

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 10th, 2016

PRESENT: Commissioners Cryans, Lauer and Richards. CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: FM Kimball, RD Monahan, ITM Ruggles, Supt. Elliott

Commissioner Cryans called the meeting to order at 9:00AM and began with the Pledge of Allegiance.

Farm – Manager Don Kimball

Revenue:

The Commissioners and FM Kimball discussed lowering the price of milk from \$18 to \$17 due to this year's low milk prices. They discussed the trend of milk prices and the amount of milk that the farm is producing. In looking at the six (6) month figures they finally agreed to leave the milk revenue where FM Kimball had projected.

Misc. Farm Revenue – FM Kimball stated that he has increased this line item \$3,000. They are going to have extra hay they will be selling.

Expense:

FM Kimball stated that he is hoping he will be able to save some money on the dairy feed. He stated that the cost of the feed is projected to continue to decrease. He has left it at \$160,000 but hopes to come in under that amount.

Seed, Fertilizer and Spray – Commissioner Cryans stated that FM Kimball budgeted \$40,000 for FY17 and at the six (6) month mark he was at \$17,000. Commissioner Cryans asked if he could lower that to \$35,000. FM Kimball explained that he fertilizes all his crops in the spring and he feels that he will use that \$40,000 next year.

Bedding & Sawdust – Commissioner Richards asked why FM Kimball decreased this line item by \$5,500. FM Kimball explained that the new cow floor mats that were purchased this year are cutting the use of sawdust down.

Capital:

FM Kimball stated that he needs a manure spreader to replace the old one. The old one is beyond repair at this point.

FM Kimball explained that his 2003 pickup truck is rusted out and needs to be replaced. He stated that he would try to get a fairly good used one.

Feed Cart – FM Kimball explained that this is the feed cart that is inside the barn. He stated that they have done repairs on it but it needs to be replaced.

Commissioner Cryans asked FM Kimball if there was one thing he would do without what would it be. FM Kimball stated that he would get rid of the hay tedder.

Department of Corrections – Superintendent Tom Elliott

Revenue:

Department of Corrections – Supt. Elliott stated that he reduced this line item by \$15,000 as he is not anticipating as many Coos females due to current numbers.

RSAT Grant – Supt. Elliott stated that they received the RSAT grant this year, where they didn't last year and had to include it in the expense budget but it will be a wash item.

Expense:

Department of Corrections

HISSET/Re-entry Tutor – Supt Elliott explained that he took Ken Stansky out of the consultant line. He would like to make him a Grafton County employee and add an extra day for him to work. 3/5 of his salary will be in this budget and 2/5 will come out of the BDAS grant. He will be a full time employee.

Administrative Personnel – Supt. Elliott stated that one of his administrative assistants is retiring this year and he does not feel her position needs to be replaced as he has a second administrative assistant to pick up the work load.

Health Insurance – Supt. Elliott stated this is his biggest increase due to the projected rates.

Ambulance SVC – Supt. Elliott stated that this was moved to the medical line. He stated that he this line item is over expended because there is no way to predict what this item will come in at.

Meals – This line item is down \$12,000. Supt. Elliott stated that he is taking a risk but with the population they have he feels that it is a safe estimate.

Medical/Dental/Ambulance – He explained that they are being more aggressive at getting costs down. They have averaged \$134,000 over the last three (3) years. He stated that he feels safe lowering that line \$20,000.

Building Maint & Supplies – Supt. Elliott is looking to purchase rugs for the building to help keep the granite floors clean.

Supt. Elliott stated that the Department of Corrections budget has an overall increase of \$11,600.

Community Corrections

Supt. Elliott stated that there are no significant changes and noted that the majority of \$7,000 increase is the health insurance.

Governor's Commission Grant

Supt. Elliott stated that this budget is up \$1,300.

Nightwatchmen

Supt. Elliott stated that this budget is for one (1) 4/5 position and four (4) part time employees who work sporadically throughout the week monitoring the grounds at night.

RSAT Grant

Supt. Elliott stated that they received funding again this year.

Capital Outlay

Supt. Elliott stated that would like to purchase a new van. The current van is nine (9) years old and only has 62,000 miles but is rusting out and in need of replacement.

Information Technology – Manager Brent Ruggles

Expense:

Software Maint & Renewal – ITM Ruggles explained that this line item is up \$25,000 this year due to renew support increase on our payroll software as well as another support renewal on the virtual servers.

Software – ITM Ruggles explained that there is a large increase in this line due to them needing to purchase a new version of Time and Attendance software.

New Equipment – ITM Ruggles explained that this line item is the assorted items that have been requested throughout various departments.

Capital Outlay

Department of Corrections – ITM Ruggles explained that they usually replace desktops after a five (5) year lifespan. He stated that the jail will be at that five (5) year point in 2017 and all the systems are going to need to be replaced but he is budgeting to replace twenty (20) of the forty (40) systems this year and replace the other half next year to spread out the cost over two (2) years.

ITM Ruggles stated that his total capital outlay budget is \$85,172.00

Commissioners Office/Misc. – County Administrator Julie Libby

CA Libby stated that the Commissioners' Office budget is down \$2,174.

ED Libby stated that there are no major changes in her budget. Three (3) of her staff members had the 1.5% increase last year so there is a decrease in those line items this year.

ED Libby went over the miscellaneous accounts with the Commissioners and stated there was no significant change. She noted that she increased the Tax Anticipation Line to \$7,500 and explained that she anticipates that they will borrow earlier this year and borrow more. She also noted that she has increased the County Promo line by \$1,500. She stated that she has talked to NHA Labore about doing more for the employees when they hand out years of service pins. They discussed having a lunch to hand out pins and this line item would cover the cost of the food.

Register of Deeds – Kelley Monahan

Revenue

RD Monahan stated that she increased the transfer tax and decreased the recording fees. She also noted that she increased online services.

Expense

Education and Conference – RD Monahan stated that she wants to continue going to PRIA conference and fade away from Fidler Conference and has budgeted accordingly.

Legal Fees – RD Monahan explained that the Register of Deeds Association pays for the attorney that covers them but feels there may be situations coming up that might not be covered. She stated that she hopes to not have to use this line item.

Surcharge

RD Monahan discussed her items under equipment repair and maintenance as well as equipment rental with the Commissioners.

RD Monahan stated that they are due to buy two (2) more Mylar plan cabinets.

Cube Server – RD Monahan explained that they have all electronic backup with one company. This would be an internal storage server for Deeds that contains their own data base. Should there become corruption in the data, it notifies them and begins to correct itself. She stated that the training for her staff is included in the quote. She handed out a brochure on the Cube Server for the Commissioners to review.

*11:46 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:57 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

12:07 PM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk