

## GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

April 10<sup>th</sup>, 2014

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

OTHERS PRESENT: Director of Communications Tom Andross

Commissioner Cryans called the Meeting to order at 9:00AM and began with the Pledge of Allegiance.

ED Clough requested to go into a brief nonpublic session

\*9:12 AM - Commissioner Lauer moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Richards seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes" Commissioner Lauer "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:19 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Richards seconded the motion and all were in favor.

ED Clough went through the budget with the Commissioners and discussed any changes they wanted to make or questions they may have.

### **Revenue**

#### Sheriff Department

ED Clough said that they have increased Sheriff's Department fees from \$185,000 to \$200,000.

#### Nursing Home

The Medicare B revenue is going to increase an additional \$30,000, significant changes from what was budgeted in FY14.

ED Clough said that she increased the surplus to reduce taxes to \$3,150,000. She explained that she had taken the additional \$150K from the two (2) health insurance return of surpluses that the

County has received in fiscal year 2014. Once the nine (9) month figures are available Director Clough will reassess the Surplus amount.

She stated that the total revenue will get adjusted with county taxes when we get a final expense number.

## **Expenses**

ED Clough reviewed the following significant changes in department expense budgets.

### County Attorney

- Clerical line has \$6,000 added as a match for AmeriCorps Victim Witness grant.
- There is a request for a new Assistant County Attorney.
- Expert Fees is a new line item.
- SVP- ED Clough stated that there is \$20,000 that is sitting in an encumbered line. She stated that she is not sure why they are adding \$20,000 to the operating line when there is \$20,000 in the encumbered money. Commissioner Cryans stated that the solution will be reducing the \$20,000 down to \$5,000 and use some of the encumbered money.
- VAWA grant will stay relatively close to what it is now.

### Victim Witness

ED Clough said that the two (2) big factors in the Victim Witness increase are the request for a 2<sup>nd</sup> Coordinator and the addition of two (2) new family plans added in the health insurance line. One employee is moving from lieu of health insurance to picking up a family plan.

Commissioner Cryans stated that his question for Atty. Saffo would be if she had to choose between an Assistant County Attorney and a second Victim Witness Coordinator which would she be more inclined to pick.

### Alternative Sentencing

ED Clough stated that this budget is \$57,000 more than the three (3) department budgets individually due to the additional department head position.

Commissioner Richards asked how they chose grade six (6) for the Alternative Sentencing Director. ED Clough said that they received info from other counties on what they pay their directors.

The Commissioners discussed the Education and Training line item and agreed to reduce the training line from \$12,000 down to \$9,000, which is the fiscal year 2014 level.

### Deeds

ED Clough stated there are requests to upgrade three (3) positions.

### Human Resources

ED Clough stated that there is a request to upgrade the HR Generalist position to a Senior HR Generalist position.

### Information Technology

There is a request to send the three (3) IT employees to a training conference and \$6,000 has been budgeted in the Education and Conference Line to cover those expenses.

There is a large increase to the software/software maintenance & renewal line for FY15.

ED Clough stated that all new PRI Lines for the complex are in the IT budget.

Commissioner Cryans stated that he doesn't feel that sending all three (3) IT employees to the same training and not leaving coverage is in the best interest for the County due to the complex being so IT- based. The Commissioners were all in agreement to reduce the Training and Conference line from \$6,000 to \$4,000.

### Sheriff's Dept.

Commissioner Cryans asked for an explanation on the increase in the general liability insurance. ED Clough explained that those figures were acquired from Primex and it is general trend across the country for coverage on law enforcement officers.

Director Andross stated that there has been an increase in cost of repairs, tires etc. which will explain the increase in the Cruiser Repair and Maintenance Line.

Commissioner Cryans asked how they were doing with Special Deputies. Director Andross stated that they are using more Special Deputy hours right now due to being short staffed with one Deputy retiring and another being out on Workers' Comp.

### Medical Referee

Commissioner Cryans asked what is the rational was on increasing the medical referee line by \$5,000 to \$45,000. ED Clough stated that she got that number from County Attorney Saffo and will check with her on the increase. Commissioners agreed they would like to decrease it back down to \$40,000.

### Maintenance

Commissioner Cryans asked why the allocation to the Nursing Home would decrease. ED Clough stated that a number of the maintenance departments contracted services to the Nursing Home have decreased.

### Human Services

ED Clough stated that the large increase is in the CAP which we have no control over.

### GCEDC

ED Clough gave the Commissioners a letter from GCEDC stating why they have requested \$50,000 in funding for this year.

The Commissioners were all in agreement to leave the funding at \$50,000 for this fiscal year.

### DoC

ED Clough stated that there are no major increases and that the budget has all normal increases in salary and benefits lines.

### Governors Commission Grant

ED Clough explained that Bill O'Malley has been hired back part time and his salary is included in this line.

### Farm

The Farm had an employee pick up an insurance plan which was in lieu of health insurance last year.

### Extension

ED Clough explained that we pay support staff and a monthly payment to UNH for professional staff and operations cost.

### Social Services

ED Clough stated that these numbers show the agencies requests and total \$586,515. Cindy Swart's recommendations total \$508,478.

Commissioner Richards stated that she would like to see the Grafton County Senior Citizens Council's transportation, nutrition and SVC left at what they requested.

The Commissioners stated that they want to leave the Social Services budget as Cindy's requests show.

### Wage & Benefit Adjustment

ED Clough stated that the largest change is not budgeting for buyback program this year. That cost was offset by implementing an employee benefit payout line and budgeting \$80,000 for that.

### Bonded Debt

ED Clough gave a spreadsheet explaining the breakdown of the four (4) bonds that County currently has to the Commissioners.

### Capital Outlay

*Information Technology*

ED Clough explained that two (2) items are four (4) year leases and there will be \$37,000 budgeted in the capital budget for the next four (4) years.

ED Clough stated that the Avaya Phone system is something that should get done and it benefits everyone.

*Sheriff's Department*

The main item for the Sheriff's Department is the purchase of three (3) cars that they do every year.

*Extension*

ED Clough explained that the capital budget is down because they took their copier lease out of the capital line and put it into the operating budget.

*Department of Corrections*

The Department of Corrections is looking to purchase a new cruiser. They have not replaced a cruiser in several years.

*Farm*

The Commissioners stated they are willing to move everything forward except the Hay Wagon and Cattle Trailer.

*Maintenance*

The Commissioners agreed that they need to talk to NHA Craig Labore regarding the \$432,000 Nursing Home remodeling and how they will go forward with that request.

10:59 AM With no further business the meeting adjourned.

Respectfully submitted,

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Linda D. Lauer, Clerk