

TOWN OF JAFFREY
Budget Committee
October 8, 2020

Members present: Norm Langevin (late 6:14pm), Charlie Turcotte, Peter Maki, Frank Sterling, Robert Schaumann, Kathy Batchelder, Sam Greene

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

Meeting opened: 6:00p.m. by vice-chair Schaumann.

MEETING MINUTES APPROVAL:

On a motion by Batchelder, seconded by Sterling, meeting minutes from September 9, 2020 were approved (5-0) Greene abstained-didn't attend 9/9 meeting- Langevin was late and didn't vote.

DISCUSSION:

TM Frederick discussed the BOS Meeting and the Audit findings. There were incorrect postings into some funds, which were found and corrected. One was in the Bridge's account and was miscoded and corrected by BOS vote at the last BOS meeting.

The BOS voted to increase sewer rates 5% and increase septage to \$.08/gallon in order to rebuild the fund balance, \$80,000 would be income from the rate increase and \$90,000 would be from the septage increase. Tony will be trimming the sewer budget wherever he can to keep a positive balance in the end. His intention is to end 2021 with about \$300,00 in the fund balance. The BOS are the Water/Sewer Commissioners and will be reviewing the budgets closely. The Budcom would also like monthly updates on balances, so this shortage won't happen again. If the sewer budget did have a deficit, the general fund can be used to cover the deficiency as a loan. Not the optimal solution, but an emergency option.

Stratton Road will be paved at the end of this month. It was delayed due to the Town Meeting being delayed.

The MS-1 will be certified on Monday. There is a 27% increase on valuation of the town.

Meals and Rooms tax revenue is still anticipated and included in the budget. Of concern is the SAG funds, which the town depends on for budgeting. If these are pulled, the budget would need some revisions. These funds account for approximately \$300,000 and would affect sewer rates.

NEW BUSINESS:

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).

The following expenditure items are noted for explanation:

Executive Office – Office Equipment is high due to the purchase of a printer for the Welfare and Finance Assistant Office.

Election & Registration – Postage is running high due to absentee ballots. We have applied for a grant from the State for reimbursement following the next two elections.

Property Records – Software Licenses and Map Maintenance are upfront payments at the beginning of the year.

Personnel Administration – Upfront payments for Workers Comp and Health Insurance stipends have us a few points over budget this month.

Insurance – Payments made in full to Primex.

Ambulance – Paid in full for \$40,000.

Emergency Management – Mutual Aid Dispatch and Code Red paid in full for the year.

Bridges – Inspection & Repairs are over due to miscoding of Nutting Bridge design. Funds will be transferred from the CRF.

Conservation Commission - \$455.99 will be reallocated to the Conservation Fund.

Transfer to Other Funds - \$7,000 miscoded – should be in the Warrant Articles and will be recoded.

All other accounts are on target.

Total General Fund revenues are \$2,076,690 and we are currently at 42.0% 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.

DEPARTMENT BUDGET REVIEW

Executive- No questions.

Elections – There is a grant to pay ballot workers.

Financial Administration- No questions.

Property Records- No questions.

Legal – No questions.

Personnel- No questions.

Planning & Zoning- No questions.

General Government Buildings – No questions.

Cemeteries- Road reconstruction money will be used for paving costs.

Insurance – No questions.

Police – The new Chief is doing well.

Ambulance – No questions.

Fire Department – No questions.

Building Inspection – No questions.

Emergency Management – No questions.

Prosecution – No questions.

Highway Administration – No questions.

Operations – No questions.

Bridges – Nutting Road bridge expenses will be reimbursed from the CRF.

Street Lighting – Will not be fully expended this year due to LED conversion.

Parks & Commons – No questions.

Recycling – Fully operational now.

Solid Waste Disposal – No questions.

Clean up – No questions.

Health – No questions.

Animal Control – No questions.

Welfare Administration – No questions.

Welfare Assistance – Starting to get busy again.

Recreation- The vandalism line will be kept open in case of any incidents this year.

Library- They have received a generous grant of \$20,000 from Millipore. Julie Perrin was awarded the Library Co-Director of the Year award last week via a Zoom presentation.

Patriotic Purposes – The Humiston Memorial engraving has been done. Do decisions have been finalized about Veteran's Day this year.

Conservation – They will be using the remainder of their budget.

Economic Development – No questions.

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

Principal- No questions.

Capital Outlay- The paving at the Transfer Station will be encumbered for next year.

Water- No questions.

Sewer – Most of this budget was cut to reduce expenditures, except for contracted expenses.

REVENUES- No questions.

ADJOURNMENT:

Motion presented by Batchelder to adjourn meeting seconded by Schaumann at 6:53pm.

****Next Meeting will be Thursday, November 5th 6pm at the Jaffrey Fire Station****

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