

TOWN OF JAFFREY
Jaffrey, New Hampshire
Budget Committee
Meeting Minutes
April 11, 2018

Members present: Norm Langevin, Bob Schaumann, Peter Maki, Tom Lambert, Charlie Turcotte, Bud Taylor

Excused: Frank Sterling

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

Meeting opened: 6:00 p.m.

Chairman Langevin welcomed new member Bud Taylor and explained the duties of the budget committee as well as policies and procedures for meetings.

On a motion by Schaumann, seconded by Lambert, the Committee voted (5-0) to elect Langevin as chairman for a one-year term. Schaumann elected as vice-chairman (5-0).

OLD BUSINESS:

Meeting Minute Approval-

On a motion by Schaumann, seconded by Maki, the meeting minutes from 2-10-18 were approved as presented (5-0) Taylor abstained due to not being a committee member at the time of the 2-10-18 meeting.

2018 Budget Summer Schedule – The Committee decided to not meet in July and August and September, resuming in October. TM Frederick requested the meetings be held the same week as the Select Board, which are usually the 2nd week of the month. Time and place will remain the same, 6:00pm at the Town Office Conference room. Schedules will be provided to Committee Members.

NEW BUSINESS:

- 1) **School Budget** – Lambert asked if there were any School Board updates. TM Frederick hasn't heard of any additional apportionment news, it could be brought up again with another petition article. He is willing to work with Rindge. There was a mention of wanting to change the calculation of the TIFD districts in the apportionment formula, calculating their actual value, which would increase the town valuation/assessment. The School Board Chairman had mentioned again that there should be Jaffrey representatives on the School Budget Advisory Committee. Taylor offered to be the Budcom representative and the School Board will be notified. Langevin stressed that the Budcom would like to see nothing approved that impacts the Town budget.

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- 2) **Budcom Emails** – Email accounts will be set up by the Town Manager for Budcom Members. Due to the Right-to-Know laws, all Budcom business should be conducted at meetings and meeting materials/notices should be through a Town Email account and not personal email.
- 3) **Planning Board** – With the planning of the CIP, they are asking for a BOS representative and Budcom representatives for input. Turcotte and Lambert offered to represent the Budcom.
- 4) **2018 Budget Expenditures** – The Committee reviewed a memo with TM Frederick detailing line items of expenditures to date. The departments seem to be tracking well. The budget is 25 % thru the year. Some line items are at 100% because of the bills being paid in full at the beginning of the year. Larger disbursements from Trust Fund accounts and Room & Meals taxes come later in the year. There was some discussion regarding the following:
 - Elections/Registrations – There are 2 elections left this year.
 - Financial Administration – Licenses are paid up front.
 - Judicial/Legal – The Town received a legal assistance grant for WW Cross study.
 - Planning/Zoning – They received a grant for education that isn't noted in the balance yet.
 - Police- Retirement is a higher rate (25%) than regular employees (11%).
 - DPW- Advertising is used for bids and road closures.
 - Highway Operations- is higher expended (49.43% due to sanding and salting.
 - Recreation – Is at 81.92% - Aquatics position is year-round, does programming also.
 - Debt Service – New Police Cruiser will be purchased in May.
 - Road Reconstruction – DPW will be evaluating the plan and doing another assessment. They will have an update to give the Town Manager for the October Budcom meeting.

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OTHER BUSINESS:

- There was discussion regarding the Undesignated Fund Balances that the Town uses to offset the tax rate and to use funds for expenses in between tax collection times. Septage revenue is used to pay off bonds and not used in the general fund.
- Chairman Langevin stated that this is a fair and open committee and welcomes comments and questions from members.

The Committee agreed to meet on May 16, 2018 6:00pm at the Town Office.

MEETING ADJOURNED: On a motion from Taylor, second by Turcotte, the meeting was adjourned at 7:10pm

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