

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

**Members Present:** Norm Langevin, Jan Wilkins, Kevin Chamberlain, James Moore, Jack Belletete, Bob Schaumann, Sue Greenough

**Staff Present:** Town Manager Caron, Selectman MacIsaac, Selectman Rothermel, Department Heads, Administrative Assistant Zola

Meeting opened: 9:02 am

Chairman Langevin asked the public to be respectful and turn cell phones off or to “silent” mode. When wishing to speak, he asked that they wait to be recognized by him and then to identify themselves along with their address for recording purposes. He then introduced the Budget Committee members.

The annual budget process was then explained to the public. This year’s directive given to the Town Manager was to have the 2016 budget at 95% of the approved 2015 budget. Once Department Head budgets were submitted to the Town Manager, he then made any necessary changes to achieve this reduction and presented the budget to the Budget Committee. The goal was to make the reductions while maintaining services.

In summarizing the 2016 budget, the amount to be raised by taxes is \$ 4,656,232. This would result in an increase of .17% to the Town portion of taxes, adding \$ .02 to the tax rate.

Mark Kresge had a question regarding TIFD funds and the presentation of taxes allocated between the Town, School and County. Town Manager Caron responded that the State Department of Revenue establishes the tax rate and the apportionment thereof, which is represented in the pie chart. The amount obligated to TIFD development plans pursuant to past Town Meeting directives is held in a separate fund.

**2016 Operating Budget Review**

The 2016 budget is a 4.4% decrease from the 2015 budget. The goal was set at 5%, Langevin stated that this was a positive accomplishment. Significant notations to the 2016 budget include:

- With 2016 being an election year, there is an increase in expenses for registration and elections;
- IT expenses were decreased due to the Town Manager contracting with a new vendor.
- Employee benefits (Insurance) did have an increase;
- Worker’s Compensation credits resulted in no expenditures for this expense in 2016;
- Heating fuels, gas & propane expenses much lower than last year;
- Road salt has been decreased;
- Bulky/Construction waste at the Transfer Station will be converting to fee basis, which would reduce the reliance upon the property taxes;

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

- The Library, Recreation and Welfare departments came in with decreased 2016 budgets due to reorganization efforts.

Shawn Jalbert asked if Town Employees pay a portion of their health insurance. Town Manager Caron explained that employees pay 20% of their health insurance premiums.

**Departmental Budgets**

The Budget Committee has taken a tentative vote on all of the departmental budgets. After this Public hearing, the BudCom will meet in a work session to take a final vote. Both Budget Committee and Select Board votes will be presented to Town Meeting.

Executive- This consists of the Town Manager & Administrative Assistant, Selectmen salaries and supplies & services. Increase of .8% increase. Laurel McKenzie can you explain the 9.2% increase in staff salaries. Town Manager Caron explained that there was a change in staffing with retiring and new employees hired at higher rate. This line also included staff salaries allocated from other departments. Certain staff members perform various tasks for different departments

Retirement Plan: NHRS increases rates every other year with the next adjustment due in July, 2017. No other public questions/comments.

Election & Registration- Increase because of 4 elections in 2016, which will be reduced to one election in 2017.

Finance- Reduction of 11.5%. David Halfpenny asked how many people are employed in this department. Town Manager Caron explained there are 2 employees and because of the new merit/pay for performance program that was approved at Town Meeting last year, some salary adjustments may reflect an increase greater than 2%.

Property Records- This year is showing a reduction of 7.7%, due to a \$7,500 transfer to the warrant article to partially fund from the Capital Reserve Fund.

Judicial/Legal: Stable budget from year to year. No public question/comments.

Personnel Administration: Employee insurances used to be in each departmental budget, but are now combined to address HIPPA concerns. In response to a question from Laurel MacKenzie the Town Manager shared that the increase for the Point of Service is 4.5% for 2016. The Town has negotiated agreements with its union employees which would avoid having the Town pay the Cadillac Tax, which has now been delayed until 2020. Town Manager Caron explained that the town usually mirrors the school district's health insurance offerings and will be monitoring the planned changes to the District's health plan; any changes would be implemented in two years after expiration of the collective bargaining agreements.

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

Cynthia Hamilton asked why there were very few merits awarded last year. Town Manager Caron explained that the program wasn't fully implemented by the end of the budget year and the funds were carried over into 2016.

Planning & Zoning: Very similar budget to last year. No public question/comments.

General Government Buildings: There will be minimal repairs to the Town Office until the community develops a consensus on addressing space needs. \$10,000 was removed since last year's budget only used about \$5,000. No public questions/comments.

Cemeteries: No public questions/comments.

Insurance: This covers general liability and property/vehicle insurance. 6.6% increase with the Town participating in a municipal risk pool. No public questions/comments.

Police Department: This department is presenting a 1% increase. There was a lot of time spent reviewing this department's personnel resources and what type of coverage the town wanted. Budget Committee intent was not to cut services, but to work more efficiently.

Laurel McKenzie: Question regarding cleaning bill. Service was bid last year with the award to the lowest bidder. Jack Belletete wanted to know how the public feels about 2 officers on the night shift. Joanne Buck: We definitely need 2 officers on duty for safety. Bill Schofield: The officers really need a backup. Melanie McDonald: There is a need for 2 officers on at night. Jim Weimann: Having worked on the ambulance service seeing domestic calls, there definitely needs to be 2 officers on. Clay Hollister: mentioned that this is looked at every year and reducing patrol coverage is a bad idea for the residents of Jaffrey. Rob Stephenson asked where the night shift spends their time. Chief Oswalt responded they are out on patrol, but do have to return to the station for paperwork. There are other towns that we do provide mutual aid up in the evening on occasion. Ann McKenzie asked if the State Police do any back up for Jaffrey. They do sometimes and the response time is usually 30-40 minutes. Dave Halfpenny had a question regarding the retirement amount (line #230). Town Manager Caron explained that Police Officers & Fire Department employees are in Group II State Retirement (with a town contribution of 25-29% of salary) instead of receiving Social Security. No other questions/comments from the public.

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

Fire Department: The heating line item has been decreased. Laurel McKenzie asked if the physical exams were any different than an average persons. Chief Chamberlain explained that they are occupational physical exams that are aged based. Mike Newton asked about the fire calls line item. Wanted to know if the Fire Dept. was covering for the ambulance service if they could be reimbursed from the ambulance company. Since the Fire Dept. is not transport, they cannot bill for services. Norman will talk to the Select Board and Town Manager to discuss this matter to look into this reimbursement and have an answer for Town Meeting. No further questions/comments.

Building Inspection: 1.9% decrease in budget Cynthia Hamilton asked how many hours is this position and how many employees are in this department. Rob Deschenes is the only full time employee and has an office at the Town Building. No other public questions/comments.

Emergency Management: This budget had an increase of 4.7% due to the fire mutual aid dispatch cost. This service is provided by a separate organize and remains the Town's most cost-effective option.

Prosecution: Bill Schofield asked about salary amount. The salaries are for the Prosecutor and a legal assistant, both part-time at .75FTE. No other public questions/comments.

Highway: The biggest deduction was in worker's comp. insurance. The road salt was decreased also. There were no changes in bridges and street lighting. Mike Newton asked about crew wages. TM Caron explained that the Administrative staff is non-contract with the rest of the department on a 2-year contract that expired on 12/31/15; decrease is due to elimination of a PT DPW position as of April 1<sup>st</sup>. Craig Moore asked about the advertising line item. Randy Heglin explained that the DPW has to advertise bids for new equipment. No other public questions/comments.

Parks & Commons: Reduction of 7.6% No public questions/comments.

Recycling Center/Transfer Station: Recycling/Transfer Administration is a decrease of 2.8%. Transfer Solid Waste Disposal is a decrease of 28.7% and Landfill closure/clean remains the same. Tim Boudreau suggested that the Recycling Committee look at the overall function of the Transfer Station. Cynthia Hamilton received an explanation regarding the difference between the bulky waste and household waste. Jack Belletete wanted to explain that this budget includes the expense side and revenue is shown somewhere else; the Town offsets about 10% of what it takes to run the recycling center with non-tax revenues. From a business standpoint it's not working well and hopes the committee will look at it with a different perspective. Tom Rothermel: The committee is looking at competitive vendors for recycling to offset the cost of

