

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 6, 2016

PRESENT: Representatives Darrow, Smith, Gionet, Townsend, Abel, Erin Hennessey and Commissioners Cryans and Richards, County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Sheriff Dutile, Director Andross, FM Kimball, HRD Clough,

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown, Rep. Sykes

9:00AM Rep. Darrow called the meeting to order and began with the Pledge of Allegiance led by Rep. Townsend

Sheriff's Department/Dispatch – Sheriff Dutile

Sheriff's Department Expense

Overtime – Sheriff Dutile stated that there is a \$5,000 increase due to of cost of living and step increases.

Bailiff – There is a \$10,000 increase in this line. Sheriff Dutile explained that the Bailiff's line is a 100% wash line item; the state reimburses the county for those expenses.

Forest Patrol – This is a 100% wash line item as well.

Rep. Townsend asked why the Deputies overtime line has increased and where does the overtime get used. Sheriff Dutile explained that while the number of inmates per transport is down the transports are still the same. They are taking fewer people but the numbers of trips are the same. He noted that most overtime is afterhours. He stated that IEA's are mandated trips to other state hospitals and those trips are up almost 50% from last year.

Rep. Abel asked Sheriff Dutile if in looking over the next several years he sees anything on the horizon that would affect his department. Sheriff Dutile stated that as of right now he does not foresee anything.

Dispatch Expense

Director Andross stated that his expense budget shows very few changes. He noted that there is a decrease in the wages line due to a few people leaving and hiring new people at a lower wage. Overtime is up as well due to a lack of part time employees to cover shifts.

Rep. Townsend asked what Director Andross has for vehicles. Director Andross stated that he has a 2005 Ford excursion and that is used to tow a 28ft mobile communications trailer. He stated that the main purpose for that trailer is to be a backup dispatch center incase they need to evacuate the main facility.

Sheriff Capital

Sheriff Dutile stated that this year they are going to try and cut back to purchasing two (2) cruisers versus three (3). He stated that this will take a couple of years to see if they are going to have more repair costs.

Rep. Townsend asked if there has been any thought of using hybrid vehicles. Sheriff Dutile said that they have researched it but they were told the hybrids won't handle the electronic equipment in the cruisers.

Sheriff Revenue

Rep. Erin Hennessey asked why the District Court Prisoner line has decreased. Sheriff Dutile stated that video arraignment has taken place of that.

Rep. Abel asked why there is an increase in dispatch fees. Director Andross explained that they calculate dispatch billing on an April – March basis to calculate new fees. He had not calculated the actual fees for FY 17 when the budget was prepared, so the figure was an estimate. The fees are based on the operating budget; 75-80% of what they do in dispatch is for the towns and municipal agencies that they provide service for.

Dispatch Capital Reserve

CA Libby stated that this is a self-funded reserve account that is not paid for with taxpayer money. They put in 10% of dispatch billing fees each year. The Delegation votes on that both the contribution to the capital reserve fund and an expenditures out of it at their budget vote meeting.

Director Andross discussed the various items on his capital reserve.

Rep. Gionet asked if they work on their own equipment. Director Andross stated that they do as much as they can.

Rep. Abel and Rep. Erin Hennessey both stated that they feel the 10% that gets put into the Dispatch Capital Reserve account needs to be shown somewhere in the budget. CA Libby explained that it is not a part of the budget and that the auditors have requested they do it this way.

Farm – Donnie Kimball

Expense

Rep. Erin Hennessey asked why the feed for chickens has gone up. FM Kimball stated that they bought new chickens increased the amount from 75-100.

Rep. Townsend stated that there is talk about preventive antibiotic use. He asked if FM Kimball uses that. FM Kimball stated that they do. A vet comes out once a month and they track everything that is used.

Rep. Darrow asked how long equipment lasts. FM Kimball said that he tries to get ten (10) good years out of equipment.

Capital

FM Kimball stated that he needs a manure spreader to replace the old one. The old one is beyond repair at this point.

