

**TOWN OF JAFFREY  
BUDGET COMMITTEE MEETING  
JANUARY 10, 2017**

Members present: Norm Langevin, Jan Wilkins, Kevin Chamberlain, Jack Belletete, James Moore

Absent: Bob Schaumann

Staff: Interim Town Manager John MacLean, Finance Director Linda Langille, Assistant Fire Chief Keith Dupuis, Administrative Assistant Zola

Guests: Selectman MacIsaac, Nicholas Handy, Monadnock Ledger

Meeting opened: 6:02 p.m.

**OLD BUSINESS:** Amended minutes of Jan. 5, 2017 meeting reviewed. Chamberlain made a motion to accept minutes as read, seconded by Wilkins. Vote taken - all in favor.

Presentations made by the following departments:

**PLANNING & ZONING: Jo Anne Carr**

The only budget changes were including worker's compensation and wage/merit increases. Chamberlain asked what the consulting fees were used for. Carr explained that there are special projects like impact fees and Master Plan updates that consultants are used.

Line 331- Plan Update- this line was spent on working with the Planning Board to survey and do outreach for the Master Plan.

Line 560 – RPC Membership – this cost is based on the population of Jaffrey.

Line 140 – Overtime – This cost was inadvertently charged to the Executive Department, this should be in the Planning and Zoning budget as it covers meetings attended by the Records Clerk.

Chamberlain made a motion to tentatively accept the budget amount of \$ 77,025 for Planning and Zoning seconded by Wilkins. Vote was taken – all in favor.

**ECONOMIC DEVELOPMENT: Jo Anne Carr**

Line 330 – Economic Development/Marketing was discussed. New signage is needed at Drumlin Industrial Park, to identify the district, and then individual signs would be located at each business site. The EDC would like uniform signage throughout town. More money would be needed in this line item as signs are expensive. The suggestion was made to have the land owners contribute, since the individuals renting the space, may not be permanent renters.

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Belletete made a motion to tentatively accept the budget amount of \$ 29,563 for Economic Development seconded by Moore. Vote was taken – all in favor.

**STONE ARCH BRIDGE TIFF:** No changes to the financing plan since 2013, so it will not be coming before the Town Meeting. Jo Anne wanted to update the board on numbers. The Bond payments are \$43,715.00 for the bridge bond, and water mains are \$ 71,695 and we are obligated to pay those. Marketing \$3,000, Administration \$ 9,916. Proposed and actual budget numbers were reviewed. There is \$60,000 returned to the general fund, which goes into next year's UFB to offset the tax rate. No new projects are proposed. Chamberlain asked when the bridge bond is paid off in 2021, is it possible to expedite the payoff of the water main fund by applying additional funds. Linda Langille stated when the bond comes due it is possible to apply funds to the water main. This is something to look at in later years. Chamberlain also suggested next year instead of returning money back to the general fund, use it to pay down the bond, since there are no long term plans for additional projects in that area. An analysis was suggested to see what the advantages of paying off the bond early would be. The warrant article under which the bond was issued, was worded such that the matching funds for the grant were to come from funds from the Stone Arch Bridge TIFF District, unless going back to Town Meeting. Once a TIFF district is extinguished, the property value is distributed across all taxed area (school/state). The bond was issued from the Bond Bank, according to Selectman MacIsaac, you can only refinance bonds from the Bond Bank when they refinance the whole Bond Bank. Additional monies cannot be applied. Refinance happens once a year. Funds from the Fitch Road is money that is taken out of the Stone Arch Bridge that is not retained.

**DOWNTOWN TIFF:** Bonded debt is \$20,057. The major change based on a suggestion from the BOS and run thru TIFF Advisory Committee was to establish a Capital Reserve Account anticipating costs that the Town might want to incur when the Route 202/124 traffic improvements come through. The Town may want to do additional projects while the state is working there. \$40,000 was the initial amount to maintain a base budget. Money was taken out of the Downtown Safety Improvements and \$5,000 out of Elite Laundry. \$ 15,000 came out of Downtown Improvements fund. Total expenses total \$191,973 and that is within the range where it's been the past few years. This will need to go to Town Meeting and if it fails, the prior budget would be in effect. Two Articles will have to be written, one for establishing a Capital Reserve Fund for downtown improvements and one for the budget. If the Tiff budget gets voted down it reverts to the last plan. Town Meeting votes for the whole plan not by line items. BOS can change line items. TEAM Jaffrey is part of the Main Street program. Chamberlain asked if when the Community Field Bond is paid off, if no other bonds are current, the district can be extinguished. The sidewalk grant wasn't awarded to Jaffrey and BOS could encumber funds to create a walkable center for students & pedestrians. Moore mentioned the Elite Laundry balance went down \$5,000. The balance will cover the cost of the two wells and sampling rounds happen twice a year. The balance may be able to go down as time passes. Every five years the permit comes up for review. If a contaminant expresses itself, they may have to be another treatment round. Survey work was done for the right of way for the sidewalks. That data won't need to be repeated, it was a one-time expense.

