

GRAFTON COUNTY COMMISSIONERS' BUDGET MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

April 5th 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: Randy Subject, Atty. Saffo, RD Monahan

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

County Administrator Libby requested to go into nonpublic session to discuss a personnel issue.

MOTION: * 9:12 AM – Commissioner Ahern 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 Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 9:32 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Ahern seconded the motion and all were in favor

Attorney's Office

Investigative Services – This line item has \$11,594.00 for eight (8) additional hours for investigative services. The Commissioners agreed that if they are going to take away all new positions then they need to go across the board and additional hours to positions need to be eliminated as well. Atty. Saffo was present and stated that without the eight (8) hours they will survive and will request it again next year.

CA Libby stated if they wanted to get the budget down to a 3.68% tax increase what they would need to reduce the budget by another \$663,976.00. She noted that this is already taking into consideration the health insurance reduction.

CAC Initiative- Commissioner Ahern stated that he is not happy with what the Child Advocacy Centers do, esp. out of Dartmouth in terms of providing appropriate services. He feels the request should be cut by \$15,000 and level funded with this year. Commissioner Piper stated that level funding makes sense to her in terms of their budget constraints. Commissioner Lauer stated that in looking at the numbers of the other county's CACs Grafton County's funding is low. After further discussion with the County Attorney Commissioner Lauer stated that she would support

\$22,000 which is an \$8,000 reduction in that line. Commissioner Piper stated that she would support that. Commissioner Ahern did not support that noting that more should be cut.

Plymouth Satellite Office – Commissioner Ahern asked why this line item is almost doubled. Atty. Saffo stated that this increase is due to combining the CAC with the Plymouth Satellite office.

New Equipment – After discussion with the County Attorney about her items covered in this line item Commissioner Lauer and Commissioner Piper were both in agreement to reduce the line by \$1,000. Commissioner Ahern was not in agreement and felt more should be cut.

Victim Witness

Commissioner Ahern stated that he feels the supply line, telephone, and postage line items should all be reduced. Commissioner Lauer noted that the increase in these line items is due to part time position being upgraded to full time and the costs associated with that upgrade is offset by the grant.

Capital Outlay

Atty. Saffo stated that this \$5,000 was a rough budget number to set up the lawyers lounge if they were granted use of that space but that has not been decided yet.

Commissioners' Office

CA Libby stated that she will reduce her Finance Salary line item by \$9,080, eliminating the new part time payroll position.

She stated that she would then be able to reduce the Social Security line by \$695.

Education and Conference – CA Libby stated that she would reduce this line by \$500 to \$1000

Allocated Services – N. Home – CA Libby stated that this line item will decrease but she needs to calculate that number first.

Office supplies – CA Libby stated that she will reduce to \$3,500.

Postage – She stated that she can reduce this line item down to \$2,000 but doesn't feel they should go below that.

Consultant – Commissioner Piper stated that she was the biggest driver for this increase to hire a consultant for the Social Service agencies but is willing to take it out. Commissioner Lauer stated that she feels they should take out that line item this year as they are asking department heads to do without new positions and extra help. The Commissioners were in agreement to take out the \$10,000 for the social services consultant.

Nursing Home

Administration

CA Libby noted that the allocation line items will decrease as they adjust the health insurances in other departments.

The Commissioners asked CA Libby to talk with NHA Labore about what his Legal Services line item is for as their legal fees that he uses comes out of the outside counsel line item. They asked her to ask him about his computer hardware and maintenance line item as well.

Dietary

General Supplies – Commissioner Ahern asked why at the six (6) month it is at roughly \$8,000 but they budget \$30,000. He stated that this should be cut back to \$25,000. Commissioner Lauer did not agree noting that department's do not all purchase all their supplies evenly on a monthly basis, the numbers can fluctuate. Commissioner Piper stated that she ok with leaving it level funded.

Nursing

The Commissioners cut out the Clinical Operations Coordinator and reduced that line by \$62,342.00.

Contract Education – Commissioner Piper asked if they should consider putting this increase off a year given the serious budget constraints. Commissioner Lauer stated that this increase is for the Medical Director to conduct trainings to reduce the use psychotropic medications and prolonging it may hurt the county. She is in favor of leaving it in.

Restorative Nursing

Restorative Aides – The Commissioners eliminated the additional half time position.

Therapeutic Recreation

Education and Conference – Commissioner Ahern stated that he feels that the Activities Department is top notch as it is and does not think that the Director needs to attend the National Association of Activity Professional Conference. Commissioner Piper stated that she sees Commissioner Ahern's point and was in agreement to remove that conference and decrease that line \$2,500.

Laundry

Commissioner Ahern asked if there is inventory of what is in storage for linens. CA Libby stated that she receives an inventory June 30th of every year so she assumes they keep track throughout the year.

Housekeeping

The Commissioners eliminated the new additional .75FTE.

Capital Reserve

CA Libby stated that they will be at roughly \$60,000-\$65,000 at the end of the year in the Nursing Home Capital Reserve. She explained that they need to focus on building the capital reserve rather than spending the money before they have it. She stated that once NHA Labore prioritizes this list she thinks that they should review it and discuss what they want to purchase. Then they should look to purchase some of the larger items on the list out of the capital reserve

but some of the smaller items can be put into the capital outlay budget which would allow them to start to build the reserve back up. The Commissioners all agreed.

Commissioner Lauer noted that next week's budget meeting will be Wednesday April 11th at 9:00am.

11:56 AM with no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper,
Clerk