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

recycling. The committee will look also look at the recycling center as a whole and evaluate. Laurel McKenzie asked about building repair funds; TM Caron responded that the Town will not implement major improvements until the Recycling Committee makes its recommendations. Laurel McKenzie had a question regarding the \$31,000 for landfill closure cleanup; with Randy Heglin explaining it's for monitoring with a time and expense, not-to-exceed contract. Owen Houghton stated that tin is adding a lot to the landfill and hoped that the new committee will look into recycling tin. Mike Newton has a question about the solid waste fees. Norman stated the committee is looking at other towns for fee schedules and will present this at Town Meeting. Mike Newton wanted to know how the staff will monitor residents. TM Caron explained that staff is trained to check cars for loads and residents will have to either have vouchers from the Town Clerk or pay at the transfer center with checks. Tom Rothermel and the committee are looking into the process now.

Health: Joanne Buck asked who the Health Officer was. Rob Deschenes is the health inspector along with Bruce Hautanen. No other public questions/comments.

Animal Control: It was explained that the Monadnock Humane Society charges the town \$10/cat and \$100/dog for strays. No other public questions/comments.

Welfare: There was a decrease in this budget due to eliminating a clerical position. Cynthia Hamilton asked what the church donation was. The welfare department does occasionally receive donations from churches that are distributed to clients. No other public questions/comments.

Recreation Department: Owen Houghton questioned what buildings the heating cost included. It includes the office & teen center. The tractor was not purchased last year, so it's being requested this year. Renee Sangermano, Director, explained she also altered personnel to have a year-round part time maintenance employee. No other public questions/comments.

Library: Has shown a 5.2% reduction of budget. They reorganized staff to decrease salaries. Joanne Buck asked if this would cause a reduction in open hours. Libby Feil, Librarian stated that they are looking into the least busy times are and reducing the staff hours during that time. Rob Stephenson instead of a contracted cleaning person would the town consider a town employee? TM Caron said yes they would look into it. Melanie McDonald stated that this library goes above and beyond for Jaffrey and hates to see the hours cut. Janet Grant thinks the library has done a good job reducing the budget goal. Norman Langevin explained on the revenue side, the Trustees are reducing their amount of proceeds of their trust fund moneys due to their investments.

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

Patriotic Purposes: This supports the purchases of Memorial Day expenses, etc. No public questions/comments.

Conservation: No public questions/comments.

Economic Development: Reduction of 2.3%. Dave Halfpenny: Is this department necessary? Jo Anne Carr, Director explained that she assists businesses with planning, economic development and the permitting process. They also help the current businesses maintain their businesses and to attract new companies into Jaffrey. Updating the roads, sewer and water in town attracts business, Stone Bridge is an example of this. The more commercial development we have in town offsets the tax rate. The Budget Committee did have Jo Anne describe her position in detail at one of their meetings for clarification. Bill Schofield invited concerned residents to attend Economic Development meetings.

Debt Service: Clay Hollister stated the next water bond was to be retired in 5 years. No bonds are due until 2021 & 2023. No public questions/comments.

Capital Outlay: No significant repairs are needed. Road repairs are carried over from last year. No public questions/comments.

Water Department: Administration showed a .5% increase. Water Services/Treatment showed a .1% increase, Vehicles & Equipment showed no change. The entire budget shows a decrease of 13.5%. This is an enterprise fund, so there is no impact on the tax rate. Jack Belletete commented on why the water rate would go up if the revenue was \$ 1.2 million. TM Caron responded that the rates have seen minimal, incremental increases in anticipation of the water main replacement program; should voters decide to delay that program the rates will need to be re-examined.

Sewer Department: This department recommends a 2% increase. Tim Boudreau asked about contacted service as Peterborough did away with theirs. Randy Heglin stated that this model is the most cost effective for the Town at this time given the requirements for licensed treatment plant operators. Shawn Jalbert had a question about contracted employees section. TM Caron explained there are many employees in town that share responsibilities and are listed in the Sewer salary line, but the Town does pay for the contractor's employees outside of the negotiated contrac. Laurel McKenzie asked about sewer surplus. TM Caron explained that the retained earnings go into a surplus budget for the sewer.

