

EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Friday June 13th, 2014

PRESENT: Representatives Smith, White, Ladd, Gionet, Friedrich, Mulholland, Townsend, Sykes. Commissioners Cryans and Lauer, Executive Director Clough and Administrative Asst. Samantha Norcross.

9:03AM Rep. White called meeting to order and began with the Pledge of Allegiance led by Rep. Townsend.

ED Clough began the meeting by going over the monthly financial reports for the month of May.

Variance Report

ED Clough noted that the nursing home had a very good month of May and that the Sheriff's department is slightly behind in revenue.

She stated that the County Attorney's Office will bill for their final grant expenditures towards the end of the month.

The Register of Deeds will finish behind in revenue but have they have adjusted for that in the FY15 budget.

Expense

ED Clough stated that there are a few departments that are over expended but thinks they will be in good shape by the end of the fiscal year.

ED Clough gave the Committee Department of Corrections and Farmstand reports that Supt. Libby had discussed in his budget meeting. The reports list various statistics from the Department of Corrections and the Farmstand.

She then reviewed changes she has made to the FY15 budget with the Committee and stated that the new bottom line was \$39,004,916. There will be \$21,616,951 to be raised by taxes or a 2.57% increase over the existing budget.

Rep. White stated that they would go through the budget starting on page one (1) of the revenue and make any adjustments that have not been made. He noted that they need to be mindful that ED Clough has already adjusted some of the lines in the spreadsheet that they had all been given.

Revenue

ED Clough explained to Rep. Friedrich how the revenue dispatch fees are calculated.

Rep. White moved to adopt the revenue estimates with the changes to the Attorney's Office, Dispatch fees and Nursing Home Room and Board. Rep. Mulholland seconded the motion and all were in favor.

Expense

Commissioners' Office

Rep. Ladd stated that he is concerned with the social services portion of the Commissioners' Office budget. He said that Grafton County spends more per capita than any other county in the state on social service funding and he would like to look at the social services portion of the budget before moving forward with the Commissioners' budget.

Rep. Friedrich stated that if we are spending \$500,000 on social services \$7,500 for someone to keep track of all the programs is right in line.

Treasurer

Rep. Ladd stated that he is curious if we can do some decreasing in the amount of travel in some of these accounts. ED Clough stated that the Treasurers travel expense is a set amount, she gets paid every week for her travel to the complex.

Rep. Townsend moved to adopt the Treasurer's budget as proposed by the Commissioners Rep. Gionet seconded the motion and all were in favor.

County Attorney

Rep. Ladd stated that he had a good discussion with Atty. Saffo and recognizes the need for the full time attorney position. He explained that he does support moving forward with the full time position; however, they need to take a caution moving forward when increasing this position.

Rep. Sykes moved to increase the Attorney's budget by \$49,445 for the full time assistant county attorney position. Rep. Ladd seconded the motion and all were in favor.

Rep. Ladd moved to decrease Dues/License & Subscription line by \$1,200. Rep. Gionet seconded the motion.

Discussion:

Rep. Smith asked if they lower to last year's budgeted amount will it be over expended in FY15. Commissioner Cryans stated that his guess is that line would be over expended. He stated that she might have increased that line item as a part of the request for a new attorney.

The committee voted on the motion.

With five (5) being in favor and three (3) in opposition the motion to reduce Dues/License & Subscription line by \$1,200 is adopted.

Rep. Ladd moved to adopt the County Attorney's budget as proposed by the Executive Committee at \$999,815.00. Rep. Sykes seconded the motion and all were in favor.

VAWA Grant

Rep. Townsend moved to adopt the VAWA Grant budget as presented by the Commissioners. Rep. Smith seconded the motion and all were in favor.

Victim Witness Program

Rep. Smith stated that when they met with Atty. Saffo regarding her budget she talked about reducing the travel expenses.

Rep. Smith moved to reduce travel expense line by \$300. Rep Ladd seconded the motion and all were in favor.

Rep. Townsend moved to adopt the Victim Witness Program budget as amended by the Executive Committee at \$194,029. Rep. Friedrich seconded the motion and all were in favor.

Alternative Sentencing

Rep. White stated that he was disappointed to find out a significant player in this program is in opposition to the potential changes.

Rep. Ladd stated that this program needs management. He does not want to talk about personnel needs, the need to talk about programmatic needs.

Rep. White stated that the individual departments are under expended in their travel expense lines.

Rep. White moved to reduced travel line \$2,000 down to \$10,000. Rep. Ladd seconded the motion and all were in favor

Rep. Townsend moved to adopt the Alternative Sentencing budget as amended to a total of \$683,123. Rep. Mulholland seconded the motion and all were in favor.

Register of Deeds

Rep. Friedrich moved to adopt the Register of Deeds budget of \$491,681 with changes noted on the spreadsheet provided by ED Clough. Rep. Mulholland seconded the motion and all were in favor.

Human Resources

Rep. Ladd moved to reduce the Travel Expense line by \$500 and affix it at \$1,805. Rep Friedrich seconded the motion.

Discussion:

Rep. Smith stated that she wanted to note that when they discussed the travel expenses with HRD Cramer she stated that she needs to go to concord quite frequently.

The committee voted on motion.

With five (5) being in favor and three (3) in opposition the motion to reduce the Travel Expense line by \$500 and set it at \$1,805 is adopted.

Rep. Ladd moved to adopt the budget as amended at \$54,023. Rep. Friedrich seconded the motion and all were in favor.

Information Technology

ED Clough handed out packets of information from ITM Ruggles answering the questions they had asked him to look into at his budget meeting. She discussed the information with the committee and answered various questions.

Rep. Townsend moved to accept the Information Technology budget of \$336,937. Rep. Mulholland seconded the motion and all were in favor.

Sheriff's Department

Rep. Ladd moved to reduce the Education and Conference line by \$1,500 to a total of \$3,000. Rep Gionet seconded the motion.

Discussion:

Rep. Ladd stated that based on the actual with what has been spent in FY14 he thinks that the line item can be reduced.

ED Clough stated that the cost of ammunition is increasing 47% as of July 1st. She explained that the use ammunition for their fire arms training which comes out of the education and conference line. They were locked into a contract that is up for renewal and has a 47% increase.

Rep. Ladd withdrew his motion and Rep. Gionet withdrew his second.

Rep. Gionet moved to accept the Commissioners recommended budget for the Sheriff's department. Rep. Ladd seconded the motion and all were in favor.

Dispatch

Rep. Smith moved to accept the Dispatch budget as recommended by the Commissioners. Rep. Mulholland seconded the motion and all were in favor.

Medical Referee

Rep. Ladd moved to reduce the by \$2,500 to a total of \$42,500. Rep White seconded the motion.

Discussion:

Rep. Smith noted that she recalled the explanation for the increase is that there are more overdose deaths and an increase report in elder abuse but they still have not reached the \$40,000.

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

Maintenance

Rep. White moved to reduce the Education and Conference line by \$1,005 and set it at \$3,000

Discussion:

Rep. Sykes stated that he is wondering why the money has not been spent. He stated that he does not want to cut this line without further information and the impact it would have on the department.

Rep. Smith stated that she would be more comfortable in reducing it by \$500 and set it at \$3,500.

The Committee voted on the motion:

With the vote being four (4) in favor and four (4) in opposition and the motion to reduce the Education and Conference line to \$3,000 fails.

Rep. Smith moved to reduce by \$500 to \$3,500. Rep. Ladd seconded the motion. With the vote being seven (7) in favor and one (1) in opposition the motion is adopted.

Rep. Ladd moved to reduce the Overtime line by \$495 and affix it at \$9,000. Rep. Gionet seconded the motion.

Discussion:

Rep. Ladd stated that in looking at the numbers presented and what's been used \$495 is not much to reduce it by.

The committee voted on the motion:

With the vote being seven (7) in favor and one (1) in opposition the motion to reduce the Overtime line by \$495 and affix it at \$9,000 is adopted.

Rep. Ladd stated that if they look at the care of grounds there is a lot of salt on the ground that is not being used. ED Clough stated that they have budgeted 120 tons of salt and it has significantly reduced the number of slips and falls on the complex. Rep. Ladd stated he will not make a motion.

Rep. Ladd moved to reduce the New Equipment line by \$970 and the Small Tools, Misc. line by \$250. Rep. Gionet seconded the motion.

Discussion:

Rep. Smith stated that the New Equipment line increase is to purchase a leaf collection system to reduce man hours on grounds.

ED Clough stated that the line item is for the leaf collection system only, if they were to cut that they might as well cut the whole thing because there would not be enough money to purchase it.

Rep. Sykes stated that anytime a department head is trying to reduce hours is a benefit. This is a one-time purchase but the savings will continue to show.

The Committee voted on the motion.

With the vote being four (4) in favor and four (4) in opposition the motion fails.

ED Clough stated that bottom line is \$1,278,767

Rep. White moved to adopt the Maintenance budget of \$1,278,767. Rep Townsend seconded the motion. With the vote being seven (7) in favor and one (1) in opposition the motion is adopted.

