

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

March 15, 2018

PRESENT: Commissioners Piper and Ahern, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: FM Kimball, Alternative Sentencing Director Gilding, Admin. Asst. Thornton, Register of Deeds Monahan

Commissioner Lauer participated by phone according to RSA 91-A: 2 with the reason being that he was unable to attend due to medical reasons. Telephone participation was at her request. It was noted that all votes must be taken by a roll call.

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

**Farm – Manager Donnie Kimball**

*Revenue*

Sale of Milk – FM Kimball stated he budgeted \$17 per hundredweight at 2.2 million pounds.

Misc. Farm Revenue – FM Kimball stated that he increased this line item \$10,000 in hopes to sell more hay and feed next fiscal year.

He stated that his revenue is down roughly \$12,000 for FY19.

*Expense*

FM Kimball stated that it is cut and dry. He kept as much as he could level funded and tried to cut back where possible.

He stated that he has found chickens after a long time of looking. He stated that he is receiving them for \$10.00 each and because they are ordering a large amount he is getting them for \$9.50 each.

CA Libby noted that with FM Kimball's pending retirement this December they have left his salary line item at the same to give them some room to plan for another manager.

Equipment Repair and Maintenance – Commissioner Ahern asked what FM Kimball is anticipating for repairs. FM Kimball stated that he left it the same as last year. All of his equipment is another year older. He stated that if something goes wrong with one of the tractors those are not cheap to fix.

*Capital*

Replace (1) Pickup Truck – FM Kimball explained that they have four (4) trucks and the big farm truck. Those are all used in the summer. One (1) of the trucks has a tired motor and is

rusted. He purchased a used truck three (3) years ago and budgeted \$10,000 but struggled to find one for that price so he has budgeted \$15,000.

Section of Tar for Manure Pit – He explained that a section of the manure pit is mud and he would like to pave a 10ft. slab and get out of the mud.

Hay Wagon – FM Kimball stated that when they bale hay he would like to have another wagon to help bale hay and get them off the ground if they do not have the inmate labor.

Commissioner Lauer asked what his priority is of these capital items. FM Kimball stated that he is in need of a truck and that would be at the top of the list. FM Kimball stated that they supply the employees that are working the farm with vehicles and they are not farm employees, they are jail employees. Commissioner Ahern stated that many farms get by without a lot of things and that is the nature of farming.

Commissioner Ahern asked if they should look into the trucks being purchased out of the farm budget for jail employees. CA Libby stated that the Farm and the DoC both play an important role with the Farmstand and they work together. All of the revenue from the farm stand goes to the Farm but the DoC supplies all of the labor. She noted that the trucks on the farm are used by DoC staff but the Farm uses them as well. It would not make a difference what budget they come out of. Commissioner Ahern stated that it does make a difference as the Farm budget is looked at closely by the Delegation and allocating funds property is important.

#### **Alternative Sentencing – Director Bill Gilding, Administrative Asst. Thornton**

AS Director Gilding handed out a packet of information and asked the Commissioners to read the first five (5) pages of his explanation and he would further explain and answer questions. Commissioner Lauer stated that bringing in a five (5) page document the morning of the budget meeting is unacceptable. The Commissioners took the time to review the packet of information.

#### *Drug Court*

AS Director Gilding explained that due to the way he set up the 2018 budget, reimbursements at the end of the fiscal year will total approximately \$250,000. That will leave approximately \$50,000 on the table. The change to the 2019 budget is to seek 100% of staff wages and benefits (2018 budget was 50% for the M-LADC). During this past year with the increase of participants in the Drug Treatment Court, the M-LADC has been needed more and more addressing the needs in that program. This has decreased his availability with Adult Diversion and Mental Health issues and treatment. By adding the item items that were 100% spent during the 2018 budget year there will be a revenue source of \$299,703.83 back to the county. Grafton County would then pay for the line items that were in the Drug Court budget that are less predictable such as supplies, staff mileage, equipment and treatment services.