Downtown TIFD: The Budget Committee doesn't have any input into this budget. On the expense side, the Municipal Building project does show as the biggest expense. If there is no change in the budget, the budget is not presented to Town Meeting.

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

Clay Hollister had a question about the Elite Laundry monitoring. Jo Anne Carr explained that they are on the last round of treatment.

Stone Bridge TIFD: There are not any proposed changes this year, therefore the budget is not presented to Town Meeting. They had a decrease of 2.1%

Norman Langevin reviewed the projection of road repairs for 2016.

**Warrant Articles**

Water Main Replacement Bond: Don MacIsaac stated that the Asset Management project was completed in 2014, which gave the Towns an idea of what the age of the pipes were and what condition they are in. Replacement was suggested from Prospect Street up to the Poole Reservoir. The cost would be \$3.7 million. The State may be doing some paving on Mountain Road, so starting earlier would prevent re-paving. Tim Boudreau asked if the 2% increase to users would go on for the life of the loan. MacIsaac explained, he didn't know at this time. Phil Cournoyer asked if the rates should be raised or if the number of users could be increased; Selectman MacIsaac spoke to the costs to extend the system and noted that rates are adjusted periodically, reflecting the cost of business. MacIsaac also stated that the Board is looking at the method of funding, with the Board currently advocating 100% paid by water users, although historically the expenses for new projects had been shared 1/3 by the general tax base and 2/3 by the water users. The BudCom received comments on the different funding options. TM Caron explained \$3.7 million bond is out to bid with bids due back in early March prior to Town Meeting.

Septage: The plant cannot handle the current volume of septage at times. If the plant had a storage facility, the waste could be introduced into the plant more efficiently thus saving operating costs and extending the life expectancy of the plant. At this time, the Town's accept of septage is a significant profit center for the plant, with the excess funds helping to stabilize sewer rates. The \$1.0M bond will be paid entirely from septage hauling fees. With better monitoring the revenue can be increased. Jaffrey residents do enjoy a lower disposal rate, with other Towns being charged a higher rate, resulting in a favorable good revenue stream.

To create a special revenue fund to deposit solid waste disposal fees and appropriate funds to pay for disposal costs: Phil Cournoyer asked how a fee based system would involve. TM Caron responded that a fee system is anticipated to include charges based upon volume and for separate items. After the Recycling Committee has made its recommendations, scales could be installed, but not the long-term direction of the facility has been determined. Jack Belletete suggested having MDS take over the recycling portion. Randy Heglin stated that the transfer station had gone out for bid years ago to contract operations and it was less expensive to have the town

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

operate. Tom Rothermel and the Recycling committee will have more information about the fees etc. at Town Meeting.

DPW & Police Contracts: These are 2 year contracts with a 2% cost of living increase.

Municipal Office Building: This building would contain the Town Offices and Police Department. This article would allow the Town to finalize a design and bid the construction in December, 2016 in order to confirm the project budget. There is an anticipated \$ 300,000 savings by combining the 2 buildings/departments. St. Patrick's school was looked at last years, but wasn't economically feasible. Frank Sterling mentioned that the Town Office & Police Station structures, in his opinion, are fine the way they are. He feels it's more a want than a need and that there are other project in town that need attention. Don MacIsaac stated that the current Town Building is not ADA compliant. Bill Schofield agreed. There is a 9% increase in construction price since last year and Tom Rothermel mentioned that price will keep increasing with time until the project is addressed. If this is voted down at Town Meeting it was suggested that the tax dollars intended for this project to be reallocated to the Building Maintenance Reserve Fund.

There was a show of hands vote of the audience indicating for or against this article:

6-Yay, 12-Nay

There was some discussion of using the Elite Laundry site as a possible location also.

Highway Grader: No questions or comments from public.

Municipal Building Capital Reserve Fund: No questions or comments from public.

Sidewalk Plow: 2008 model will be either traded or auctioned with attachments. No further questions or comments from public.

Highway Capital Reserve Fund – Contingent Article - If article to purchase sidewalk plow fails, recommendation is to place requested tax dollars in Capital Reserve.

Chipper: No questions or comments from public.

Highway Capital Reserve Fund – Contingent Article - If article to purchase chipper fails, recommendation is to place requested tax dollars in Capital Reserve.