Human Services

Rep. White moved to adopt the Human Services budget as proposed at \$7,046,758. Rep. Smith seconded the motion and all were in favor

GCEDC

Rep. Ladd stated that in FY14 they had budgeted \$46,000 and thinks it should be back at that.

Rep. Gionet stated that he hates touching that kind of money for the results that you get from it. ED Clough stated that they have budgeted \$50,000 in the past but it was cut to \$40,000 then was increased to \$46,000.

Rep. Ladd moved to reduce line by \$4,000 to a total of \$46,000. Rep. White seconded the motion. With the vote being two (2) in favor and six (6) in opposition the motion fails.

Rep. Townsend moved to adopt the Commissioners recommended budget of \$50,000. Rep. Mulholland seconded the motion and all were in favor.

Department of Corrections

Rep. White moved to adopt the Commissioners recommended budget of \$4,760,721. Rep. Sykes seconded the motion and all were in favor

Community Corrections

Rep. Townsend moved to adopt Commissioners recommended budget of \$444,996. Rep. Mulholland seconded the motion and all were in favor.

Governors Commission Grant

ED Clough stated that \$69,411 of this budget is reimbursed back to the county.

Rep. White moved to adopt the Commissioners recommended budget of \$95,912. Rep. Gionet seconded the motion and all were in favor.

Night watchmen

Rep. Townsend moved to accept the Commissioners recommendation of \$ 62,959. Rep. Mulholland seconded the motion and all were in favor.

RSAT

Rep. Smith moved to adopt Commissioners recommendation. Rep. Mulholland seconded the motion and all were in favor.

Farm

Rep. Ladd asked ED Clough what has been spent to date on building repair and maintenance. ED Clough stated that \$2,500 has been spent.

Rep. Ladd moved to reduce the Building Repair and Maintenance line by \$500 and set it at \$4,500. Rep. Smith seconded the motion and all were in favor.

Rep. Townsend moved to adopt the recommended Farm budget of \$535,052. Rep Ladd seconded the motion and all were in favor.

UNH Cooperative Extension

Rep. Ladd moved to adopt the Commissioners recommended budget of \$285,393. Rep Gionet seconded the motion and all were in favor.

Conservation District

Rep. White moved to adopt the Commissioners recommended budget of \$71,718. Rep. Townsend seconded the motion and all were in favor.

Regional Planning Commissions

Rep. Ladd moved to adopt the Commissioners recommended budget of \$ 1,092. Rep. Sykes seconded the motion and all were in favor.

Wage & Benefit Adjustment

Rep. White moved to adopt the Commissioners recommended budget of \$171,367. Rep. Smith seconded the motion and all were in favor.

Tax Anticipation

Rep. Ladd moved to adopt the \$5,000 Tax Anticipation line. Rep. Gionet seconded the motion and all were in favor

Bonded Debt

ED Clough stated that she took the \$7,500 of bond fees out of the budget and the new bottom line is \$2,835,535.

Rep. White moved to adopt the Bonded Debt budget at \$2,835,535. Rep. Smith seconded the motion and all were in favor

Capital Outlay

Rep. Ladd asked if the repointing of the courthouse under the maintenance capital outlay could be put off another year. ED Clough stated that Supt. Oakes had requested that both the courthouse and nursing home be repointed in FY15 and the Commissioners had him choose one (1). He chose the courthouse and stated that the courthouse absolutely needs to be done.

Rep. Ladd asked if the roof over the gutter cleaner in the Farm capital outlay is something that has to be done this year. Commissioner Cryans stated that it will make the farm employees lives much easier and it is causing more problems by not doing it.

Rep. Townsend moved to adopt the \$365,103 in the Capital Outlay as recommended by the Commissioners. Rep. White seconded the motion and all were in favor.

Contingency

Rep. White asked why only half of the budget has been spend. ED Clough stated that in the past they had money in the Human Resources department but cut that out so this is the only money in the budget.

Rep. Gionet moved to adopt the Commissioners recommended budget of \$26,500. Rep. White seconded the motion and all were in favor.

Unallocated Insurance

Rep Townsend moved to adopt the Commissioners recommended budget of \$36,000. Rep. Mulholland seconded the motion and all were in favor

Delegation Expenses

Rep. Gionet moved to accept the Commissioners recommendation of \$10,000 for Delegation Expenses. Rep Friedrich seconded the motion and all were in favor.

Nursing Home

Administration

Rep. Ladd moved to reduce the Office Supplies by \$2,000 and set it to \$14,152. Rep. Gionet seconded the motion.

Discussion:

Rep. Ladd stated that by reducing it by \$2,000 they are still increasing by \$2,500 over this year.

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

Rep. Smith moved to adopt Nursing Home Administration budget in the amount of \$1,367,988. Rep Townsend seconded the motion and all were in favor.

