

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 27th, 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

Maintenance

Maintenance Superintendent Jim Oakes arrived to present his budget requests for fiscal year 2015

Expense

He stated that there are no significant changes from last year's budget.

There will be a slight change in diesel prices. He stated when they solicited bids before for diesel fuel they only received one (1) and it was a variable price, not a fixed like they had asked for so he will be putting those back out to bid in April.

The Maintenance budget is down \$1,338 or .06% from last year.

Capital Outlay

Supt. Oakes stated that he does not have his capital budget ready yet due to the change in the meeting schedule and he stated he still needs to talk with NHA Labore regarding a capital project that was just discovered that will need to be done in the Nursing Home. He will have his Capital budget for the Commissioners within a few weeks.

Commissioners' Office

Executive Director Julie Clough arrived to present her budget requests for fiscal year 2015.

Expense

She stated that step increases are included for those employees who are not maxed out.

ED Clough said that the health insurance increase plays a significant role in her budget.

The other large increase in her budget she explained is in the Contracted Services line. She stated that every other year the County is required to have to an actuarial attestation for the OPEB

(other post-employment benefits) which entails all the retiree health insurance the County pays for. She has budgeted \$5,000 for that service.

The total Commissioners' Office budget is up \$13,716 or 3.98%.

Regional Planning Commissions

ED Clough stated that the county is a member of both North Country Council and Upper Valley Regional Planning Commission. The dues for the Upper Valley RPC are set and the North Country Council dues increase each year so she has budgeted \$600 for that line item.

ED Clough stated that they have always budgeted \$350 for the North Country RC&D and they have never asked for it so it was not budgeted for FY15.

Wage & Benefit Adjustment

ED Clough stated the Health Insurance Reimbursement account reimburses employees for 75% of their deductible charges.

ED Clough stated that they have committed all of the funding for the Education Assistance line but she did not increase the budget for next year due to two (2) of the employees who use the assistance finishing their degrees this fiscal year which will clear up funds for new employees.

The Employee Benefit Pay Out is a new line item that will include all non-Nursing Home employees benefit payout at retirement and/or resignation. \$80,000 has been budgeted for that line.

Tax Anticipation

ED Clough stated there is no change; the line has been left at \$5,000

Bonded Debt

ED Clough stated there are four (4) bonds that the county is currently paying on. This line item includes 25% of the bond that the County bought when we did the Nursing Home renovations, the water tank bond and the first and second issues of the jail bond. She stated that we will be using \$200,000 of the remaining bond funds to offset these costs and this line has decreased slightly.

Contingency

ED Clough stated that the County Government Promo line is budgeted for \$5,000 this year. She stated that last year she had increased that line to \$9,000 to cover the cost of the NHAC conference that Grafton County was the host of.

Unallocated Insurance

ED Clough stated that she had budgeted \$30,000 last year and the bill came in at \$33,031 so she increased that line to \$37,500. The County switched from being self-funded to using Primex in January of 2013. Director Clough stated that she and HRD Cramer will evaluate this summer where the county is at and whether it is worth staying with Primex or going back to being self-funded. They will have a recommendation in the fall.

Commissioner Richards asked how many employees are currently on unemployment. ED Clough stated that in 2013 we paid more for unemployment benefits than she has ever seen. This year doesn't seem to be as much.

Delegation Expenses

The Delegation expenses were left at the \$10,000. ED Clough stated that the majority of their funds are spent at the end of the year.

Drug Court

Drug Court Coordinator Bob Gasser arrived to present his budget requests for fiscal year 2015.

He stated that this budget is very similar to last year's budget.

\$1,000 has been budgeted for a new Public Relations line. This line will cover the newsletters that Drug Court puts out each year or any other times that public relation items are needed.

Commissioner Lauer asked about the increase in the Education and Training Line. B. Gasser stated that he had asked for \$12,000 last year but he was cut back to \$9,000 so he is requesting the \$12,000 again this year.

The SCRAM Monitoring System line is a wash item as the participants pay for the usage of the bracelets.

ED Clough stated that Atty. Saffo will be coming next week to present the idea of combining Drug Court, Mental Health Court and Restorative Justice into one Alternative Sentencing Program budget and she wanted B. Gasser to express his concerns to the Commissioners so they are aware of all opinions before making a decision on this concept.

B. Gasser stated that his only concern with Alternative Sentencing department is that if it is a central budget between the programs and it is decided that overall cuts needed to be made that he will not be able to allocate his funds properly. He stated that Drug Court is the largest budget out of the three (3) because it has been here the longest and would take the biggest hit if there were cutbacks to the Alternative Sentencing department as a whole.

Information Technology

IT Manager Brent Ruggles arrived to present his budget requests for fiscal year 2015.

Expense

ITM Ruggles stated that he is putting the cost of the new digital phone system in a separate line item.

There is a \$6,000 increase in the Equipment and Repair line due to the IT Department taking over responsibility for the Department of Correction's security and camera system.

ITM Ruggles stated that there is a large increase in the Software Maintenance & Renewal line due to the Anti-Virus Software three (3) year contract being up for renewal this year.

There is a \$6,000 increase in the Education and Conference line. ITM Ruggles stated that they have not had any money in this line item since the inception of the IT Department and is looking into a three (3) day conference out west.

ED Clough asked how ITM Ruggles determined to increase the allocations to the Nursing Home from \$40,000 to \$42,500. ITM Ruggles stated that they have added additional equipment over the years. He stated when he initially looked at that department he was looking to allocate based on computer systems. The allocations to that department have not increased since inception of the IT Department and they are adding an additional eight (8) or nine (9) work stations this year. He stated this would bring the Nursing Home up to approximately 108 systems which is 50% of the entire campus and feels an increase in allocations is due.

Capital Outlay

ITM Ruggles stated that there is a 30% increase in this year's Capital Outlay, which is a total of \$15,167.

ITM Ruggles stated he is requesting a Cell Phone Concentrator for the Administration building to provide cell phone signal back up coverage and has budgeted \$3,000. It has been a request from several departments. He stated he budgeted high and anticipates it will come in around \$2,300.

ITM Ruggles stated that the replacement of their core routers is an annual figure based on entering a four (4) year lease agreement with a dollar buyout. The term rate was 6%. The current routers are four (4) years old. He stated they are being phased out and no longer supported; they need more capacity to take care of some of their network operations.

\$17,714 is being budgeted for the migration completion of the Court House to the Avaya Phone System. This will include the County Attorney, Dispatch and Sheriff's office. This is also the first of four payments as ITM Ruggles is proposing to do a four (4) year lease with this project as well.

ITM Ruggles stated that \$18,400 has been budgeted for replacement desktop PC's throughout the complex.

Commissioner Lauer asked what is done with the old desktops. ITM Ruggles stated that some are kept for backups and they sell some to employees.

ED Clough gave the Commissioners a spreadsheet explaining the FY14/FY15 budget comparisons.

11:19AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk