

**TOWN OF JAFFREY
BUDGET COMMITTEE MEETING
MAY 18, 2016**

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

Excused: Sue Greenough

Others Present: Select Board Chairman MacIsaac; Town Manager Caron, Administrative Assistant Zola

Meeting opened: 6:08 p.m.

On a motion by Schaumann, second by Wilkins, the Committee voted 5-0 to elect Langevin as chairman for a one-year term.

OLD BUSINESS:

Meeting Minute Approval

On a motion by Moore, seconded by Wilkins the Committee voted 6-0 to approve Meeting Minutes from 1-28-16.

On a motion by Chamberlain, seconded by Schaumann, the Committee voted 6-0 to approve Meeting Minutes from 2-6-16 with the correction on page 3, correct spelling should be Weimann.

NEW BUSINESS:

- 1) **Library Comments** – There was a Facebook post from the Library Director stating that the Library would be closed on Saturdays due to budget cuts recommended by the Budget Committee and to contact the Budget Committee with any complaints or comments. TM Caron was told by Libby that after doing research that Saturdays had the lowest volume of patrons and that’s why the decision was made to close that day. There was some discussion regarding the misconception that budget cuts impacted the library hours, in actuality, the Library Trustees withheld their annual donations to the Library’s budget, resulting in the lack of funds. It was suggested that library patrons should contact the Library Trustees regarding funding.

- 2) **Recreation Department Field Fees-** There was some discussion about the recent charging for field use by the Recreation Department. Some Budget Committee members had been approached by residents. TM Caron explained that with a new Recreation Director in place, she was reviewing Jaffrey Recreation’s policies & procedures. After consulting with other communities, she found that many surrounding communities charge a user fee of teams/organizations using town fields to help defer the cost of field maintenance. This is a common practice and she sent out notices in January to introduce

**TOWN OF JAFFREY
BUDGET COMMITTEE MEETING
MAY 18, 2016**

the new fee schedule to the organizations who utilize the fields. Kevin Chamberlain mentioned that he thought Community Field was built by volunteers and that the use of that field was to be available to all at no charge. TM Caron will ask Renee to track her budget to see if the fees charged are helping to defray field maintenance.

- 3) **Capital Improvement Plan** – Laurel MacKenzie had a request that 2 Budget Committee members be a part of the committee for the Capital Improvement Plan. Jack Belletete and Kevin Chamberlain volunteered to represent the Budget Committee. Norman will inform Laurel.
- 4) **2017 Budget** – James Moore informed the committee of the Select Board’s objectives for the upcoming year. One objective was to strive for a 3-5% decrease in the 2017 budget. Jack Belletete commented that he’d like to see what can be done to reduce the budgets without decreasing staff. On a motion by Belletete, seconded by Chamberlain, the Budget Committee voted to support the 2017 Budget goals and objectives approved by the Select Board. (6-0)
- 5) **Summer Schedule** – The Committee will meet in June, not in July and August, resuming 2nd Wednesday of the month in September. Time and place will remain the same, 6:00pm at the Town Office Conference room.
- 6) **2016 Budget** – The Committee reviewed a memo from Caron detailing line items of expenditures to date. Some are than lower than anticipated as a result of the mild winter conditions experienced in Jan-March.
- 7) **Town Manager Updates** -
 - Water Bond – The loan agreement with NHDES, which we anticipate will include principal forgiveness at the conclusion of the project has been approved by the Governor and Council. All project documents have been signed, financing in place, contractor to begin imminently.
 - Cash Flow Analysis – All pertinent data has been collected, other policies reviewed and report being prepared from which the Select Board can determine the appropriate amount of surplus to be used to reduce taxes and also develop a long-term rate structure for water and sewer.
 - Equipment – All equipment as approved by the voters has been ordered.

The Committee agreed to meet on June 15, 2016 and adjourned at 7:37PM