Vote was taken- All in favor (6-0)

**TOWN OF JAFFREY
BUDGET COMMITTEE
JANUARY 3, 2019 Amended**

PATRIOTIC PURPOSES:

Level funded at \$3,500

A motion was made by Schaumann to tentatively accept the amount of \$ 3,500 seconded by MacIsaac. Vote was taken- All in favor (6-0).

CONSERVATION COMMISSION:

Level funded at \$475

A motion was made by Sterling to tentatively accept the amount of \$475 seconded by MacIsaac. Vote was taken- All in favor (6-0)

DEBT SERVICE:

Overall decrease of \$16,775 (-4.2%)

Squantum Road well project was paid off in 2018.

Fire Truck lease was paid off in 2018.

Debt Schedule- all bills that could be paid off early have been.

The Grater will be paid off this year.

A motion was made by Turcotte to tentatively accept the amount of \$382,576 seconded by Sterling. Vote was taken- All in favor (6-0).

There was discussion of the process followed by the Town Manager to keep the budget at the rate suggested by the Select Board. TM Frederick asked department heads to tell him their needs and he pared them down to acceptable amounts. Sterling mentioned that there are many items that are fixed amounts and cannot be adjusted related to wages. Department heads understand the budgeting limits. Jaffrey Department heads work well to keep budgeting on track.

MEETING ADJOURNED: On a Motion from Schaumann, seconded by Maki, the meeting was adjourned at 7:49pm.

NEXT MEETING SCHEDULED JANUARY 8, 2019 at the Jaffrey Fire Station

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