

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 16th, 2017

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

OTHERS PRESENT: Register of Deeds Monahan, County Attorney Saffo, Human Services Administrator Nancy Bishop.

EXCUSED: Rep. Binford and Rep. Schwaegler

9:15AM Rep. Sykes called the meeting to order

Rep. Sykes asked CA Libby what departments have reserve accounts. CA Libby stated that the Nursing Home and Dispatch have Capital Reserve Accounts and the Register of Deeds has a Surcharge account which is a different type of account that is statutorily required.

CA Libby reviewed the financial reports with the Committee and explained where they are at with the budget as of their meeting. She discussed the changes that have been made since the Commissioners presented their budget. She noted that it reduced the tax increase from a 5.7% increase to a 4.93% increase

Revenue

Abandoned Property – CA Libby stated that the average payment the last six (6) years has been \$77,131.50 and that numbers varies from \$25,000 up to \$125,000. She stated that she feels that if they would like to increase that revenue line item they need to keep in mind that number varies greatly from year to year and there are no guarantees that they will receive that amount. Rep. Sykes asked CA Libby if there was a number she was comfortable with. CA Libby stated that she would be comfortable with increasing it to \$30,000. She stated that with the PILT payment they have been as low as \$102,000 and as high as \$134,000 or an average of \$113,500. They have budgeted \$100,000 which is a \$10,000 increase over last year's budgeted number. Rep. Smith expressed concerns increasing revenue coming from federal money.

Rep. Campion moved to increase the Abandoned Property revenue by \$10,000 to \$30,000 and the PILT revenue by \$10,000 to \$110,000. Rep. Abel seconded the motion

Discussion:

Rep. Erin Hennessey stated that she is comfortable in increasing the Abandoned Property to \$30,000 but not comfortable with increasing the PILT by \$10,000. She would like to see that increased \$5,000. Rep. Smith and Rep. Darrow both agreed.

Rep. Campion amended her motion to increase the Abandoned Property by \$10,000 and the PILT by \$5,000. Rep. Abel agreed to the amendment. The Committee voted on the amended motion. With the motion being six (6) in favor and one (1) opposed the motion passes.

Transfers to Capital Reserve Accounts – CA Libby stated that there is \$110,840.14 for the anticipated balance in the Nursing Home Capital Reserve at the end of FY17. The current balance is \$137,667.88. In FY18 it is being requested to spend \$101,479.87 and they are budgeting to add \$50,000 to that account.

Rep. Hennessey moved to reduce the amount to be transferred into Dispatch Capital Reserve by \$40,000. Rep. Darrow seconded the motion.

Discussion – Rep. Hennessey stated she would like to reduce that amount to \$24,000 to be transferred into the Dispatch Capital Reserve. Rep. Smith asked how much that would leave them with. CA Libby stated that the expected balance at the end of FY17 \$133,347.57. The anticipated balance for the end of FY18 with the 10% contribution would be \$153,347.57. Rep. Sykes stated that he agrees with reducing the amount to be contributed to the Dispatch but feels reducing it \$40,000 is too aggressive. He stated that he would entertain a different number to reduce it by. Rep. Abel asked Rep. Hennessey how she came to the figures she's proposing. Rep. Hennessey stated that just because they have historically contributed 10% to the account is not a good enough reason for her.

Rep. Hennessey amended her motion to reduce the amount to be transferred to \$34,000. Rep. Darrow seconded the motion.

Rep. Hennessey moved to table the motion until further information is obtained. Rep. Darrow seconded the motion and all were in favor.

Expense Budget

County Attorney

Rep. Hennessey stated that she has done some research into the request to add two (2) additional employees. She asked if Felonies First will increase the workload or would it just decrease the time the staff she has to put out work. She would like to reduce the additional staff request of the Assistant County Attorney and the Legal Assistant to one (1) and let the County Attorney decide which position they want to fund.

Rep. Hennessey moved to reduce the headcount to the County Attorney's Office by one (1) and let the County Attorney decide which position they want to fund. Rep. Darrow seconded.

Discussion:

Rep. Campion asked how Rep. Hennessey arrived at her decision that it is not an increased work load. Rep. Hennessey stated that she has spoken with local law

enforcement officials who have stated that it will not increase their workload. Commissioner Lauer noted that the request for additional staff is not solely driven by Felonies First but the increase in case load. Rep. Smith stated that it sounds like the office is much busier than they were a few years ago. Rep. Abel agreed that the County Attorney's Office is facing an increase work load and complexity of those cases. Felonies First takes away from the time that they can spend on those increases and it would seem appropriate to have an additional attorney. Rep. Sykes stated that he is opposed to making motions that do not specify what money needs to be reduced. Rep. Hennessey stated that she did not give a specific dollar amount because she wanted to leave it up to the County Attorney to decide which position is more important.

