

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING  
Administration Building  
North Haverhill, NH 03774  
March 21<sup>st</sup>, 2024

PRESENT: Commissioners Piper, Ahern, and McLeod. County Administrator (CA) Libby, Assistant County Administrator Burbank, and Administrative Assistant Norcross.

OTHERS: HR Director Clough, Alternative Sentencing Director Mitchell

Commissioner Piper called the meeting to order at 9:00 AM and began with the Pledge of Allegiance led by Commissioner Ahern.

### **Human Resources – Director Clough**

Total Request: \$120,229.00

1. Health Insurance—HR Director Clough stated that this line has a \$16,000 increase due to HealthTrust's 25% Guaranteed Maximum Rate increase. She reported that the County has good plans that HealthTrust has proposed that are similar to the current plans. The proposed plans have lesser premiums but higher deductibles, and she explained that the County can make changes to offset some of those higher deductible costs for the employees.
2. Dues, Licenses & Subscriptions—HR Director Clough reported a slight increase because dues are due in different years. She also noted an increased cost associated with criminal record checks and motor vehicle checks because of the increase in hiring.
3. Advertising—HR Director Clough explained that she has reduced this line by \$15,000, noting that her department is doing less paper advertising and is having success with Indeed. She stated that she feels comfortable reducing this line.

### **Register Monahan**

Register Monahan reported that she received notification that Kofile is closing their St. Johnsbury plant. Their main plant is in Texas, and they are building another plant in South Carolina. She stated that she was assured that Grafton County's restoration project would be finished and be the last project done at the St. Johnsbury plant. She has since been told that seven (7) Grafton County books may need to go to North Carolina or be returned unfinished. Register Monahan stated that there is still \$300,000 left in the budgeted number, but she padded another \$100,000 because of the unknowns with restoration until you get into the project. Some plans need to be digitized on both sides, and others do not. She stated that she will have a count by next week. She noted that Rep. Sellers did not want these books to go to Texas, and she does not either, but Kofile is a very established company. She has to decide whether to have the books returned unfinished or send the seven (7) to North Carolina. Register Monahan has stated that she would like to have them finished. The Commissioners agreed with Register Monahan to send out the last seven (7) books. Register Monahan stated that by next week, she will know how

these books are being transferred to North Carolina. Commissioner Ahern asked, regarding the seven (7) books that will need to be sent to North Carolina, if the County has a copy of those records in-house. Register Monahan stated that there is a digitized copy of all those books online.

### **Alternative Sentencing – Director Mitchell**

*A. Revenue – Total Request: \$294,857.00*

AS Director Mitchell stated that she anticipates her department bringing in more revenue than budgeted. She noted that she is now approved to bill Medicaid and will start that process. They have also received a large increase in BDAS funding, which has increased revenue by roughly \$184,000 overall.

*B. Expense – Total Request: \$364,623.00*

1. Dues – AS Director Mitchell noted a slight increase in this line due to an employee attending training to become a Certified Recovery Support Worker (CRSW).
2. Telephone – CA Libby noted that the Commissioners will see increased telephone lines for all departments.

*C. SUD Treatment Expense – Total Request : \$293,995.00*

1. Supplies – The AS Director noted an increase in this line due to the 6-month figures.
2. Education and Training—AS Director Mitchell stated that fantastic trainings exist that will keep them clinically astute, and those trainings are not located in New Hampshire. She explained that their clinical skills are a priority as they meet the needs of many areas, and therefore, she has budgeted for those trainings.
3. Equipment Rental – AS Director Mitchell stated they have a new copier, and the rent has increased.

### **Grafton Regional Development Corporation – CA Libby**

1. CA Libby stated that GRDC is requesting level funding of \$40,000 for FY25.

### **Commissioners’ Office – CA Libby**

Total Request: \$589,660

1. Education and Conference – CA Libby stated that this line has increased because she would like Asst. CA Burbank to attend the NACO Leadership Academy. The other funding is for NHAC Conference registration and other workshops for her staff.

2. Consultants – CA Libby noted that she has decreased this line but is keeping it in the budget in the event a consultant is needed.
3. Printing Binding and Books – There is a slight increase based off 6-month numbers.
4. Dues – CA Libby noted an increase as they pay dues and subscriptions to more entities.
5. Postage – This line has a decrease based on usage.
6. Telephone—CA Libby explained that she budgeted for the increase in the current fiscal year, so this upcoming budget does not show the increase that the other departments will show.
7. New Equipment – CA Libby stated that she has had a request from one of her staff for a new desk. The current desk is not big enough, and the employee has their papers stacked on the floor.

### **UNH Extension – County Office Administrator Lee**

Total Request: \$382,413.00

1. Salary—Professional Staff—COA Lee explained that the County pays 25% of the field specialist positions and 75% of the program manager positions.
2. Extension Operations—This line includes travel expenses and other expenses for the office's six (6) staff.
3. New Equipment – COA Lee stated that they replace computers on a rotating basis and any other equipment that may need to be replaced.

### **Dispatch –Director of Communications Paronto**

*A. Revenue – Total Request: \$702,600*

1. Dispatch Fees – Director Paronto stated that he has left the dispatch fees level funded. He will be back to meet with the Commissioners and request approval for dispatch fees for FY25, but he has noted that he does not see any large increases happening.
2. Alarm Monitoring—Director Paronto reported no new customers and left this line level funded for last year.

*B. Expense – Total Request: \$1,785,466.00*

1. Overtime – Director Paronto explained that they are having a hard time getting part-time coverage for the shifts that are needed. They have leaned more towards overtime rather than part-time coverage. They will be over budget in FY24, but the two (2) vacant positions in the salary line will offset it.



2. Education and Conference—This line has a \$1,500 increase, as we anticipate hiring two (2) new staff members and putting them through the APCO Telecommunicator 1 Course and the three (3) day SPOTS training.

3. Vehicle Repair & Maintenance – Director Paronto noted a decrease in this line due to using ARPA funds to upgrade the Mobile Communications Unit.

4. Supplies – Director Paronto noted that he had moved the chair replacement from the capital reserve to the office supply line.

*C. Capital Reserve – Total Request: \$29,300.00*

1. MDT Replacement – Director Paronto stated that this is for the new vehicle in the Sheriff’s Department.

2. Dispatch Chair Replacement – This line has been zeroed out as it has moved to the office supply line.

**Treasurer – CA Libby**

Total Request: \$13,070.00

CA Libby noted no changes to the Treasurer’s budget.

**Miscellaneous Revenue – CA Libby**

State/Federal Funds – Total Request: 225,000.00

1. Abandoned Property – CA Libby explained that she does a rolling average of twelve (12) years’ worth of data. She has increased that line by \$15,000.

2. Federal PILT– She noted this line increased by \$10,000.

Interest – Total Request: 450,300.00

CA Libby stated that the County has collected over \$400,000 in interest this year. She explained that she felt the county would have to borrow next year but felt comfortable increasing this line to \$450,000. She noted that this may change after she discusses it with the Treasurer.

Courthouse Rent – Total Request: 370,044.00

This increase is based on a new rental agreement with the state.

Dividends/Misc – Total Request \$20,500.00

Retiree Drug Subsidy – January 1<sup>st</sup> Health Trust will be switching all retirees from a Medicare Supplemental plan to a Medicare Advantage plan. Once this happens, the County will no longer receive the retiree drug subsidy. CA Libby budgeted for half the subsidy which will be received between July and December. After that there will no longer be RDS revenue.

**Conservation District – Pam Gilbert, Gary Peters, Denis Ward, Henry Ahern, Rick Walling**

Total Request: \$111,542.45

The County supports the Administrative Assistant position for the Conservation District, and the increase in this budget is directly related to that position.

Other materials were provided for the Commissioners review.

**Miscellaneous Expense Accounts – CA Libby**

Wage & Benefit – Total Request: \$468,822.00

1. Retiree Health Insurance—The 25% health insurance rate increase applies from July to December, and then the Medicaid Advantage Plan is reduced, which funds this line. CA Libby noted that the County should see a decrease in this line next year.
2. Employee Benefit Pay Out -CA Libby reported that many long-term employees have retired, which has increased this line item by \$30,000. She noted that the County is seeing many employees retire once they hit 62 and are eligible.
3. TAN Interest – CA Libby noted that she believes they will have to borrow money in the upcoming year. The money tied up with the Broadband line of credit is causing cash issues, and she believes they will have to borrow it next fiscal year.

Contingency- Total Request: \$60,000.00

1. Outside Counsel – CA Libby stated that she had increased this line by \$15,000.
2. County Government Promo – This line has been used for the Employee Recognition Dinner. CA Libby reported that they have over-expended it this year and, therefore, have increased this by \$2,500 due to increased costs.

Transfer to Dispatch Capital Reserve – Total Request - \$70,000.00

1. CA Libby has always set this amount at 10% of the dispatch fees. Last year, it was cut, and this year, the request is the full 10%.

CA Libby stated that she will have everyone's budgets by next Thursday and will be able to fully review them.

**MOTION:** \* 10:59 AM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern "yes," Commissioner McLeod "yes" Commissioner Piper, "yes. " Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

\*11:32 AM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern said, "Yes," Commissioner McLeod said, "yes", Commissioner Piper said, "yes." Commissioner Piper stated that a majority of the board voted "yes," and the motion passes.

11:33 AM With no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk