

## GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

March 16<sup>th</sup>, 2017

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: Register of Deeds Monahan, Farm Manager Kimball, Human Services Administrator Bishop, DoC Superintendent Tom Elliott.

Commissioner Lauer 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 that he left this line item the same as last year. This is based on 2,200,000 lbs of milk at \$18 per hundredweight. He noted that milk prices are currently at \$19.70 per hundredweight.

Sale of Livestock –This line has an increase of \$10,000. FM Kimball explained that the farm is starting to have an oversupply of animals so they are able to sell more. Commissioner Ahern asked if they have ever considered having beef cows. FM Kimball stated they have but it is a waste of money. Commissioner Ahern asked if FM Kimball has talked with Mike Lunak in UNH Cooperative Extension regarding his most recent trial with turning Holstein bull calves into beef cattle. FM Kimball stated that they used to do that but he has not talked to Mike Lunak about it. Commissioner Ahern stated that he believes M. Lunak is in his second year of the study. He asked FM Kimball to talk to M.Lunak about that subject.

Sale of Wood – The County has a timber sale every five (5) years. This year there is no sale.

Services to the Nursing Home –FM Kimball explained that the Nursing Home reimburses the Farm for various services that they provide to the Nursing Home. He stated that they pick up their garbage and left over food as well as their recyclables and bring them to the dumpsters. He stated this takes an hour or so each day. He has left this amount the same for FY18.

Sale of Produce – FM Kimball stated that last few years the farm has come in at budget but it is a hard number to budget for. He noted that there are still potatoes for sale at \$10 for a 50lb bag.

Misc. Farm Revenue – FM Kimball stated that he increased this line item by \$2,000 to \$10,000 because they are getting built up on livestock as well as feed so they have been selling corn and hay.

The total projected revenue for FY18 is \$534,761.00.

Grafton County Commissioners' Budget Meeting

March 16, 2017

Page 1 of 9

Commissioner Ahern asked how many acres of vegetables were planted last year. FM Kimball stated roughly twenty – five (25).

### *Expenses*

Sawdust – FM Kimball explained that he has increased this line item due to his six (6) month figures this fiscal year. He budgeted \$22,500 and at six (6) months he is at \$17,930.40. Commissioner Ahern asked where the farm buys the sawdust from. FM Kimball stated that it comes from Pittsburg, NH. There is a \$450 surcharge per load. Commissioner Lauer asked if he has looked for alternative sources. FM Kimball stated that he has and there are not a lot of options. The mill in Rumney is contracted out they are not able get any from there. There are not a lot of mills around here anymore. He stated that sand is cheaper but you cannot use sand in the barns as it wears mats and other materials out quicker due to the grit and does not absorb as well. They use sand in the heifer barns only.

Equipment Repair – This line item is over expended this year due to a manure tractor breaking down. FM Kimball stated he left this line item the same.

Total expenses for FY18 are \$592,487.00

### *Capital Budget*

FM Kimball stated that he has one (1) item in his capital budget for FY18. He stated that he would like to replace the oldest bucket tractor. He received one (1) quote from Blackmount Equipment in North Haverhill for \$88,000. Blackmount will give the farm \$20,000 for the old tractor so they have budgeted \$65,000 for the purchase of a new tractor. FM Kimball stated that the tractor has a lot of hours on it and before it starts costing a lot of money in repairs he would like to upgrade. It needs tires which will run about \$3,500. Commissioner Ahern stated that he had requested a list of the equipment that the farm has and saw that they have seven (7) tractors. He asked, based upon what FM Kimball has said, if a schedule can be worked out among all the tractors to be used for different functions. He stated that having seven (7) tractors is luxurious for farming. Is there some way he can schedule some of these tractors to do something more. Commissioner Ahern then asked for the breakdown of the tractors and what they are used for. FM Kimball gave the following breakdown:

1953 International Super C – Cultivation  
1970 Allis Chalmers – Tedding  
1977 John Deere 2840 – Mixer Wagon  
2003 John Deere 6220 – Feed & Manure  
2005 John Deere 7520 – Chopper/Bailing  
2006 John Deere 6415 - Manure  
2006 John Deere 6715 - Feed

Commissioner Ahern stated that he is not trying to micromanage but does not like seeing the farm's manure spreader being used every day. He asked why they are not using a dump truck.

FM Kimball explained that they cannot fit a dump truck under the conveyor. They could get a dump wagon but that would be more work as they would have to push the manure out once it is dumped into the manure pit. He noted safety concerns as well. FM Kimball stated that he is getting rid of a manure spreader that is eighteen (18) years old; they take good care of their equipment. Commissioner Ahern had a picture of the Grafton County Complex and discussed the process the farm takes each day in taking care of the manure with FM Kimball, Commissioner Lauer and Commissioner Piper. After further discussion FM Kimball stated that he will get prices on a dump wagon.

