

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 3rd, 2016

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

OTHERS PRESENT: Sheriff Dutile, Director Andross, HRD Cramer, COA Bryant, Treasurer Parker, ASD Amero, Conservation District.

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

Sheriff's Department/Dispatch – Sheriff Dutile and Director Tom Andross

Sheriff Dutile stated that he and Director Andross have created a bare bones budget. They have budgeted for two (2) new cruisers this year versus their normal three (3). He stated that in the Sheriff's Department budget they have made many cuts including the supply line and postage.

Revenue:

Sale of Equipment – Sheriff Dutile stated that this line item is no longer just the sale of cruisers. Anything that the Sheriff's Department sells will go into this line item.

Commissioner Richards asked why the revenue for DCYF Transports has increased and asked if Sheriff Dutile is comfortable with that increase. Sheriff Dutile stated that he is confident that they will reach that number as they are moving more juveniles.

Expense:

Postage – Sheriff Dutile stated that he was able to reduce the postage line because many things that they used to send out in the mail they are now able to send via email.

New Equipment – Sheriff Dutile stated that anything from the Capital Budget that was under \$5,000 was moved to the operating budget. He explained that this line item will cover new deputy equipment and new cruiser equipment.

Cruiser Repair & Maint – Sheriff Dutile stated that he would like to leave the amount budgeted at \$32,000. He explained that with them only purchasing two (2) new cruisers versus three (3) in this upcoming budget the potential for repairs is going to increase due to higher mileage on the cars.

Dispatch

Director Andross stated that there are not many changes in the Dispatch budget other than the projected health insurance increase.

Director Andross stated that he has a full time dispatcher who has applied to be a police officer so we may have a change in staffing. Commissioner Cryans asked if it was hard to find people to fill positions. Director Andross stated that the hard part is finding someone who wants to work all shifts.

Director of Communications – Director Andross explained that the six (6) month figures are higher than they should be due to the 1.5% bonus to maxed out employees that was given in FY16 and the second payroll.

Capital

Sheriff Dutile stated that he had previously discussed the purchase of two (2) cruisers.

Cruiser video replacement – Sheriff Dutile stated that this is for the replacement of one system.

Capital Reserve – Dispatch

MDT Replacement – Director Andross stated that they have been cycling through replacing them. They are focusing on the police units and the ones that are being used a lot. He explained that they have not had a lot of repairs because they have been keeping up on cycling out the oldest ones.

Dispatch Chairs – Director Andross explained that these chairs are used 24/7 so they need to purchase more expensive chairs to make sure they last and are comfortable for the employees. He stated that hopefully the amount budgeted will purchase two (2) chairs.

Communications Infrastructure – Director Andross stated that this is an ongoing project that they have been working on over the last couple of years replacing their outside equipment at the other sites.

Commissioner Cryans asked about any potential grants that Sheriff Dutile or Director Andross know about for the upcoming fiscal year. Director Andross stated that there are no new grants that they are aware of.

Human Resources – Donna Cramer

Education and Conference – HRD Cramer explained that this line includes Nurse Practitioner education and training, the Annual Employment Law Update at Sheehan, Phinney, Bass & Green for HR Director and Sr. HR Generalist and one Emerging Leaders Participant – offered through Primex. She stated that it had decreased because in FY 16 funds are budgeted for both the HR Director and the Sr. HR Generalist to take the HR certification course.

Contracted Services – HRD Cramer explained that if the county switches to NHIT for health insurance this line will be zeroed out as it is included in insurance coverage.

Travel Line –HRD Cramer stated that this is almost doubled for next year. This line item includes monthly meetings. She explained that they have been taking criminal record checks to Concord to have them done rather than mailing them. She explained that when they get mailed it takes two (2) – three (3) weeks to get them back or they get lost so when department heads have to go to Concord they can bring them with them. She stated that they bring them to the office and they are taken care of in five (5) minutes versus waiting the two (2) – three (3) weeks. HRD Cramer stated that she budgeted for six (6) trips in the next fiscal year. She stated she also budgeted for eight (8) Primex trainings for the three (3) employees.

Extension – Heather Bryant

COA Bryant explained that her budget pays for 25% of the field specialists and 75% of the coordinators for the Professional Staff. Her main increases are in the salary lines and they are related to the step increases and longevity increases for support staff.

New Equipment – COA Bryant stated that this has always been in the capital budget but with the way they are now doing the budgets anything under \$5,000 will be going into the operating budget. This line item includes new computers and software upgrades.

Treasurer – Bonnie Parker

Treasurer Parker stated that there are no significant changes to her budget.

Alternative Sentencing – Lucille Amero

ASD Amero stated the salary lines have the normal step increases.

ASD Amero stated that she has budgeted CADY at \$40,000 for FY17.

Plymouth Satellite Office – ASD Amero stated that they make very good use of the Plymouth Satellite Office.

Substance Abuse Testing – The Commissioners asked if \$10,000 is too much to budget for when at the six (6) month mark they only spent \$2,000. ASD Amero explained that they order so much of their testing supplies then spend it down and now they will be ordering more so that amount is needed.

Commissioner Richards stated that she is having a hard time supporting Drug Court when the numbers are so low knowing there is a need for treatment in the county. The Commissioners and ASD Amero had a discussion regarding Drug Court and different ways to try and increase numbers.

Commissioner Cryans recommended decreasing the treatment services \$10,000 down to \$40,000.

Education and training – Commissioner Richards stated that they budgeted \$15,000 and are at \$14,000 at six (6) months. She asked if they will be going over budget. ASD Amero stated that Education and training is required in her department for the counselors to maintain their license but they will not go over the \$15,000. Commissioner Richards suggested looking for scholarships and grants to help offset some costs. The majority of these funds were spent for a number of people to go to the National Conference last summer in DC.

Office Supplies – Commissioner Cryans asked if there was any room to decrease the supply line. ASD Amero stated that there is some room to decrease it. They agreed to decrease the line \$3,000 from \$15,000 to \$12,000.

Travel Expense – Commissioner Cryans asked if there was room to reduce the travel line as well. The Commissioners and ASD Amero agreed to reduce the line to \$15,000.

The Commissioners and ASD Amero agreed to zero out the consultant/contracts line.

Public Relations – The Commissioners and ASD Amero agreed to reduce to \$1000, as they have only used \$180.09.

Conservation District – Pam Gilbert, Gary Peters & James Siedel.

The County supports the Administrative Assistant position for the Conservation District. The increase in this budget is directly related to that position, mostly associated with the increase in the County's health insurance premium.

Other materials were provided for the Commissioners review and J. Seidel thanked the Commissioners for all the support they offer to the Conservation District.

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

Respectfully Submitted,

Linda D. Lauer, Clerk