

TOWN OF JAFFREY
Budget Committee
January 14, 2020

Members present: Norm Langevin, Charlie Turcotte, Peter Maki, Frank Sterling,

Members Excused: Bob Schaumann, Kathy Batchelder, Sam Greene

Staff: Town Manager Frederick, Police Chief Oswalt, Prosecutor Carpenter, Lieutenant Muilenberg, Finance Director FitzGerald, Administrative Assistant Zola

Others: Library Trustees

Meeting opened: 6:05 p.m.

OLD BUSINESS: The School Board Chair invited the Budcom to their School Budget Meeting on Thursday (1/16) night. Budcom has a meeting at the same time, due to the scheduling conflict, nobody will be able to attend.

MEETING MINUTES APPROVAL

On a motion by Turcotte, seconded by Sterling, meeting minutes from January 9, 2020 were approved (4-0)

Presentations made by the following departments:

LIBRARY - Julie Perrin

Overall budget is increased \$23,216 (7.8%)

Salaries are increased \$29,780 to cover the added hours required to keep up with service demands.

Social Security, Medicare and Retirement are due to salary changes.

Education, Dues, and mileage remain level.

Tech hardware, & software increased \$250 to reflect actual license costs.

Cleaning contract was increased due to more patron usage and the Trustees will be paying the difference.

Electricity and heating were changed by the TM to reflect actual usage.

Water & Sewer were increased \$300.

General Supplies were increased \$1,000 to reflect actual operating expenses. Volunteer background checks were also a factor for the increased due to more staffing demand.

Julie Perrin explained that the Library is busier than ever, serving 4,000 to 5,000 patrons a month. Due to the large area/many floors to cover, safety and security is a high priority. A computer was stolen from the 3rd floor due to a lack of staffing. There's no indication that things will slow down any time soon.

They have been applying for and receiving outside grants and donations. The Library Trustees have funded the operating budget from drawing down on their trust funds. They recently were awarded a \$20,000 grant from Millipore this year. TM Frederick added that the Library Trustees paid for the entire computer upgrade at the Library. Turcotte stated that Julie has done a great job at the Library.

On a motion by Turcotte, seconded by Maki, to tentatively accept the Library budget of \$319,309 (4-0).

POLICE DEPARTMENT – Todd Muilenberg

Overall budget is increased \$6,316 (.4%) due to salaries and incentives.

Salaries are increased \$30,616 due to the collective bargaining agreement and will appear in Warrant Articles.

Administration salaries include Chief Oswalt's retirement buyout, Lt. Muilenburg's promotion to chief and a new Lieutenant on September 1st.

Police Officer's salary increased 2% and Health Insurance stipends are reflected in the Warrant article for \$30,616.

Overtime increased \$15,000 because of need to cover vacant positions.

Social Security, Medicare & Retirement correspond to changes in salaries.

Travel/Mileage decreased \$500 due to spending trends.

Uniforms/Cleaning increased \$4,000 is because of new incoming officers and staff changes.

Telephone is down \$300 because of actual costs.

Cleaning Contract is decreased \$4,500 to reflect contract costs.

Water and Sewer are decreased \$250 to reflect actual costs.

Printing decreased \$100.

General Office Supplies/Operating Supplies was decreased by \$4,000 to reflect spending trends and to create and fund the Weapons/Ammo/Accessory line.

Office Supplies decreased \$200 to reflect actual needs.

Office/Misc. Equipment/Maintenance decreased \$1,00 due to the creation of the Weapons/Ammo line.

Weapons/Ammo line was added and funded at \$2,500.

Books/Periodicals decreased \$100.

Discussion – There are currently 10 Officers, one in the Academy and one out on injury.

It has been very busy with almost 6,000 calls. There have been drug issues in the school and in town and they are addressing that. Overtime increased due to staffing shortages last year. The Contract was ratified at last night's Select Board Meeting. It will be an 18-month contract ending on 6/30/21. Only 1 cruiser is due for replacement this year. Funding will come from leftover funds from last year and what is funded in CRF. After next year, the fund should be self-sustaining.

On a motion by Maki, seconded by Turcotte, to tentatively accept the Police Budget of \$1,473,779 (4-0).

PROSECUTION DEPARTMENT – Rick Carpenter

Budget is increased \$4,073 (3.6%) due to salaries

Salaries and Social Security/Medicare increased 2% and a 53-week pay period year.

Books/Publications were increased \$130 to purchase updated books on laws/regulations.

Last year saw 30-40 arrest. The Juvenile Diversion Program is doing well.

Rental agreement goes until October 2020 and has been consistently level.

On a motion by Sterling, seconded by Turcotte, to tentatively accept the Prosecution Budget of \$116,988 (4-0).

ANIMAL CONTROL – Todd Muilenberg

This is level funded from last year.

On a motion by Turcotte, seconded by Maki, to tentatively accept the Animal Control Budget of \$625 (4-0).

CAPITAL/WARRANT ARTICLES

There was discussion regarding the \$1 million Road Bond. The Select Board is split 2-1 on whether to go ahead with the bond. Chairman Sterling feels that the Bond would be a good idea to get the roads caught up for now, if we wait, the costs will increase. If Ingalls Road was paved, it would cost \$564,000 out of the \$1 million Bond, which the Committee thought was too much money to spend on a road with only 35 houses. They thought it a better option to get the updated list of roads from DPW and addressing Stratton and Aetna and possibly only paving ½ of Ingalls or using gravel only. They preferred staying with the original budget that included the road bond.

The Capital Outlay Budget for Transfer Station Road Improvement of \$35,000 was also discussed.

On a motion by Sterling, seconded by Maki, the Capital Outlay Budget of \$35,000 for the Transfer Station paving was tentatively accepted (4-0).

REVENUES

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

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

TIFD-Decreased by \$67,500.

Interest & Penalties on Taxes- Decreased \$13,000

Excavation Tax- Level at \$1,000

Business Licenses & Permits- Increased to \$2,000

Motor Vehicle Permits- Increased \$90,000

Building Permits- Level at \$24,000

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

Meals & Room Tax- Level at \$ 276,235

Highway Block Grant – Level

Water Pollution Grant- Level

State & Federal Forest Land -Level

Other State -Reimbursement for Police Officers as witness in State cases.

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

Sale of Municipal Property- No tax acquired property currently.

Interest on Investments- Level

Other Miscellaneous Revenues - Level

Capital Reserve – Level at \$0

Trust Funds- Level at \$ 35,900

Water- Funded at \$1,043,428

Sewer – Funded at \$2,248,129

Warrant Articles- Funded at \$6,390,000 (which includes the Road Bond if approved)

DISCUSSION

The next meeting will be Thursday, 1/16/20 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.

Highway Salary Handout explains the buyouts and salaries up to the time of retirement. There is the suggestion of developing a reserve fund (\$130,000) for the timing of retirement buyouts.

ADJOURMENT

Motion presented by Sterling to adjourn meeting seconded by Maki at 7:22pm (4-0).

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