

**TOWN OF JAFFREY
BUDGET COMMITTEE MEETING
September 7, 2023**

Members Present: Norm Langevin, Patty Farmer, Peter Maki, Kathy Batchelder, Bob Schaumann, Michael Nork, Charlie Turcotte

Staff Present: Town Manager Frederick, Finance Director FitzGerald, Administrative Assistant Zola

Meeting opened: 6:00pm

MEETING MINUTES APPROVAL

On a motion by Batchelder, seconded by Farmer, the meeting minutes from May 11, 2023 were approved (6-0) Turcotte abstained since he didn't attend May's meeting.

OLD BUSINESS - None

TOWN MANAGER'S REPORT

We are eight months (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 \$7,156,964, with \$4,511,291 expended to date and 36.97% remaining (percent left). The following expenditure items are noted for explanation:

- Nothing new to report this month. Our trouble accounts remain the same as follows.
- Property Records – Over budget on software support due to increased services.
- Judicial & Legal – Several law suits in action have drained this account. Old County Road, Camp Berea, former Police Officer.
- JRMA Ambulance – Paid in full for the year.
- Emergency Management – Dispatch and Code Red contracts paid for the year.
- Highway Administration – Overtime is over due to the winter.
- Highway Operations – Winter Maintenance is over due to contract plowing and road salt. Equipment Maintenance is running high for the same reasons. Street Signs is over due to upgrades to aging and failing (retro reflectivity) signs throughout town.
- All other accounts are on target.

Total General Fund revenues are \$2,570,373 and we are currently at 46.4% remaining to collect. The following revenue line items are noted for explanation:

- Meals & Room Tax – Disbursed at the end of the year.
- TIF Districts – Disbursed at the end of the year.

Water revenue is \$1,126,570 and expenditures are \$835,158.
Sewer revenue is \$1,648,531 and expenditures are \$1,360,261.

Social Services Committee – TM Frederick explained the change in procedure for Social Service requests to Nork, who wasn't serving on the Budcom last year. The new procedure involves mailing an application to the agencies that describes what services they provide to Jaffrey, the number of residents served, cost savings to the Town by providing these services and requests to other similar towns. They are also asked to provide their financial information. Once the applications are received, the subcommittee meets with all the agencies individually over a 2-day period to ask questions and go over their financial documents. This new process gives a much clearer picture of what is being asked for and if the amounts are accurate and warranted. The committee is comprised of a Budcom Member, Selectman, the Town Manager and a citizen-at-large. Schaumann will represent the Budcom, Turcotte will represent the Select Board, TM Frederick will remain and he will reach out to Ben Wheeler to see if he'd like to remain as the citizen-at-large. Langevin explained that the line item amount is not used for anything but the social service agencies. The committee does have the ability to decrease requests, which happened last year when an agency request was for more than what was used by Jaffrey residents. Meetings with agencies will be November 8th & 9th.

BUDGET REVIEW

Executive- The Welfare Director now has a cell phone added to the executive budget. She was using her personal phone on the days she wasn't in the office. She is getting calls every day.

No other questions/concerns.

Elections & Registrations – Next year there will be more elections.

No other questions/concerns.

Financial Administration - No questions/concerns.

Property Records - No questions/concerns.

Legal- No questions/concerns.

Personnel - No questions/concerns.

Planning & Zoning - No questions/concerns.

Government Buildings - Is at 64% of unused funds, however, the Town Office will be using that for projects.

Cemetery - No questions/concerns.

Insurance - The deductible for the police cruisers (\$2000) will be paid out of the Operating Budget. The Department will be down 2 cruisers for now. The 1st is scheduled for January delivery, the 2nd is due early Summer, the 3rd car (Hybrid) is due in December of this year.

Ambulance – No questions/concerns.

Fire – The land that was cleared is where the addition will go.

No other questions/concerns.

Building Inspection - No questions/concerns.

Emergency Management - No questions/concerns.

Prosecution - No questions/concerns.

Highway Administration – Overtime from last winter's storms was up.

Highway Operations - No questions/concerns.

Bridges – Letourneau Drive - FEMA has pulled their funding as the don't adhere to the same design standards as the State of New Hampshire. The project will be on hold until we receive funding.

Street Lights - No questions/concerns.

Parks & Commons - No questions/concerns.

Recycling Center/Transfer Station – Trees have been cut to clear the electric lines. The new traffic pattern will be more efficient for traffic. Paving, traffic pattern changes and new exit are scheduled. Lights were also suggested to increase the hours into the evening. Inside upgrades/redesign is thanks to the Recycling Committee recommendations to separate the machinery from the people.

Solid Waste Disposal – No change in amounts budgeted, this is for the transportation costs. Once fees were imposed, the demo material amounts decreased dramatically.

Landfill Closure Cleanup - No questions/concerns.

Health & Welfare - No questions/concerns.

Animal Control - No questions/concerns.

Social Service Agencies - No questions/concerns.

Welfare Administration - No questions/concerns.

Direct Assistance - No questions/concerns.

Recreation - No questions/concerns.

Library – Budget reflects the usual building repairs for an aging building.

Patriotic Purposes - No questions/concerns.

Conservation - No questions/concerns.

Economic Development - No questions/concerns.

Debt Service - No questions/concerns.

Water – Legal Services – Schaumann asked why the amount was high. TM Frederick explained that this was used for the appraisal on the water and waste water assets.

Sewer - No questions/concerns.

NEW BUSINESS/GENERAL DISCUSSION

- Cold Stone Springs – The foundation is set. The first advisory committee meeting was held and it was decided to dedicate/name the building after former Peterborough Town Manager, Rodney Bartlett, who sadly passed away, but was instrumental in the Cold Stone Springs project. The line is run to Jaffrey, the Peterborough side is cleared and will be running under Rte. 202 and the river. Treatment Plant common costs will be shared. Both towns will pay for their own transmission and operations and maintenance will be based on usage amounts. Yearly cost should be \$265,000. December 2025 is the target date for being online.
- WW Cross – Assessments are done and the cost for cleanup is approximately \$1million. The BOS decided to waive the tax deeding and intend to deed the property.
- Roundabout Updates – There is a sliding timeline at this point. DOT has been working on the Right - of Way agreements with property owners. Bids won't be going out until next year, so 2025 would likely be the start of work, which is one year behind schedule.
- St. Patrick's School Property – The plan is for 48 units, which will be a combination of affordable housing, apartments and duplexes.

- Electric Rate Change – The rate was supposed to be set today, but our Broker, Standard Power, is still shopping for a lower rate. Jaffrey will be grouped with New Boston, and Milford.
- Budget Calendar
January 6th – Department Review @ the Fire Station
February 10th – Public Budget Hearing
March 16th – Town Meeting

ADJOURNMENT

On a motion by Farmer, seconded by Batchelder, the meeting was adjourned at 6:51pm.

Next Meeting is October 12, 2023 @ 6pm Town Office

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