

EXECUTIVE COMMITTEE BUDGET MEETING
Administrative Building
UNH Coop Extension Conference Room
3855 Dartmouth College Highway
North Haverhill, NH
June 8th, 2021

PRESENT: Rep. Sykes, Greeson, Murphy, Weston, Abel, Egan, Folsom, Gordon, Ladd.
Commissioners Ahern, Lauer, Piper, FD Libby, CA Dorsett, Jessica Jackson

ALSO: Supt. Oakes, Donna Lee, ASD DePalo, ITM Ruggles, Sheriff Stiegler, Dir Andross,
Susan Duncan

Rep. Sykes called the meeting to order at 3:01 PM.

Rep. Sykes read the following statement:

GRAFTON COUNTY

RIGHT-TO-KNOW LAW MEETING CHECKLIST

As Chair of the Grafton County Delegation, due to COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Board is authorized to meet electronically.

Please note that there is a physical location to observe and listen contemporaneously to the meeting, at 3855 Dartmouth College Highway, No. Haverhill, NH. However, in accordance with the Emergency Order, this is to confirm we are:

- a. Providing public access to the meeting by telephone, with additional possibilities by video or other electronic means;
 - a. We are utilizing the Zoom platform for the electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting through dialing the following phone #1 646 558 8656 and using Meeting ID849 3770 5955 Passcode: 177096, or by clicking the following website address:
www.co.grafton.nh.us
- b. Providing public notice of the necessary information for accessing this meeting:
 - a. We previously gave notice to the public of how to access the meeting using Zoom and instructions are provided on the Grafton County website at: www.co.grafton.nh.us.
 - b. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - a. If anybody has a problem, please call Andrew Dorsett at (802)745-7360 or the Grafton County Commissioners' Office at: (603) 787-6941
 - b. Adjourning the meeting if the public is unable to access the meeting:
 - a. In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Rep. Weston called the attendance roll call. Rep. Abel "here" and his wife Roberta Burner is in the room with him. Rep. Egan "here" and no one is in the room with him. Rep. Folsom "here" and no one is in the room with her. Rep. Gordon "here" at Grafton County Complex. Rep. Greeson, not present for roll call. Rep. Ladd, not present for roll call. Rep. Murphy "here" and no one is in the room with him. Rep. Sykes "here" at Grafton County Complex. Rep. Weston "here" and no one is in the room with her. Seven (7) members were present and a quorum was declared.

Jim Oakes - Maintenance Department

Supt.: Oakes presented his summary of the Maintenance Department Budget:

FY22 MAINT. DEPT. REPAIR & MAINTENANCE BUDGET – SUMMARY

FY21 Overall Budget (before allocations) - **\$1,428,092**

FY22 Overall Budget (before allocations) - **\$1,512,949**

(Difference **\$84,857** / Overall Increase **5.94%**)

Wages & Benefits (accounts 001 – 130) are generally up based on merit increases to eligible employees and cost of living increases. A decrease in health insurance due to a change in employees and healthcare choices is offset by rising retirement costs.

Contract Maintenance (accounts 291 – 299) are up across the board due to inflationary costs and more expensive reoccurring maintenance requirements that are due this year. Examples are listed below.

- Automatic Transfer Switch (ATS) Preventative Maintenance (PM)
- Generators are due major PM this year
- Starting a new Building Automation System PM program and JACE licensing requirements
- More frequent pumping of in-ground grease traps

Electricity (accounts 619 – 627) GV rates are up slightly and G rates are down slightly due to ongoing tariff structure changes. Most buildings have experienced stable kWh usage.

Exception

- Courthouse (account 620) is estimated to increase 30,000 kWh based an increase in outside air to mitigate Covid-19 concerns, resulting also in elevated mechanical cooling and heating costs.

Water (accounts 629 – 638) despite a 5% rate hike projected for January 2022, decreased water use will keep costs fairly flat.

Sewage (accounts 639 – 647) despite a 5% rate hike projected for January 2022, decreased water use will keep costs fairly flat.

