

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 12th 2015

PRESENT: Commissioners Michael Cryans, Martha Richards, Linda Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: FM Kimball, Supt. Elliott, ITM Ruggles, CA Saffo, Office Administrator Alison Farina.

Farm – Donnie Kimball

Revenue

FM Kimball stated that he has increased his milk projection for FY16 to 2.4 million pounds of milk at \$18 a hundredweight which comes out to \$432,000.

The Commissioners discussed reducing the amount of milk to be more realistic with previous year's production. They stated that according to the statistics the farm has never produced 2.4 million pounds of milk and that they would prefer to lower that amount so they don't come in under revenue at year's end. They decided decrease the amount to 2.2 million pounds of milk.

Expense

FM Kimball went through his expenses with the Commissioners and stated that there are no significant changes to his budget.

*9:20 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.

*9:30 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 Cryans seconded the motion and all were in favor.

Vehicle Repair – FM Kimball stated that this line item is over expended in this current fiscal year due to one (1) of their trucks having motor trouble that took up 2/3 of the budget. He stated

he was not there when it happened and his employees had the truck repaired before checking with him. He said that he will monitor this line item this upcoming year.

ED Libby stated she wanted to discuss the timber sale and the fixing of the road. FM Kimball stated that in his opinion \$25,000 is a lot of money to put into a road that isn't used much. He stated that the County has sandy gravel on site that could be used for the road. He doesn't feel that the majority of the revenue from the timber sale should be used on the road. FM Kimball stated that it was his opinion that the road could be fixed for a lot less than \$25K.

Capital

New baler – FM Kimball stated their current baler is a 1986 John Deere that is getting worn out. He stated that he has budgeted \$31,000 towards a new one and will trade the current baler in.

Cow Mats – FM Kimball stated that the current mats they have are getting ripped and have been in the barns for twenty (20) plus years.

FM Kimball explained that he would also like to black top around dry cow barn & fix feed floor area. In the feed floor they have a white plastic coating that is breaking and he would like to tar over it to get a smooth surface.

Hay Wagon – He stated that this item was cut from last year's budget so he is requesting it again for this year.

FM Kimball stated that he would like to purchase a plate cooler for the milk room. He explained that the water plate cooler would come off of the dumping station and would cool the milk down from 82 degrees to 50 degrees. This would save on the time it takes to cool the milk and electricity.

Lining for Walls in barn – FM Kimball stated that this is a white lining that would cover the walls. He said they generally scrub walls twice a year and that this lining would save the wood because it makes it easier to clean.

FM Kimball stated he would like to purchase two (2) heated water tubs for heifer barn because what they have now isn't suitable for the cold weather.

Department of Corrections – Tom Elliott

Revenue

Supt. Elliott stated that they are above revenue at \$107,000 for the six (6) month mark. He explained that most of that was due to Grafton County housing the Coos County female inmates. They have had more this year than anticipated. They receive \$50 a day per inmate from Coos County. He has increased his general revenue from \$125,000 to \$135,000 for next year's budget and feels comfortable that they will be able to obtain that.

Supt. Elliott explained that the reason for Governor's Commission Grant revenue line being low at the six (6) month mark is due to the state tasked them with a different kind of system to enter in and collect money from them for doing performance based evaluations and groups. They have since fixed the problem and he believes they will be on track to obtain the \$70,000 for next year. However, he did note that an RFP for this funding has not yet been received.

RSAT Grant – Supt. Elliott stated that no one has received any money from the RSAT grant. The last contact they have had it was stated that no money has been dispersed and they are not sure if any money will come in for it. He stated that he would like this program to continue whether or not the grant money comes in, he has included the expense in his budget in case they do not receive any money.

Department of Corrections

Supt. Elliott stated that the Superintendent line item is down due to former Supt. Libby's retirement.

*10:02 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.

*10:05 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 Cryans seconded the motion and all were in favor.

Commissioner Richards asked Supt. Elliott if he is looking to add any new personnel. Supt. Elliott stated that he is not looking to add new positions this year. He explained that he currently has two (2) open positions that are not filled. His thought is that it is getting more and more difficult to draw people in based on minimum pay with no benefits or guaranteed hours. He will be looking to explore different ideas for the future.

Food Service Personnel – Supt. Elliott stated that this line is down this year due to last year's budget having a sergeant position budgeted.

Physician – This has been moved to another line due to the new physician being a contracted position.

Health Insurance – There is an increase based on the guaranteed maximum rate of 4.9% and changes in plans.

Consultants – Supt. Elliott stated that this is the line item that he has funded the RSAT program through. He has increased the line by \$10,000 to cover the cost of the program.

Dues License & Subscriptions – The increase is due to the supplements for the law library needing to be updated.

Kitchen Supplies – Supt. Elliott stated that last year this was included in another line item. They have broken it out on its own for the FY16 budget. This line item includes everything that is required to keep the kitchen running.

