

**TOWN OF JAFFREY
BUDGET COMMITTEE MEETING
JANUARY 7, 2016**

Members present: Norm Langevin, Jan Wilkins, Kevin Chamberlain, Bob Schaumann, Jack Belletete, James Moore

Absent: Sue Greenough

Guests: Fran McBride, Pam Armstrong, Pat MacIssac, Bill Schofield

Staff/Select Board: Don MacIsaac, Tom Rothermel, Town Manager Dave Caron, Administrative Assistant Judy Zola

Meeting opened: 6:05 p.m.

OLD BUSINESS: Minutes of Jan. 5, 2016 meeting reviewed. Schaumann made a motion to accept minutes as read and noted requested changes by Langevin, seconded by Chamberlain. Vote taken, all in favor.

Presentations made by the following departments:

LIBRARY – Libby Feil, Director

Libby explained the 2016 budget is pretty flat from the 2015 budget. She carried over the static items that would not vary from year to year.

Part-time employee who was 15 hours/week has been reduced to 5 hours/week, which also cut down on the benefits paid out.

Decreased number of periodicals and will be using a new vendor, who is less expensive; increase the education/training line to cover background checks; increase in professional development for staff to increase their knowledge of technology; increase in technology line to purchase MS Office software for public library computer and increased audio/visual line. DVD's are increasingly popular with patrons.

Retirement account: Based on 2 full-time employees.

Total employees: 2 full time, 2 part time and 1 5 hour.

Libby will be cutting back on her overtime (unpaid). Has been working 60-80 hours, will be cutting back to 40.

Teacher testimonial & handout showing what would be eliminated if cuts were to happen.

1/3 of collection is older than 25 years.

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Libby would like the Library to be a draw to downtown by increasing holdings and providing more adult programs.

Trustee Funding- no payments for 2016. In 2017 Trustees will review their finances and then pay directly to Library. Discussion ensued about what the impact of the Trustees non-payment will have on the tax supported portion of the Library.

Libby responded that additional decreased funding would also decrease the open hours of the Library.

Belletete asked if volunteers could take over any of the staff hours. Libby explained that there's a NH RSA that doesn't allow volunteers to see patron information. Norman asked Libby if there's another budget for the Library. Any money that comes into the library trust funds stays in the trust funds.

Chamberlain made a motion to tentatively accept the budget amount of \$250,649 for the Library Budget seconded by Moore vote was taken – all in favor.

Final vote will be after public session.

FIRE DEPARTMENT – David Chamberlain and Keith Dupuis

Overage on wage line because of a 76 call increase this year. There were increased medical calls with assisting the ambulance.

Belletete: Any revenue from assisting with rescue, Chief replied no.

Heating oil is based on last year's usage at this year's rates.

Protective clothing: A full set of gear cost approximately \$ 3,000.00. Gear is specific to the firefighter. The longevity of equipment is about 10 years. He is also looking into funding from the Fire Fighters Association, which donates approximately \$6,000-\$10,000 yearly. Chief Chamberlain will look into the possibility of renting gear vs. purchasing.

There are 23-24 volunteers on board now. Chief would like to see numbers up to 30, and has 5 staff that he can count on daily; Chief will get the information to Dave Caron regarding call break down/hours.

Schaumann made a motion to tentatively accept the budget amount of \$ 330,948 for the Fire Department Budget seconded by Wilkins vote was taken – all in favor with Kevin Chamberlain abstaining.

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RECREATION DEPARTMENT – Renee Sangermano, Director

Renee looked at 5 years of budget history to get an average of expenditures and made her recommendations from those numbers. She provided a budget narrative.

Restructuring of the maintenance positions will reduce benefits paid, because they pro-rated to hours. Renee and Caren are the only Rec. department employees receiving benefits. A new 25 hour program position would not require benefits. There is a lead counsellor position for summer program leader.

Renee would like a 9 hour/week year round senior/adult program coordinator position. Caren Lewis has been doing this job, but cannot do her administrative duties in addition. Renee is covering many programs presently. If she can't get the 9 hour position, some programs will have to be cut.

Grounds: Would it be possible to have the town vendor do the Rec. dept. mowing etc... TM Caron stated that in the past, it was completed in house as the same personnel who performed these tasks also provided event set-up, program implementation, etc... Contracting out may be a more cost effective solution, and will review the new staffing arrangements in 2016 with that thought in mind. AED Machines were also requested in budget.

Maintenance also includes setting up for certain town events: voting, holiday lights and decorations, town gazebo.

Schaumann: Repair door and hardware & list of repair/replacement list: Renee listed all the items that need to be done, but may not all be covered by this budget year. She will prioritize in after meeting with building maintenance in order of safety issues; more extensive repairs/improvements may be covered by the Building Maintenance Trust.

Chamberlain: There was an arraignment between school district and Rec. Dept. Renee states there are services in kind, no monetary involvement, i.e. sharing fields and facilities.

Lights @ Humiston Field need to be replaced, not fixed. Jo Anne Carr noted that the lights could be an item under the capital improvement plan.

This year there will be a skating rink (weather permitting), but no warming hut.

Renee will look into RSA's relating to volunteer limitations, to see if she can save money on salaries.

Wilkins made a motion to tentatively accept the budget amount of \$240,087 for the Recreation Budget seconded by Schaumann. Vote was taken – all in favor.

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ECONOMIC DEVELOPMENT: Jo Anne Carr

Moore had asked different town employees for their job descriptions, so that he could explain to residents when asked. He distributed Jo Anne's job description tonight, which she had supplied to him earlier in June with updates.

Langevin: in reviewing the budget last week, the question was raised as the activities and is the town is getting the most output for the dollars spent.

Carr: Wanted to explain that her position is a bit different from other departments.

Regional Planning Commission: Services provided to benefit the Town of Jaffrey, membership rate is based on our population.

1. Community & Economic Development: They reach out to different communities to see what the important issues to that community are. They develop strategies for the region to receive more points for grant consideration. CEDS: Comprehensive Economic Development Strategy is a listing of community projects that can be considered for funding, if your plan is on that list, it has more "points" for consideration. Jo Anne made sure Jaffrey's projects are on the CEDS list and it did receive higher priority. Regarding the water main project was identified as a high priority project for the town & region, which was funded 50% with a grant because of being on the CEDS list.

2. Regional & Geographic Information Systems: Consolidates US Census data. We are able to go on their website to get all the demographics and compare Jaffrey to the region, something we would not have access to if not members of the Regional Planning Commission.

3. Transportation Planning: They have a local transportation advisory committee, which 2 members from Jaffrey are on the committee. By working with the Regional Planning Commission we were able to promote our downtown traffic project to the #1 priority in the region. This is a benefit from federal funding. No TIF money would not be used. Addresses transportation needs in the area, JoAnne is part of that committee representing Jaffrey.

Bromfield: Grants for assessment.

Community Development Block Grants: Coordinate with them to manage smaller grants, which are time intensive for Joanne to do.

Jo Anne's estimate of surrounding town's participation in Regional Planning Commission is 99%

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Jo Anne's time I allocated based upon her work: 50% Planning, 20% TIF Districts, 30% Economic Development. Jaffrey is aggressive in its extent of grants received.

Jo Anne provided an extensive list of her job duties, which the Committee appreciated.

Moore made a motion to tentatively accept the budget amount of \$ 27,378 for the Economic Development Budget seconded by Wilkins vote was taken – all in favor.

Motion presented by Schaumann to adjourn meeting seconded by Belletete.

MEETING ADJOURNED: 9:00 p.m.

NEXT MEETING IS SCHEDULED FOR JANUARY 12, 2016 @ JAFFREY FIRE STATION