

**TOWN OF JAFFREY
BUDGET COMMITTEE MEETING
November 8, 2017**

Members Present: Norm Langevin, Bob Schaumann, Peter Maki, Charles Turcotte, Frank Sterling, Jack Belletete

Members Excused: Tom Lambert

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

Meeting opened: 6:00p.m.

MEETING MINUTES APPROVAL

On a motion by Belletete, seconded by Turcotte, meeting minutes from October 11, 2017 were approved as written, all in favor (5-0)

OLD BUSINESS:

- There was discussion about the Leadership Board Meeting that as held about school apportionment. The School Board will be making the decision on if the apportionment should change and then would become petition articles for each town to consider. Comments were made that this should be a State level decision vs. a Town level decision. School Board members are trying to keep the unity of the 2 towns intact. There's no clear-cut solution to benefit both towns at this point.
- Bob Schaumann reminded members to try a "Ride a long" with the Jaffrey Police to get a feel for what their day-to-day activities are and what staffing is required daily.

TOWN MANAGER UPDATES –

We are 83.3% through our fiscal year, with 16.7% being the "Percent Left" as reported in the financial reports.

The General Fund expenditures are tracking at 17.49%, .79% under budget. The following expenditure items are noted for explanation:

- EX Volunteer Dinner – Not budgeted. Actual expense \$2,348.
- Property Records – Account is over due to timing of payments on Assessing Services.
- Planning & Zoning – Account is over due to over expenditures in Filing Fees, Ad/Legal Notices (mentioned last month), and Office Supplies.
- Economic Development – Account is over due to over expenditures in Marketing.
- No other concerns.

General Fund revenues are tracking at 41.8% remaining to collect, while overall, we stand at 26.0%. The following apply to revenue line items:

- Land Use Change Tax – Revenue decreased due to disbursement of \$3,750 to the Conservation Commission.
- Other Licenses, Permits & Fees – Revenue decreased \$1,091 due to collection on a NSF check.

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- Other Taxes – Disbursed with the TIF at the end of the year.
- Meals & Room Tax, Water Pollution Grant, From Capital Reserve, From Trust Funds – Disbursed at the end of the year.
- Highway Block Grant – Disbursed in quarterly payments.

The Budget Schedule was distributed. Meetings with Department Heads are under way and development of the budget document has commenced.

NEW BUSINESS:

- Direction for the TM regarding Budget Goals-
The BudCom asked the TM to communicate to Department Heads that the goal is to conduct a review of functions and increase efficiency where available. Bulk buying was a suggestion. The Budcom will wait to see what TM Frederick receives from department heads before putting a percentage cap on the budgets at this point in the budgeting process.

The next Budget Committee meeting is on Wednesday, December 13th at 6:00pm at the Town Office.

On a motion from Schaumann, seconded by Sterling, the meeting was adjourned at 6:33pm.