

**Town of Jaffrey
Budget Committee
December 4, 2019**

Members Present: Peter Maki, Charles Turcotte, Frank Sterling, Norman Langevin, Sam Greene

Members Excused: Robert Schaumann, Kathy Batchelder

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

Others Present: Selectman Kevin Chamberlain

MEETING OPENED: 6:01p.m.

OLD BUSINESS: None

MEETING MINUTES APPROVAL:

On a motion by Sterling, seconded by Maki, the 11/7/19 minutes were approved (3-0).

NEW BUSINESS:

- Elisa FitzGerald, the new Finance Director, was introduced by TM Frederick and welcomed by the Committee.
- The IT budget is of major concern with the mandatory upgrades due to Windows 10 upgrade and replacement.
- The School Budget Advisory Committee is looking for volunteers. Budcom members should let TM Frederick know if they're interested. Sterling mentioned that the meetings may conflict with Budcom meeting in January.
- Tax rate was set. Rate is higher due to warrant articles, increased County and State School tax. The UFB is at the recommended 11.24%.

TM Report -

According to the expenditure and revenue reports for the month ending October 2019, we are 83.3% through our fiscal year, with 16.67% being the "Percent Left" as reported in the financial reports.

The total budgeted General Fund expenditures are \$6,688,733 with \$5,435,381 expended to date and 18.74% remaining (percent left). The 2.07% under budget on expenses equates to \$138,456. The following expenditure items are noted for explanation:

- Property Records – Vision software license paid in full for the year.
- Emergency Management –Mutual Aid Dispatch and Code Red paid in full for the year.

- Cemeteries and Parks & Commons – Seasonal usage.
- Capital Improvements – Road Reconstruction over budget, expecting pay back from the Goodnow Street Complete Streets project.
- All other accounts are on target.

Total General Fund revenues are \$2,096,680 and we are currently at 24.6% remaining to collect. The following revenue line items are noted for explanation:

- Meals & Room Tax and Other Taxes – Disbursed at the end of the year. If we had them collected at this point, our remaining to collect would be 11%.

Budget Review

Executive – No questions/comments.

Elections – This budget will increase in 2020, since there are 4 elections. Polling place has been changed from the VFW to Conant High School Cafeteria.

Financial Administration – Because of hardware replacement and upgrade to Windows 10 in mid-January, this budget is high. Kevin Sterling asked if the funds could be encumbered next year. The upgrades will be phased in.

Property Records – No questions/comments.

Judicial/Legal – WW Cross is the only potential item in 2020. This budget is currently low. The Town would need to determine remediation costs before considering to tax deed the property. Former tenants would continue to be responsible for the cleanup/monitoring.

Personnel Administration – Increased 4.1% due to insurance.

Planning – No questions/comments.

General Government Buildings – No questions/comments.

Cemeteries – No questions/comments.

Insurance – No questions/comments.

Police – Increased due to retirement payout and switching of salaries. Chamberlain asked about the fitness stipend...this is paid out at the end of the year.

Fire – Fire Call wages are paid out monthly. Protective clothing is paid out at the end of the year. There are no large purchases upcoming.

Building Inspection – No questions/comments.

Emergency Management – No questions/comments.

Prosecution – No questions/comments.

Highway Administration – No questions/comments.

Highway Operations – No questions/comments.

Bridges – No questions/comments.

Street Lighting – The Historic District lights are remaining for payment this year.

Parks & Commons - No questions/comments.

Recycling - Staffing includes a part-time temp. and the 2 regular full-time staff.

Solid Waste – No questions/comments.

Landfill – There is nothing to pay at the end of the year, this was an overbudgeted line.

Health - No questions/comments.

Animal Control - No questions/comments.

Welfare – This budget is doing well due to the new Director using her funding well, not to a decreased need for help.

Recreation – The vandalism line was large this year, which was unexpected. Repairs were expensive.

Library - No questions/comments.

Patriotic Purposes – No questions/comments.

Conservation – No questions/comments.

Economic Development -

Debt Services - No questions/comments.

Capital Outlay – The remainder of this will be encumbered and will be used to purchase the plow.

Discussion:

Road Reconstruction that was discussed by the Select Board will be increased either through the budget or a warrant article at Town Meeting. Sterling explained that according to the DWP report of the road conditions, it would cost approximately \$1 million per year to have decent roads. Chamberlain stated that \$670,000 per year was also a suggested goal. The Select Board has not decided on a final figure. The line item has been cut too often and maintenance has been deferred to long.

Revenue

- Bonds haven't been paid yet.

OTHER BUSINESS: None

MEETING ADJOURNED: On a motion from Turcotte, seconded by Maki, the meeting was adjourned at 6:45pm.

The next Budget Committee Meeting - Thursday, January 2nd @ 6pm at the Town Office.

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