

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
March 7th, 2019

PRESENT: Commissioners Lauer, Piper and Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: HR Director Clough, Sheriff Stiegler, Director of Communications Andross, Office Assistant Paronto, Heather Bryans & Donna Lee – UNH Extension, Conservation District – Pam Gilbert, Gary Peters, Rick Walling

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

Commissioner Lauer participated by phone according to RSA 91-A:2 with the reason being that she was unable to attend. Telephone participation was at her request. It was noted that all votes must be taken by a roll call.

Human Resources – Director Karen Clough

Education and Conferences — HR Director Clough stated that this line includes Nurse Practitioner education and training, annual Employment Law update at Sheehan, Phinney, Bass & Green for HR staff, County conference, varied continuing education courses, Organization Development plan /trainings for Nursing Home staff and Managers and training consultants to provide county wide training

Employee Recruitment/Retention — This line item includes drug screen test kits and lab costs for testing. HR Director Clough stated that she increased this line to include planning of Employee family picnic and other recruitment and retention strategies.

Allocated Service — Nursing Home — HR Director Clough stated that 80% of the HR budget which includes hiring, orientation, benefits, employee relations, labor relations, policies/procedures gets allocated back to the Nursing Home.

Dues, Licenses & Subscriptions —HR Director Clough stated that the criminal record checks are based on hiring data from the first 8 months of FY19 where they hired 80 and 63 record checks were paid for. This line also includes the Nurse Practitioner's annual membership to American Psychiatric Nurses Association, NH Nurse Practitioner Association, GNP Board Recertification Fee, the Annual SHRM Membership for two (2) staff members and ANHPEHRA Dues.

Postage — HR Director Clough stated that the postage meter is split between HR, nursing home, Commissioner's office and Human Services and the remaining budget is based on actual postage usage.

Travel Expense- HR Director Clough stated that this line includes monthly HR Affiliate meetings, quarterly Assoc. of NH Public Employer HR Administrators, Primex Training, Annual Employment Law Update, Criminal Record Checks, annual Primex Conference and the annual NHAC Conference

Equipment Repair & Maintenance — this includes the Laser fiche Support Agreement

Supt. Oakes arrived to discuss a bid waiver request. He explained that at the courthouse main entrance, one of the plate glass windows has cracked. Right now it is taped up and stabilized the best they can until they can get more materials in to make a plywood backing to add more support. It is a specialty order and because of its size there are very few places that can make it. A crane will also be needed to install it. He noted that they are going to submit a claim to Primex and see if they will cover it. If so, then the county's cost would be the \$1,000 deductible. Supt. Oakes stated that he received two (2) quotes as follows:

Granite State Glass - \$21,570.00

Portland Glass - \$25,558.00

MOTION: Commissioner Morris moved to waive the formal bidding process and accept the quote from Granite State Glass in the amount of \$21,570.00. Commissioner Lauer seconded the motion. A roll call vote was called. Commissioner Lauer "yes", Commissioner Piper "yes", Commissioner Morris "yes".

Sheriff's Department/Dispatch – Sheriff Jeff Stiegler, Director of Communications Tom Andross & Office Assistant/Dispatcher Thayer Paronto

Expenses

Deputies – Sheriff Stiegler explained that he is looking for committed monies coming out of this line item for a part time deputy for a 29.5 hour/week position. This permanent part-time deputy would be working in the criminal investigative division. What this deputy is doing right now is drawing a semi-consistent salary from the special deputies' line item. He stated that this position is very important and he is trying to ask for this in a more conservative manner. By committing one of his full time deputies to the Digital Forensic Analysis, the demands for the regular needs of that deputy do not end and this is where the part time Deputy would be placed.

Bailiffs – Sheriff Stiegler explained that this line item is a contractual agreement with the Administrative Office of the Courts and they set the rate in which the court security is to be paid. This line item is 100% offset by revenue.

Education & Conference – Sheriff Stiegler stated that there is a \$13,000 increase in this line due to many reasons. He is looking to have all full-time and part-time employees obtain their CPR certification as well as become certified to give Narcan. He explained that he feels that the deputies that are firearms instructors should also be certified in disassembling their firearms and have the knowledge of how the firearms should be set up. Sheriff Stiegler stated that he is looking to obtain Crisis Intervention Training for some of his staff as this is a very important

training to have which enables them to deescalate a situation without having to use any other forms of intervention. He noted that his Digital Forensics Deputy requires multiple trainings throughout the year. Sheriff Stiegler stated that his staff has received some free training through the county's insurance company but it is not the global leadership that he is looking for to afford these people to grow their careers. He will be looking to send staff members that are in management and supervisory positions to the FBI Leader program which is located as close as the Lakes Region and some by the seacoast.

Forensic Investigations – Sheriff Stiegler explained that \$18,000 of this increase is due to Gray Key. This is a yearly license fee for the application that allows them to get into phones for investigation purposes. He noted that this will be a regional tool for all departments in the county as the county is more suited to provide this type of technology versus the smaller police departments. He noted that the other \$2,000 will be for copying components.

Uniform Allowance – Sheriff Stiegler stated that he has three (3) Deputies that work in their dress clothes or casual clothes. When Deputies go into a drug related investigation, they cannot bring their clothes that have been in contact with various substances home to wash. He is looking to implement a \$500 clothing allowance. He stated that he is also looking to establish dry cleaning for the deputies who are in uniform full time. He stated that he cannot justify doing this for part-time employees but he has a vendor that for \$21.50 a month per employee they have unlimited dry cleaning.

Capital Outlay

Sheriff Stiegler explained that he has taken monies out of the New Equipment line of the operating budget and moved it to the capital outlay budget to help offset costs associated with having to purchase new cruiser safety equipment.