Commissioner Ahern stated that he is bringing this subject up because again there are Delegation members who are questioning the value and need of the farm and if that subject is being talked about he cannot see buying new pieces of equipment if they are going to turn around and sell it. If they have to sell new equipment like Coos County did the tax payers will not get the value out of it. Commissioner Ahern stated that he will fight very hard to keep this farm going but ultimately it is not their decision, it is the twenty-seven (27) Delegation members' decision. FM Kimball stated that they grow a lot of vegetables and there is money that gets floated around. There is no way to include in the budget the value of all the donations that they make because there is no cash value. FM Kimball explained that all of the mandated expenses such as insurances, retirement etc. keep increasing but he cannot come up with enough revenue to offset those increases and that gap keeps getting wider. Commissioner Ahern noted that private farmers do not have to worry about those numbers and can work 80+ hours a week. FM Kimball stated that the value of the donations that are made need to be shown to the Delegation.

## **Department of Corrections – Superintendent Tom Elliott**

### **Revenue**

#### **Department of Corrections**

*Coos County Inmates* - Supt. Elliott stated the bulk of this revenue is from housing Coos County females. The County receives \$50 a day and Coos County pays their medical bills.

*Employee Meals* – Supt. Elliott stated that employees pay \$3 per meal.

*Inmate Phone* - Supt. Elliott stated that he has included \$30,000 in this line item for inmate phone use. Inmates pay .21 cents a minute for local calls and .25 cents a minute for long distance. This revenue is driven by the population.

**Community Corrections** – Supt. Elliott explained that this revenue is from the Electronic Monitoring Program. It costs an inmate \$10 per day to be out in the community. The Department of Corrections is charged \$5.50 a day by the Electronic Monitoring Company which leaves them with \$4.50 in revenue per day per bracelet that is used. He stated that the figures are low this year and they have included this as a part of the new FIRMM program. Commissioner Ahern asked about putting an ankle bracelet on the inmates to allow them to help shovel snow around the complex not just at the Department of Corrections. Supt. Elliott explained the process that it

takes to get an inmate set up on the ankle bracelet and by the time they had them set up they wouldn't be any help to the maintenance department. County Administrator Libby noted that Supt. Oakes stated that he does not want inmate help because he does not have the time to monitor them every fifteen (15) minutes.

Governor's Commission Grant – Supt. Elliott stated that this is a grant from the Department of Health and Human Services Bureau of Drug and Alcohol Services. He explained that a new RFP will be sent out prior to FY18 so they will be applying for that grant. He put \$68,000 in as a budgetary number but will update that number as soon as he can apply and receive that funding.

RSAT Grant – This grant is from the Department of Justice. Supt. Elliott stated that this is for the in-house female substance abuse and addiction counseling. He stated that he does not know when the RFP is coming out but the current contract runs out the end of May.

## **Expenses**

### Department of Corrections

Correctional Officers – This line item includes the salaries for forty – three (43) full time employees and four (4) part time employees

Administrative Personnel – Supt. Elliott stated that there is a slight decrease in this line item. He explained that there was a carryover in FY17. There were two (2) administrative assistants from July 1<sup>st</sup> till October when one (1) employee was going to work part time before fully retiring but got done in September so there was a carryover of those expenses. This also includes the wage adjustment from 4 to 4E.

Wages in Lieu of HI – Supt. Elliott stated that thirteen (13) employees receive health insurance elsewhere.

Health Insurance – There is a \$30,000 increase due to the potential 15.74% increase.

Retirement Line – Supt. Elliott stated that this line item is up \$77,000 due to the Group 2 Retirement increasing 3.5%.

Education/Training – Supt. Elliott noted that there is a decrease of \$1,640. This line covers training for counselors to keep their accreditations. It also includes the annual Zuercher software training that they attend in South Dakota every year. The Zuercher program is the operating management system for the Department of Corrections. Supt. Elliott stated that he sends two (2) employees each year at roughly \$1,000 a person. The line also has \$3,000 budgeted for NHAC dues to certify correctional officers.

Consultants – This line item includes all of the HISET materials, vocational education and supplies. Supt. Elliot noted that he added roughly \$4,000 for the startup of the FIRMM program and stated that this will be a one (1) time startup cost.

MH Consultant – Supt. Elliott stated that this line item has a large increase. He noted that the Executive Committee has asked over the past two (2) years if there is enough money in the budget for the mental health counseling. He has stated in the past that they are making due with what they have but he now has his intake area full of people waiting to go to the New Hampshire State Hospital. His officers are dealing with mentally ill inmates on a regular basis. He stated that right now he has a psychiatrist at the Department of Corrections once every other week for four (4) hours. That one person is triaging. They are cycling the patients through as fast as they can and making sure their medications are right. He stated that he is trying to be proactive with all of the mental health issues that they are facing and he needs someone there every week for four (4) hours to help do more than triage the inmates because that is not working anymore so he has budgeted accordingly.