Recreation Dept. Tractor: No questions or comments from public

Fire Dept. Capital Reserve: The recommended appropriation is \$50,000. No questions or comments from public.

Fire Rescue Boat: New boat would cost \$ 32,000. Joanne Buck asked what type of boat do they currently have, Chief Chamberlain stated it was a 1995 flat bottom boat that isn't rated for the type of rescues done. Clay Hollister asked for a description of the boat. It is designed for rescue operations with a 1,100 pound weight limit. The rescue boat is used approximately twice a year.

Assessing Expenses: This is done every 5 years. No questions or comments from the public.

Veteran's Tax Credit: No questions or comments from the public.

Land Acquisition Capital Reserve: No questions or comments from the public.



**TOWN OF JAFFREY  
BUDGET COMMITTEE MEETING  
February 6, 2016**

Cemetery Trust Fund: No questions or comments from the public.

Grave Stone Restoration Fund: No questions or comments from the public.

Meetinghouse Trust Fund: No questions or comments from the public.

**Petition Articles**

Jaffrey Women's Club: This request will not impact taxes as the funds can be taken out of the Clock Tower trust fund.

CVTC: No questions or comments from the public.

JRMA: Dave Hedman explained that the ambulance is on standby 24 hours a day for Jaffrey. They usually only get a portion what is billed out to insurance companies. Eric Hanson suggested bidding out to a private company and giving the \$30,000 to the Fire Dept. Paige Johnson suggested taking the Fire Dept. Boat money if it's not supported and put it toward JRMA.

MCELC: They did submitted the citizens' petition within the statutory deadline; the request will be included on the warrant if the Select Board so determine.

Monadnock Family Services: No questions or comments from the public.

Home Healthcare & Hospice: No questions or comments from the public.

Community Kitchen: No questions or comments from the public.

The River Center: Rob Stephenson stated that Peterborough doesn't fund them. Libby Feil and Renee Sangermano stated that they team up often with The River Center for different town programs.

Jaffrey Civic Center: The Civic Center lets the Library use space often and is a great resource.

If all the petition articles were passed, it would be a \$ .02 increase on the tax rate.

Motion made by Chamberlain to recess meeting seconded by Moore. Vote Taken-All in Favor.

Meeting Recessed at 2:27pm

**Meeting Re-convened at 2:51pm**

Chamberlain made the motion to approve the Total of the Operating Budget as presented (\$6,216,969), seconded by Wilkins. Vote was taken – All in Favor

Discussion was initiated by Chamberlain to suggest that Langevin speak with TM Caron about 1 year reprieve on Worker's Compensation insurance before Town Meeting. Also if voters do not create the Special Revenue Fund for the bulky waste the budget needs to be amended by \$35,437.

Water Budget: \$ 987,030: Motion made by Belletete, seconded by Schaumann to recommend. Vote was taken –All in Favor

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

Sewer Budget: \$ 2,029,784: Motion was made by Schaumann, seconded by Wilkins to recommend. Vote was taken – All in favor.

**Warrant Articles**

**Water Main Replacement:** The Budget Committee discussed the allocation of debt service between the uses and the property tax base. Recognizing that both options (100% to users; 1/3:2/3 between taxpayers and water users) were discussed at the public hearing, the BudCom could make separate recommendations on this project, based upon funding. Motion was made by Schaumann, seconded by Wilkins to recommend Water Bond at 100% user paid. Vote was taken: Yay 1 – Nay 6

If amended fee structure to 1/3 tax payers and 2/3 water users: Motion was made by Chamberlain, seconded by Schaumann to recommend. Vote was taken: Yay 5– Nay 2

A final determination will be made by the Select Board at its meeting on February 8, after which the appropriate notation would be affixed to the article. Should the Select Board opt for payment entirely by the water users (resulting in a negative BudCom recommendation), the article would have to be preceded by the 10% Budget Limitation language as set forth in RSA 32:18-a

**Septage Bond:** Motion was made by Chamberlain, seconded by Wilkins to recommend a \$1.0M Bond. Vote was taken – All in favor.

**Solid Waste Disposal Fund:** Motion made by Belletete, seconded by Chamberlain to recommend \$35,437. Vote was taken- All in favor.

