

GRAFTON COUNTY COMMISSIONERS' MEETING

Budget Reviews

3855 Dartmouth College Hwy

North Haverhill, NH

Thursday March 21, 2013

PRESENT: Commissioners Michael Cryans, and Martha Richards, Director Julie Clough and Secretary Jeri Martino

Commissioner Ray Burton participated by phone according to RSA 91-A:2 with the reason being that he was in the hospital. Telephone participation was at his request. It was noted that all votes must be taken by a roll call while the Commissioner was on the phone.

Maintenance Supt. Jim Oakes arrived to open bid requests.

Bids for Trash and Recycling were opened. Only one bid was received which was from CM Whitcher in the amount of \$26,832.

Supt. Oakes said that the current service is being performed for the amount of \$19,238 and since there was only one bid received, felt that the RFP should be put out again. Commissioner Burton asked when the current contract ends and Supt. Oakes said the end of August.

Commissioner Richards moved to reject the bid from CM Whitcher and to put the trash/recycle request back out to bid which was seconded by Commissioner Burton.

DISCUSSION:

There was some discussion about why other companies didn't submit bids. Supt. Oakes said he would like to reach out to the companies that he had originally contacted, for a re-bid. He said perhaps the request just slipped through the cracks.

Commissioner Cryans said he was torn because CM Whitcher followed through with the proper response. Supt. Oakes said that Commissioners have the right to reject any and all bids and he feels this bid is too high and would like to solicit bids a second time.

The vote was taken by roll call: Commissioner Burton, yes, Commissioner Richards yes, Commissioner Cryans, yes.

Commissioner Burton asked Supt. Oakes about the demolition of the old jail and he replied that he hadn't completed the scope of work yet for the RFP.

Two bids for fuel were received and opened as follows:

<u>Company</u>	<u>#2 Fuel oil</u>	<u>Diesel</u>	<u>Propane</u>
Irving	3.229 variable	3.655 variable	1.417 variable
Dead River	3.199	3.439	1.399

Supt. Oakes said he needed to call the companies for confirmation of costs, as the dates were only good through the 15th of March, and clarification on what variable meant.

Three bids for 1625 tons of woodchips were received and opened as follows:

<u>Company</u>	<u>bid</u>
North County Procurement	\$67 per ton
Limlaw Chip	\$67 per ton
Cousineau Forest Products	\$69 per ton

It was noted that when the biomass plant was being researched, the cost for woodchips was in the \$55 per ton range. Supt. Oakes said he wanted to look at these bids and then do some further research to see if costs have gone up or perhaps his spec sheet included something additional that would drive the cost up.

DEPT. OF CORRECTIONS ~ Superintendent Glenn Libby

The program personnel line has been zeroed out as the Commissioners voted to approve to reclassify the positions in that line a couple of months ago. Commissioner Richards asked if the programs were needed and Supt. Libby replied that they are, but the security of the facility has to come first before considering any programs.

The Correctional and Administrative Personnel lines are up due to the request for one new position plus the reclassification of the program personnel. Medical and food service personnel line are also up. There is a significant increase in the retirement line due to the increase in group II retirement rates.

The meal line has decreased considerably and overall there is a \$151K increase in the budget which amounts to a 3.1% increase.

Commissioner Richards asked what Supt. Libby feels that he would ultimately like to see in his budget for staffing if he could have his wish. He said that he believes that with the reclassification and the one new position he feels they would be in fairly decent shape. He said the jail is still in transition so he believes that this is a cautious but responsible approach to the budget.

COMMUNITY CORRECTIONS

There are some salary and retirement increases and this budget is up \$19K. There are five employees who work in CC.

GOVERNOR'S COMMISSION GRANT

Supt. Libby said he hopes this grant receives continued funding and has not heard otherwise at this time.

Commissioner Cryans stated that for full disclosure, there is a consultant line in this budget which is paid to Headrest of which he is the Executive Director. The grant covers an alcohol & abuse counselor.

NIGHT WATCHMAN

Slight increase in salaries and benefits.

RSAT GRANT

This money comes from the Attorney General's office and there has been no commitment for it as of yet.

There are no capital expenses requested and Supt. Libby will get back to the Commissioners when he is done gathering information about revenues.

TREASURER ~ Bonnie Parker

There is only a slight increase in this budget and is partially due to the increase in bank service charges and travel. Salary is determined by the Delegation.

Director Clough reviewed the Mental Health Court grant that the County Attorney presented last week for the Commissioners. Commissioner Richards stated that she had not read the grant. Commissioner Burton said he was in favor of the grant.

Commissioner Burton moved to approve the County Attorney applying for a Mental Health Court enhancement grant.

DISCUSSION:

Director Clough said she understands if the Board is in favor of seeing the Mental Health Court expand into Plymouth as being a part of the function of County government, but the Board must also be cognizant of the fact that once these grants run out, they will be looking to the County to fund them in the future.

The vote was taken by roll call: Commissioner Burton, yes, Commissioner Richards yes, Commissioner Cryans, yes.

INFORMATION TECHNOLOGY ~ IT Manager Brent Ruggles

ITM Ruggles said that he would like to see his part time person moved to full time as the Department is having a difficult time keeping up with the work.

Contracted services are up which takes into account replacing the HVAC computer system. The software line is up in order to replace some of the older Microsoft software.

Software maintenance and renewal line is up \$30K and that's due mostly because of licenses in Dispatch.

IT CAPITAL EXPENSES

IT handles all the computer capital expenses for Departments. Total requests this year amount to \$50,600 and last year was \$141,111.

Commissioner Burton asked if there was any way to get more years out of the computers in HR rather than purchasing new this year and ITM Ruggles said that he didn't think so. He said that a number of the older computers will be going over to the jail to set up a computer training lab for the inmates with the approval of Supt. Libby.

Commissioner Cryans asked if the increase to the IT department would change the allocation to the Nursing Home, (which is \$40K). ITM Ruggles said that was the number that was agreed upon with Director Clough. Commissioner Cryans said that the amount would only reflect that 1/8, or 5 hours a week of time was spent at the Nursing Home. ITM Ruggles said they do spend more time a week than that and will take another review of that allocation.

ITM Ruggles suggested that the Board may want to consider establishing a capital reserve account in the future. Commissioner Richards asked if one could be established now, noting her favor of doing that. Director Clough said the Board can do whatever they like but they need to consider that the budget is showing a considerable increase and they'll have to take a hard look at what their priorities are.

FARM ~ Farm Manager Donnie Kimball

FM Kimball is calculating milk revenue for 80 cows at a \$20 milk price which totals \$391K. He expects the sale of livestock to be \$30K, produce \$5K and misc revenue at \$10K which totals \$514,761.

Commissioner Cryans asked if FM Kimball thought the sale of milk was realistic and FM Kimball replied yes, unless prices go down. He said the word is that they will remain in the \$20 level.

EXPENSES:

Vet fees have doubled to \$8K, breeding has doubled to \$12K as his herdsman wants to do all the breeding artificially, and dairy feed and supplies have also increased.

Overall the budget is up 17.13%, which is off set by an increased revenue of 18%.

CAPITAL EXPENSES

FM Kimball wants to purchase a new mixer wagon for \$30K, wants to tar the feed bunker at \$10K, and purchase a new truck body at \$15K. Other misc requests bring the total to \$69,900.

There was a request to pasture the cows at the Herdsman's family farm in Vermont for \$5500 and Commissioner Cryans asked what would happen if the Board chose not to do that. FM Kimball said they could be pastured here at the County.

Commissioner Richards said she would also like to see a capital reserve account for the Farm.

Supt. Oakes returned with the fuel bids after speaking with the two companies. He recommended choosing Dead River as they have the better prices.

Commissioner Burton moved to accept the bids from Dead River for #2 fuel, diesel and propane as proposed which was seconded by Commissioner Richards. The vote was taken by roll call: Commissioner Burton, yes, Commissioner Richards yes, Commissioner Cryans, yes

COMMISSIONERS' OFFICE/MISC ~ Director Julie Clough

Director Clough stated that the Commissioners' budget is up 32%. A Finance Director position has been added at the request of the Commissioners and Health Insurance is up since there will be

a new Administrative Assistant who will probably take the health insurance as well as the Finance Director. In anticipation of a Finance Director the allocation to the Nursing Home has been increased. Total increase is \$109,940.

REGIONAL PLANNING – slight increase

WAGE & BENEFIT ADJUSTMENTS – slight increase.

TAX ANTICIPATION – level

BONDED DEBT – decreased due to reduced interest. This line should continually decrease as bond interest is paid down.

COMMISSIONERS CAPITAL OUTLAY - \$3600 for furniture for new position.

CONTINGENCY - slight increase due to County Conference.

DELEGATION EXPENSES – level

MISC REVENUE – all level

CDBG Grant Administrator proposals were opened and recorded. Three bids were received.

Donna K. Lane	\$6000
North County Council	\$5000
Tigan Consulting	\$5400

Director Clough said that she is not familiar with Tigan Consulting but the County has worked with both Donna Lane and NCC and either one would be suitable as Administrator.

Commissioner Burton moved to accept North Country Council as CDBG grant Administrator in the amount of \$5000 which was seconded by Commissioner Richards. The vote was taken by roll call: Commissioner Burton, yes, Commissioner Richards yes, Commissioner Cryans, yes

Commissioner Richards 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 Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

Commissioner Cryans declared the meeting back in public session.

Commissioner Richards 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 Burton seconded the motion. The vote was taken by roll call: Commissioner Burton, yes, Commissioner Richards yes, Commissioner Cryans, yes

12:40 PM With no further business the meeting adjourned.

Raymond S. Burton, Clerk