

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 12th, 2017

PRESENT: Representatives, Sykes, Abel, Smith, Darrow, Binford, Schwaegler, Erin Hennessey and Campion. Commissioners Lauer, Piper and Ahern. County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Farm Manager Donnie Kimball, County Attorney Saffo, Register of Deeds Kelley Monahan, IT Manager Brent Ruggles

EXCUSED: Rep. Maes

9:00AM Rep. Sykes called the meeting to order

Farm – Manager Donnie Kimball

Revenue

Sale of Milk – FM Kimball stated he budgeted to sell 2.2 million lbs. of milk at \$18.00 per hundredweight.

Sale of Livestock – This line item increased \$10,000. He stated that their herd is built up and they are able to sell some to help offset the price of milk.

Sale of Produce – FM Kimball stated that he has been reaching his projected revenue the last few years on sale of produce at the farm stand. He budgeted \$60,000.

Misc. – FM Kimball stated they are getting extra feed which helps this line out.

FM Kimball stated that his total projected revenue for FY18 is \$534,761.00

Rep. Schwaegler asked FM Kimball if there were any other sources of revenue in the future that he could look into such as raspberries or other fruits. FM Kimball stated that it is tough because he does not want to hurt other local farmers who sell those products as they pay county taxes as well.

He stated that they are focusing on their dairy production. They are the last standing county dairy farm and are the number one (1) dairy farm in the state for productivity.

Expense

Sawdust – He stated that he had to increase this line roughly \$4,500.

Equipment Repair and Maintenance - FM Kimball stated that this line item is increased by \$3,000 to replace tires for one (1) of his tractors that he had budgeted to replace in his capital budget but it was not funded.

Rep. Abel stated that if we look at the figures that are on the budget it looks like the farm is running a deficit of \$63,000 in terms of the revenue and expenses but there are all these things that can't be shown in the budget for donations. He stated that they cannot be too hard on the farm budget because it is skewed with the all of the donations that are made. Rep. Binford stated that they are not looking at the full aspect of the farm. He stated that if there is a way to find out the amount of produce that is being donated as well as what all the labor would cost that could give them a better idea of the overall farm operation.

Rep. Hennessey commended FM Kimball on the farm deficit for FY18 being cut in half from where it was in FY17. She stated that she feels looking at other sources of revenue to reduce that deficit even further would be a great benefit to the county.

Sheriff's Dept./Dispatch- Sheriff Doug Dutile & Director of Communications Tom Andross

Revenue

Sheriff Dutile stated that their overall projected revenue increased over FY17.

District Court Prisoners – Sheriff Dutile explained that this line item is when they take prisoners to the District Courts. They receive a flat rate of \$65 a day no matter how many transports are made.

Rep. Campion asked why the DCYF Transports have decreased. Sheriff Dutile stated there are no beds available for juveniles so the numbers of transports have decreased.

Sheriff's Department Expense

Sheriff Dutile stated that 95% of what they do is mandated by law. There have been no large increases in his budget for FY18.

Rep. Hennessey asked about the Out of State Expense line and what it is used for. Sheriff Dutile explained that once a letter for a felony level court arraignment is sent out it is the Sheriff's Department's responsibility to find that person if they do not show up for court no matter where they are located and this line item covers any costs associated with that.

Rep. Abel asked how video arraignments have affected the inmate transports. Sheriff Dutile stated that the number of transports that are being made have stayed about the same but the number of inmates per transport have decreased.

Capital

Sheriff Dutile stated they are requested three (3) new cruisers this year. The total cost of \$91,767.00 includes all the equipment needed for the cruisers as well.

Dispatch Revenue

Rep. Abel asked how dispatch billing is calculated. Director Andross explained that the billing is based on a percentage of usage. He stated that they feel this is the fairest way to bill for the services.

Expense

Director Andross stated that the increases in his expense budget are all due to salary and benefits.

Dispatch Capital Reserve

Director Andross explained to the Commissioners that the Dispatch Capital Reserve account was created many years ago. It is its own account that does not have any impact to the taxpayers. The Delegation takes 10% of the revenue coming back from the dispatch fees and puts that into the capital reserve account. They then spend out of that account with the permission of the Commissioners and Delegation for things that are related to Communications only. Rep. Erin Hennessey asked how much is in the account. County Administrator Libby stated that they currently have \$168,208.01

Director Andross discussed the various items budgeted in his Capital Reserve account for FY18.