Fuels (accounts 649 – 658) costs in propane and diesel will increase but will be offset by slight reductions in propane and wood chip usage.

Repair & Maintenance (accounts 805 – 838) are slightly up due to inflationary costs or increased contingency for unexpected repairs.

Exception – Account 812 is down significantly since we have no planned flooring replacement plans like we did in FY22.

Supt. Oakes explained that overall, the budget is up. Wages & benefits account for a very small portion, and Contract Maintenance is the main reason for increases. He also wanted to allow funds for unexpected repairs, stating that the HVAC system is quite old, and he is seeing more repairs needed there over time.

Rep. Gordon inquired about the contracted services line for the DOC facility as it had increased substantially. Supt. Oakes explained that the facility is almost 10 years old, and has a number of maintenance services due. Whenever his department performs a major PM on the generator, for instance, the oil service alone costs \$3500. The DOC facility also has a 10-year inspection due on their sprinkler system, which is quite expensive.

Rep. Abel asked if there were any capital repairs that were not included in the budget that Supt. Oakes hoped would have been taken care of in 2022. Supt. Oakes stated that he has been begging to pave the parking lots for a few years. A couple years ago, a portion was done, but he would really like to finish the rest, especially the Nursing Home. Supt. Oakes added that he would hold off on paving the Courthouse lot because of the recent assessment of the building. He also explained that the brunt of the cost for paving would be carried by the Nursing Home budget and that the advantage to this is Medicaid reimbursement.

Rep. Gordon asked Supt. Oakes's opinion about the Courthouse, and whether or not Supt. Oakes believed the Courthouse to be unretrievable in the manner in which it sits. Supt. Oakes explained that the building as it sits currently needs a lot of work in terms of code. He has been cataloging different issues that need to be addressed in the building and bringing these issues to the Board of Commissioners. They had agreed to hire E.H. Danson to evaluate the Courthouse and confirmed a number of issues he knew about and more, in particular, the sprinkler system which is required due to the size of the building. Supt. Oakes explained that there is a lot of asbestos in the ceilings, so trying to get to anything mechanical in the ceiling turns into an asbestos abatement project. The mechanical equipment, albeit well-maintained, is original to the 70s. There is no insulation. To renovate the entire building and expand space is \$36,500,000. Based on program needs, the building would require a 33,000 sq/ft addition, which would still cost \$12-15 million. A new building, plus tearing down the old one, plus putting in a parking lot is \$34 million. Supt. Oakes stated that he doesn't imagine the Commissioners will make a decision until they know where the State stands on the issue.

CA Dorsett added that he had some initial conversations to get the discussion going and that he and the Commissioners are in the early stages of thinking about solutions. He was thinking about a 20-year bond solution, as a per-square-foot lease would be a feasible option. Rep. Sykes added that he would like to know the structure of the process the Commissioners will use in order to look into this in more detail so they as the Executive Board can appraise the delegates and their constituents. He wants to take positive steps so that all involved can all engage in a process that makes sense. Commissioner Piper confirmed that the Commissioners had only recently received the information, so they are still in early planning stages.

Donna Lee - UNH Extension

At 3:29 PM, Donna Lee joined the meeting to present the UNH Extension budget. She reported that her team is back in their office as of that day, and that her budget was straightforward. She explained that the only change on the salary line from last year is the dairy state specialist position, and that this position has not been rehired for the next fiscal year.

Rep. Sykes noted that the Grafton County Farm Bureau is having an event in Lebanon (110 Stores Hill Road) on June 26th and wanted to know if the UNH Extension was involved with this. Donna stated that she was not aware of this event, but would ask Heather Bryant about it. Rep. Gordon asked how many active 4H clubs there were. Donna confirmed there were approximately 12 in the County, and that much of their programming comes from a lot of small family farming due to COVID.

Donna also provided a handout to the Committee, "A Year in Review 2020", which is enclosed at the end of these minutes.

Renee DePalo - Alternative Sentencing

At 3:39 PM, ASD DePalo presented the Alternative Sentencing budget to the Committee. She stated that she had previously presented the budget to the FD and Commissioners, and that a lot was taken into consideration based around COVID. ASD DePalo highlighted the following items:

- The biggest piece to note was the decrease for VCD and CADY (\$80K).
- Increases in salary were due to COLA and merit increases.
- Her department no longer has a County vehicle. That's something they don't have right now but hope to have again in the future.
- She had decreased the education/training by \$1K. ASD DePalo explained that COVID had a big impact on this line in particular, but hopefully most certifications can be carried through the next FY. These certifications are important because they increase revenue.
- Regarding the GPS monitoring system, Alternative Sentencing is going to start charging people for use of their bracelets so this will hopefully offset costs.
- The case management line is changed due to the removal of VCD and CADY funding.
- COVID expenses is a new line item. ASD DePalo added \$1K to this line in reviewing what her department spent over the last year.

- Graduation expenses decreased as they have not been in person and therefore have not had too many graduations. ASD DePalo did note that this line will increase eventually.
- Travel expenses decreased since her department is not traveling much.

Rep. Sykes noticed that the Alternative Sentencing revenue is increased from \$67K to \$80K, but that the actuals are only at \$46K and wanted to know how they intended to reach this figure. ASD DePalo explained that this was Alternative Sentencing's first year working with insurance companies. Anything that the ASD drug counselor handles is billable via insurance. Additionally, ASD DePalo will be certified for mental health which is also billable via insurance.

Both Rep. Sykes and Abel were concerned about how services were remaining the same given the cuts, and how services were being objectively measured. Rep. Abel did not want to see other organizations going out of business because of the \$80K in cuts. ASD DePalo explained that her department preferred to narrow their service area because many other agencies such as CADY and VCD were serving across the County. She also confirmed that both CADY and VCD had reported securing their funding and were therefore able to continue services. ASD DePalo explained that both of these organizations are eligible for federal funding whereas her department is not because her department is considered public sector.

ASD DePalo added that the only time someone could fall through the cracks is when a Police Department forgets to send a referral. She confirmed that all organizations will continue to work together on their efforts to ensure service, and added that the decision to cut funding did not come lightly but was something discussed prior to her tenure. She does not want to see any agency go out of business, but believes them when they say they secured the funding, and that they will continue applying to those grants.

Rep. Gordon stated that he presumes ASD DePalo believes the service she provides is valuable, and that once a kid is "branded as delinquent", they usually end up in the criminal system without diversion. If the County can send kids to diversion instead of the criminal system, it saves the County money. ASD DePalo confirmed that everyone is still committed to providing the same level of service as they have been.

Commissioner Piper stated that, additional to the conversation regarding how services were being objectively measured, she had received a revised request from CADY and VCD. CADY and VCD had previously reported their numbers to Grafton County, which helped with this measurability. Unfortunately, the BOC had received a revised request from CADY and VCD, and that with this new arrangement in the Commissioners' Proposed Budget, CADY and VCD will not provide Grafton County with the numbers. They are asking to be reconsidered for social service funding, but they are not a social service according to the Board's narrowed definitions and targets. CADY and VCD want to be recategorized from contracted services to social services. Rep. Sykes requested this email be sent to him to help inform his discussions with the delegation. ASD DePalo confirmed she can still obtain data and numbers from the state, but they would be Grafton specific.

Rep. Gordon stated that his understanding when this was proposed is that her diversion services were going to provide services for the entire County, and that this has since been changed to separate territories. Is it true that her department would be looked to to provide services for the whole County? ASD DePalo explained that CADY and VCD wanted to keep their respective areas, but that Grafton Alternative Sentencing is happy to be a backup. Rep. Gordon asked if her department would have required more money in order to provide services for the entire County or could it have been done with the current budget request. ASD DePalo stated that it would have done within the budget request. Rep. Gordon stated that if that is the case, he doesn't understand how she could pick up the extra workload with the staff she has. ASD DePalo explained that throughout the years, VCD and CADY served 20-30 juveniles annually. Grafton County serves 35, so they are accustomed to large case loads. The positioning of work shifts make it possible to serve multiple demographics, and while it could be very busy, it is manageable.

Brent Ruggles - IT Department

At 4:04 PM, ITM Ruggles presented the IT budget to the Committee. His Summary is as follows:

6-8-21 - Detailed information requested from Representative Sykes and Gordon from the IT Managers IT Budget Presentation on Line Item increases that were presented to the Executive Committee on June 8th at 4:15 PM in the Cooperative Extension Meeting Room (page 14 of the Commissioners Proposed 2022 Fiscal Year Budget)

Account Number 01-4135-290 - Contracted Services

Increase \$20,800

IT Department - Items

- Requesting \$6,500 for Technical Support Contract for Outside Support on our Layer 3 Network Switch Equipment for Campus
- Requesting \$10,000 for Outside Consulting to complete Email Server Migration to New Email File Server and changes to Network

Sheriff's Office - Item

- Requesting \$10,000 for Outside Network Consulting for new Dispatch Software Project. To assist with setup of new Networks and Routers and connectivity for remote police agencies.

Account Number 01-4135-690 - Internet Access

Increase \$2,500

IT Department - Item

- Requesting \$2,500 to Increase Internet Bandwidth for Campus to accommodate extra demand.

Account Number 01-4135-690 – Equipment Repair and Maintenance

Increase \$7,700

IT Department

- Requesting \$7,700 to stock Replacement critical PC Desktop Equipment. Current stock is depleted. Global Supply chain is broken due to pandemic. We use to get replacements after placing an order in 2-3 days and it now is taking over 7-8 weeks to get a replacement PC, Laptop, Printer or Battery Backup system, some systems are taking longer.

Items

- Spare PC's and or Laptops
- Replacement Printers
- Replacement Battery Backup Units

Account Number 01-4135-970 – New Equipment

Increase \$10,780

- Requesting \$10,780 to purchase the following pieces of equipment.

IT Department – Replacement Sonicwall SMA VPN Appliance - \$2,330

HR Department – Replacement Laptop - \$1,200

Sheriff's Office – 2 Replacement Desktop PC's - \$1,400

Maintenance Department – Blue Print Scanner - \$3,200, 3 Laptops - \$2,400, Replacement Printer - \$250.

ITM Ruggles added that there was a large increase requested for software maintenance renewal from Dir. Andross to replace his dispatch software in the amount of \$240K, and that Dir. Andross would further explain this request.

Dispatch Software Maintenance

Dir. Andross joined the conversation to speak about the software maintenance renewal request, and explained that the project that ITM Ruggles is referencing is a replacement of Dispatch's CAD records and civil software. They have been a customer of IMC for 19 years now, and this company has been bought and sold six (6) times in the last four (4) years. Because of this, IMC is no longer a local company. Tech support has fallen through the floor, and IMC is pretty much "bandaiding" the software to keep it functioning. The software is as old as the company is, which is 30 years. It is antiquated and a DOS-based program with a number of security issues that his department worries about daily. The software was also not built to do regional work.

For the past 18-20 months, Dir. Andross has been researching software options to ensure the best solution and has been working through North Country Consortium for Grafton and Coos County. Dir. Andross has gotten IMC to work with his department to ensure their various agencies are integrated onto their server. He is proposing to replace their outdated software with new software, and stated that the chosen vendor will likely be the same one that is launched with the NH State Police. His department has looked at a number of solutions and have narrowed it down to three (3) finalists. They have involved and invited managers of records and communications throughout the County, and it is their hope that everyone in the region will adopt the same solution.

Rep. Sykes stated that he understands that providing dispatch services generates revenue but that it is a competitive marketplace and that this appears to be an effort to build a better level of service to the towns and districts. Rep. Sykes asked if this was a revenue possibility based on the services Dispatch will be providing. Dir. Andross explained that he did adjust the budget to accommodate the change in projected revenue. With the current software, towns pay IMC directly for maintenance, but with the software change, Dispatch will cover the cost and recoup the expenses through fees.