Sheriff Stiegler explained that he is looking to purchase plate carriers for his deputies in the event that there is an active shooter situation. He stated that he cannot expect his deputies to be put into harm's way without the proper equipment.

Firearms – The current firearms were purchased in 2011-2012 and the practice is to replace firearms every 7-8 years.

Cruisers – Sheriff Stiegler stated that they are looking to replace four (4) cruisers. He stated that if they were to get the part-time detective approved he cannot have him driving around in his own vehicle doing follow up investigations. He is also looking to examine a crew cab pick-up truck. The price is slightly lower but will also take more to set it up. There is more legroom in the back of a pickup. Ford makes a Special Service Vehicle for police and first responders that several deputies are interested in trying.

Revenue

Director Andross stated that there are not many changes in the revenue and some of the changes are out of their control. The Sheriff's Fees are based off of the civil service.

Dispatch

Director Andross stated that there are not many changes in the expense budget. The main increases come from the health insurance line and having a few employees upgrade to family plans as well as step increases.

Dispatch Capital Reserve

IT Cost – Director Andross explained that when they work with the IT Department and the items directly impact the Dispatch Center or the agencies they dispatch for they like to keep those costs in this budget so the IT budget is not absorbing costs that Dispatch can recoup some of.

Dispatch Chair Replacement – Director Andross stated that they have started purchasing gaming chairs in hopes that they will hold up just as well but are less expensive as the chairs they were previously buying.

Communications Infrastructure – This line item has been for the radio equipment at their remote sites. This equipment is at what the manufacture calls end of life. It is all working fine today but they cannot say how much time they will have left. Director Andross explained that they have been working the last couple of years to get them up to speed and not replace them all at once. They have recently learned that the manufacturer for their radio equipment wants them to move to a new model for support. The \$68,000 in this line item does not include all of the potential costs that Motorola may want them to incur. Director Andross noted that changes are coming in this profession. There is a nationwide broadband network being built through public safety. He stated that he believes their traditional radio systems are going to change and he feels they need to be careful for the very expensive upgrades until they know how this new network is going to work.

Mobile Communications Unit Truck – Director Andross stated that this is the truck that is needed to haul the Mobile Communications Trailer that he has discussed over the last couple of budget processes with the Commissioners. Their current vehicle is a 2005 Ford Excursion and it is at its end of life. Based on information that he has obtained

Dispatch Audio Recorder – Director Andross stated that everything that they do in the Dispatch Center is recorded. During this current fiscal year the current recorder will no longer be supported by the manufacturer. He noted that in this industry they can do some negotiating in the bid process. There are several manufacturers.

Director Andross stated that the Capital Reserve balance today will not cover everything on this list but because of the timing they have, his suggestion will be that they ask the Delegation for about \$100,000 to be retained from the Dispatch Fees to put back into the capital reserve account based on the needs they just discussed and that the Delegation has decreased the amount they have traditionally put into capital reserve.

CA Libby stated that they also need to open bids for the sale of the following two (2) vehicles:

2013 Ford Escape SE
VIN: 1FMCU9GXDUD03259

2015 Ford Taurus Police Interceptor Sedan
VIN: 1FAHP218XFG148898

Six (6) bids were received as follows:

| Bidder | 2013 Ford Escape | 2015 Ford Taurus Police Interceptor |
|-------------------------|------------------|-------------------------------------|
| Bay Ridge Motors | \$3,750.00 | \$4,150.00 |
| Richard Woolsey | - | \$2,222.00 |
| Robert Rowley | \$3,498.00 | - |
| Fredrick Coley | \$2,156.00 | \$2,156.00 |
| Pamela Spear | \$2,111.99 | - |
| William Doucette's Auto | \$2,525.00 | \$3,232.00 |

MOTION: Commissioner Morris moved to accept Bay Ridge Motor's high bid of \$3750.00 for the 2013 Ford Escape and \$4,150.00 for the 2015 Ford Taurus Police Interceptor. Commissioner Lauer seconded the motion. A roll call vote was called. Commissioner Lauer "yes", Commissioner Piper "yes", Commissioner Morris "yes".

Treasurer – Karen Liot Hill

Revenue - Treasurer Hill stated that in FY19 they had projected \$60,000 in interest. She is proposing \$120,000 for FY2020 based on what the actuals are right now with the current interest rates.

Expenses – Treasurer Hill explained that she moved \$500 from the travel line to the education and conference because she is planning to attend the Government Finance Officers Association Conference as well as the Association of Counties Conference.

UNH Cooperative Extension – County Office Administrator Heather Bryant & Donna Lee

COA Bryant stated that her term as the County Office Administrator is coming to an end and Donna Lee will be taking her place. She stated that D. Lee will be shadowing her during the budget process as she will be taking over on May 1st which is half way through the budget process.

New Equipment – COA Bryant noted that this line item pays for new computers, monitors etc.

Revenue – COA Bryant explained that this revenue is the contribution towards the support staff and supplies for Mike Lunak. She stated that he is a state specialist and typically he would be based on campus but because a majority of the dairy farms are in Grafton and Coos Counties it made more sense for him to be in the Grafton office.

Conservation District – Pam Gilbert, Gary Peters, Rick Walling

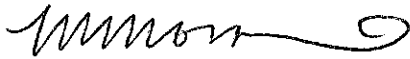
The County supports the Administrative Assistant position for the Conservation District. The increase in this budget is directly related to that position, mostly associated with the increase in the County's health insurance premium.

P. Gilbert noted that they transferred \$300 from their travel line to the printing line in case there is another incident like a government shut down and she is unable to work out of their Orford Office.

Other materials were provided for the Commissioners review.

11:05AM With no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk