

**Town of Jaffrey
Budget Committee
September 5, 2019**

Members Present: Robert Schaumann, Peter Maki, Frank Sterling, Charles Turcotte, Kathy Batchelder

Members Absent: Norman Langevin, Sam Greene

Staff Present: Town Manager Frederick, Administrative Assistant Zola

MEETING OPENED: 6:04p.m.

OLD BUSINESS: None

MEETING MINUTES APPROVAL:

On a motion by Sterling, seconded by Turcotte, the 5/2/19 minutes were approved as presented (4-0)

NEW BUSINESS:

Welcome to Kathy Batchelder. She has served on other boards to include the Select Board for 2 terms.

TM Report -

We are 66.67% through our fiscal year, with 33.33% being the “Percent Left” as reported in the financial reports. We had significant payouts for paving and our final debt service payment that dropped us below our benchmark for the period.

The total budgeted General Fund expenditures are \$6,688,733 with \$2,135,791 expended to date and 31.93% remaining (percent left). The following expenditure items are noted for explanation:

- Financial Administration – IT in general is high. We got dropped by our IT service provider, Spaulding Hill, and have completed the transition to Twin Bridge Services. The annual contract is more expensive now.
- Property Records – Vision software license paid in full for the year.
- Emergency Management – Mutual Aid Dispatch and Code Red paid in full for the year.
- Recreation – Expenses for vandalism are \$1,403 with no budget for the year. Rentals & Leases and Program Expenses ran over budget. The entire department is tracking at 33.26% remaining. Regarding the vandalism, there are security cameras being installed.

- Patriotic Purposes – Repair to the Common flagpole halyards and lighting system utilized all available funds in this account. Our only expenditures remaining are Veterans Day and we have enough in the account to cover the event.
- Capital Improvements – We completed our annual paving with a \$423,347 payment for the period.
- Debt Service – All payments have been made for the year.

All other accounts are on target.

Total General Fund revenues are \$2,096,680 and we are currently at 42.2% remaining to collect.

Doug Starr has left and Linda Langille, Finance director is retiring on December 6th. Turcotte asked with these 2 employees leaving, would there be position changes in Finance and DPW. The Finance position is an automatic replacement, however, the DPW position is being re-examined.

Budget Review

Executive – On target.

Elections – On target.

Financial Administration – The IT budget is high. Computer hardware will need to be upgraded in addition to the upgrade to Windows 10 next year. The Budcom will have to address this concern next year.

Property Records – Software licenses were purchased.

Judicial/Legal – Stable.

Personnel Administration – On target.

Planning – On target.

General Government Buildings – The Town Office is in need of many repairs and maintenance and issues are addressed as they occur. The HVAC system in the vault is being replaced using the Capital Reserve Fund. St. Patrick's School is no longer a Town Office option due to the cost of renovations and building size.

Cemeteries – On target.

Insurance – Tracking well.

Police – Doing well. Officer Swanson's last day will be September 8th.

Fire – On target.

Building Inspection – On target.

Emergency Management – On target.

Prosecution – On target.

Highway Administration – On target.

Highway Operations – On target until the bad weather arrives.

Bridges – Funds have remained untouched to date.

Street Lighting - May be reduced after LED light evaluation is done.

Parks & Commons - Doing well.

Recycling

Solid Waste – No questions/comments.

Landfill – No questions/comments.

Health - No questions/comments.

Animal Control - No questions/comments.

Welfare – No questions/comments.

Recreation – Fully staffed with life guards. Did have increased vandalism, that wasn't budgeted for.

Library - No questions/comments.

Patriotic Purposes – \$300.00 remains.

Conservation – No questions or comments.

Economic Development - No questions/comments.

Debt Services

All outstanding debts have been paid. Gravel Roads have 46.25% remaining. The Town is hoping to have enough left over from the roads/water projects to fix the drainage issues on Aetna Street. Water and sewer need to be complete before road is paved.

Revenue

Meals & Room Tax and Other Taxes – Disbursed at the end of the year. Water and Sewer are doing well. It's too soon to speculate on a budget surplus.

OTHER BUSINESS:

The Town paving projects are completed. When Stratton and Squantum Road water projects are done, the roads will be patched and final paving will be done in the Spring, as Fall is not a good time to achieve a good paving outcome.

Schaumann reminded members of the Police Ride along program and also suggested a tour of the Sewer Treatment Plant.

MEETING ADJOURNED: On a motion from Sterling, seconded by Maki, the meeting was adjourned at 6:45pm.

The next Budget Committee Meeting - Thursday, October 3rd @ 6pm at the Town Office.

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