Rep. Gordon wanted to know how this change would impact the overall contract price. Dir. Andross explained that the contracts do not address annual billing and are based on usage of activity. There is no fixed price and rates are assessed based on activity in the dispatch center as a percentage of their usage.

Rep. Gordon asked why the cost of software was not included in the Sheriff's Department budget instead of IT. FD Libby explained that the IT budget serves multiple departments with the exception of the Register of Deeds.

IT Capital Request

ITM Ruggles reviewed the following items in his IT Capital Request budget:

- Request for a scale server cluster which allows his department to run multiple servers. (\$17K)
- Windows server licenses, required for server use. (\$15K)
- ITM Ruggles reported that his department had a failure of a server cluster last year and that this system is gone, so he is requesting \$73K funding to replace that system this year.
- The new server cluster means his department would also need to procure a windows server license for an additional \$41K.
- ITM Ruggles reported that two (2) server clusters need to be replaced soon that are nearing six (6) years old. He is hoping to offset these with the new server cluster, and his department will have four (4) when done. This is an expense that will likely come up again in the future.

Jeff Stiegler - Sheriff's Department

At 4:34 PM, Sheriff Stiegler presented his proposed budget to the Committee.

Revenue

Sheriff Stiegler reported that COVID had caused a significant decrease in revenue projections. He is hopeful that SB77 will potentially increase fees to the Sheriff's Department (SD), which have not increased in 17 years. The SD has seen an uptick in civil services, transports, etc. Sheriff Stiegler stated that with regards to the bottom line, it is not fair to forecast the same revenue as they have in the past and that he would prefer to be pessimistic/err on the side of caution. Overall fees are projected at \$110K. SD Staff who are working court security are working half days versus full days, and Sheriff Stiegler did not think courts would be at full

capacity until August so this revenue is down. He added that he thinks it's great that his department is reimbursed by the state for transports, but that it is so much better to utilize electronic technology for arraignments, pre-trial motions, etc. as moving people from state-to-state can be challenging and costly.

Rep. Gordon inquired about the DOJ grant of \$171K which was previously held by the SD. Sheriff Stiegler explained that his department had applied for a \$341K VAWA grant to hire an investigator specifically for domestic violence, cyber stalking, sexual assaults, etc. but that they were denied this grant last year even though they were backed by the Attorney General and were the only applicant. The SD was looking to apply for the same grant this year which is \$500K, but for a 4 year term instead of a 5 year, which is more difficult to manage so they decided to forego application.

Rep. Gordon inquired about the large increase in dispatch fees under revenue.

Dir. Andross explained that the change in dispatch fees had occurred for two (2) reasons: 1. The beginning of addressing software costs, and 2. Starting August 2nd, Dispatch is providing service to a number of towns they have not provided service to in previous years, that are currently being served by NH Dept of Transportation Communications Center. These towns came looking for help, and Dir. Andross thinks his department can help, so these towns will be paying fees for Dispatch services.

Operational Budget

- Sheriff Stiegler reported that the Deputies OT line was reduced because he didn't think they needed \$50K.
- Salaries are increased based on merit and COLA increases.
- There was a slight uptick in Health insurance due to rate changes.
- The Commissioners decided to scale back on training requests which reduced the education/conference line.
- The Special Deputies line increased slightly due to State-mandated training.
- The Forensic Investigations increased. Sheriff Stiegler explained that the system they use to extract data from electronic devices went up significantly. Rep. Gordon asked if this would be an ongoing expense and Sheriff Stiegler explained that he expects to see a market with some competition so that his department will have more options in the future.
- There is an increase in uniform allowance as the SD is hiring two (2) new people who were given conditional offers. He lowballed this number and will repurpose some uniform elements.
- There have not been a lot of extraditions due to COVID but Sheriff Stiegler expects to see more as everything opens back up.

Rep. Sykes noted that the Contracted Special Duties line changed significantly and asked the reason for the reduction. Sheriff Stiegler explained that he had met with the Commissioners and they had discovered there were many different rates with various vendors. Sheriff Stiegler felt there should be only one rate only with the exception of non-profits. His department had significant contracted duties with the White Mtn. National Forest and other organizations, and

also periodically performed security at hospitals. He explained that these kobs are sporadic, but he has a better idea of how much the SD took in last year which allowed the reduction.

Capital Outlay

Cruisers - Sheriff Stiegler explained that historically his department purchased three (3) cruisers a year. As there have not as many services and transports, his department saved money. One of their three-year-old cars can likely make it another year, but he is requesting two (2) new cars. Rep. Gordon asked if his department had considered hybrid or electronic vehicles. Sheriff Stiegler stated that his department had purchased a Ford F-150 as a more “practical” vehicle about a year ago because his staff tends to go on very long trips and the comfort of this vehicle relieves the anxiety of transports. The Ford F-150 worked out great. He also stated that four-wheel-drive is an important feature for their service area given the weather and road conditions, so this vehicle provided increased safety. Sheriff Stiegler noted that next year, the F-150 model is coming out as electric, so that is something to consider.

Cruiser Safety Equipment - These are the blue lights on the police vehicles. The SD has some aging equipment that needs replacement. Cost is \$7500 per car.

Watchguard Replacement - Sheriff Stiegler stated that this is something his department looked at last year. They record every transport using on-board cameras and body cameras. It was going to be \$100K to do all 12 cars. Last year was more expensive because his department needed a new server and they implemented body cameras as well. Sheriff Stiegler explained that the body camera and cruiser camera work in tandem and that he has asked for two (2) replacements this FY.

Tom Andross - Dispatch Department

At 5:02 PM, Dir. Andross presented the proposed Dispatch budget to the Committee.

Dir. Andross explained that on line 004 (Dispatchers), he had asked in his presentation to the Commissioners for an additional FT dispatcher position to begin at $\frac{3}{4}$ of the year. The reason for this request is due to the Dispatch department providing service in new areas and although they have a guess about the impact these agencies will have on their people, they won't know the true impact until they are already serving them. In the idea of serving current customers and new customers, Dir. Andross asked for another position to be funded in case his department needs additional support. The Commissioners did not approve this line.

Regarding the health insurance line, Dir. Andross reported his department has two (2) brand new dispatchers filling open positions, and that he does not yet know where they will end up in the plan scheme so this number may be off. He explained that the retirement change is due to the rate change in the system. The increases in lines 820 and 980 are in relation to the new services being provided in the Lancaster area. His department will be absorbing/connecting to their radio system, and he can save money by combining their plans. Dir. Andross added that Lancaster has one of the newest radio systems in the state.

Capital Reserve

Dir. Andross explained that there was nothing too unusual in this portion of the budget except for the last line item. The MBT replacements refer to the computer systems that are in the Dispatch vehicles. This was cut in half last year so his department could save on that expense, but this is back to where it always was. Dir. Andross added that his department had just signed on with a new vendor which will save on money.

Dir. Andross asked the Committee to consider a change to his initial request on the "Communications Infrastructure" line, and wanted to increase this from \$25K to \$50K. This is due to his department replacing their radio infrastructure. His department had secured \$900K in Federal Homeland Security funding for this project, but this grant is not going to cover everything. For instance, it will not cover antennae, batteries, and ancillary equipment.

Rep. Sykes asked if this would impact the tax rate and Dir. Andross confirmed that the Capital Reserve is funded by Dispatch revenue. He is working on this with FD Libby but anticipates at the end of the current fiscal year, there will be about \$69K in the Capital Reserve. Dir. Andross added that each year, the delegation makes a move of funds into the Capital Reserve account.

Other

At 5:14 PM, the Committee addressed Rep. Abel's question about using ARPA funds, and what impact will be on FY 22. Both FD Libby and Rep. Sykes confirmed that there was no plan yet. Rep. Sykes added that he has asked that the Executive Board be involved in the decisions.

At 5:15 PM, with no further business, the meeting adjourned.

Sincerely,


Joyce Weston, Clerk