

TOWN OF JAFFREY
Budget Committee
May 5, 2022

Members Present: Norman Langevin, Peter Maki, Frank Sterling, Bob Schaumann, Kathy Batchelder, Sam Greene, Charlie Turcotte

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

Meeting opened: 5:58 p.m.

Langevin apologized for not being able to attend April's meeting.

1. Chairman/Co-Chairman- The Committee would like to keep the current Chair & Co-Chair.

On a motion by Sterling, seconded by Turcotte, Norman Langevin was nominated as Chair and Robert Schaumann was nominated as Co-Chair for a one-year term was approved (7-0).

2. Summer Schedule- TM Frederick will continue to provide the monthly reports to the committee. Summer break will be June, July & August off.

On a motion by Schaumann, seconded by Batchelder, the committee will not meet for June, July & August (7-0).

NEW BUSINESS

Green was voted in as Director of Municipal Property at DRA yesterday. This could be a potential conflict of interest with him serving on this committee. He doesn't feel that it would be appropriate to remain on the board and will resign after this meeting.

MEETING MINUTES APPROVAL

On a motion by Sterling, seconded by Greene, meeting minutes from April 7, 2022 were approved (5-0-2 abstain). (Langevin and Turcotte abstained as they didn't attend)

TOWN MANAGER'S REPORT

We are 33.3% through our fiscal year, with 66.7% being the "Percent Left" as reported in the financial reports.

The total budgeted General Fund expenditures are \$6,867,391, with \$2,131,362 expended to date and 68.96% remaining (percent left). The following expenditure items are noted for explanation:

- General Government – Town Report is over due to postage on the postcard mailer.
- Financial Administration – The audit is nearing completion and payment made in March. Full annual payments were made for the website and BMSI.
- Property Records – Vision software licenses paid in full for the year.
- Personnel Administration – Short Term Disability, Workers Compensation and Unemployment paid in full for the year.

- Planning & Zoning – Mapping Project and SWRPC Membership 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 up due to contract plowing and road salt. Culvert Repairs are over due to coding issues and will be corrected.
- Patriotic Purposes – Flags and bunting purchased for the year.

All other accounts are on target.

Total General Fund revenues are \$2,121,431 and we are currently at 71.6% remaining to collect.

The following revenue line items are noted for explanation:

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

Revenues -

Water revenue is \$498,935 and expenditures are \$430,534.

Sewer revenue is \$919,031 and expenditures are \$614,025.

DISCUSSION

January Budget Committee Meetings - In effort to avoid a month full of meetings, it has been suggested to have one full Saturday (January 7th) for all Department Heads to meet with the Budcom. Times would be 9am to 2pm, with a lunchbreak at noon.

All were in favor of this plan.

Petition Articles - In follow up to last meeting's discussion, the full board was briefed on the intention to change the procedure of receiving and approving non-profit's funding requests. It would involve having a set budget number for Social Service request that would be a line item in the General Fund, instead of individual warrant articles, which would be broken down to reflect a line item for each agency's request. \$70,000 was last year's total requested amount. The agencies will send in their requests, along with financials and backup documentation earlier in the fall. A subcommittee, made up of a Selectman, Budcom member, resident at large and the Town Manager will review the documentation, meet individually with the agency and make a recommendation for approval or denial to the Budcom. It will then be a part of the General Fund budget presented at Town Meeting. This process will eliminate individual articles on the warrant. Concerns expressed were:

1. Who determines the cap on each agency's request? Budcom controls the amounts
2. Agencies may feel the need to "battle" others over a limited amount of funding.
3. Residents won't have a say about requested amounts. They will have an opportunity at the public budget hearing and Town Meeting to ask questions and comment on the approved amounts.
4. Budcom won't have a say in approved amounts. It was explained that Budcom does have the final say on line items.

This change will allow the Budcom to get an accurate picture of the funding needs of the agencies as well as their other sources of funding from other towns served and the Cheshire County contributions. There have been petitions in the past, where services to Jaffrey residents were not validated, County funding wasn't disclosed and Jaffrey was the only town petitioned for funding, while many other towns were served and not asked to contribute. By streamlining this process, benefits would include: accurate needs presented, true financial disclosure and shorter meeting times.

It was noted that BOS makes recommendations, but the Budcom has the final decision regarding the appropriations.

TM Frederick will be sending the agencies notices regarding the change in procedure prior to September's Budcom meeting.

MEETING ADJOURNED:

On a motion from Sterling, seconded by Green, the meeting was adjourned at 7:10pm.

NEXT MEETING IS SCHEDULED FOR SEPTEMBER 1, 2022

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