FM Kimball explained that his 2003 pickup truck is rusted out and needs to be replaced. He stated that he would try to get a fairly good used one.

Feed Cart – FM Kimball explained that this is the feed cart that is inside the barn. He stated that they have done repairs on it but it needs to be replaced.

Revenue

Sale of milk – FM Kimball stated that he kept it at \$18 and hopes that the price of milk will go up the second half of next fiscal year.

Livestock – The farm usually has about 170 animals but right now they have about 190 so FM Kimball stated that he has increased that line \$10,000.

Sale of Wood – FM Kimball stated that this is only done every five (5) years and they had a good sale this year.

Human Resources – Director Karen Clough

HRD Clough stated that she has a straight forward budget. It is down by .8%

HRD Clough explained that 80% of Human Resources budget is allocated to the nursing home for services provided to them.

She noted that four (4) line items that have increased. The HR Staff line item has increased due to a reorganization of the office. She explained that they upgraded the HR clerk to an HR assistant which was a higher grade level due to having more responsibilities. They health insurance has increased due to the same staff reorganization.

Office Supply line – HRD Clough stated that this line is based off of usage

Advertising and PR – She stated this is based on usage as well. They have been doing a lot of advertising for LNA’s and nurses, as well as bigger positions they have had to advertise for.

Travel Expense line –HRD Clough 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. They have increased this line item to cover those various trips to Concord. This line item also covers travel to various affiliate meetings as well as most educational trainings at Primex which are free trainings but there is mileage reimbursement.

Attorney’s Office – Atty. Lara Saffo

Atty. Saffo handed out the attached presentation on her FY17 budget.

Atty. Saffo stated that there are two (2) increases in her expense line which are both are offset by grants.

Rep. Erin Hennessey asked what the dues and licenses cover. Atty. Saffo stated that this line item covers their Lexis Nexis, Karpel and their courtroom software. She noted that the courtroom software was not in her budget last year, it was in last year’s IT budget.

Rep. Gionet asked about the \$3,400 in bar dues. Atty. Saffo explained that the bar dues mandatory dues if they want to practice law in New Hampshire.

Litigation fees – Atty. Saffo explained that any expense associated with a trial come out of litigation fees. There was not a specific line item for this expense in the FY16 budget, it was in the supply line but they have separated it out this year.

Revenue

County Attorney Saffo explained her revenue is mainly grants: the VOCA (Victims of Crime Act) VAWA (Violence Against Women Act). Last year we were not sure if we were going to receive the VOCA grant so we did not budget for it. We did receive \$32,500. FY 2017 we will be receiving \$50K. We will again receive \$30K from the VAWA grant which is used to offset the salary of an attorney. Finally Circuit Court Prosecution will be received to offset the expenses associated with the new Haverhill prosecutor. The County has hired this attorney and the town of Haverhill will reimburse the county for all the expenses associated with this position.

Alternative Sentencing – Director Bill Gilding

ASD Gilding stated that this budget was prepared prior to him coming on board. He said that he has reviewed it and will do his best. He stated that he does believe based on conversations with the Commissioners and CA Libby if he were to do what was expected of the previous year's director he could accomplish what is there for next year, however he believes the burden should not fall upon the entire county to take care of the traumatized people that live in this county and the recovery of the addicts that live in this area. He discussed the National Drug Court conference in California that he just returned from and what needs to be done in order to bring this to the new level that follows national standards which is based on best practices. He stated that it was the most powerful conference that he has been too. He noted that if he brings these treatment programs to the national standards he will be able to get money allocated from the state in the amount of \$150,000. He further discussed his plans for Alternative Sentencing with the Committee.

Revenue

CA Libby stated that the increase in revenue is mainly due to the Adult Diversion program that they just started up in December.

Rep. Abel asked who pays for the fee for service. ASD Gilding stated that the fee for service is paid for by each individual participant.

11:36 AM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk