

TOWN OF JAFFREY
Jaffrey, New Hampshire
Select Board Meeting Minutes
December 22, 2020

Chairman: Franklin W. Sterling, Jr.

Selectmen: John E. Belletete, Kevin Chamberlain

Town Manager: Jon Frederick

Staff: None

Guests: None

A. Call to Order – 10:05 am

B. 2020 Budget Review

Town Manager Frederick began a department-by-department review of the budget with the Select Board.

Executive- Decreased \$10,744. Town Manager salary allocated 65% to General Fund, 25% to Water due to Cold Stone Springs, and 10% to Sewer.

Elections – Decreased \$238. Only one election in 2021.

Financial Administration- Decreased \$1,675. Changes in personnel result in lower salaries. Chamberlain inquired why IT Software decreased \$7,000. Frederick stated the change is due to Office 365 now being wrapped into the IT Contracted Services.

Legal – Level funded. Belletete inquire why we budgeted \$20,000 having only spent \$4,214 to date. Frederick replied that we budget this amount every year due to unforeseen circumstances. We encumbered \$15,000 last year and spent \$12,460 for WW Cross.

Personnel Administration – Decreased \$83,185 due to the change in health insurance to the consumer driven plans.

General Government Buildings – Increased \$5,980 due to Town Office cleaning contract. Changed service provider to Dust to Shine.

Insurance – Increased \$3,398. Provided by Primex.

Building Inspection – Decreased \$148.

Health – Increased \$375 due to retirement and general supplies. Belletete inquired why this account wasn't wrapped into Building Inspection. Frederick replied the State had a chart of accounts they expect the towns to follow.

Welfare – Increased \$317 due to administration salary. Chamberlain inquired how much was utilized from the General Assistance trust. Frederick will get that information for the board.

Patriotic Purposes – Level funded.

Conservation – Level funded.

Debt Services – Decreased \$4,965 due to reduced debt. Chamberlain inquired about the road loan. Frederick stated he budgeted in 2020, but the first payment is not due until 2021. He intends to make a principal only payment to reduce the time on the note.

Recreation- Increased \$10,681. Chamberlain inquired about the increase in programming salaries. Frederick stated we were paying the full-time programmer 30% from the 05 fund. Due to COVID and the lack of programming this winter, we budgeted for 4 months from all general fund in anticipation of resuming programs in the spring. Planning for the programs and the effort to provide winter programming makes layoffs or furloughs difficult. Belletete inquired about the Recreation Department's inability to provide before or after school care support to the schools. Frederick replied we are limited by the small indoor spaces, making our capacity only 10 people. Frederick stated he would get more information regarding the school's request.

Ambulance – Increased \$1,000.

Fire Department – Increased \$10,614. Increases due to retirement, radio equipment, vehicle maintenance and misc. equipment replacement. Chamberlain stated that the misc. equipment is dated and would be on schedule for replacement.

Emergency Management – Increased \$3,326 due to retirement and mutual aid dispatch.

Library- Increased \$9,808 due to salaries. Frederick stated the Library Trustees resubmitted the budget following his discussion with the Library Director. The Trustees were trying to rectify the discrepancy between current part-time salaries and the non-represented pay scale. Discussion followed. Frederick informed the board the Library intended to cover 100% of the scheduled brick work with their trust funds, eliminating \$35,000 from the CIP. The board accepted the budget as presented.

Planning & Zoning- Increased \$1,174.

Economic Development – Increased \$5,250 due to a \$5,000 increase in marketing as recommended by the Economic Development Council. Belletete stated he wanted to see a marketing plan before increasing the budget. The board agreed to reduce the line item to \$5,000.

Property Records- Increased \$1,501.

Highway Administration – Decreased \$77,832 due to changes in personnel and salaries.

Highway Operations – Increased \$26,000 with addition of gravel and culvert repair in the budget. These funds had typically come out of paving money. \$250,000 of the road loan is dedicated to gravel road reconstruction. Following the initial investment, Superintendent Croteau desires to budget these items and keep paving money for paving.

Bridges – Level funded.

Street Lighting – Decreased \$5,000 with the LED light changeout.

Recycling – Increased \$4,475. Discussion followed regarding staffing changes with the search for a new manager and part-time laborer. Frederick stated funds would be encumbered to pave the transfer station road. The board expressed concerns with the stump dump under the road and suggested rerouting the road for better flow. It was also suggested the town look into an electronic payment kiosk at the transfer station.

Parks & Commons – Increased \$3,451 with anticipated increased in contract services due to impending request for bids.

Cemeteries – Decreased \$19,694 due to paving completion at Conant Cemetery.

Police – Increased \$50,919. \$24,000 increase in retirement. Other increases due to a new officer attending the police academy.

Prosecution – Increased \$123.

Animal Control – Level funded.

Capital Outlay – Decreased \$35,000 with transfer station paving funds being encumbered for paving in 2021.

Water – Increased \$41,470. Discussion followed regarding reducing water rates when Cold Stone Springs project is near completion.

Sewer – Decreased \$428,807. Superintendent Cavaliere has put together a budget under revenues with the expectation of being \$100K under revenue projections. Discussion followed regarding contract rates. The board asked to research a joint venture with Peterborough to run the WWTP.

Downtown TIF – Increased \$11,341. EDC asked for \$20,000 in Marketing, \$60,000 in downtown CRF and \$110,000 in Downtown Improvements for paving Community Field parking lot. The board wants to see a marketing plan before committing funds. Board agreed to CRF funds of \$60,000 for Route 202 project. The board expressed concerns with paving Community Field before the Route 202 project is near completion due to potential use as a laydown area. Agreed to \$50,000. Chamberlain inquired about sidewalk projects before Route 202 is complete and recommended not touching sidewalks from Christian Court to Ellison Street until that time. Chamberlain also raised concerns regarding the Rivard property currently being utilized to

access Community Field from Blake Street, stating we should not do anything with the property until those issues are resolved.

Stone Arch TIF – Decreased \$3,837.

Warrant Articles:

- Nutting Road Bridge \$1,100,000. Funded 80% from state reimbursement and 20% from Bridge CRF. Letourneau Drive is \$200,000 and would be funded \$100,000 from encumbered funds and \$100,000 from Bridge CRF.
- Road Paving CRF \$575,000. Frederick presented a 10-year plan that included a combination debt-paving finance plan. Chamberlain stated he liked the plan but it was incumbent upon whoever was sitting on the board to stay committed to the plan.
- Highway Capital Reserve \$200,000. Frederick presented a 20-year equipment replacement schedule that called for \$200K throughout the plan.
- Highway Truck, Sander, Plow \$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 per 30-year plan.
- Downtown TIF District \$40,000. Needs to increase to \$60,000 with the change to the TIF budget.
- Land Acquisition CRF \$5,000.
- Cemetery Tree CRF \$5,000 per Cemetery Committee's request.
- Gravestone CRF \$1,000.
- Meetinghouse CRF \$3,000.
- Municipal Building CRF \$150,000. Items from DWP and Library stripped out, allowing the annual allocation to be reduced to allow for focus on paving before making a facility investment.
- Bridge CRF \$120,000. Frederick presented the replacement schedule from Quantum Consulting, calling for the \$120,000 annual allocation.
- Police Cruiser CRF \$50,000. No purchases in 2021.
- Recreation Equipment Capital Reserve \$25,000. First half of a request to replace the current rec van that will be inspectable in September. Discussion followed regarding the value of owning a van versus leasing or renting. Chamberlain requested to see a use versus rent analysis.
- Retirement Buyout Expendable Trust \$10,000. Current liabilities over the next 4 years are \$45,000. The fund would prevent the very large buyouts that plagued the 2020 budget.
- CBA DPW \$5,070. Negotiations have not taken place yet.
- CBW Police \$5,739. Second half of 2021 would be covered by this article.

Revenues:

- Motor Vehicles increased \$90,000.
- Meals and Rooms decreased 10%.
- Highway Block Grant decreased 12%.

- Discussion followed regarding water and sewer revenues. The board would like to see a 10-year rate plan for sewer to ensure the town continues keep the sewer fund balance healthy

C. Adjournment

On a motion by Belletete, seconded by Chamberlain, the meeting was adjourned at 12:27 pm (3-0).

Submitted:

Attest:

Jon R. Frederick
Town Manager

Franklin W. Sterling, Jr.
Chairman

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