

**TOWN OF JAFFREY
Jaffrey, New Hampshire
Budget Committee
Meeting Minutes
January 16, 2018**

Members present: Norm Langevin, Jack Belletete, Tom Lambert, Charlie Turcotte, Peter Maki, Frank Sterling, Bob Schaumann

Staff: Town Manager Frederick, Recreation Director Sangermano, Finance Director Langille, Administrative Assistant Zola,

Others: Selectman Moore, Don MacIsaac

Meeting opened: 6:01 p.m.

OLD BUSINESS:

MEETING MINUTES APPROVAL

On a motion by Schaumann, seconded by Maki, meeting minutes from January 9, 2018 were approved as written, all in favor (7-0)

On a motion by Lambert, seconded by Maki, meeting minutes from January 11, 2018 were approved as written, all in favor (6-0)

Presentations made by the following departments:

RECREATION – Renee Sangermano

Beach sand needs to be replaced this year. Because of washouts, the sand must be replaced every 6 years. There is a \$1,500.00 cost for the permit in addition to the cost of the sand. Lambert asked if a fee for non-residents who use the beach would be a possibility to defray beach costs. Sangermano didn't think that was possible, since the beach is public. A permanent road closure was discussed, eliminating the sand replacement issue, this would have to be investigated further if it were to be considered.

Sterling asked if there would be any financial requests for the playground this year. Sangermano stated that they will be fundraising and nothing would be requested in their budget.

A spreadsheet was reviewed comparing 2014 services provided vs. 2018. Presently, they are better serving residents of all ages.

There was discussion about the new Aquatics Instructor position. This is a full year position for 10 hours per week. They will be offering winter swimming programs because of Monadnock Bible Conference's indoor pool availability.

There was a lengthy discussion about lifeguard wages. Last year some beaches were not manned due to lack of lifeguards. Sangermano explained that the State and surrounding towns are

offering higher wages for life guards. Local youth are leaving Jaffrey to seek employment elsewhere. The Board asked for Sangermano to provide an estimate of wages for a fully staffed waterfront for review. This will be provided before the next meeting.

The Recreation bus will be fixed in-house, therefore, the warrant article for a new bus will be taken off the Town Meeting Warrant.

A motion was made by Lambert to tentatively accept the budget of \$ 264,289.00 seconded by Schaumann. Vote was take – all in favor. (7-0)

DPW – Town Manager Jon Frederick

HIGHWAY-

Budget was decreased by 1.3% from moving Workers Compensation to Personnel Administration.

Administration Salaries increased 2%.

Crew wages decreased \$ 6,451.00 due to personnel changes.

Crew overtime was increased \$ 4,000 to reflect anticipated needs in 2018.

Social Security, Medicare & Retirement correspond to the change in salaries.

Education/Training was increased \$ 150.00

Travel/Mileage and clothing allowances remain level funded.

Drug/Alcohol testing decreased \$200 to reflect testing trends.

Electricity was increased \$349.00 and Heating was decreased \$ 1,600.00 to reflect spending trends.

Office supplies decreased \$ 100.00 to reflect actual spending trends.

Tree Removal increased \$ 1,00.00 to reflect spending trends.

General/Miscellaneous was increased \$3,500.00 to cover the GIS system upgrade.

Road salt decreased \$ 5,000.00 to reflect anticipated need.

Cold Patch was increased \$250.00 to reflect spending trends.

Sidewalk Repairs increased \$8,200.00 for Charlonne Street overlay.

Chairman Langevin asked TM Frederick for a list of Crew Wages for the new committee members for their reference. This will be provided before the next meeting.

A motion was made by Turcotte to tentatively accept the budget amount of \$ 909,823 seconded by Maki. Vote was taken – all in favor. (7-0)

BRIDGES –

Budget was increased \$ 9,500.00 for repairs and upkeep of the Squantum Road bridge.

\$50,000.00 was put into a Capital Reserve Fund last year for repairs to the “Red” listed bridges, this year another \$50,000.00 will be requested to add to that fund.

A motion was made by Schaumann to tentatively accept the budget amount of \$ 12,001.00 seconded by Maki. Vote was taken- all in favor. (7-0)

STREET LIGHTING –

Level funded this year.

LED light replacement will yield a 40% savings

A motion was made by Sterling to tentatively accept the budget amount of \$ 36,000.00 seconded by Turcotte. Vote was taken- all in favor. (7-0)

RECYCLING–

Wages remained level due to the use of a temporary employee.

Overtime remained level.

Retirement stipend increased with salary increases.

Education/training remain level.

Travel/mileage and clothing allowance remain level.

Equipment Purchase/maintenance increased by \$ 250.00 because of the addition of 2 balers.

Building Construction was increased \$ 2,000.00 to cover required maintenance that hasn't been done for 3 years.

Miscellaneous Contracts increased \$ 4,000.00 to reflect actual cost with hazardous waste disposal contracts.

Sterling commented that the Town will be looking into ways to decrease construction debris and monitoring stickers.

A motion was made by Maki to tentatively accept the budget amount of \$339,564 seconded by Lambert. Vote was taken – all in favor. (7-0)

PARKS & COMMONS -

Increased \$ 1,925 due to contract cost with the addition of Howard Park and River Street Pump Station.

Organic fertilizer has an increased cost of \$ 1,600.00 and may not be done due to health concerns, this was not included in the budget.

A motion was made by Belletete to tentatively accept the budget amount of \$29,126.00 seconded by Maki. Vote was taken – all in favor. (7-0)

CEMETERIES-

The 2018 Budget is level funded.

A motion was made by Belletete to tentatively accept the budget amount of \$ 24,951.00 Seconded by Maki. Vote was take – all in favor. (7-0)

WATER-

Water fund increased \$ 168,166 due to funding engineering for Phase 2 of the water main replacement project and addition of a bond for the Mountain Road & Main Street water main project.

Admin. Salaries are increased 2%.

Crew wages are increased due to a 2% salary increase and promotion of one employee to Water Operator II.

Crew Overtime is level.

Electricity is increased \$ 10,188.00 to reflect anticipated costs.

Heating decreased \$ 1,000.00 to reflect spending trends.

Building maintenance is decreased \$ 2,000.00.

Dues/Memberships is decreased \$ 5,085.00 to reflect spending trends.

Supplies are level funded.

Insurance received a credit of \$ 1,024 because of the Primex 3 certification.

Engineering/Planning increased \$ 75,000.00 to fund Phase 2 of the water main design.

Meter replacement increased \$ 13,000.00 to replace obsolete radio read meters.

Chemicals decreased \$ 5,000.00 to reflect actual needs for 2018.

The revenue side of the water budget covers the expense side. After a review of rates to be done and presented to the BOS, the rate can be set for 2018. The Budcom can recommend changes to the rate, the BOS sets the rate.

A motion was made by Belletete to tentatively accept the budget amount of \$ 1, 043,840.00, seconded by Maki. Vote was taken – all in favor (7-0)

SEWER –

Sewer fund decreased by \$ 90,394 to decreased contract costs, consulting engineers and sewer line rehab.

Administration salaries increased \$ 2,979 due to the addition of the Assistant Municipal Clerk.

Social Security, Medicare and retirement correspond to salary changes.

Education/training remain level.

Unemployment decreased \$ 3,206.00.

Worker's Comp. increased \$ 1,339.00.

Travel/Mileage and clothing allowance remained level.

Utility billing increased \$ 200.00 to reflect actual costs for the service.

Dues/Memberships decreased \$ 500.00 to reflect actual needs for 2018.

Insurance received a credit of \$ 1,024.00 because of the Primex 3 certification.

Consulting engineers decreased \$ 10,000.00 to reflect spending trends.

Contracted Services decreased \$ 49,100.00. Suez will remain due to a favorable proposal.

Meter replacement cost decreased by \$ 5,000.00

A motion was made by Sterling to tentatively accept the budget amount of \$ 1,916,565.00, seconded by Turcotte. Vote was taken – all in favor (7-0)

The tentative work session will be cancelled. Water & sewer rates, and Recreation's left guard wages will be reviewed on 1/23 and updated budget sheets will be reviewed on 1/25.

Belletete will be out of town for next week's meetings.

On a motion by Sterling, Second by Turcotte, to adjourn.

MEETING ADJOURNED: 8:11 p.m.

NEXT MEETING IS SCHEDULED FOR JANUARY 23, 2018 @ THE TOWN OFFICE.

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