

**Town of Jaffrey
Budget Committee
October 3, 2019**

Members Present: Robert Schaumann, Peter Maki, Frank Sterling, Charles Turcotte, Kathy Batchelder, Norman Langevin, Sam Greene

Members Excused: Franklin Sterling

Staff Present: Town Manager Frederick, Administrative Assistant Zola

MEETING OPENED: 6:01p.m.

OLD BUSINESS: None

MEETING MINUTES APPROVAL:

On a motion by Batchelder, seconded by Schaumann, the 9/5/19 minutes were approved as presented (4-0)

NEW BUSINESS:

TM Report -

We are 75% through our fiscal year, with 25% being the “Percent Left” as reported in the financial reports.

The total budgeted General Fund expenditures are \$6,688,733 with \$4,978,344 expended to date and 25.57% 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.
- Capital Improvements – Road Reconstruction over budget, expecting pay back from the Goodnow Street Complete Streets project.
- All other accounts are on target.

Total General Fund revenues are \$2,096,680 and we are currently at 34.3% 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. If we had them collected at this point, our remaining to collect would be 20%.

Discussion:

- With the Finance Director's upcoming retirement on December 6th, interviews will be happening next week. There have been 9 applicants, of which 4 will be interviewed. TM Frederick is hoping for a neutral impact on the budget, however, candidate's qualifications may impact the budget.
- Goodnow Street redesign was grant funded. The Town will be receiving a Grant payback sometime this calendar year.
- Vision software has not been transferred to the 8 version yet. Greene commented that the re-evaluation year is a good time to change software.
- Squantum Road - The intention is to include Aetna Street utilizing the overages from the project. Paving would occur in the Spring to include School Street.

Budget Review

Executive – No questions/comments.

Elections – Will increase next year because of 4 elections.

Financial Administration – IT is an issue due to the State's requirement of Windows 10 as the only supporting software. The changes will be significant this year with upgrades to software and hardware. TM Frederick is attempting to set up phases of replacement.

Property Records – Software is paid in advance.

Judicial/Legal – Nothing is upcoming.

Personnel Administration – No questions/comments.

Planning – No questions/comments.

General Government Buildings – Doing well.

Cemeteries – Expenditures are mainly done in the good weather months.

Insurance – Paid in advance.

Police – With the Chief retiring in March, officers will be reassigned. Police do their own hiring with the Town Manager's approval.

Fire – Purchases are being made now.

Building Inspection – No questions/comments.

Emergency Management – Mutual Aid and Code Red are paid at the end of the year.

Prosecution – No questions/comments.

Highway Administration – No questions/comments.

Highway Operations – There will be some shimming on Squantum Road.

Bridges – No questions/comments.

Street Lighting - All the street lights have been replaced with LED.

Parks & Commons - No questions/comments.

Recycling - Staffing includes a new temp. and the 2 regular full-time staff.

Solid Waste – No questions/comments.

Landfill – No questions/comments.

Health - Stipends are paid at the end of the year.

Animal Control - Animals still are brought to Rindge.

Welfare – No questions/comments.

Direct Assistance - New director is very frugal with funding. If this line is cut, the Budcom should be ready for comments/complaints from the residents.

Recreation – Life guard wages had a surplus, but the beach was fully staffed this summer. Batchelder asked in the vandalism line item should be increased. TM Frederick said \$1.00 to keep the line active would be advised, since the occurrence and prices of vandalism are variable.

Library - The town of Sharon does have a contract with the Library for \$3,000-\$3,500 (TM Frederick was unsure of the amount). These funds go directly to the Library. The also get revenue from non-resident fees.

Patriotic Purposes – Veteran’s Day is the last event that needs to be funded. There is \$301.45 remaining in the budget and the only potential expenses should be for the sound system and a wreath.

Conservation – They have not asked for any funds to date.

Economic Development - No questions/comments.

Debt Services - Principle long term items have been paid

Capital Outlay - DPW plow money remains. Road construction is in the negative. Gravel roads will need funding for Fall scraping and materials.

Revenue

- Motor Vehicle revenues are doing well so far.
- Sewer isn't doing as well as water, but it tends to lag behind, which is a normal trend. It is contingent upon billing cycles. TM Frederick will get more information from the Tax Collector and Finance Director.
- The MS-1 will be filed tomorrow.

OTHER BUSINESS:

- The Petitioners letter was reviewed and will be sent out on November 1st. There is no RSA stating that the Petitioner must be present at all meetings, but the Board would like them, or a representative be present at the Budcom meeting, Public Budget Hearing and Town Meeting.
- School Separation Updates - TM Frederick updated the Board from Selectman Belletete's reports. They agreed on what numbers needed to make a decision. They most likely will ask for an extension for submission of their proposal to the DOE. If Rindge pulls out, they will be responsible for all shared debt remaining and will have to purchase Rindge Memorial School from the district. They will have to either form their own SAU or join another local one. The suggestion of assessing both towns with the same company has been tabled as Rindge has not renewed their Administrator's contract and the Select Board isn't pursuing. Assessing values may be increasing in Jaffrey, but this doesn't indicate more income for the town.
- TM Frederick will be meeting with the Police and DPW unions for contract negotiations.

MEETING ADJOURNED: On a motion from Turcotte, seconded by Maki, the meeting was adjourned at 7:00pm.

The next Budget Committee Meeting - Thursday, November 7th @ 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.