

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
March 18, 2021

PRESENT: Commissioners Piper, Lauer, Ahern, County Administrator Dorsett, Finance Director Libby and Administrative Assistant Norcross

OTHERS PRESENT: DoC Supt. Elliott, Register Monahan, Alternative Sentencing Director DePalo

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

Department of Corrections – Superintendent Elliott

Revenue

Federal Inmates – Supt. Elliott noted that they negotiated the old price of \$55 per day to \$85 this fiscal year. As this is the first year of their contract, a conservative estimate would be \$31,025

Community Corrections – Supt. Elliot this line has an increase due to pretrial services and feels that will change once the courts start to open up.

Expense

Department of Corrections

Supt. Elliott stated that the entire line is up \$209,530. He noted that retirement and health insurance increases account for \$205,000 of that increase.

Kitchen Supplies – This line has an increase of \$13,700 due to the large increase in the cost of gloves during the pandemic. Pre-pandemic costs for gloves was \$9.99 per hundred. They are currently \$21.00 per hundred.

Meals – Supt. Elliott stated that they cut another \$19,162 for FY22. He stated that this is based on an inmate population of 90 for FY22 as opposed to 100 inmates in FY21.

Governor's Commission Grant

This particular line is responsible for all the different types of programming in the Jail. From substance abuse to critical thinking. It is staffed by full time 1 LADC and 1 part time certified recovery support worker.

Supt. Elliott stated that they currently receive a \$200,000 BDAS grant that this department utilizes through substance abuse counseling as revenue for the County.

He stated that this line is up \$5,212 and \$2,767 of that is due to the increase in retirement.

Night Watchman

Supt. Elliott stated that these employees work 7p-3a. They monitor the barns throughout the night. There are no full time employees.

Misc. Revenue – Finance Director Libby

State/Federal Funds

Abandoned Property – FD Libby stated that she takes the average over the last seven (7) years of what they received. She stated that there is no way of knowing how much they will receive each year.

Federal PILT – FD Libby stated that they have a contract with Conway Fire Dept. to perform emergency response on Rte. 112 in Livermore. That bill comes at the end of the year. They send them PILT money to reimburse those funds.

Courthouse Rent

FD Libby stated that they receive rental income from five (5) sources. This includes the increase in the new lease rates.

Recoveries

FD Libby stated that she has budgeted \$100,000 as they seem to hit that amount each year.

Dividends/Misc

Misc. General Revenue – FD Libby noted that this line is for any revenue they may receive that does not go into any other line.

GOFERR – Cares Act Funds – FD Libby stated that she has not budgeted for this revenue in FY22.

Return of Surplus – FD Libby stated that they received a return of surplus this fiscal year but is not sure if they will receive or not in FY22 and therefore have not budgeted anything in this line.

Generator – CA Dorsett stated that he has a request from Supt. Oakes regarding the generator. CA Dorsett explained that the generator is out of order right now and they need to get it fixed. The expense is over \$5,000 and Supt. Oakes is requesting a motion to support the expense of \$5,907.87. This generator supports the Administration Building as well the entire campus phone system, including dispatch, therefore it is something that needs to be repaired as soon as possible.

MOTION: Commissioner Lauer moved to approve the \$5,907.87 expense for the emergency repair on the generator. Commissioner Ahern seconded the motion.

Discussion: Commissioner Ahern asked where these funds are coming from. FD Libby stated that she believes it would come from the building repair and maintenance line.

The Commissioners voted on the motion and all were in favor

Alternative Sentencing – Director DePalo

Revenue

AS Director DePalo discussed her revenue items with the Commissioners noting increases in the Program Fees and BDAS funding. She stated that she will continue to look for ways to bill Vermont.

Expenses

Education and Training – AS Director DePalo stated that they did not utilize any of their travel expense this year due to COVID. Trainings are starting to open back up. They are all short a few trainings for their licenses and will need to make them up this year and have budgeted accordingly.

Case Management – AS Director DePalo stated that these are the lines where the Commissioners will see the \$40,000 decrease for CADY and Valley Court Diversion with ending their contracts effective June 30th.

Postage – This line has increased during the pandemic due to having to mail everything, as well as needing to include return envelopes with postage to get paperwork back. This is reflected in the COVID-19 expenses at \$989.00.

Graduation Expenses – This line has decreased this year due to not having as many graduations. Next fiscal year it would increase back to \$400 given they are able to be fully back in person.

Travel Expense – AS Director DePalo stated that this line has decreased. They do not have a county car and do not know if they will be getting another one

Vehicle Repair and Maint – This line has been zeroed out due to not having a county car anymore.

AS Director DePalo stated that her budget has an overall decrease of roughly \$70k.

Registry of Deeds – Register Monahan

Revenue

RD Monahan stated that she has increased the revenue. They do not know until they get into April or May if the next round is coming. They speculate this year was a surge due to Covid and therefore they budgeted conservatively.

Expense

Clerical – RD Monahan explained that in this current fiscal year she had a six (6) month overlap of a position to allow training to replace a retiring employee. This year shows a reduction as they are back to normal staffing levels.

Health Insurance – There is an increased due to new employees having family plans.

Education and Conference – RD Monahan stated that she will not attend another PRIA conference and therefore this line item has decreased.

Postage – RD Monahan explained that with e recording they do not prepay the postage and their postage costs continue to decline.

Internet – This is a new line. RD Monahan explained that she moved this from surcharge to the operating budget. She explained that the legislative language for use of surcharge is very vague and she would like to move this to general operating because they cannot do without it. They have added an additional back up with Charter and a lower speed uncuse their main internet goes down.

Travel Expense – This line item has decreased due to not having to travel to Concord.

Microfilm – RD Monahan stated that their old microfilm she had inherited was infected with what is called vinegar syndrome. They moved their storage from Iron Mountain to Keene and this line has only had storage fees included in it because they have not microfilmed in eight (8) or so years. She has studied the situation and has decided to reboot an annual production of microfilm. She explained that they scan it into digital and then it goes to the microfilm. Annually going forward this will include storage and annual production. She stated that she feels better with this old style of storage with microfilm rather than relying on the internet.

Computer Software Contract – RD Monahan stated that she has kept this line at \$80,000 for many years due to volume but they have now increased the line to \$110,000 due to the increase in volume.

Surcharge

Microfilm Project - RD Monahan stated the large purchase out of surcharge is for their Microfilm project, which costs \$172,000. She explained the details of that project noting that Fidlar has offered them a price of .35 cents an image to do the entire database with two (2) copies. She stated that one will stay here on the reader and one (1) will be sent to Keene. She stated that cannot think of a better way to use this surcharge money with the price that they are

offering her. She stated that going forward it will be .55 cents per image. This would only take a couple of months and would include the entire database. She noted that she would also buy a reader in the event they were without power.

She reviewed the other surcharge expenses. Total surcharge account is \$181,642.00

Commissioners' Office – County Administrator Dorsett & Finance Director Libby

Finance Director – FD Libby stated that this increase is due to only having six (6) months of the position last year. This year is the full amount.

Finance Salaries – FD Libby noted that there is a potential change in staffing due to retirement and she has budgeted accordingly.

Education and Conference – There is a decrease in this line item as this year the Kronos software training was included in that line and that will not be included next year.

Audit Services – FD Libby noted that this line increases every two (2) years due to the need for the Actuarial Attestation for their other Post-Employment Benefits

Dues – FD Libby stated that there is an increase of \$1,300. She explained that they went to a county wide corporate amazon account. The prime membership to get the entire campus for everyone to get free shipping is \$1,300. They use amazon very frequently.

Advertising & PR – FD Libby stated that this line includes all advertising for Bids, Executive Committee and Delegation ads as well as a very expensive budget ad that is required by law. She has increased this due to usage.

Travel Expense – FD Libby stated CA Dorsett anticipates being traveling more than has been done traditionally in the past; therefore, they have a slight increase in this line to account for that.

FD Libby stated that the total budget is \$499,665. She noted that the majority of the increase is due to the budgeting a full year for the Finance Director.

Wage and Benefit

Health Reimbursement Account – FD Libby stated that this line is where they pay the 50% of non-nursing home employee deductibles.

Wellness Funding – FD Libby explained that the wellness program has not been active since their former Human Services Administrator retired. The new Sr. HR Generalist is starting the wellness program back up and therefore she does not want to remove that funding. This funding promotes wellness for employees, which in turn can decrease insurance costs.

Tax Anticipation Interest

FD Libby stated that she believes interest rates will continue to be very low and she suspect the borrowing will be limited again this low. She has left \$10,000 in there to be safe.

Bonded Debt

They currently have the Nursing Home bond, which will be paid off in September 2022. 25% of that bond payment is in this budget and the other 75% is in the Nursing Home. She noted that they are still paying interest on the unrefunded portion of the jail bonds. There is an overall decrease of roughly \$100,000.

Contingency

FD Libby explained that this line includes all outside council costs for the entire county except for the Register of Deeds who has \$5,000 in her budget.

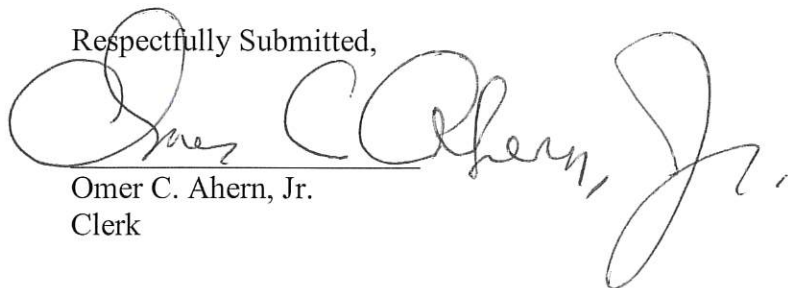
County Government Promo – This line has \$5,000 for the Employee Recognition Dinner. She noted they also buy service pins for the employee out of this line.

County Delegation

FD Libby stated that she decreased this line by \$1,000 to \$7,500 as she is unsure what that will look like as they move forward with COVID.

11:50 AM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Omer C. Ahern, Jr.", is written over a horizontal line. The signature is fluid and cursive.

Omer C. Ahern, Jr.
Clerk