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**EMERGENCY MANAGEMENT-**

The BOS appoints the Emergency Management Facilitator/Coordinator, whose sole purpose is to coordinate emergency management procedures. Interim TM MacLean explained that the Emergency Management Facilitator is the one to coordinate all other departments/procedures. Belletete made a motion to tentatively accept the budget amount of \$ 57,488 for the Emergency Management, seconded by Chamberlain. Vote was taken – all in favor.

**FIRE DEPARTMENT – David Chamberlain and Keith Dupuis**

There are some outstanding purchase orders.

Line 120- Call wages - Calls were down by 50, so on call wages were under budget. Based on average on calls and anticipated training, the line item reflects prediction.

Line 290- Protective clothing – there's an outstanding purchase order. They bought six this year and anticipate to buy eight next year. Changed manufacturer for increased savings. Each firefighter is assigned one set, there are a few back up suits.

Line 350- FF Physicals – Not all was expended because of positions left to be filled. Chief Chamberlain is looking for a more inexpensive clinic to do physicals. Physical exams for staff over 40 have to be done every year. There were some firefighters that left, so there were some funds left. 12 known physicals need to be done at \$ 350/each; \$375 for a new fire fighter.

Line 110 – Fire Chief Salary – should be 2% increase with a 1% = \$ 85,290.

Line 355- will go away next year

Lines 430, 620 & 630 – Outstanding purchase orders.

Line 341 – Telephone – re-negotiated the town phone system to reduce payment and had a phone system with voicemail donated that will eliminate the monthly charge to Fairpoint for call answering and voicemail. This line could be decreased.

Chamberlain made a motion to change line 341 from \$3,408 to \$ 2,750, seconded by Belletete – all in favor.

Belletete made a motion to tentatively accept the budget amount of \$ 345,608 for the Fire Department seconded by Wilkins vote was taken – all in favor.

**SALARY DISCUSSION** – Salaries reflect a 2% COLA and merit raise. Merits approved in November 2016 are in the 2017 budget.

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**ANTICIPATED REVENUES** - Chamberlain asked Linda Langille regarding page 1, there are few lines that significant funds were anticipated that show a “0” actual. Room and Meals and other taxes haven’t come in yet. Are there any other ones for anticipated revenue that we would see any significant changes to? Linda stated some payments come in late. Linda will have an updated list for January 17<sup>th</sup> meeting.

New budget with changes made was handed out. Norman asked to only review departments already reviewed by Budcom. He would like to go over Finance, Election/Registration and Debt with John and Linda.

**FINANCE** – The Tax Collector and Town Clerk talked to the BOS about their concerns relative to cross training and back up for their operations and the fact that there isn’t anyone on staff that can step in for them. They have the need to take their vacations and have occasions that they have to be away from the office from time to time. Because of the amount of workload, they each have, they can’t support each other. They made a presentation to the BOS stating the need for additional hours with another person to take on this task. Linda Langille states they took the line item for the Deputy Tax Collector and Deputy Town Clerk, affecting the Finance and Election/Registration budget, both have \$500 each and added \$15/hour for 16 hours per week. The objective is to give the highest level of service to the general public. Without this help, the office would close. The BOS directed this matter back to the Budcom. Chamberlain is bothered by the fact that this issue wasn’t brought up previously and being in an interim mode to be adding salaries into the budget. As stated before, Chamberlain feels the new Town Manager needs to do a thorough analysis and decide if adding staff is appropriate, or adjusting hours that their exposed to the public to help. Don MacIsaac explained in past budgets there were 2 women would cover the offices. Dave Caron wanted to fill the position internally. It was tried for 6 months and didn’t work out because of 1 person offices, everyone’s work gets behind. Hours may be banked up on non-vacation weeks. Funding would be out of Finance and Election/Registration budgets. Roughly \$ 13,000 would be needed to fund the position. Chamberlain feels there are sufficient dollars built into this budget to have the new Town Manager decide to fund this position and then build it into budget next year. When we did have coverage in the past, there was a line item, that was rolled into the staff salaries. Vacations for long term employees are 5 weeks. Qualified people would be former Tax Collectors/Town Clerks who are retired. Chamberlain understands the need, it’s the timing that is bothersome. Chamberlain suggested to table this matter until the work session and get more details and a full committee present. Linda will update data for the meeting on January 17<sup>th</sup>.

**DEBT**- There is a water bond due on March 1, 2017 in the amount of \$ 114,000. Linda Langille spoke to the BOS and they recommended taking the larger bond payment that’s due, putting that into the budget and paying it. The lower bond payment will need to be added to the budget,

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should the Warrant article be defeated. The Budcom decided to leave both as is. The budget would be amended for both bond payments, should the article be defeated.

**MEETING ADJOURNED:** On a Motion from Belletete, seconded by Moore the meeting was adjourned at 8:14p.m.

**NEXT MEETING IS SCHEDULED FOR JANUARY 12, 2017  
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