

TOWN OF JAFFREY
Budget Committee
September 10, 2020

Members present: Norm Langevin, Charlie Turcotte, Peter Maki, Frank Sterling, Robert Schaumann, Kathy Batchelder

Members Excused: Sam Greene

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

Meeting opened: 6:02p.m.

MEETING MINUTES APPROVAL:

On a motion by Batchelder, seconded by Schaumann, meeting minutes from June 4, 2020 were approved (6-0)

OLD BUSINESS: None

NEW BUSINESS:

TM Frederick reviewed his monthly report to the committee, we are 66% through our fiscal year, with 34% being the “Percent Left” as reported in the financial reports.

The total budgeted General Fund expenditures are \$6,591,884, with \$2,494,322 expended to date and 37.84% remaining (percent left).

Total General Fund revenues are \$2,076,690 and we are currently at 64.3% remaining to collect.

Car registrations are up.

Sewer issues will be discussed at Monday’s Select Board meeting.

2021 Budget Calendar was reviewed:

- First meeting will be 1/5/2021
- The 1/12 meeting will be moved to 1/13 so it will not conflict with the School Board meeting, so Budcom members can attend both meetings. Kathy Batchelder will be gone for 1/13 & 1/14 meetings. Sam Greene will be contacted to make sure he can attend these dates.
- Frank Sterling asked for the Police to be moved to 1/7/2021 meeting
- Key dates to note are 1/19 (Petitions); 2/6 (Public Hearing) and 3/16 (Town Meeting).
- Town Meeting will take place at Hope Fellowship Church again as a drive-in format.

Cold Stone Springs –

TM Frederick reviewed the funding that has been awarded. Peterborough has completed their funding.

Stratton Road was delayed because of Town Meeting, but it will be getting paved.

Tax Rate should go down after revenues are in and because of the re-evaluation.

COVID/CARES/GOFFER Funds are to offset the Town budget for Covid related expenses, such as remote access for employees.

Peter Maki mentioned the formation of the Broadband Committee. They will be compiling data of service needs to determine the areas needed for expansion. There will be fiber upgrades in the Police, Fire and Town Office buildings. The Telephone will be changed to Comcast and will be integrated with the computer system. This will also result in a decrease in charges.

DEPARTMENT BUDGET REVIEW

Executive- Office Equipment is up due to a new printer for the Welfare/Finance Assistant Office.

Elections – Postage was up due to approximately 300 absentee ballots being sent, but this is reimbursable with the CARES act. There currently 4,087 residents on the voter checklist.

Financial Administration- Salaries still show previous Tax Collector's salary/retirement buyout.

Property Records- Software Licensing is paid upfront. Re-assessment will be presented to the Select Board on Monday night for approval. There were a few complaints received from residents.

Legal – No issues.

Personnel- These are upfront payments. There is an Insurance Committee that is reviewing options for employee plans.

Planning & Zoning- No issues.

General Government Buildings – Cleaning contract is in its second year. Staff is responsible for cleaning their own desks.

Cemeteries- Paving costs will be encumbered.

Insurance – No questions.

Police – Promotions have been done and the department is at full staffing at 11.

Ambulance – Paid in Full. Sterling added that they are doing a great job.

Fire Department – Staffed at 20 now, will be losing one staff, but there are two probationary members.

Building Inspection – No questions.

Emergency Management – Paid in full.

Prosecution – No questions.

Highway Administration – River Street sidewalks are completed. Todd is a very “hand on” supervisor and has no issue with showing staff what needs to be done.

Operations – The crew is at 5 with Jim Price retiring in December.

Bridges – Only issue was miscoding on the Nutting Road bridge.

Street Lighting – Budget is down due to the LED light conversion.

Parks & Commons – No questions.

Recycling – Back to normal collections, excluding cans. Todd will be doing a review.

Solid Waste Disposal – No questions.

Clean up – No questions.

Health – No questions.

Animal Control – No questions.

Welfare Administration – No questions.

Welfare Assistance – May increase after Covid-19 is over and state funding is done.

Recreation- Regarding charging for non-resident beach parking, due to the deed, the parking is/can be restricted to Jaffrey residents, but cannot charge for non-residents. This will be on the BOS agenda again. The lifeguard funds can be put back into the general fund.

Library- No questions.

Patriotic Purposes – There is the need to work on the WW II Monument names and add a soldier who served in Iraq. This should cost less than \$1,000 to address.

Conservation – Needs to reallocate \$455.99 that was meant for dues and training.

Economic Development – No questions.

Debt Services – No questions. Should be changed as the road bond is already in.

Principal- Tax anticipation should be removed for now.

Capital Outlay- \$35,000 is for paving at the Transfer Station. Getting the roads done is the priority. Ingalls Road will be done in-house, maintaining the gravel road will be done by highway staff. \$16,000 worth of gravel was purchased over the winter, \$7,000 should be in warrant articles.

REVENUES

Sewer- The budget is outpacing revenues – Tony has been re-evaluating the budget. In 2017 there was \$1.7 million in the fund which has now been depleted. It appears that possibly the State Aid Grants may have gone into water instead of sewer. The annual income is between \$1.4 - \$1.6 million with expenses of \$800,000 in contracted services and \$600,000 in debt services. There will be more to follow after next week's BOS meeting. Rates have not been increased in 3 years. Sterling explained that the procedure had been to estimate revenues first, then build the budget after. Staffing expenses and chemical stipends added to the deficit, in addition to the 2019 sewer work that was done that exceeded estimates. Chairman Langevin mentioned that the Budcom had received water & sewer fund reports monthly in the past and that practice should resume. TM Frederick assured the Budcom that with new personnel in both the water department and finance, there will be more communication about balances. For now, a sewer rate increase would be a consideration for the BOS. A water rate decrease was also mentioned for BOS discussion. Once Tony is done reviewing the budget and the numbers are confirmed, the Budcom would like the supporting information so that they can accurately convey the situation to the residents.

ADJOURNMENT:

Motion presented by Schaumann to adjourn meeting seconded by Batchelder at 7:21pm.

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