**DPW & Police Collective Bargaining Agreements:** Motion made by Chamberlain, seconded by Schaumann to recommend \$8,996 and \$14,836, respectively. Vote was taken – All in favor.

**Municipal Office Design:** Motion to recommend was made by Schaumann, seconded by Wilkins. Vote was taken – Yay 3 – Nay 4. Article was Not Recommended.

After much discussion, it was suggested if this article fails then an amendment at Town Meeting should be made to appropriate an additional \$135,000 either in the Fire Dept. Capital Reserve Fund or the Building Maintenance Capital Reserve Fund.

**Building Maintenance Capital Reserve:** Motion made by Chamberlain, seconded by Wilkins to recommend \$ 75,000. Vote was taken – All in favor.

**Wacker Sidewalk Plow:** Motion was made by Belletete, seconded by Greenough to recommend \$ 90,000. Vote was taken – All in favor.

**TOWN OF JAFFREY  
BUDGET COMMITTEE MEETING  
February 6, 2016**

**Highway Capital Reserve Fund:** This article is contingent upon if the Wacker Sidewalk Plow article is defeated and would recommend placing \$90,000 in the Highway Equipment Capital Reserve Fund. Motion by Schaumann, seconded by Greenough to Recommend. Vote was taken: All in favor.

**Highway Chipper:** Motion by Belletete, seconded by Schaumann to recommend \$60,000, with \$21,982 from Capital Reserve and \$38,108 from taxation. Vote was taken: All in favor.

**Highway Capital Reserve Fund:** Motion by Chamberlain, seconded by Greenough to recommend this article if chipper article is defeated and would recommend placing \$38,018 in the Highway Equipment Capital. Vote was taken: All in Favor.

**Recreation Tractor:** Motion by Belletete, seconded by Schaumann to recommend \$12,500 for Recreation Tractor. Vote was taken – All in favor.

**Fire Department Capital Reserve:** Motion by Schaumann, seconded by Chamberlain to recommend \$ 50,000 into Fire Department Capital Reserve. Vote was taken – All in favor.

**Fire Rescue Boat:** Motion by Chamberlain, seconded by Moore to Not Recommend purchase of Fire Rescue Boat in the amount of \$32,000. Vote was taken – All in favor.

On a motion from Wilkins, seconded by Belletete the following warrant articles were recommended: Vote was taken - All in Favor

- Property Revaluation Capital Reserve withdrawal - \$7,500;
- Land Acquisition Capital Reserve - \$5,000;
- Cemetery Tree Trust Fund - \$1,000;
- Gravestone Restoration Trust Fund - \$1,000;
- Meetinghouse Trust Fund - \$3,000

**Petition Warrant Articles**

**Monadnock Early Learning Center:** MELC did submit the citizens' petition after the deadline, however the Select Board can insert an article at Town meeting. Motion was made to recommend \$8,000 by Schaumann, seconded by Wilkins. Vote was taken – All in favor.

**Park Theater:** Chamberlain made the motion to Not Recommend this request. Motion died for lack of a second. Motion to recommend \$1,000 was made by Schaumann, seconded by Belletete. Vote was taken: Yay 6, Nay 1

**TOWN OF JAFFREY**  
**BUDGET COMMITTEE MEETING**  
**February 6, 2016**

On a motion from Belletete, seconded by Greenough the following petition warrant articles were recommended: Vote was taken - All in Favor

CVTC - \$1,800;  
Jaffrey Ridge Ambulance - \$30,000;  
Monadnock Family Services - \$6,821;  
Community Kitchen - \$8,000;  
The River Center - \$1,500;  
Jaffrey Civic Center - \$3,500;  
Home Health Care - \$17,000;  
Southwestern Community Services - \$6,038

**OLD BUSINESS:** Reviewed minutes of Jan. 28th meeting. Chamberlain commented on making the correction of the dollar amount on Monadnock Family Services to \$ 6,821 Wilkins made a motion to accept minutes with correction, seconded by Greenough.  
Vote was taken – all in favor.

Motion to adjourn made by Chamberlain, seconded by Schaumann. Vote was taken - All in favor

Meeting adjourned at 4:15pm