Meals – Supt. Elliott stated that the head chef has done an outstanding job keeping costs down as much as they can. They have received 32,000 lbs of produce from the farm. The kitchen staff freezes it and uses it as long through the winter as they can. He noted that they would like to make a stronger push on the use produce and decreased the line \$12,000. Commissioner Ahern stated that he would like Supt. Elliott to think about using 100% of the food from the farm. Supt. Elliott stated that a lot of inmates come in with allergies and if the Department of Corrections does not have the appropriate foods for those inmates they can receive a lot of fines. CA Libby noted that they do not have the means to produce all the dairy products that the Department of Corrections uses. Commissioner Ahern noted that it is his hope is to find a corporate sponsor to purchase the equipment for micro processing.

Medical/Dental/Ambulance – Supt. Elliott has decreased this line \$35,000. He noted that he has decreased it a total of \$55,000 in the past two (2) years and this is his bottom line of how low he will go.

Kitchen Equipment – Supt. Elliott stated that his head chef requested an increase in this line to purchase more freezer bags to allow them to freeze their produce to last the winter.

Supt. Elliott stated that if you take out mandatory funds such as merit increases, insurance related increases and retirement he has an increase of \$21,477 over last year. The total increase with all mandated expenses is \$129,262.00.

### Community Corrections

Salary Line – Supt. Elliott stated that there is a Sergeant retiring who is at max on the wage scale and the new Sergeant coming in is starting lower on the wage scale therefore there is a decrease in this line item.

Health Insurance – Supt. Elliott noted that there is a large increase in the health insurance line because the retiring Sergeant was not taking the health insurance and the new Sergeant coming in will need a family plan.

Security – Community Corrections is adding one (1) more taser. Their current taser is two (2) years old and they do not want to be without one if the current one breaks down. There is a

camera is on a taser and when it is deployed it starts recording which greatly reduces their liability.

Substance Abuse Testing – Supt. Elliott noted that the largest increase is due to the FIRMM program.

#### Governor's Commission Grant

Supt. Elliott stated that this grant funds one (1) full time employee and one (1) 2/5 employee.

He noted that he does not know the status of this RFP or when it is coming out but will act on it as soon as he receives that information.

He stated that there is a \$6,580 increase and \$4,000 of that is salary. If the Department of Corrections receives the \$68,000 BDAS funding the county's responsibility is \$37,292.00.

#### Nightwatchmen

Supt. Elliott stated that this budget is made up of the employees who work 7pm – 3am to patrol the barns and vehicles throughout the night.

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

##### *Revenue*

Recording Fees – RD Monahan stated that she has kept this line stable. In the coming years there will be introduction of a predictable fee schedule that is not dependent on the page count. This makes sense for the industry and the registries. In light of TRID regulations, an entire recording will be rejected if fees are off by any number. This will have some effect on recording fees in the future.

Transfer Tax – June 2016 new state legislation was enacted that will influence the transfer tax. HB 1656 Chapter Law 288 alters RSA 78-B. This law clarifies and expands exemptions on entity to entity transfers when no consideration is exchanged for real property.

Online Services – RD Monahan stated that for the second year in a row she has successfully explained to the County and Municipal Government Committee of the NH House, her position under RSA 17 g for charging for internet accounts. This reasonable fee is paid by the companies or entities that benefit from 24/7 access to the data base, the ability to charge recording fees and copy fees. Structuring access in the way that she has also protects the registry from entities printing copies without providing compensation.

Copy Fees – RD Monahan noted that by structuring their systems the way that they have, they no longer suffer from copy revenue drain.

Postage – The Register of Deeds balances postage revenue and expense. With an increase in e-recording they are seeing a decrease in need for postage.

Tapestry – Protection of the data base has resulted in an increase in this convenience service.

### *Expense*

Clerical – RD Monahan stated that as of January 2, 2017 they have begun accepting e-recordings from their third vendor. E-recording has affected the work flow and will continue to do so at a rapidly increasing rate. Prior to E-recording, they had a staple and manageable work flow pattern. The first business of the day was answering email, voicemail and fax requests, USPS, the public and phone calls came next, Fed Ex and UPS arriving around midday, with the afternoon dedicated to the public, the phone and indexing the morning work. With e-recording on the rise, they are noticing a large influx of work right before our cutoff of 3:00. In order to complete the recording, indexing and verifications necessary to publish the daily work overnight, she stated that she expects that they will experience an increasing need for the staff to stay past 4:00. She stated that she has budgeted for \$5,000.00 in overtime.

RD Monahan noted that she is requesting that Deputy Register Beth Wyman's status be changed from an hourly employee to a salaried position. As their expert indexer, Beth is often rushing to get out the door to avoid overtime. With 32 years on the job, considered an expert by the legal and real estate professionals, this seems a simple fix and one that makes fiscal sense.

New Hire – RD Monahan stated that they have been down one (1) employee for two (2) years. A member of the staff is considering retirement. She noted that it is imperative that they hire someone to start on July 1, 2017 to enable adequate training.

Value of Veteran Staff – RD Monahan stated that she has asked County Attorney Saffo to research the status of the salary survey. She noted that she has been told by HR Director Karen Clough that this is a protected document, as it is considered a work paper and she is not allowed access to the document. She stated that she has been advised by the NHRD Affiliate President, also, an attorney, that once the GCBC approved the document that it became a public document, as was their experience in Rockingham County. She stated that she will continue to seek appropriate grading compensation levels for her veteran staff. The skill set is very specialized, and the few people that she advocates for are loyal county employees dedicated to excellence on the job. She noted that as she has long stated, comparison to other counties who enjoy the benefit of security of two (2) armed guards and metal detectors is an unfair analysis and creates an unfair work environment.

Health Insurance – RD Monahan stated that she is unsure of the marital & family status of our potential new hire. She has budgeted for the family plan to be safe. Currently two (2) members of the staff are insured elsewhere. She noted that she has chosen a single plan at 20%

contribution, although, she could have insured her three (3) sons. She also noted that she also rejected contributions to the retirement plan. One (1) member of the staff is a family plan at 14% contribution; one (1) is a single at 14%. Four (4) members of the staff are in the retirement plan.

Education and Conference – RD Monahan stated that she will not be attending the PRIA Conference in New Orleans, Nashville or the Fidler Conference in Davenport. She will attend the NHAC Conference in Portsmouth in September, for the one (1) day that the Register of Deeds affiliate holds their annual meeting with speaker.

Legal Fees – RD Monahan stated that she did not fund this line, as they have defeated all of the disruptive legislation over the last two (2) sessions, and she believes that they are operating on a very solid foundation.

Travel - Short staffing has forced the NHRD Association to increase reliance on conference calls vs bimonthly meetings. Hopefully, in the coming year they can avoid disruptive legislative efforts that cause wasteful trips to Concord for testimony.

#### *Surcharge*

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

New Equipment – RD Monahan stated that she would like to use the open space in the basement to display their historic books and artifacts. She is requesting \$13,000 for museum quality cabinets that will provide security and control humidity. She is also requesting the purchase of new Mylar cabinets.

### **Human Services – Administrator Nancy Bishop**

#### *Revenue*

Recoveries – HSA Bishop noted that she has decreased her revenue line by \$20,000 to \$55,000 based on current numbers. This is something that the county does not have control over.

#### *Expenses*

Travel Expense – HSA Bishop stated that she increased her travel expenses because she ran out of money this year due to the Senate Bill 553 meetings. She stated that she anticipates many meetings this year providing that the house passes SB155 delaying Medicaid Managed Care two (2) years.



HSA Bishop explained to the Commissioners that the individual county cap is based on a percentage of actual long term care expenses, averaged over a rolling three period and our percentage of Medicaid population over 65.

## **February Financial Reports**

### *Variance Report*

Revenue- CA Libby expressed no concerns with any departments as of right now. The Alternative Sentencing Department and the “Other” line will more than likely not catch up by year end. She noted that the Farm should finish on target this year.

Expense – CA Libby stated that the expense side of the budget looks really good. She noted that IT typically runs over due to software contracts being renewed in the beginning of the year.

### *Prorated Report:*

CA Libby stated that eight (8) months through FY17 the county is \$120,000 over revenue and \$785,000 under expended. The unassigned fund balance is at \$1,220,000.00 and this time last year they were at -\$800,000 so that is very good news.

Over Expended Line Items – CA Libby stated that there are several lines over expended, most of which have been over expended and have been discussed. There is currently \$223,000 in over expenditures and majority is the contracted nurses. She noted that Sheriff Dutile has suspended all Special Deputies work until that line item comes back to where it is supposed to be.

Year and Surplus Projection – CA Libby stated that she believes the county will finish very well on the revenue side and close to the same number on the expense side. She noted that this will not help the projected fund balance grow but will help stabilize it.

CA Libby stated that the Public Hearing for the Commissioners’ Proposed Budget has to be set by the Chairman of the Delegation. She has included it on Monday’s Executive Committee agenda. She stated that she is going to suggest May 22<sup>nd</sup> as the date, it is same Monday they always hold it on and it typically starts at 6pm.

12:16 M With no further business the meeting was adjourned

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Wendy A. Piper, Clerk