

**Town of Jaffrey  
Budget Committee  
January 4, 2022**

**Members Present:** Peter Maki, Frank Sterling, Norman Langevin, Sam Greene(late), Kathy Batchelder (Zoom), Robert Schaumann, Charlie Turcotte

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

**Others Present:** None

**MEETING OPENED:** 6:03p.m.

**OLD BUSINESS:** None

**MEETING MINUTES APPROVAL:**

On a motion by Schaumann, seconded by Turcotte, the 12/4/2021 minutes were approved (5-0) (Greene and Batchelder were late)

**NEW BUSINESS:**

TM Frederick explained what materials were found in the 2022 Budget Binders given to the Committee.

Budget Highlights and Overview are as follows:

The proposed total operating budget of \$6,865,310 is a \$370,817 (5.71%) increase over 2021's adopted budget. The 2022 budget maintains capital reserve funding at necessary levels, including the 10-year paving plan initiated in 2021.

Maintaining the plan allows us to achieve a pavement condition index of 80 and puts this town in a position to work on its failing facilities by year seven.

Of the \$370,817 increase in the proposed budget, \$220,464 is attributed to non-discretionary items such as the NH Retirement System (\$60,605), IT Services (\$8,176), insurance (\$10,173), broadband bond (\$136,102) and various contract obligations (\$5,408). The remaining \$150,353 may be attributed to salaries and other operational needs.

Our statutory fund balance is \$2,007,102 as determined by NH DRA in November, and represents 10.61% of operating expenses. DRA recommends maintaining between 5% and 17%. We utilized \$435,000 from UFB in 2021 and set a tax rate of \$10.15 for the municipal operation, \$27.89 overall.

Covid protocol was discussed. The Budget Hearing in February has to be open to the public in person, but Zoom can also be offered, to make the meeting a hybrid. Department Heads can have the option of zooming in if they are uncomfortable with in in-person setting.

The Select Board approved this budget at their December 21<sup>st</sup> meeting.

TM Frederick would like to thank Finance Director FitzGerald for all her hard work.

### **Budget Review**

TM Frederick reviewed the changes for 2022:

Executive – Increased \$7,460 due to salaries. 3% staff salaries increase.

On a motion by Sterling, seconded by Schaumann, the Executive budget in the amount of \$242,819 was tentatively approved (6-0).

Elections & Registration– Increased due to staff salaries, and 3 elections. Town Clerk hadn't had a pay increase in her 7 years here, so her salary was brought up to where she should be.

On a motion by Turcotte, seconded by Sterling, the Election & Registration budget in the amount of \$97,286 was tentatively approved (6-0).

Financial Administration – Increased 6.5%. TM Frederick reviewed the changes for 2022, which included increases in salaries, Audit services, IT. Money was encumbered for Police and Prosecution computer hardware. Cyber security has been a big issue and our IT is working with Primex.

On a motion by Greene, seconded by Schaumann, the Financial Administration budget in the amount of \$274,779 was tentatively approved (7-0).

Judicial/Legal – This budget is level. \$9,000 was encumbered for Broadband. \$15,000 was spent and \$8,000 will be reimbursed. Nothing is looming on the horizon.

On a motion by Maki, seconded by Turcotte, the Judicial/Legal budget in the amount of \$20,000 was tentatively approved (7-0).

Personnel Administration – Health, Dental and Life Insurance went down due to more single plans with new employees replacing outgoing employees with family plans. Workers Comp. increased due to previous year's claims. A long-term case led to a retirement.

On a motion by Turcotte, seconded by Maki, the Personnel Administration budget in the amount of \$614,926 was tentatively approved (7-0).

General Government Buildings – TM Frederick reviewed the changes for 2022.

On a motion by Maki, seconded by Greene, the General Government Buildings budget in the amount of \$36,230 was tentatively approved (7-0).

Insurance – Increased by \$7,112 overall.

On a motion by Turcotte, seconded by Greene, the Insurance budget in the amount of \$59,030 was tentatively approved (7-0).

Building Inspection – TM Frederick reviewed the changes for 2022

On a motion by Greene, seconded by Maki, the Building Inspection budget in the amount of \$85,342 was tentatively approved (7-0).

Health – Level Funded. Rob is the only staff member.

On a motion by Maki, seconded by Schaumann, the Health budget in the amount of \$2,179 was tentatively approved (7-0).

Welfare – Direct Assistance is level funded. One rental building in town was bought and the new owner is raising rents. Many of the low-income residents have called looking for assistance. It was decided to level fund, due to the fact that we have to help with assistance requests and decreasing the budget wouldn't be prudent.

On a motion by Greene, seconded by Maki, the Welfare budget in the amount of \$117,589 was tentatively approved (7-0).

Patriotic Purposes – Level Funded.

On a motion by Sterling, seconded by Maki, Patriotic Purposes budget in the amount of \$4,000 was tentatively approved (7-0).

Conservation – Level Funded. Funds are used for dues and memberships.

On a motion by Sterling, seconded by Maki, Conservation budget in the amount of \$475 was tentatively approved (7-0).

### **Debt Services**

TM Frederick reviewed the changes for 2022. Discussion regarding keeping the road upkeep on track throughout this committee/Select Board terms and beyond was stressed.

The added Broadband Bond is to be paid in full by Consolidated Communications through user fees.

On a motion by Schaumann, seconded by Maki, Debt Services budget in the amount of \$629,732 was tentatively approved (7-0)

### **Capital Outlay**

10-year Paving Plan - As debt is retired, the money is moved over to the road paving project. In 2026 the Road bond is paid off and money will then go toward facility repairs. Water/Sewer projects will be completed first, then road repairs/paving.

Paving Plan- \$600, 000 was spent last year, leaving \$400,000 left for this year. Todd is reducing the size of roads and therefore saving on pavement. There is a \$2.5 Million backlog on sidewalks, they will be working on Howard Hill/Squantum with at-grade delineators to save on sidewalk construction.

TM Frederick will provide a spreadsheet on the paving project.

On a motion by Maki, seconded by Greene, Capital Outlay budget in the amount of \$25,000 was tentatively approved (7-0)

### **Revenues**

TIFD's now have to be appropriated like water & sewer budgets. Nothing can be spent without an appropriation.

TM Frederick reviewed the anticipated revenue for 2022.

The committee decided to vote only on the General Fund Revenue Budget.

On a motion by Maki, seconded by Turcotte, the General Fund Revenue budget of \$2,121,431 was approved (7-0).

**MEETING ADJOURNED:** On a motion from Greene, seconded by Schaumann, the meeting was adjourned at 7:26pm.

The next Budget Committee Meeting – Thursday, January 6<sup>th</sup> @ 6pm at the Jaffrey Fire Station.

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