

**TOWN OF JAFFREY**  
**Jaffrey, New Hampshire**  
**Select Board Meeting Minutes**  
**December 21, 2021**

**Chairman:** Franklin W. Sterling, Jr.

**Selectmen:** John E. Belletete, Kevin Chamberlain

**Town Manager:** Jon Frederick

**Staff:** Administrative Assistant Zola

**Guests:** None

**A. Call to Order – 11:08 am**

**B. 2022 Budget Review**

Town Manager Frederick explained that this budget will have an increase of \$ .47 and noted that State Retirement contributions are up from 11.18% to 14.06%. He then began a department-by-department review of the budget with the Select Board.

Executive- Increased \$7,460 due to salaries.

Elections – Increased \$7,972 to bring the Town Clerk’s salary to mid-level, she hasn’t had a raise in 7 years. There are 3 elections this year.

Financial Administration- Increased \$16,744 for salaries. Auditing is also increased.

Legal – Level funded. There is \$10,000 encumbered, but that will be reimbursed from broadband.

Personnel Administration – Decreased \$3,061 due to the family plans budgeted and new employees only took single plans.

General Government Buildings – Increased \$250 due to post event cleaning at the Meetinghouse. Heating was \$195 over this year, but can be adjusted depending on the fuel rates if needed.

Insurance – No comments/concerns.

Building Inspection – Increased \$3,078 due to salaries.

Health – Rob Deschenes is the health inspector; the deputy health inspector didn’t work out.

Welfare – Increased \$329.

Patriotic Purposes – Level funded. The Mary Kidd money can be used for monuments if needed.

Conservation – Level funded.

Debt Services – Increased \$99,000 due to the Broadband bond, but we will be reimbursed. One of the water bonds is paid off, so the debt amount is lowered.

Recreation- Decreased \$40,035 due to the maintenance position being moved to DPW. Due to Covid, paving and required residential parking stickers, the beach volume was decreased. Life guard money wasn't used this year.

Fire Department – Jaffrey is least funded for fire services. A different personnel model may be put into place to allow the Chief to move more of a management role and less hands on. Replacement of phones and portable radios are included in this budget.

Emergency Management – Mutual aid dispatch and Code Red are covered in this budget item.

Library- Their budget is up due to 4.2% staff raises and 7% Library Director salary increase. The BOS feel \$330,000 is sufficient to run the Library and request should be at that level.

Planning & Zoning- Increased \$11,485. 2 Chapters of the Master Plan are being updated and there are associated consulting fees for compliance reviews. The BOS would like to have a look into the fees.

Economic Development – Increased \$1,199 due to salaries.

Property Records- Increased \$2,281 due to salaries.

Highway Administration – Increases due to acquiring the Recreation position, 3% salary increase in crew wages and dues/memberships to State organizations.

Highway Operations – Level funded. Fuel was locked into \$3.75 per gallon.

Bridges – Level funded.

Street Lighting – Decreased with the LED light changeout.

Recycling – Increased \$1,269 due to overtime. Disposal fees are year to year, no change for this year. New guard shack is constructed, they are working on a payment method for residents to pay on-site.

Parks & Commons – Increased \$1,269 for contracted mowing services, heating, water and sewer.

Cemeteries- Landscaping increases.

Police – Increased 2.2% due to salaries. Cleaning budget is increased due to mold/mildew issues in basement. MRI study suggested 2 additional officers if the chief wasn't participating in patrol functions.

Prosecution – Level Funded.

Animal Control – Level funded.

Capital Outlay- \$25,000 funding for the paving plan.

Water- Increased \$7,320 due to increased engineering and lab testing for PFAS.

Sewer – Increased \$182,062 - revenue should cover expenses.

Downtown TIF- Chamberlain questioned \$40,000 for TEAM Jaffrey and would like justification of the amount. The Recreation Department formerly ran the TEAM events. The EDC and TEAM Jaffrey members should be invited to meet with the BOS to determine the viability of the agreement.

Warrant Articles:

- Stone Arch Improvements - Without a specific plan, the BOS would rather fund \$20,000 instead of the \$40,000 requested. TM Frederick will look into the Transfer Station upgrades could be part of this TIFD.
- Cold Stone Springs - The town has to gross appropriate the entire cost of the project.
- Road Paving CRF \$575,000 is needed as the yearly contribution to stay on track for the 10-year paving plan.
- Highway Capital Reserve \$220,000. Frederick presented a 20-year equipment replacement schedule that called for \$220K throughout the plan.
- Highway Truck, Sweeper and snowblower \$225,000. Superintendent Croteau requests to purchase a truck and plow with a wing assembly. They also need to purchase a compressor, so \$19,000 needs to be added. Both purchases will be funded from the CRF.
- Town Office Capital Reserve - \$50,000.
- Fire Equipment CRF - \$60,000 for Engine 1 and Tanker needs tires and brakes.
- Downtown TIF District \$125,000 was requested, but the BOS wants to change it to \$60,000 and would like to see the specific plan from the EDC.
- Land Acquisition CRF \$5,000.
- Cemetery Tree CRF \$5,000 per Cemetery Committee's request.
- Gravestone CRF \$1,000.
- Meetinghouse CRF \$3,000.
- Police Cruiser CRF \$50,000.
- Recreation Equipment Capital Reserve \$25,000.
- Retirement Buyout Expendable Trust \$10,000.

Revenues:

- License fees & Consolidated fees will be coming in.
- Meals and Rooms tax should be up again, since it was a 2-year deal from Senator Riccardi.
- Interest on investments is down due to debt being paid off.

The BOS accepted the budget presented with the changes noted.

**C. Adjournment**

On a motion by Belletete, seconded by Chamberlain, the meeting was adjourned at 2:28 pm (3-0).

Submitted:

Attest:

Judith A. Zola  
Administrative Assistant

Franklin W. Sterling, Jr.  
Chairman

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