

EXECUTIVE COMMITTEE BUDGET REVIEW

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday June 11, 2012

PRESENT: Representatives Bulis, Aguiar, Sova, White, Gionet, Ladd, Townsend and Almy, Commissioners Cryans and Ahern, Executive Director Clough and Secretary Martino.

EXCUSED: Rep. Brosseau

OTHERS: Harold Brown

Rep. Bulis called the meeting to order at 9:05 AM and the committee recited the Pledge of Allegiance.

Rep. Sova moved to approve the minutes from the June 5, 2012 meeting. Rep. Aguiar seconded the motion. Rep. Almy made an edit to the minutes. Reps. Bulis, Sova, Aguiar, Almy, Townsend, and White were in favor of the minutes as amended. Rep. Gionet abstained from the vote.

TREASURER: Carol Elliott

Treasurer Elliott reviewed her budget beginning with the revenue which is down due to there no longer being any Jail bond money to draw interest from.

EXPENSES: Treasurer Elliott noted that there was an error on the salary noted in the NHACo report which stated the Grafton County Treasurer salary at \$6,841. She said the actual salary is \$6,481.

Services fees have increased and Treasurer Elliott explained what those fees were. Travel has increase because the mileage reimbursement rate has increased.

Register of Deeds Kelley Monahan and Maintenance Superintendent Oakes arrived to talk about the fire suppression system for the Deeds records area. RD Monahan gave an overview of her request for the system and noted that the request was removed from the budget last year and she would like to see this done in this budget. She stated that as Register of Deeds she is tasked with the oversight and protection of the documents in Deeds and feels these archival documents need to be properly protected. Money for the project would come out of the surcharge account.

There was a discussion as to the reason why Deeds left the Courthouse building which had a secure vault area, and moved to the Administration building, which does not. Director Clough said the move was primarily the decision of a former Register of Deeds

who thought it would be good to have more room in which to operate out of and who did not feel the current records area was an issue. .

Supt. Oakes talked about what would be needed if the suppression system were to be added, which would include moving everything to a smaller room. He said the cost would run about \$24K and take anywhere from four to five different contractors to do it. He said that he would like to mirror the system that the new Jail has.

There were a number of questions regarding the need for installing this system. Rep. White asked how many times sprinklers have suffered a failure without the head being damaged and Supt. Oakes said there were no catastrophic failures. Rep. White then asked if there were other sources of water in the room and Supt. Oakes said there was a hydronic system. (other water for the building). Rep. White stated that the removal of sprinklers would only take care of one source of water.

RD Monahan was questioned if a vault had been considered and she replied that the cost of that would far exceed what she was currently requesting. Rep. Ladd asked if other options were available on the complex and Supt. Oakes said there are not too many other places and they wouldn't be air-conditioned.

Rep. Almy asked what the Deeds Department would be giving up in the way of future equipment needed from its surplus account by requesting this purchase and RD Monahan replied there was nothing.

Rep. Bulis asked about other water issues given the fact that the room in question is in the basement. Supt. Oakes said there is water that has been coming in the building for a while and that should change when the building gets re-sealed.

Rep. White said there really doesn't seem to be a plan to do business beyond a year or two and he feels that the records probably belong in some kind of vault. He said that the move in 2005 didn't give much thought to the future and he didn't think that if they spend the money on this system that it will address all the issues. He noted that there are windows in the room and that opens up the potential for a break in, which would compromise the records.

Rep. Bulis told RD Monahan that they are not trying to thwart this but are looking to find a long term solution. RD Monahan reiterated that it is her sworn oath of office to protect the records.

10:00 AM A recess was taken

10:10 AM The meeting was resumed.

SOCIAL SERVICES: Human Services Administrator Nancy Bishop

Rep. Bulis asked if the agencies were given any guidelines and Commissioner Cryans said they were told that if they were to receive money it would only be level funding. Rep. Bulis stated that there were some who asked for more money however.

Commissioner Cryans informed the committee for disclosure that he works for Headrest. Commissioner Cryans said that this budget was passed on a 2 to 1 vote.

Rep. Almy said she noticed that the agencies had all been cut by 3% and pointed out that the Commissioners raised the employees' salaries by 1.875%. Commissioner Cryans said that the decision was made to cut them in order to help with employee increases. Rep. Almy pointed out that many of these agencies have already been taking salary cuts, benefit cuts, and ending functions and staff in order to survive

The committee reviewed the list of the Social Service agencies and there were a lot of varying thoughts about which agencies were worthy of funding, whether funding was necessary given the amount of money that is received from other sources and whether or not it was beneficial for the County to fund certain agencies. HSA Bishop provided other information about the agencies such as where other funding came from and what clients were served. Commissioner Cryans said that it was his opinion that all agencies listed were worthy of funding.

Rep. White asked what standard they would be using to evaluate these programs and questioned whether it would be done on a personal basis.

Rep. Aguiar asked Commissioner Ahern, who had voted against this budget, to offer his opinion and he said that during the Commissioner meetings he wanted to talk about what the appropriate use of County tax money would be, but that didn't happen.

Rep. Bulis said this particular budget is difficult because it affects each committee member differently. He said the question may need to be, "what can the County afford to do"?

At this time the full budget has been reviewed by the Executive Committee.

Rep. Bulis asked what the cost was for perfect attendance and Director Clough said the costs were added into salary lines and the amount is minimal but she would find out the exact amount.

Director Clough informed the committee that if they plan to make substantial changes to the budget that doing it next Monday will not give her enough time to make those changes and then get that budget out to the full Delegation so the hope was that some decisions could be made today.

Rep. Aguiar asked Director Clough if she would get him a report on all the salaried employee positions. He then asked what the County will be spending on longevity. Director Clough said that in FY13 the amount is \$107,400 which is \$325 less than last

year. Rep. Aguiar asked if employees are allowed to use County vehicles as their own and Director Clough said only the Sheriff's Dept. takes their vehicles home.

There was discussion as to whether or not the Board of Commissioners would like the committee to adjust departments on their own or just give the Board a bottom line figure to work with. Commissioner Cryans said he would rather have the bottom line and reiterated that he thought this was a good budget and that nothing should be cut. Rep. Aguiar said that in looking at the budget, he didn't see any decreases between what the Dept. Heads requested and what the Commissioners approved. Commissioner Cryans said he felt that the Dept. Heads had thought out their budgets very well and doesn't buy into the argument that if something is not cut then it's a bad budget.

Rep. Bulis said he had a couple of concerns. He said that the Jail, Nursing Home and Human Services take up most of the costs in the budget, which doesn't leave much for other County responsibilities. He questioned the funding of out of state travel, Grafton County Economic Development and the increased salary of the Drug Court Coordinator. He thought they should be weighing the benefits of Drug and Mental Health Court against the programs in the new Jail and questioned if those should be funded more thoroughly. He said if more money was put into the Jail programs then perhaps they wouldn't have to go to Drug Court.

Rep. Bulis said that the Republicans would be caucusing on the budget and that the Democrats were welcome to do the same, though it was not his intention to make this partisan. Rep. White thought they should do their work today while everyone was here already and come back together and get this budget wrapped up today. It was agreed the committee would go to lunch, then caucus and come back to discuss the budget further. Commissioners Cryans and Ahern would be unable to return to the meeting.

12:15 PM recess.

2:12 PM the meeting was resumed.

Director Clough had been able to prepare some reports which included the surplus projection for FY12 and the out of state travel requests for FY13. Director Clough said by far the largest out of state travel requests come from the Drug Court who send their people to the annual conference which could be anywhere in the US. She said that this year it was in Tennessee. She also had totaled costs for perfect attendance which amounted to \$7,230 in FY11 and \$7,528 in FY12.

The next item for discussion was the fire suppression request for Deeds. Rep. Aguiar said that he felt the use of the surcharge needed more clarification. Rep. Ladd said it had to be determined as to what equipment was and what a capital asset was. He said he doesn't feel the request fits the RSA.

There was more discussion about this and the consensus of the committee was that they were not in favor of going forward with this project at this time.

Finance Director: Rep. Bulis said that the Republicans were uncomfortable with the position and with not having a full understanding of what the new role of the Executive Director would be. The Democrats thought they too could forgo the position.

There was a discussion as to what would happen if something should befall Executive Director Clough. Rep. White asked Director Clough if she was in favor of the Finance position and she replied that the structure of the County needs this position and that she does support it. Rep. Ladd said he is finding it difficult to understand how everything will fit together with the Commissioners, the Director, the Finance person and purchasing person.

Director Clough said that the Commissioners are the one's who set the policy and she carries out the duties. She said the Commissioners do not handle the day to day activities now, so there really would not be a major change in the way that things are currently being done. Rep. Ladd asked about the Purchasing position and Director Clough explained that there needs to be a full analysis of the need for that position before anything is implemented.

Rep. Bulis said maybe the County should consider hiring an outside consultant to explain how the County should be set up. Director Clough said that the \$40K performance audit just provided that information for them.

Rep. White defended the Director's point that things needed to be done incrementally and right now there is no Purchasing position in the budget to be considered. He said the finance position is something that is in the budget for them to consider.

Rep. Almy had a change of heart after listening to Director Clough and now felt that the County could not work on its efficiencies without freeing up the Executive Director. She said she now thought the financial position was needed. Rep. Bulis said he is opposed to the addition of this position right now.

Rep. White suggested a compromise which would allow the County to advertise the position and then not hire anyone on for another three months or so. Rep. Townsend said he agreed with that compromise.

Rep. Bulis said they wanted to see the description of the jobs and know if there was a plan for implementation. Director Clough said a plan had been thought out and that descriptions were prepared for the jobs in questions.

Rep. Bulis asked Director Clough what she would be doing now that most of the projects that had taken up a great deal of her time were completed.

Rep. White said he felt the statement was inappropriate for the Chairman to suggest that Director Clough's job was now unnecessary because the Jail is successfully completed and that there is not enough for her to do. Rep. Aguiar agreed with Rep. White.

Rep. Ladd questioned what the difference would be between the Finance Director at the Nursing Home and the one they want to add. Director Clough said that there is a Financial Office Manager at the Nursing Home which is quite different and has far less responsibilities than what the Commissioners are proposing. She said the two will work

cooperatively however. The Financial Director will act as second in command at the County under the County Administrator.

Rep. White said he wanted to come to some kind of conclusion on the Commissioners' budget. There was further discussion but the committee was unable to come to any agreements.

Rep. White said he was becoming very frustrated with the tone of the meeting, the lack of progress and said he didn't care for some of the remarks that were being made around the table about a member of the staff. He said that unless there was some way to make some decisions about this budget and unless there was a way to make some progress, which he would be happy to be part of, then he would suggest the meeting adjourn.

Rep. Gionet said that he would like to read the paperwork that was given him.

Rep. Bulis said they could go no further today and adjourned the meeting.

The next budget meeting will be held on the 25th of June at 9:00 AM

2:55 PM the meeting was adjourned.

Respectfully submitted,

Charles Sova, Clerk