

**Town of Jaffrey
Budget Committee
May 2, 2019**

Members present: Norman Langevin, Robert Schaumann, Peter Maki, Frank Sterling, Sam Greene, Charles Turcotte, Bethany Paquin

Staff present: Town Manager Frederick, Administrative Assistant Zola

Meeting opened: 6:01 p.m.

OLD BUSINESS: None

MEETING MINUTES APPROVAL:

On a motion by Sterling, seconded by Turcotte, the 2/9/19 minutes were approved as presented (6-0)

On a motion by Schaumann, seconded by Greene, the 4/4/19 minutes were approved as presented (5-0) Turcotte abstained- didn't attend 4/4 meeting.

NEW BUSINESS:

Welcome to Bethany Paquin.

TM Report -The Budget is 33% through the fiscal year, with 67% being the "Percent Left" as reported in the financial reports.

The total budgeted General Fund expenditures are \$6,688,733 with 66.77% remaining (percent left). The following expenditure items are noted for explanation:

- Executive Office – Researching salaries. Town Report and Dues & Memberships payments made up front. Researching postage.
- Town Clerk – Researching salaries.
- Financial Administration – Auditing Services, Internet/Web Services, IT Software Support payments made up front.
- Property Records – Vision software license paid in full for the year. One toner cartridge sent the General Supplies line over budget.
- Personnel Administration – Workers Compensation and Unemployment paid in full for the year.
- Emergency Management –Mutual Aid Dispatch and Code Red paid in full for the year.
- Highway Administration – Drug/Alcohol Testing over due to mandatory testing. Heating overdue to receiving an oil delivery at the end of the season.

- Highway Operations – Winter Sand and Cold Patch running high due to winter maintenance.
- All other accounts are on target.

Total General Fund revenues are \$2,096,680 and we are currently at 70.0% remaining to collect. The following revenue line items are noted for explanation:

- Meals & Room Tax and Other Taxes – Disbursed at the end of the year.

It was also noted that the CIP Committee is selecting members from various town boards/committees. Turcotte and Maki volunteered. TM Frederick will let them know the schedule when it becomes available.

Budget Review

Executive – No questions/comments.

Elections – There are 2 election this year.

Financial Administration – Auditors are back into the office on May 7th to finish gathering paperwork in order to finalize the audit.

Property Records – Evaluations were increased this year.

Judicial/Legal – Nothing is upcoming.

Personnel Administration – No questions/comments.

Planning – There was a pre-payment on a conference for Jo Anne Carr.

General Government Buildings – No questions/comments.

Cemeteries – Lawn services are a year-round expense.

Insurance – No questions/comments.

Police – There was an upfront payment for software. They are not looking int a hybrid cruiser this year. Cleaning contract came in lower, so there is 81% remaining.

Fire – Physical exams are age-specific, so each year has a different amount due.

Building Inspection – No questions/comments.

Emergency Management – Telephone line is for Code Red.

Prosecution – The office lease at the Court House is a 3-year contract.

**Town of Jaffrey
Budget Committee
May 2, 2019**

Highway Administration – Line 560 was a coding issue that was discovered and fixed. Paquin asked why there was \$1.00 in Cleaning Supplies line. Regular maintenance items are in the operating budget. TM Frederick explained that it's used as a placeholder.

Highway Operations – Schaumann asked about the road salt that is 40% unexpended. His was an overage due to the conditions.

Bridges – No questions/comments.

Street Lighting - No questions/comments.

Parks & Commons - No questions/comments.

Recycling

Solid Waste – No questions/comments.

Landfill – No questions/comments.

Health - No questions/comments.

Animal Control - No questions/comments.

Welfare – Carrie Traffic is the new Welfare Director. Need is low due to the current economy. No other questions/comments.

Recreation – Renee is in the process of hiring lifeguards and is comfortable with the response she's getting.

Library - No questions/comments.

Patriotic Purposes – Expenditures have been \$150.00 stringing a new line to the flag on the Common, \$700.00 for the light on the flag on the Common. A crane needs to be hired to untangle the flag, which is now stuck.

Conservation – Dues haven't been paid yet. No other questions or comments.

Economic Development - No questions/comments.

Debt Services

Capital Outlay – This includes DPW vehicles.

Revenue

- Timber taxes are a continuous revenue.
- Other taxes are from the TIFD
- Interest and penalties of overdue bills (8-14% current interest rates)

Turcotte asked about the “Cadillac Tax” impact. TM Frederick aid that would be a discussion for next year’s budget.

OTHER BUSINESS:

1. Bids on Phase 2 of Water Project – 3 Bids came in. If the bids are low enough, the Aetna Street addition would be an add-on to the project. The Select Board hasn’t seen the bids yet. June would be the potential start month. Sterling explained the road damage was caused by drainage onto the road from blocked ditches/culverts on private property.
2. W.W. Cross Assessment – Phase 2 is a more in depth look at the site. Bringing the site up to current acceptable EPA conditions is less work than first expected. There are wells inside and outside of the building that are monitored. Black & Decker is still responsible for what damages were done while they owned the building.
3. St. Patrick’s Property- TM Frederick received the assessment of the building from Hutter Construction. Sterling feels it’s a larger building than the Town needs. Other organizations could be housed there along with the Town such as Head start along with other Town departments as well. Turcotte mentioned that the HDC would be interested in the Old Stone House for historical reasons. The School District is not interested in the property. Town Meeting and voting could be done at this location as well as using the fields and gym for the Recreation Department. Sterling stated that the present Town Office needs to be replaced and another option needs to be found. The Church is considering tearing the school down and trying to sell the whole as land only.

The Budget Committee schedule and process was explained to Paquin.

MEETING ADJOURNED: On a motion from Greene, seconded by Maki, the meeting was adjourned at 6:53pm.

The next Budget Committee Meeting - Thursday, September 5th @ 6pm at the Town Office.

The Town of Jaffrey prohibits discrimination on the basis of race, color, national origin, sex, sexual orientation, religion, age, disability, marital or family status.

The Town of Jaffrey is an equal opportunity employer.