The committee voted on the motion. With the vote being two (2) in favor and five (5) in opposition the motion fails.

Rep. Abel moved to establish an additional assistant county attorney position to start January 1st, 2018 in the amount of approximately \$45,500. Rep. Sykes seconded for discussion purposes.

Discussion:

Rep. Sykes stated that he supports this motion with the knowledge that as they work through this budget they will look to other areas to cut to bring the budget in at the end of the day where they started now. It has been demonstrated to him that the County Attorney's Office is often strapped for help and resources. He strongly suggests the committee voting in favor of this motion and looking elsewhere in the budget to make up for this increase. Rep. Darrow stated that he will oppose the motion. He stated that they are working with a tight budget and the County Attorney did not request this position. If they use their resources we can make due with we have.

Rep. Smith moved to table the motion. Rep. Champion seconded the motion and all were in favor.

Victim Witness

CA Libby stated that the Victim Witness budget has \$10,000 that needs to be added to the health insurance line and the \$1,632.00 to the clerical line due to the new staff member that was hired. The new bottom line is \$288,904.

Rep. Smith moved to add \$10,000 to the Victim Witness Health Insurance Line and \$1,632.00 to the clerical line. Rep. Maes seconded the motion.

Discussion:

Rep. Smith asked what line item these increases are being made too. CA Libby stated that the \$1,632.00 is the Clerical Line which now has a total of \$54,862.00 and the Health Insurance line has the \$10,000 increase and the new total is \$56,152.00.

The Committee voted on the motion with the vote being six (6) in favor and one (1) in opposition the motion passes.

Register of Deeds

Rep. Abel moved to reduce the new clerical position from six (6) months to three (3) months. The new position was budgeted at \$26,000 for six (6) months. Rep. Hennessey seconded.

Discussion:

Rep. Hennessey stated that her understanding is that this new position is to train someone because they have a pending retirement. RD Monahan was present and spoke to her new position stating that they had a staff member move to another department two (2) years ago and put off hiring a new employee due to the training involved and budget restraints. She stated that they now have a pending retirement and need to get a new hire in to start the training process. Rep. Abel stated that he misunderstood and felt that this was for someone who was retiring and felt six (6) months was a lot of training.

Rep. Abel withdrew his motion based on the information from RD Monahan. Rep. Hennessey withdrew her second.

Information Technology

Rep. Abel stated that he had a question about the replacement of equipment. He asked what the replacement cycle was. CA Libby stated that they are trying to get on a replacement cycle of every five (5) years. She stated that the Nursing Home and Jail are the two (2) largest facilities for computers and they have split up the replacement of those computers to help keep down on costs. The rest are staggered throughout the complex

Human Services

CA Libby stated that she has added money to this budget due to the 2% increase in the CAP. The Nursing Home Expenses Line is now \$5,241,923.00 and the Home and Community Based Care line is \$1,747,308.00 or a total increase of \$137,044. The new bottom line is \$7,107,112.00.

Rep. Campion moved to increase the Nursing Home Expenses Line to \$5,241,923 and the Home and Community Based Care line to \$1,747,308.00 for a total increase of \$137,044. Rep. Smith seconded the motion and all were in favor.

Department of Corrections

CA Libby stated that they have a tentative agreement with the Union at the Jail and with that tentative agreement there will be no changes to this budget

Farm

CA Libby stated that they discussed numbers with the farm manager the other day and it was the number of inmate hours and labor costs were requested. She stated that inmate hours for the ones who work on the farm during calendar year 2016 was 15,381 inmate hours or \$153,810.00 in labor from the jail to the farm.

Social Services

Rep. Hennessey moved to reduce the total department to \$500,000 and reduce each line item accordingly. Rep. Darrow seconded the motion.

Discussion:

Rep. Hennessey stated that she is a large supporter of social services but this budget keeps increasing each year. Rep. Maes thinks that some towns who are making decisions to cut their social services funding are saying that because they say the agencies should go to the county for funding. These issues are not going to be going away. This is an obligation that they have and he feels they can't back away from. Rep. Darrow stated that he is a strong supporter of social services but the system in which these agencies are funded is flawed as they go to two (2) public entities for funding. The towns need to pick up the responsibilities and know that if they do not fund these agencies the county will not be there to back them up. Rep. Sykes stated that it is a flawed argument to say they are double dipping because the solution is to put the burden on one or the other and he feels that they should be spreading the funding out. Rep. Sykes stated that he does not support the motion. Rep. Sykes noted that these are dollars well spent that avoid other costs. Rep. Hennessey agrees that they have a moral obligation to support these agencies and she does on a town level and doesn't agree to support it at the county level. Commissioner Ahern stated that because of rules and regulations these agencies are having to hire additional staff to keep up with the paperwork. We are paying for a lot of administrative services that are taking away from services that could be provided to people in the communities. Rep. Maes stated that part of the reason the money is coming in to these agencies is because of the administrative staff taking care of the paperwork.

The Committee voted on the motion. With the vote being two (2) in favor and five (5) in opposition the motion fails.

Rep. Sykes moved to appropriate \$5,000 to Twin Pines Housing Trust. Rep. Abel seconded.

Discussion:

Rep. Sykes stated that he provided the committee with information about Twin Pines Housing Trust. He stated that this appropriation vital for several reasons. The county supports homeless efforts in the Plymouth and Northern Grafton County areas. Homelessness in Lebanon has been a problem. In a very innovative approach of a public private partnership, Twin Pines found money to purchase an eighteen (18) unit apartment

building. This will be transitioned into housing for the homeless. They do not receive money to do some of the administrative work that goes along with keeping these funds moving forward in the future. They have requested \$5,000. Rep. Sykes stated that spending money here can save elsewhere. By state law if someone who is homeless receives a fine and they cannot pay it they are sent to jail. It costs \$147 a day to keep that homeless person in jail. Last year Lebanon contributed \$9,000 to jail fees. He feels funding \$5,000 is money well spent. Rep. Smith asked when people will be moving into this complex. Rep. Sykes stated that they are saying theoretically possible right away as long as they can find housing for some of the people currently living there who may no longer need those services. Rep. Smith stated that she is concerned because this is not operational yet.

The Committee voted on the motion. With the vote being four (4) in favor and three (3) in opposition the motion passes.

Capital Outlay

Rep. Sykes stated that he has been looking at the paving and is strongly aware that if we do not spend money on paving they will spend more money down the road. The current expenditure of \$95,000 is a part of the plan to complete this project over four (4) years. He has taken a walk of the parking lot and wonders if we can split this project up over five (5) years. Commissioner Lauer noted that the paving price listed is for the courthouse and you cannot split this up. CA Libby stated that the project total cost wasn't split up into four (4) payments. It is split up based on cost of each section of the parking lot.

Rep. Abel asked about the sewer line project and how that is split up. CA Libby explained the process and stated that they will be having the planning study done in the spring with the rest of the project to be completed in the summer of 2018. She stated that this allows them to break up the cost of the project over two (2) fiscal years due to the timeline of when things will be done.

Rep. Sykes stated that he is looking at priority.

Rep. Sykes moved to eliminate the paving for FY18 in the amount of \$95,000. Rep. Abel seconded the motion.

Discussion:

Rep. Darrow stated that when they are elected by constituents they are being asked to maintain the grounds of which they own and not let it get in disrepair. Rep. Hennessey stated that as much as she would love to support taking \$95,000 out of the budget she has learned that the longer you put off road maintenance the more expensive it will be to replace it later. Commissioner Ahern stated that the courthouse is used by a lot of people. He noted that Supt. Oakes had stated that they use a lot of salt to prevent trips and falls but also ruins the pavement over time. Rep. Maes stated they need to maintain infrastructure in order to keep costs down in the future. Rep. Smith stated that there is a

law now that requires a certification to put down the responsible use of salt and asked if our maintenance staff is certified with that training. CA Libby stated that she did not have an answer. Rep. Sykes stated he doesn't feel that the consequences of putting off the paving for a year are as dire as some may think.

The Committee voted on the motion. With the vote being two (2) in favor and five (5) opposed the motion fails.

Unemployment Insurance

CA Libby stated that if the committee would like to reduce the budget based off of current figures she is willing to decrease it down to \$10,000.

Rep. Darrow moved to reduce the Unemployment Insurance \$5,000 to \$10,000. Rep. Maes seconded the motion and all were in favor.

Nursing Department

CA Libby noted that there is a \$17,000 reduction in this line and NHA Labore handed out an updated budget last week at his presentation reflecting that amount.

Dispatch Capital Reserve Contribution

CA Libby stated that she received a response from Director Andross as to what his long term plan is for the capital reserve account. He stated that if they want to reduce the contribution to the reserve account for FY18 he is ok with that.

Rep. Hennessey moved to reduce the contribution to the Dispatch Capital Reserve Account down to \$34,000 from \$64,000. Rep. Smith seconded the motion and all were in favor.

Dispatch Capital Reserve Expenses

MDT Replacements - \$24,000
IT Costs - \$2,000
Communications Infrastructure - \$18,000
Total - \$44,000

Rep. Hennessey moved to take the motion off the table. Rep. Abel seconded the motion and all were in favor.

Rep. Smith moved to accept the Dispatch Capital Reserve Account requests. Rep. Hennessey seconded the motion and all were in favor

Nursing Home Capital Reserve Account

CA Libby stated that they have budgeted to contribute \$50,000 to this account in FY18. It is budgeted to spend \$101,479.87 in FY18.

Rep. Campion moved to approve the request to expend \$101,479.87 from the Nursing Home Capital Reserve. Rep. Smith seconded the motion.

Discussion:

Rep. Hennessey stated that she was not here for this discussion. She stated that the four (4) Tornado Battery Glazer 17in Burnishers for \$10,400 have been budgeted and it states that they will do a better job on keeping the floors clean. She stated that the Nursing Home is very clean and asked if this was a necessary expense. Commissioner Lauer stated that the current cleaners are coming to the end of their life and these are to replace them and will do a better job than the current brand they have.

The Committee voted on the motion and all were in favor.

Register of Deeds Surcharge

CA Libby stated that the total request for FY18 is \$36,854.98. Rep. Hennessey stated that per the RSA the only items that can be expended out of this account are for equipment. She asked if some of the items in the operating budget could be expended out of this account such as microfilming. RD Monahan stated that she has put everything in the surcharge account that she can.

Rep. Abel moved to approve the request to spend \$36,854.98 out of the Register of Deeds Surcharge. Rep. Maes seconded the motion and all were in favor.

CA Libby reviewed the changes that have been made so far with the committee. She stated that after all changes that have been made and including a six (6) month added Assistant County Attorney they are at \$25,170,129.00 or 4.94% increase in the amount to be raised by taxes. CA Libby stated that the salary and benefits for a six (6) month Assistant County Attorney is \$46,354.61.

Rep. Hennessey stated that she sees the changes that have been made are one (1) time changes and they cannot account for them being sustainable changes. She also stated that she is not sure if next year they'll be able to reduce the contribution to the Dispatch Capital Reserve. She stated that she does not like using one (1) time decreases to fund an ongoing expense and strongly suggests not funding the additional expense for a second new Assistant County Attorney. Rep. Abel stated that they are adding a position that will enhance the ability of the County Attorney's Office to serve the people of the county and avoid a potential situation where charges are dropped against someone because the attorneys did not have the time to get the information they needed.

Rep. Darrow stated that he agrees with Rep. Hennessey in that this is an ongoing expense and the changes they made this year are one (1) time changes. They need to be fiscally responsible. Commissioner Lauer noted that three (3) departments came to the Commissioners requesting new positions and one (1) was not funded and the other was cut in half to a six (6) months of the fiscal year. The County Attorney's Office was the only office to receive all the positions they requested.

Rep. Campion moved to take the motion off the table. Rep. Abel seconded the motion.

Atty. Saffo was present at the meeting and Rep. Campion asked her to speak to her requests for additional staff. CA Saffo explained the increase in case load and how having that second attorney added to her staff would be a large help for her office.

Commissioner Lauer noted that they asked all Department Heads for lean budgets and the County Attorney came in with a bare bones budget.

The Committee voted on the motion to add \$46,000 into the County Attorney budget for an additional Assistant County Attorney position to start January 1st 2018. With the vote being five (5) in favor and two (2) in opposition the motion passes.

Rep. Abel moved to appropriate \$43,105,252.00 with \$25,170,129.00 to be raised by taxes or a 4.94% increase. Rep. Smith seconded the motion. With the vote being five (5) in favor and two (2) opposed the motion passes.

Rep. Hennessey stated that Executive Committee created a subcommittee to learn more about Medicaid Managed Care. She stated that she believes they should start another subcommittee to learn about employee compensation. She stated that she feels learning more about this subject will be beneficial in the budgeting process. She believes that as a committee they do not know enough about the compensation and skim over those line items in the budget. She feels they should address this issue with the full Delegation to see if this committee is something that will be created. Commissioner Lauer noted that the employee handbook is on the website that breaks down longevity and wage charts. The Committee felt that creating a new subcommittee is a good idea. They agreed that at the full Delegation meeting they will discuss who would like to be on this committee. Rep. Hennessey stated that she will be stepping down from the Executive Committee but would still like to be on the Committee as a member of the Delegation.

12:40 PM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk