

**TOWN OF JAFFREY**  
**Budget Committee**  
**January 15, 2019**

Members present: Norm Langevin, Charlie Turcotte, Peter Maki, Frank Sterling, Bob Schaumann, Sam Greene, Don MacIsaac (late)

Staff: Town Manager Frederick, Police Chief Oswald, Prosecutor Carpenter, Lieutenant Muilenberg, Finance Director Langille, Administrative Assistant Zola, Jim Weimann

Meeting opened: 6:01 p.m.

**OLD BUSINESS:**

Requested grant paperwork was handed out.

**MEETING MINUTES APPROVAL**

On a motion by Greene, seconded by Maki, meeting minutes from January 10, 2019 were approved. all in favor (5-0) with Schaumann abstaining, he didn't attend 1/10/19 meeting.

Presentations made by the following departments:

**PROSECUTION DEPARTMENT – Rick Carpenter**

Budget is increased \$1,936 (1.7%) due to salaries

Salaries and Social Security/Medicare increased 2%.

All other budget items are level funded.

Only needs for 2019 would be office equipment, which they plan to look at refurbishing instead of buying new.

A motion was made by Turcotte to tentatively accept the Prosecution budget of \$112,915 seconded by Sterling. Vote was taken – all in favor. (6-0)

**POLICE DEPARTMENT – Bill Oswald**

Overall budget is increased \$45,093 (3.2%) due to salaries and incentives.

Salaries up 2% and the \$17,866 collective bargaining agreement Warrant Article approved in 2018.

Social Security, Medicare and Retirement correspond to increased salaries.

Fitness/Education incentive increased \$2,000 with the addition of degree holding and participating officers.

Travel and mileage increased \$750 for increased training opportunities.

Telephone decreased to reflect actual usage.

Software & licenses increased \$900 due to increases in IMC software and annual maintenance.

Consulting Fees/Recruiting decreased \$250 due to being fully staffed.

Cleaning contract increased \$500 to reflect anticipated cost.

Electricity increased \$500 to reflect actual costs.

General Supplies decreased \$1,000 to reflect actual needs.

Office Supplies increased \$600 to reflect actual needs.

Postage decreased \$300.

Office/ Misc. equipment/Maintenance increased \$300 due to increased toner costs and usage.

Gas/Oil decreased \$1,000.

Vehicle maintenance increased \$1,000 due to increased costs to keep older vehicles running.

There is a request for a new cruiser in Warrant Articles.

Books/Periodicals increased \$100.

There was discussion regarding vehicle replacement. The vehicle replacement schedule was started last year. Once the schedule is caught up from skipping a year, they should only need a replacement every other year. Present vehicles are rotated to distribute the wear & tear.

The Fitness & Education incentives was also discussed. Officers are able to have gym memberships and pursue degrees per their contract. This helps with officer retention, job longevity and also with performance while on duty.

Schaumann asked about firearms training. Lt. Muillenberg has worked a lot with officers for training 3-4 times a year. There are standards, which Jaffrey is above standard, but there are always more opportunities available. They do have one officer trained as a sniper in the SRT Team. They would also like to do more non-gun training.

Body cameras were discussed. The department presently has one, but it is not used as a policy has not been formalized yet. Schaumann made a motion to increase the budget line 240-\$3,000 for a new Body Camera and budget line 610 - \$1,000 for additional ammo. This motion was killed due to a lack of a second. There was discussion to wait until the end of budget season to see where balances were. Sterling thought it was a good idea, just premature in the budget season. Chief Oswalt would like to have a policy written and in place before adding an

additional body camera. The current camera is not in use and he also thought it was a good idea to wait.

A motion was made by Sterling to tentatively accept the Police budget of \$1,467,463 seconded by Schaumann. Vote was taken – all in favor. (6-0)

### **ANIMAL CONTROL – BILL OSWALT**

This is level funded from last year. The only change was there is now an increased fee of \$25 for Rindge to take dogs to the shelter.

A motion was made by Greene to tentatively accept the Animal Control budget at \$625 seconded by Maki. Vote was taken – all in favor. (6-0)

### **CAPITAL/WARRANT ARTICLES**

Police Cruiser Capital Reserve creates a Capital Reserve fund for the purpose of funding police cruiser replacement on a sustainable schedule. The CIP called for a creation of a CRF in 2021, with straight purchases of new cruisers in 2019 and 2020. TM Frederick is recommending creating the fund this year with \$50,000 to create the fund and authorize the acquisition of a new police cruiser for \$50,000. Any sale proceeds or funds remaining from the purchase would remain in the CRF.

A motion was made by Schaumann to tentatively accept \$50,000 to create a CRF from the Police Cruiser Capital Reserve fund., seconded by Sterling. Vote was taken – (6-0)

A motion was made by Maki, to request \$50,000 from the CRF to purchase a new police cruiser, seconded by Greene. Vote was taken – all in favor – (6-0).

Create Town Office CRF was established in 2017 for the purpose of acquiring land, completing design and engineer, and constructing a Town Office building. \$50,000 was appropriated in 2017 & 2018. The current balance is \$100,993. The BOS has asked TM Frederick to re-visit the St. Patrick's School site option. The asking price has decreased to \$700,000. The location would be close enough to downtown as the residents indicated as a preference in prior studies. This location could house more than just the Town office. Police, Recreation, DPW could all be moved to this location. The decision is ultimately the resident's at Town Meeting. The Budcom can only make a recommendation. The Committee believes it wise to exhaust the St. Patrick's option, before looking elsewhere.

A motion was made by Greene, to request \$50,000 to be appropriated in the Town Office CRF, seconded by Sterling. Vote was taken – all in favor – (6-0).

Fire Department Capital Reserve was created in 1996 for purchasing new or refurbishing existing firefighting and/or rescue equipment. To maintain the current equipment replacement schedule, it is advised to appropriate \$60,000.

A motion was made by Greene, to request \$60,000 to be appropriated in the Fire Department CRF, seconded by Schaumann. Vote was taken – all in favor – (6-0).

Fire Maintenance-Hose 1 is a request to utilize \$30,000 from the Fire Department CRF to perform life extension maintenance on Hose 1, to remove Hose 1 from the long-range equipment replacement schedule.

A motion was made by Sterling, to request \$30,000 to be utilized to extend the life expectancy of Hose 1, seconded by Greene. Vote was taken – all in favor – (6-0).

TIF Capital Reserve was created in 2017 for funding infrastructure enhancements to the Downtown area. This has no impact on taxes. Any remaining funds will go back into the General Fund. It was decided that \$40,000 per year would be an accurate amount to appropriate.

A motion was made by Greene, to request \$40,000 to be appropriated in the TIF CRF, seconded by Turcotte. Vote was taken – all in favor – (6-0).

Land Acquisition CRF was created in 2009 for the purpose of acquiring or assisting in the acquiring of land and conservation easements to conserve open space in the Town to stabilize the tax base and help maintain scenic views, wildlife habitat and water quality. \$5,000 was appropriated in 2018. The percentage of Current Use fees collected are now split 50-50% between the Town and the Conservation Commission.

A motion was made by Greene, to request \$5,000 to be appropriated in the Land Acquisition CRF, seconded by Maki. Vote was taken – all in favor – (6-0).

Cemetery Tree Trust Fund- \$1,000 request to be appropriated  
Gravestone Restoration Fund- \$1,000 request to be appropriated  
Meetinghouse Trust Fund - \$3,000 request to be appropriated

On a motion by Greene, seconded by Sterling, Vote was taken- all in favor – (6-0).

Municipal Building Maintenance CRF was created in 2010 for performing major maintenance on existing town buildings. \$1,000 was appropriated in 2017 & 2018. The CIP recommends funding \$300,000 per year, TM Frederick is suggesting \$200,000. The CIP is advising to address safety & hygiene issues as the higher priority. By keeping this funding steady that will avoid spikes from unanticipated maintenance requests.

A motion was made by Sterling, to request \$200,000 to be appropriated in the Municipal Building Maintenance CRF, seconded by Maki. Vote was taken – all in favor – (7-0).

## **REVENUES**

Land Use Change Tax – Recommend level funding at \$1,500

Timber Tax- Recommend level funding at \$11,500

TIFD-Decreased by \$210,000 because of the change in valuation – decreased utility values.

Interest & Penalties on Taxes- Decreased 52,000 because of the decreased interest rate of liens by the State from 12-18% to 6-12%

Excavation Tax- Level at \$1,000

Business Licenses & Permits- Increased \$1,000

Motor Vehicle Permits- Increased \$35,000

Building Permits- Level at \$24,000

Other Licenses, Permits & Fees- Level at \$78,200

Meals & Room Tax- Level at \$ 76,235

Highway Block Grant – Increased \$2,613

Water Pollution Grant- Decreased by \$1,885

State & Federal Forest Land -Increased \$12

Other State -Decreased \$ 2,500

Income from Other Departments- Level at \$ 40,525

Sale of Municipal Property- Increased \$17,500

Interest on Investments- Increased \$20,000 due to investing in CD's.

Other Miscellaneous Revenues - Level

Capital Reserve – Level at \$0

Trust Funds- Level at \$ 35,900

Water- Funded at \$950,912

Sewer – Funded at \$2,028,591

Warrant Articles- Funded at \$464,000

## **TAX IMPACT OF THE RECOMMENDED BUDGET**

The proposed Operating Budget is \$6,698,733, Water Department \$950,912 and Sewer Department \$2,028,591. Warrant Articles \$1,114,000 and Petitions estimated at \$95,066. Less estimated revenues of \$5,540,183, the net to be raised for taxes is \$5,347,119. Veterans Credits and Estimated Overlay are \$140,350 and \$30,000, respectively. Use of UFB is \$435,000, bringin the total to be raised in taxes as \$5,082,469. With an estimated town valuation of \$414,577,330, the municipal portion of the tax rate would be \$12.26. Compared to last year's actual rate of \$10.53, an increase of \$1.73 would occur. However, this not an equal comparison due to \$560,000 being utilized from UFB to offset taxes in 2018. Discussion followed regarding the viability of taking an additional \$125,000 from UFB in 2019.

## **DISCUSSION**

The next meeting will be Thursday, 1/17/19 6:00pm which will be the Petitioner's presentations. If they don't provide their financial paperwork, they will not be allowed to present. The Committee will determine then if one or both Work Sessions on 1/22 & 1/24 will be needed.

**ADJOURMENT**

Motion presented by Sterling to adjourn meeting seconded by Schaumann. (7-0)

**MEETING ADJOURNED: 8:22 p.m**

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