Dietary

Rep. Ladd moved to reduce the Special Events line by \$2,000 and set it at \$10,629. Rep. Gionet seconded the motion. With the vote being seven (7) in favor and one (1) in opposition the motion is adopted.

Rep. Ladd moved to affix the Dietary budget \$1,662,610. Rep Gionet seconded the motion and all were in favor.

Nursing

Rep. White moved to adopt the Commissioners recommended Nursing budget. Rep. Gionet seconded the motion and all were in favor.

Restorative Nursing

Rep. Gionet moved to adopt the Commissioners recommended budget. Rep. Sykes seconded the motion and all were in favor.

Health Information Management

Rep. Ladd moved to adopt the Commissioners recommendation of \$276,510. Rep. Mulholland seconded the motion and all were in favor.

Therapeutic Recreation

Rep. White moved to reduce the Vehicle Repair and Maintenance by \$1300 to a total of \$5,000. Rep. Ladd seconded the motion. With the vote being seven (7) in favor and one (1) in opposition the motion is adopted.

Rep. Townsend moved to adopt the Therapeutic Recreation budget as amended by the EC at \$477,014. Rep. Mulholland seconded the motion and all were in favor.

Plant Operation

Rep. Ladd moved to approve \$787,780 for the Plant Operation budget. Rep. Gionet seconded the motion and all were in favor.

Environmental Services

Rep. White moved to adopt the Environmental Services budget. Rep. Ladd seconded the motion and all were in favor.

Pharmacy & Physician

Rep. Gionet moved to adopt the Commissioners recommended budget. Rep. Ladd seconded the motion and all were in favor.

Contract Services

Rep. Ladd moved to adopt the Commissioners recommended budget. Rep. Gionet seconded the motion and all were in favor.

Social Services

Rep. White moved to adopt the Commissioners recommended budget. Rep. Friedrich seconded the motion and all were in favor.

Bonded Debt

Rep. Ladd moved to approve the Commissioners recommended budget of \$732,704. Rep. Townsend seconded the motion and all were in favor.

Nursing Home Capital Reserve

ED Clough stated that the balance at the end of FY14 \$135,355.09. She explained that the recommended contribution for FY15 would be \$900,000 which would be monies that will come from Medicaid ProShare monies and will be higher than the funds that were budgeted.

The estimated ProShare payment is \$1,550,000 and they have budgeted for \$800,000. This would leave \$750,000 in excess funds and the additional \$150,000 would come from the existing fund balance. She explained to the Committee that what she is going to recommend is using the capital reserve funds to cover the costs of the life safety and bathroom renovation projects and not take out a bond on the project.

Rep. White moved that the Executive Committee recommend to the full Delegation the capital improvement plan presented to them today. Rep. Sykes seconded the motion and all were in favor.

Social Services

Rep. Townsend moved to adopt the social services budget as proposed. Rep. Smith seconded the motion.

Discussion:

Rep. Ladd stated that he is talking about the bottom line, not any specific item in the budget. He explained that historically, funding this area much higher than any other county. He feels that

when they are increasing the budget by \$40,000, they are setting ourselves up for increasing in the future and they need to reduce the overall budget. He stated that he does not think it is something our tax payers can continue to do.

Rep. Townsend stated that for them to skimp on the social services, it is not something he will support

Rep. Smith stated that she understands Rep. Ladd's concerns about over taxing people.

Rep. Gionet stated that they are not here to support social services, they are here for county government.

Rep. Sykes stated that how the government helps the most vulnerable and most needy is the measure of how society functions.

The committee voted on the motion:

With the vote being five (5) in favor and three (3) in opposition, the motion to accept the Commissioners proposed Social Services budget is adopted.

Commissioners Office

Rep. Smith moved to adopt the budget as amended by the Executive Committee totaling \$354,780. With the vote being six (6) in favor and two (2) in opposition the motion is adopted.

ED Clough stated that the new bottom line is \$38,991,580. The amount to be raise by taxes is \$21,603,615 which is a 2.5% increase in the amount to be raised by taxes.

Dispatch Capital Reserve and Deeds Surcharge.

ED Clough asked if the Committee was ok with the two accounts. The request is to spend \$11,320 out of the Deeds Surcharge account and \$46,200 out of the Dispatch Capital Reserve.

Rep. White moved the Executive Committee recommend to the full Delegation expenditures from the Dispatch Capital Reserve and Register of Deeds Surcharge account as presented to the Executive Committee. Rep. Sykes seconded the motion and all were in favor.

12:35 PM With no further business the meeting adjourned

Sincerely,

Suzanne Smith, Clerk