#### *Alternative Sentencing*

AS Director Gilding stated that there is a need to fill the void created with moving the M-LADC position 100% to Drug Court and he will need to hire a LADC for other programs in his department. He explained that there are only 267 LADC's in the State of New Hampshire so filling this position will be somewhat of a challenge. He explained that in working with County Attorney Saffo, local prosecutors and Police Chief's over the past couple of months they have

identified the need for creating a new program identified as “Adult Diversion-Misdemeanor Program”. This program would target offenders who are facing up to one (1) year in the House of Corrections and serve between 15-30 participants which is a cost savings to the taxpayers of \$750,000 - \$1,500,000). Therefore, there is a need to hire one (1) new case manager.

The Commissioners discussed details regarding Adult Diversion-Misdemeanor Program with AS Director Gilding and he answered various questions.

Commissioner Piper questioned why they have been delayed in receiving Medicaid reimbursement. AS Director Gilding stated that the month before he started with the county someone in his office started the application process to become Medicaid approved. He has been working on that over the last two (2) years to get the inspector up here to look at their facilities. He noted that it is not just New Hampshire Medicaid. There are four (4) or five (5) sub-insurers and it depends on each participant’s eligibility and which program they decided to go with. He stated that they have almost completed that process. Commissioner Piper asked why it had been delayed and not been able to be completed earlier. AS Director Gilding stated that the State of New Hampshire only has one (1) site investigator for the entire state and it took him four (4) months to get him to Grafton County. He stated that they have received a letter from New Hampshire Medicaid guaranteeing them that they are eligible for back billing to April 1<sup>st</sup>, 2016.

AS Director Gilding explained that the large increase in the Alternative Sentencing budget was due to him having to shift the position to Drug Court, moving Drug Court line items back over to Alternative Sentencing.

Commissioner Lauer stated that she is very concerned about the increases in the Alternative Sentencing as well as the increased funding for the contracted services as these agencies come to Grafton County for social service funding as well. She stated that they are giving these agencies money out of the Social Services budget and now they are requesting more for the contracted services. AS Director Gilding explained that those increases are for the contracts they have for Mental Health Court or the Juvenile Justice. They have increased the costs to bring them back up to what the contracts were three (3) years ago at \$55,000. Because they are increasing their numbers and services to the population he contracts them for, they are asking for additional money to provide a full time staff member that is dedicated to this population.

Commissioner Ahern stated that they will need to continue AS Director Gilding’s budget presentation at another time as they are running behind. He stated that before AS Director Gilding comes back to finish his budget he would like the narrative for the budget to be given to the DoC Superintendent and County Attorney as they are mentioned throughout. AS Director Gilding stated that he will send it to them.

### **Information Technology – Manager Brent Ruggles**

ITM Ruggles discussed his budget noting that the main increase in the employee related line items is the health insurance.

He explained that they allocate \$42,500 to the nursing home to offset their IT services. This is done for Medicaid cost reimbursement purposes.

Contracted Services – ITM Ruggles stated that this line item is down roughly \$4,000 as they have cut back on some projects they wanted to do.

Dispatch MDT R&M – ITM Ruggles explained that Dispatch has been replacing these out of their budget so they have been able to reduce this line.

ITM Ruggles then went on to review his capital budget and software purchases for each department with the Commissioners and answered various questions.

He noted that he wanted to look into bringing in a part time employee but have decided not to due to the insurance increase.

### **Register of Deeds – Kelley Monahan**

#### *Revenue*

RD Monahan stated that she has left the revenue flat but tweaked it slightly. She stated that she lowered the online services line item due to people migrating from the online services to tapestry and increased the tapestry line accordingly.

#### *Expense*

Clerical – RD Monahan explained that this line item includes an additional staff member to start in July to cover a retiring employee in December. She stated that this line item also includes the full year's salary of her new staff member where this year her budget only has six (6) months of her salary. She noted that her budget is up \$100,000 due to staff.

Health Insurance – RD Monahan stated that her new staff member has yet to declare what she will be doing for health insurance so she has budgeted a family plan for her as well as a family plan for the new hire in July. She noted that she will have her new staff member's decision by the time the budget is voted on and will adjust her budget accordingly.

#### *Surcharge*

RD Monahan stated that they are looking to replace their eighteen (18) year old Canon Plan Printer with the KIP 7170 Wide Format Scanner under her new equipment. She explained that she has put in one (1) month of the service contract for the Canon Plan Printer as they transition to their new one and then they will get rid of the Canon printer. She noted that the NBM maintenance is the new service contract for the KIP scanner and the \$3,000 is an estimate as the representative from that company has not been back in touch with them.

Gaylord Archival Storage Boxes – RD Monahan stated that this is what her staff currently puts the acid free, never been touched paper in rather than spending \$2,500 per book.

Replacement of Avid Stations – RD Monahan explained that this is replacing all of their hardware and the costs associated with stripping their current desktops and recycling them to the backroom. She noted that they are in their sixth year of a three (3) – five (5) year replacement plan.

### **Commissioners' Office/Misc. – County Administrator Julie Libby**

### *Misc. Revenue*

Abandon Property/Federal Pilt- CA Libby stated that she took a six (6) year average of those payments that they have received. Commissioner Piper asked about the abandoned property and where that revenue comes from. CA Libby explained different items that might be considered abandon property and the process that the State goes through to issue these payments to the County.

Courthouse Rent – CA Libby noted that this is the newly negotiated costs with the courts and is has a slight increase.

Retiree Drug Subsidy – CA Libby noted that she has left question marks in this line item. She explained that they receive a subsidy from the federal government for any retirees. With the new insurance rates and quotes the Medicomp plans are also increasing by the 41.69%. She stated that what she believes will be presented to the Commissioners is to go with Harvard Pilgrim Direct and what they are recommending is the County offer their retirees a Medicomp plan without the prescription plan and offer a Med D prescription plan. She stated that they have not seen the numbers yet to know if that is financially feasible and she will adjust that number when they know what is going on with the insurance.

### **Commissioners' Office**

Finance Salaries – CA Libby stated that she is requesting a new ten (10) hour per week position for a total cost of \$9,774.00. She stated that this position will be a Payroll Clerk and will assist as necessary with payroll. She explained that Grafton County has a very complicated payroll processing that requires a lot of manual work. Also, there are continuously new regulations and reporting requirements that take up time as well. Many of the ways that they do things here require the Payroll Coordinator to manually go in and make adjustments after the automated part is completed. She further explained different aspects of the Payroll Coordinators job to the Commissioners and stated that after discussions with the Payroll Coordinator she feels that these additional hours per week would give her the time that she needs to complete the complicated parts of the payroll while the Payroll Clerk can be processing less complicated items. The payroll process is cumbersome and seems to get increasingly more so all the time. She noted that with the amount of overtime she has paid out for the Payroll Coordinator they may not see much of an increase in their budget as this would cut back on some of that overtime.

Health Insurance – CA Libby stated that this \$35,270 increase is due to the 41.69% increase in the premiums as well as having an employee go from a two (2) person plan in FY2018 to a Family Plan in 2019.

Consultants – CA Libby noted that as requested by the Commissioners she has added funds to cover a consultant to review the Social Service Agency applications and recommend funding for FY2020.

Advertising & Public Relations: This increase of \$450 is to cover the annual web hosting fee for the County's website.

New Equipment – CA Libby stated that this funding is to replace the County Administrator’s desk. The current desk has a broken file drawer which is used daily. It also recently had a metal rod fall off the bottom of it as it is old and very worn out. The replacement is for a desk and a return that will give more work space.

**Wage & Benefit**

Health Reimbursement Account – CA Libby noted that she has increased this line \$10,000 because they are more than likely going to be offering two (2) health insurance plans that will have higher deductibles so she has increased this line item to cover the reimbursement costs associated with the deductibles.

Retiree Health Insurance – CA Libby noted that that this line has the 41.69% increase and has two (2) additional plans this year as well.

**Bonded Debt**

CA Libby stated FY19 is the final bond payment for the Water Tank so next year there will be a reduction in this line item. It has decreased roughly \$60,000.

**Contingency**

County Government Promo – CA Libby noted she reduced this line item as they are not planning another Farm and Forestry Day next fiscal year. There is also \$5,000 budgeted for the Employee Recognition Dinner.

**Unemployment Insurance**

CA Libby stated that the county is self-insured for their unemployment insurance and pay 100% of the claims. This year they have had very few claims but she would like to leave the \$10,000 as there is no way of knowing how much they will use each year.

12:12 PM with no further business the meeting adjourned.

Respectfully Submitted,

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Wendy A. Piper  
Clerk