

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

March 21st, 2019

PRESENT: Commissioners Lauer, Piper and Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: County Attorney Marcie Hornick, Office Administrator Alison Farina, Farm Manager Lisa Knapton, Maintenance Supt. Jim Oakes, IT Manager Brent Ruggles

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

County Attorney's Office – Attorney Marcie Hornick & Office Administrator Farina

Revenue

VOCA Grant – Atty. Hornick stated that they have received additional VOCA grant funding for FY2020 and they will see the increased expense associated with the additional funding.

Circuit Court Prosecution – Atty. Hornick stated that these are the funds from Rumney, Haverhill and Bethlehem to help pay for Lise Solbeck's Circuit Court Prosecutions.

CA Libby noted that all of the County Attorney's Office revenue is 100% offset by expenses.

Expenses

County Attorney

Clerical – Atty. Hornick stated that this includes step increases and an extra five (5) hours for the part time file clerk.

Education and Conference – Atty. Hornick stated that she is keeping this line the same. The AG's office puts on trainings for less cost and they take advantage of those trainings

Victim Witness Program

Coordinator – Atty. Hornick noted that this is the reclassified Victim Witness Coordinator 1 & 2 positions into one Victim Witness Coordinator position with the step increases.

Travel Expense – Atty. Hornick noted that roughly \$6,000 of this \$7,700 is reimbursed by the grant.

CA Libby requested to go into nonpublic session.

MOTION: * 9:29 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the

disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:34 AM Commissioner Lauer declared the meeting back in public session.

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

Farm – Manager Lisa Knapton

Revenue

Sale of Milk – FM Knapton stated that she did not include the quality bonuses in her revenue projections. She stated that when she budgets revenue she budgets for known revenues, if there is extra there is a bonus in the line.

Livestock – FM Knapton stated that she used the calf rate and the current price of beef.

Sale of Produce – FM Knapton stated that there is a decrease in this line item because she used the spreadsheet that she was given from the Jail that outlines the farm stand sales. She noted that she will be tracking closely and based this number on actual sales.

Misc. Farm Revenue – She stated that the previous Farm Manager had the sale of manure in this line as well as hay. She knows that she has \$7,000 in hay sales coming this summer but she does not know of anything else therefore has not budgeted for that.

Expense

Farmers – FM Knapton stated that she added a 20 hour/week a part time position.

Vet Fees – FM Knapton explained that they currently hire out for many things that she is able to do and therefore she thinks that will be lower.

Custom Cropping – She stated that she has budgeted higher due to having an employee set to go out on FMLA and she may need extra help from Hatchland Farm.

Capital –FM Knapton noted that the only capital line item is \$10,000 for the Heifer Barn Sand Saver Mats which she previously discussed with the Commissioners.

Maintenance – Superintendent Jim Oakes

Supt. Oakes stated that there is a \$101,749 or 4.5% increase over last year's budget.

Supt. Oakes stated that he is budgeting for the replacement of two (2) retiring employees with higher paid licensed positions

8.3% projected increase in health insurance

Supt. Oakes noted the following increases in contract maintenance:

- Trash & Recycling cost increased 65% on average
- Rising PM costs for generators and load banking, plus this is year for more costly major PM work. We alternate between minor and major PM work each year.
- New Automatic Transfer Switch PM contract
- 5 & 10-year sprinkler maintenance requirements due in nursing home and Admin Bldg.
- 5-year load test due on Admin. Bldg. elevator

Rising utility rates (10% water and 5% hydrant fees)

Supt. Oakes stated that there is an increase fuel funding to cover harsher winters like the one they have just experienced

Supt. Oakes outlined the following increases in repair and maintenance costs:

- Farm: 1-time projects to make efficient use of plate & frame chiller, introduction of VFD system to reduce electrical operating cost of milk line vacuum pump.
- Courthouse: Roughly \$20,000 increase to cover potential glass replacement for windows like the one that just broke

Vehicle Repair & Maintenance – Supt. Oakes noted that this line can be reduced by \$3,000 if the capital request for a new truck is approved.

Care of Grounds – This line can be reduced by \$550 for plow repairs if new plow truck is purchased. Supt. Oakes also noted that the Commissioners can reduce another \$2,225 if paving of north parking lot gets approved as well.

Repair & Maintenance Courthouse – This line can be reduced \$20,000 if large glass repairs are covered by the county contingency account.

Capital Outlay

Asphalt Paving – Supt. Oakes stated that the parking lot on the north end of the complex is heavily cracked and starting to chunk in areas. The start of this project has been delayed for four (4) years and they are now experiencing an 11% cost escalation since the initial request. He has budgeted \$141,500.00.

New Pickup and Plow – Supt. Oakes stated that the existing 2004 ¾ truck and plow are experiencing proliferation of costly repairs due to age and 15 years of wear.

Building Automation System Upgrade – The current 2003 BAS has components that are obsolete and nonsupportable. Supt. Oakes explained that by waiting to replace this system once it fails will create a crisis environment that does not allow for a thorough analysis of offered products and will be exponentially more expensive based on immediate need predicated upon crisis management. This will cost \$18,620.00.

Asphalt Repairs – Supt. Oakes stated that there are several areas around the complex, outside of requested paved area, that are deteriorating to the point of needed the repairs. He explained that he would cut out swaths of the deteriorating asphalt and repave to match the surrounding pave grade.

Repair 50 chairs throughout Courthouse – The material is splitting on seats and webbing support is coming undone. Supt. Oakes stated he has budgeted \$6,570.00

CONEX Container – Supt. Oakes stated that he needs a dedicated dry storage area for gasoline powered grounds equipment. It is currently stored in barns and 3-bay. He is not comfortable keeping the equipment in barns due to fire potential. The 3-bay is jammed with equipment, which hinders egress to exits. He has budgeted \$5,000.

Replace Rinnai On-demand Hot Water Heaters – Supt. Oakes stated that the existing commercial units were installed in November 2007. Their lifespan is usually 12-15 years. He stated that these are installed in a harsh environment and they've had to do many repairs to them over the last couple of years. A reliable hot water source is critical to keeping bacteria counts down in the milk. He has budgeted \$4,400.

Supt. Oakes stated that he is currently waiting on quotes for the engineering design to support the Generator replacement and consolidation project and for the architectural/engineering assessment for the courthouse.

Information Technology – Manager Brent Ruggles

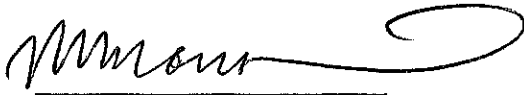
PC Support/LAN Tech – ITM Ruggles stated that this increase is due to a new full time position he is requesting as well as his current staff's regular merit increases. He is looking to bring someone on that will work weekends to provide additional support to the campus.

Software Maintenance and Renewal – ITM Ruggles stated that there was an increase this year in the software maintenance renewals.

Capital Outlay – ITM Ruggles discussed the various PCs, laptops and other equipment needed around the complex with the Commissioners and answered questions. The total capital budget is \$79,400.

12:02 PM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'M. Morris', with a large, decorative flourish at the end.

Marcia Morris,
Clerk