Community Corrections

Substance Abuse Testing – Supt. Elliott stated that this line has increased due to testing inmates who are out on the grounds for tobacco.

The main increase in the Community Corrections budget is due to retirement, benefits and wages.

Governors Commission Grant

There is a decrease in salary line due to personnel changes.

RSAT Grant

Supt. Elliott stated that he isn't guaranteed this money will be available so he has compensated for it in another line.

Capital Outlay

Supt. Elliott stated that he has budgeted \$28,000 for a new cruiser to replace 2007 Crown Victoria they currently have.

*10:47 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.

*10:49 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 Cryans seconded the motion and all were in favor.

Information Technology – Brent Ruggles

Expense

Contracted Services – ITM Ruggles stated that there is a \$2,000 increase in this line due to an upcoming project at the Sheriff’s department.

Postage – ITM Ruggles has increased this line item due to the department having to ship large packages.

Equipment Rental – ITM Ruggles stated that this is a new line item this year that was moved over from capital budget. They decided that lease payments should not be made out of the capital budget and moved them over to the operating budget. This line item includes the new storage system lease, Enterasys S3 router lease and the AVAYA phone lease.

Software – ITM Ruggles stated that there is a significant decrease in the software line item due to departments not requesting new software for the upcoming fiscal year.

*11:08 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.

*11:30 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 Cryans seconded the motion and all were in favor.

Capital

ITM Ruggles stated that his total capital outlay budget for FY16 is \$28,850.00.

He stated that their email server is getting old so they are requesting an upgrade at a cost of \$5,000.

They are looking to add an additional network switch at the Courthouse which will be located in Director Andross’ radio room at a cost \$3,500.

He explained that at the DoC the HISET testing for the inmates is now going internet based so they have requested ten (10) desktop PC's for the inmate computer lab to allow them to complete their testing.

ITM Ruggles discussed other various smaller requests with the Commissioners.

County Attorney's Office – Lara Saffo & Alison Farina

Revenue

Atty. Saffo stated that they have put in for the same grants they have had for the past two (2) years and are very sure they will receive them again this year.

Expense

Atty. Saffo stated that there is a \$2,000 increase in their Education and Conference line.

Victim Witness Program

Atty. Saffo stated that there is an increase in the Victim Witness Coordinator Line due to the last year's addition of a second VW Coordinator. In FY 2015 this position was included in the 002 line for FY 2016 they have moved it to the proper line item.

Clerical – Atty. Saffo explained that they are requesting to have their part time Administrative Assistant increased from part time (24 hours/week) to full time. The line item appears as a decrease due to the moving of the VW Coordinator to the 001 line.

Capital Outlay

The Commissioners and Atty. Saffo discussed the purchase of a new car for the Attorney's Office. Atty. Saffo stated that she has not spent the money that she had in this year's capital budget and can't encumber the money so she is putting it back in for next year's capital budget. The Commissioners told Atty. Saffo to think about purchasing a new car with the money that she has put in her capital budget this year rather than giving that money back and putting it in next year's budget again. They discussed the life of the car and how they have got their money out of it. They said they would still keep that car as a second car. Atty. Saffo and Office Administrator Alison Farina stated they will discuss it and look into the purchase of a new car in the current fiscal year.

Monitor for central board – Atty. Saffo explained to the Commissioners the monitor she is requesting for her office to display a calendar for all the staff. She stated that they currently have a white board that has been there for years and is difficult to read. This monitor will allow the court schedule and staff schedules to be easily available to all office staff.

Courtroom improvement – Atty. Saffo stated that there are three (3) different categories of improvements she would like to see for the courtrooms. The first is having the technology to enabling child witnesses to testify from the other courtroom, not in front of the defendant. The second being to have the technology for officers and civilian witnesses to testify remotely and the last being to have the technology to present evidence to the jury (i.e. videos and exhibits on a large screen they all can see, etc.). Atty. Saffo discussed the three (3) categories in depth with the Commissioners but didn't have all the numbers as of yet due to a last minute change in one of the items. The Commissioners told Atty. Saffo that their last budget meeting is on April 16th and if she has the rest of the information by then to come back and meet with them again.

*12:22 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.

*12:37 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 Cryans seconded the motion and all were in favor.

Commissioners' Office/Misc. – Julie Libby

ED Libby stated that there are no major changes in her budget. She only has two (2) employees who are not maxed out and their step increases are included in the salary lines.

Audit Services – ED Libby explained that every other year we have to do an actuarial attestation for the OPEB benefits and it is being done in FY 2015 so there is a decrease in the FY 2016 expense.

ED Libby went over the miscellaneous accounts with the Commissioners and stated there was no significant change.

*1:12 PM - 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.

*1:48 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 Cryans seconded the motion and all were in favor.

1:48 PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk