

TOWN OF JAFFREY
Jaffrey, New Hampshire
Select Board Meeting Minutes
December 17, 2018

Chairman: Franklin W. Sterling, Jr.

Selectmen: James Weimann, Bonnie Mitchell

Town Manager: Jon Frederick

Staff: Judith Zola, Administrative Assistant

A. Call to Order @ 11:00am

B. Consent Agenda

1. Payroll and Vendor Manifests
2. Tax Collector's 12th Cycle Septic Hauler's Commitment Warrant
 - a) \$6,356.25On a motion by Weimann, seconded by Mitchell, the Tax Collector's 12th Cycle Septic Hauler's Commitment Warrant was approved (3-0).
3. Notice of Intent to Cut Wood or Timber
 - a) #18-233-16-T – David Jeffries- M212/L39, M205/L14 – Milliken RoadOn a motion by Weimann, seconded by Mitchell, Notice of Intent to Cut Wood or Timber # 18-233-16-T was approved (3-0).

C. Budget Discussion

TM Frederick reviewed the proposed 2019 budget with the Board. Overall there is an increase of 2.75% with this year's operating budget. Last year the increase was 3.18%. Water and Sewer are listed but are based on user fees and don't have any budgetary impact. The Warrant articles are down over \$500,000, because there are no bond payoffs. Over all appropriation is down 2.6%.

Executive Office- An increase of 1.6%

- Town Report cost is decreased \$1,000 by designing it in-house and only sending it out for printing.
- Increase of 2% in salaries
- New lease program for copiers/printers is a cost savings. It provides toner and repairs, which is a benefit for us.
- BOS salaries can be adjusted at Town Meeting from the floor...can be adjusted for new Board, not the existing members.
- There was a question regarding the increase in the balance of the Administrative Overtime. TM Frederick will check with Finance and determine accuracy.

Election & Registration – An increase of 2.7%

- TM Frederick asked how Supervisor's salaries were adjusted. Sterling responded from the floor at Town Meeting.
- General Supplies and operating expenses were increased by \$500 because of the copier lease.

Finance- Overall increase of 4.8%

- Education and Training increase was up due to the Treasurer attending trainings.
- Salaries increased 2% for Treasurer and Deputy.
- Computer hardware is an issue as many of the present units need to be upgraded. The purchasing will be staggered.

Judicial/Legal- Level Funded

Personnel – A decrease of .9%

- Health insurance is decreased 3%, with Dental insurance increasing 2.3%.

General Government Buildings – An increase of 6.1%

- There is a decrease of \$1,000 for the Town Office repairs & maintenance due to an increase in electricity.
- There are presently 3 lines to the Meetinghouse for the alarm system...2 lines are dedicated per a fire requirement. Chief Chamberlain is working with Consolidated Communications to rectify. Chairman Sterling mentioned a measured service line as an option to pursue.

Insurance -Increased 4%

- Primex is our current provider.

Building Inspection- Increased 2%

- Dues are an unavoidable expense to keep current.

Health- Level Funded

Welfare-Level Funded

Patriotic Purposes -Level Funded

Conservation Commission- Level Funded

Debt Services- Decreased by \$ 16,775

- Water and Sewer- 1/3 – 2/3 split for capital expenses such as upgrades & line replacement.
- TIFD moneys go back into the town budget yearly.
- UFB is currently at \$2.1 million, which is at 13%. The State recommends a balance of between 5% and 17%.

Recreation - Increased 2.1%

- Proposing and increase in hours of the Program Director to full-time.
- Facility Repairs- many projects to do.

Fire -Increased 3.7%

- Fire call wages are up 2% for COLA and training.
- Miscellaneous Equipment Replacement is for protective gear, air tanks, etc..., which replacement is staggered.

Emergency Management

- Is increased due to mutual aid costs.

Library- Increased 7.6%

- Increased salaries and Merit increases. They are the only department that gives merit increases. The Library Trustees control salaries.
- Electric charges have increased due to the new heat pumps.
- The Town owns the building and property and pays for landscaping and upkeep, the Trustees cover the contents of the building. The BOS would like more notice about salary increases from the Trustees.

Bridges- Decreased \$5,000

Lighting -Decreased due to refund from switching to LED lighting.

Recycling- Decreased 3.6%

- Salaries are down due to 2 full-time and 1 temporary employees.

Landfill Closure- Increased \$30,000

- Increase due to a tainted well that needs to be addressed

Parks & Commons- Increased 2.1%

- Increase of lawn mowing contract.

Cemeteries- Increased 11.3%

- \$2,800 was needed for Conant Cemetery plot surveys.

Police- Increased 3.2%

- Increased salaries per contract.
- Fitness line increased by \$2,500. Health insurance does pay part of the incentive, Town pays the remainder. Tracking of the usage was suggested.
- Gas/oil line was decreased by \$1,000.
- Vehicle Repairs was increased by \$1,000.

Prosecution- Increased 1/.7%

- Increase due to salaries.

Animal Control Officer –

- Increased due to animal holding charges.

Capital Outlay

- Used for Paving/Gravel Roads/Plowing
- 3 Plows need replacement
- Capital Reserve Fund for Police Cruiser
- Road reconstruction funding goal is \$500,000 per year. Last year \$470,000 was spent on paving, \$30,000 on gravel roads.
- Crack sealing also needs to be done, last year was decreased by \$ 13,100.

Water- Decreased by 1.6%

- Funded by User Fees.
- Increased legal fees due to acquisition of Peterborough wells.
- Meter replacement is decreased.

Sewer - Increased 4.9%

- Contracted Services were increased due to the bid on the Sewer Plant.

Warrant Articles

- The CIP plan that was recommended was \$300,000. It included the following:
 - Fire Department expansion is 2020
 - Repair of the humidity in the Fire Station
 - Water line hook up at the Transfer Station
 - Library driveway repair
 - \$50,000 into the Town Office Repair fund
 - Highway Budget CRF
 - Dams & Bridges
- Vehicles
 - 2004 Loader can be leased instead of purchasing
 - Highway Utility Truck, Plow and 1-ton Dump Truck can be on Town Meeting Warrant.
 - Police Vehicles- \$50,000 has been deposited into a CRF for replacement of vehicles every 5 years. The cars cost \$40,000, fully outfitted would be about \$60,000.
 - Fire Department Hose #1- Needs to be overhauled costing \$60,000

- Town Office Building

The plan of replacing the Town Office was tabled by the residents in 2015. The building plans for a new building were approved, but not the construction of the building. The residents wanted the building to be centrally located, preferably on Main Street. The plan was a joint Town Office/Police Station building.

The repairs that need to be made to the current Town Office exceed what the building is worth. Due to lack of storage in the building, there is the added monthly cost of offsite storage units. HVAC units must be upgraded as well as insulation, windows, roofing etc... It was suggested by the BOS to revisit the idea of buying and renovating St. Patrick's School to accommodate the Town office as well as other departments. The asked TM Frederick to look that possibility.

Revenue-

- Motor Vehicle revenue is up due to the economy.
- 38 Darcie Drive is advertised for sale and awaiting bids.
- Interest on investments is doing well.
- Water and Sewer revenues are doing well.

D. Adjournment

Meeting adjourned at 1:29pm on a motion by Weimann, seconded by Mitchell (3-0).

Submitted:

Attest:

Judith A. Zola
Administrative Assistant

Franklin W. Sterling, Jr.
Chairman

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