County Attorney's Office – Attorney Lara Saffo & Office Administrator Alison Farina

Expense

Medical Referee – CA Saffo stated that this line item is increased slightly based on this year's numbers.

County Attorney's Office

Atty. Saffo stated that she has a \$237,125.00 increase in the salary and benefit lines. She stated that she is requested a new assistant county attorney as well as one (1) new clerical position. She noted that one position is also being upgraded from part time to full time.

Travel – Atty. Saffo noted that they do have a county car that they use but with seventeen (17) staff members that car is not always available so they have increased that line item \$2,000 to cover extra travel costs.

Victim Witness

Atty. Saffo stated that the main increases are salary and benefits related. She noted that one of the positions was upgraded as a part of the HR Wage Study.

Atty. Saffo explained her need for a new Assistant County Attorney due to an increase in number/complexity of caseloads and the implementation of felonies first. She answered various questions from the Committee.

Rep. Abel asked what a rough number would be to add a second attorney position. CA Libby stated that for salary and benefits they have budgeted roughly \$91,000. Rep. Abel stated that this seems like a much needed position and maybe they should look elsewhere in the budget to make cuts.

Atty. Saffo noted that they just filled a vacant position in the Victim Witness department. She stated that the employee was a transfer from another department who has a higher insurance plan than the employee who left. She explained that there is normally a three (3) month window when there is no insurance for a new employee but because this was a transfer from another department they do not have that window. She stated that she needs to increase the health insurance line in that department by \$10,000. She also needs to increase the wage line by \$1,632.

Information Technology – Manager Brent Ruggles

Expense

Contracted Services – ITM Ruggles stated that there is an increase in this line item of roughly \$4,000. He explained that this is due to a need for additional consultation.

New Equipment – ITM Ruggles stated that there is an increase of roughly \$7,500. He discussed the various equipment throughout the campus that he has budgeted to replace with the Committee.

Software – ITM Ruggles stated that there is an increase in the software line item and discussed each of the various increases with the Committee. The Committee requested to have that list of items sent to them.

Capital

ITM Ruggles discussed the various capital budget items with the Committee.

He noted one of the large items on the list is the replacement of twenty (20) PC's at the Department of Corrections which are a part of his replacement plan for PC's across the complex.

He also noted the purchase of a scale computing storage system which will allow for additional network storage and backup. This is a thirty – six (36) month lease and the cost in FY18 will be \$21,850.00.

ITM Ruggles stated that his total Capital budget is \$88,634.00.

Rep. Abel asked if there was a revenue line item for the services that the IT Department provides to various Police Departments. ITM Ruggles stated that they do not charge for the services provided. He explained that it was requested from Director Andross to provide these services and he is not sure how Dispatch goes about billing for services and that question would be best directed to Director Andross.

Register of Deeds – Kelley Monahan

Revenue

RD Monahan noted that there is no significant change in her projected revenue from FY17.

Expense

New Hire – RD Monahan stated that they have been down one (1) employee for two (2) years. A member of the staff is considering retirement. She noted that it is imperative that they hire someone and have agreed to put off that new hire six (6) months into the fiscal year.

Rep. Sykes asked if there was some way to change scheduling to accommodate overtime. RD Monahan stated that she has all veteran staff and does not feel that she should change their schedules at this time. She also noted that with the work that is performed in her office she needs her staff working the same schedules as they all work together.

Education and Conference – RD Monahan stated that she will not be attending the PRIA Conference in Nashville or the Fidler Conference in Davenport. She will attend the NHAC Conference in Portsmouth in September, for the one (1) day that the Register of Deeds Affiliate holds their annual meeting with speaker.

Rep. Sykes asked what the breakdown would be for this new position. CA Libby stated that they have budgeted \$26,526.62 in the budget for six (6) months of that position.

Travel – RD Monahan stated that their affiliate has relied more on conference calls for their meetings so there is a decrease in this line item.

Capital Reserve

RD Monahan discussed her items under equipment repair and maintenance as well as equipment rental with the Executive Committee.

New Equipment – RD Monahan stated that she would like to use the open space in the basement to display their historic books and artifacts. She is requesting \$13,000 for museum quality cabinets that will provide security and control humidity. She is also requesting the purchase of new Mylar cabinets.

Rep. Abel asked for an explanation of the surcharge account and where the money comes from.

12:05 PM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk