

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 10, 2019

PRESENT: Representatives, Sykes, Ladd, Stringham, French, Abel, Hennessey and Diggs
County Administrator Libby, Admin. Assistant Norcross, Commissioners Lauer and Piper

OTHERS PRESENT: Farm Manager Knapton, Sheriff Stiegler, Director of Communications
Andross, County Attorney Hornick, Maintenance Superintendent Oakes

Farm – Manager Knapton

Revenue

Sale of Milk – FM Knapton stated that she used the forecast from Agrimark and budgeted very conservatively. She budgeted for \$17/hundredweight which is Agrimark's projections. FM Knapton noted that she did not include the quality bonuses in her revenue projections.

Livestock – FM Knapton stated that she used the calf rate and the current price of beef. She stated that they have a cow going to a national sale in Saratoga Springs and it is unknown what the revenue will be from that.

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. FM Knapton noted concerns she had regarding the reconciliation of produce sold from the farm stand. Commissioner Lauer stated that they are aware of these issues are working through them internally.

Misc. Farm Revenue –FM Knapton stated that she knows that she has \$7,000 in hay sales coming this summer but she does not know of anything else.

Expense

FM Knapton stated that she had budgeted for a part-time 20 hour a week position and they had moved it forward into FY20 budget not knowing what the labor situation would be but they have since stopped advertising for that.

Rep. Hennessey asked why they are increasing expenses when revenue is being decreased rather than figuring out a plan to address this issue. FM Knapton stated that with the model and facility they have it is a high intensity labor facility. They are doing everything by hand and inmates cannot be left alone therefore even when they do have inmate labor they need trained staff to supervise them. She stated that she does not know how to change a government price driven budget. She cannot control the price of milk or the number of inmates she has to work with. She

stated that this is a very hard industry and this is her budget that she has to present. She wants to get the expenses down and revenue up but she needs time to evaluate what is being done wrong. Commissioner Lauer stated that they are aware at the Commissioner level that they need to do something with the farm and that was a lot of the reason they brought FM Knapton in. She stated that they believe FM Knapton has the knowledge, skills and initiative to turn it around but she needs some time to figure out what needs to be done. Commissioner Lauer noted that they just went through two (2) mission setting sessions with Primex to develop short term goals for the county and one (1) of them directly involved the farm. She stated that they are putting resources into developing a plan for the farm but she does not anticipate seeing any results this upcoming year. She stated that this farm has many valuable purposes other than money. It teaches the inmates the value of work, it provides a place where UNH Extension can do work as well. She stated that there are many benefits of the Farm and they need to give FM Knapton the time to evaluate the issues.

Vet Fees – FM Knapton explained that they currently hire out for many things that she is able to do herself and therefore she thinks that each year they will be able to reduce that line item.

Travel Expense – FM Knapton stated that she had budgeted for her Herdsman to attend a national conference in Wisconsin and he is no longer attending so that line item can be decreased.

Custom Cropping – She stated that she had budgeted for one cutting of hay by Hatchland due to the anticipation of an employee set to go out on FMLA but she now feels they may be able to do this in house and reduce this cost.

Feed, Chickens – FM Knapton stated that since she has prepared this budget she has received a lower price for their feed and therefore is able to reduce that line item \$1,200.

Sheriff's Department/Dispatch – Sheriff Stiegler & Director of Communications Andross

Revenue

Sheriff Stiegler noted there are not many changes in revenue. He is basing his projections after last year's numbers.

DCYF Transports – Sheriff Stiegler stated that this revenue comes in waves. He stated that these numbers are based off past projections.

White Mountain Forest Patrol – He stated that he is not sure how long they can continue to sustain that job. He is taking on the cost of vehicle repairs and the revenue covers the cost of the Deputy. He stated that they will be taking a closer look at this next year.

Special Duty Assignments – Sheriff Stiegler stated that this is hard to project. There were a lot of different rates that existed for these jobs. He stated that they don't know from year to year what

they will be bringing in. Director Andross stated that this line item always starts at zero because they may not have any Special Deputy Assignments.

Expense

Sheriff's Department

Deputies – Sheriff Stiegler explained that he is looking for committed monies coming out of this line item for a part time deputy for a 29.5 hour/week position. This permanent part-time deputy would be working in the criminal investigative division. What this deputy is doing right now is drawing a semi-consistent salary from the special deputies' line item. He stated that this position is very important and he is trying to ask for this in a more conservative manner. By committing one of his full time deputies to the Digital Forensic Analysis, the demands for the regular needs of that deputy do not end and this is where the part time Deputy would be placed.

Education & Conference – Sheriff Stiegler stated that the increase in this line item is due to leadership training, few costs associated with the new Forensic Investigations component, CPR training for his Deputies and also getting Deputies certified to use Narcan.

Forensic Investigations – Sheriff Stiegler explained that \$18,500 of this increase is due to Gray Key for the initial startup and licensing fee. This is a yearly license fee for the application that allows them to get into iPhones for investigation purposes. He noted that this will be a regional tool for all departments in the county as the county is more suited to provide this type of technology versus the smaller police departments. Rep. Hennessey asked why they do not use Lebanon to use their technology. Sheriff Stiegler stated that they have been met with some resistance. They currently go to Manchester to have their iPhones taken care of. He stated that he believes that regionalization of departments for Forensic Investigation is very important.

Capital Outlay

Sheriff Stiegler explained that he is looking to purchase plate carriers for his deputies in the event that there is an active shooter situation. He stated that he cannot expect his deputies to be put into harm's way without the proper equipment. He noted that these have a life expectancy of 10-15 years. They are looking to purchase ten (10).

Dispatch

Wages in Lieu of HI – Director Andross noted that an employee has taken the wages in lieu of health insurance therefore that line item has increased.

Lease Communication Equipment – Director Andross stated that State of New Hampshire is now providing CodeRED services. He noted that there are some Vermont Agencies that they will be dispatching for that will utilize those services. During FY20 or by the end of this calendar year they will have a better picture of what that cost will be. He stated that because he cannot predict what those costs will be he has budgeted the full amount for FY20.

Capital Reserve

IT Cost – Director Andross explained that when they work with the IT Department and the items directly impact the Dispatch Center or the agencies they dispatch for they like to keep those costs in this budget so the IT budget is not absorbing costs.

Dispatch Chair Replacement – Director Andross stated that they have started purchasing gaming chairs in hopes that they will hold up just as well but are less expensive as the chairs they were previously buying.

Communications Infrastructure – This line item has been for the radio equipment at their remote sites. This equipment is at what the manufacture calls end of life and they will be working to replace that equipment.

Mobile Communications Unit Truck – Director Andross stated that this is the truck that is needed to haul the Mobile Communications Trailer that he has discussed over the last couple of budget processes with the Commissioners. Their current vehicle is a 2005 Ford Excursion and it is at its end of life. Based on information that he has obtained

Dispatch Audio Recorder – Director Andross stated that everything that they do in the Dispatch Center is recorded. During this current fiscal year the current recorder will no longer be supported by the manufacturer. He noted that this piece of equipment is very important to their operation.

CA Libby explained that when the Dispatch Capital Reserve account was created they contributed 10% of the Dispatch Fees to the capital reserve. She stated that over the last few years the delegation has lowered that contribution amount. They are now requesting to contribute \$100,000 to the capital reserve in FY20 to cover the costs that will be spent out of that account.

County Attorney's Office – Attorney Marcie Hornick

Revenue

Roving Advocate Grant – Atty. Hornick stated that former County Attorney Saffo had applied for this grant last year in February. They were awarded this grant in October that provides two (2) Roving Advocate positions that are employed by two (2) different non-profit organizations. It also pays for a grant overseer at eight (8) hours a week. These three (3) employees do not need office space.

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.

Expense

County Attorney

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

SVP – Atty. Hornick noted that although they have not used this line item, one (1) Sexually Violent Predator case would take up that allotted amount.

VAWA Grant

Atty. Hornick stated that these are the costs associated with the one (1) Assistant County Attorney's salary and benefits.

Victim Witness Program

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

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

Roving Advocate Grant

CA Libby stated that the two (2) full time advocates are employed by Voices Against Violence and Burch House and this is 100% offset by the grant.

Capital Outlay

Potential Renovations to Space – Atty. Hornick stated that they had talked about money potentially needed to renovate some space in their office. She stated that space is an issue and they are trying to think creatively on how to create more space. She stated that they are starting the process to relocate to the Lawyers Lounge in the courthouse this fall. She explained that this space was gifted to the Grafton County Bar Association as they provided free legal advice to Grafton County residents. They no longer provide the free services as they now have the Public Defender's Office. She stated that the plan is to relocate into that space and this money will be used to make any necessary renovations.

Maintenance – Superintendent Jim Oakes

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

Supt. Oakes noted the following increases in contract maintenance:

- Trash & Recycling cost increased 65% on average

- Rising preventative maintenance (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 in fuel funding to cover harsher winters like the one they have just experienced

Supt. Oakes outlined the following increase 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.

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.

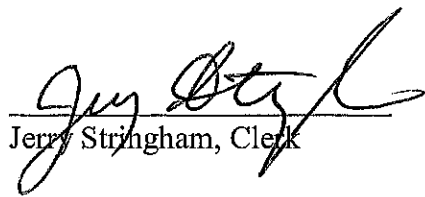
Building Automation System Upgrade – The current 2003 BAS has components that are obsolete and nonsupportable. Supt. Oakes explained that by waiting to replace this system once it fails will create a crisis environment that does not allow for a thorough analysis of offered products and will be exponentially more expensive based on immediate need predicated upon crisis management. This will cost \$18,620.00 in the maintenance budget. The total project costs roughly \$70,000 and will be shared between IT and the Nursing Home.

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.

Commissioner Piper stated that she is speaking on behalf of the Commissioners that they would like to take care of their infrastructure. This has been put off three (3) times and the cost has increased 11%. Commissioner Lauer noted that as they divide this paving project into sections, there are mobilization costs associated with each part of the project.

12:20 PM With no further business the meeting adjourned.

Sincerely,


Jerry Stringham, Clerk