

TOWN OF JAFFREY
Budget Committee
September 2, 2021

Members Present: Norman Langevin, Charlie Turcotte, Peter Maki, Frank Sterling, Kathy Batchelder

Members Excused: Sam Greene, Robert Schaumann

Staff: Town Manager Frederick, Administrative Assistant Zola

Meeting opened: 6:05pm

MEETING MINUTES APPROVAL:

On a motion by Turcotte, seconded by Sterling, meeting minutes from June 3, 2021 were approved (5-0).

OLD BUSINESS: Turcotte asked about the paving plan. TM Frederick stated that School Street will fold over to next year due to the July 17th storms, which delayed the membrane over the existing road. There were setbacks with other roads due to the heavy rains and washouts. Presently, the crews are working on Old County Road, McCoy Road has held up well. Gravel roads are part of the road bond. FEMA will be able to reimburse the Town once the emergency declaration is final. These funds would help with Letourneau Drive and Nutting Road. Final paving is still needed on Letourneau, the final fix will be reimbursable. Stratton Road is pending sewer and sidewalks before paving will be done. The school district repaved the parking lots at Conant/ JRMS this summer. They had a problem with drainage issues and were assisted by DPW and the Fire Department. Of late, mold was found in numerous classrooms, causing the first day of classes to be delayed. All, but one of the affected classrooms have been mitigated and teachers have been cleared to enter and set up their classrooms.

BUDGET REVIEW:

TM Frederick reviewed his monthly report to the committee,

We are 2/3 through our fiscal year, with 33.3% being the “Percent Left” as reported in the financial reports.

The total budgeted General Fund expenditures are \$6,504,752, with \$3,992,552 expended to date and 38.62% remaining (percent left). The following expenditure items are noted for explanation:

Elections & Registration – We have two unanticipated elections for the vacant General Court seat. The primary is September 7th and special election is October 26th.

Financial Administration – Registry Fees/Tax Billing over due to last tax bill. We have a \$1,500 credit with Bill Trust for the next cycle. Software licenses paid in full for the year.

Property Records – Vision software license paid in full for the year.

Judicial & Legal – Waiting on \$8,500 reimbursement from Consolidated for bond counsel.

Personnel Administration – Short-Term Disability, Workers Compensation and Unemployment paid in full for the year.

Emergency Management – Dispatch and Code Red paid in full for the year.

Highway Operations – Running over due to storm responses. Waiting on reimbursements for impending emergency declaration.

All other accounts are on target.

Total budgeted General Fund revenues are \$2,132,418 with 44.4% 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. The two together account for nearly 25% of our GF revenue.

Water revenue is \$963,914 and expenditures are \$692,003.

Sewer revenue is \$1,402,789 and expenditures are \$1,266,969.

OTHER BUSINESS:

TM Frederick is developing the schedule for budget season.

Cold Stone Springs Update-

Underwood engineers has been selected. The bid is a couple million dollars over budgeted amount. The treatment plant and pump station are jointly funded projects; however, the waterlines are more expensive for Peterborough. Jaffrey does have grant funding for its portion of the project. The EDA Grant may be increased due to the project costs increasing. Fall of 2023 is an estimated project date. The hope is to get bidding out before Town Meeting in March.

Chairman Langevin asked if the Peterborough financial issues due to the cyber attack would affect the Cold Stone Springs project. Sterling noted that insurance may cover a partial amount of the loss, but the town can use their Undesignated Fund Balance to cover the rest. If not, they will have to seek additional funding.

Cybersecurity-

Turcotte asked where does Jaffrey fare with cybersecurity issues. TM Frederick explained that all Town Employees have undergone 2 cybersecurity trainings, which are yearly trainings and our IT company is diligent with security updates. No financial interactions are done via email and require confirmation before completion. There are numerous safeguards in place. The next meeting is scheduled for October 7, 2021 at the Town Office.

Road Bond Budget-

School Street work will be moved to next year. If we are able to follow the plan we should be on target for maintenance. Todd has been successfully using different techniques for maintain the roads. We have the money in hand and when bids are received, we will be able to pave right away.

Unanticipated Revenue-

The BOS approved acceptance of \$552,000 in unanticipated funds that will be used for the Stratton Road project. Its intention was for water & sewer infrastructure projects, so this would be appropriate use of the funds. The sidewalks are a grant match 80/20 from the State.

The Town's only outstanding bond currently is for Cold Stone Springs.

Broadband will have a kickoff meeting next week. The Town has signed the contract, is awaiting Consolidated signatures.

Chairman Langevin asked about St. Patrick's School and WW Cross updates. The Town does have an RFP to conduct assessments. We can get a Brownfield's assessment and funding for mitigation, but need the owner's permission to do testing. WW Cross is currently \$300,000 in overdue taxes and is in tax lien status, not tax deeded. There is some interest in St. Patrick's School by a culinary school. Assessments help give information to potential buyers. TM Frederick explained that there is no Federal help for private owner's, but there is for municipalities.

Roundabout - The Governor's Council approved the contract with VHB and it's signed. They have been downtown doing surveys. 2023 will be the start of construction. The Lab n Lager is empty and the apartment building will be once the tenants have been relocated.

The next meeting is scheduled for Thursday, October 7th here at the Town Office.

ADJOURNMENT:

Motion presented by Batchelder to adjourn meeting seconded by Sterling at 6:47pm.

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.