

Regular Meeting of the
Hillsborough County Board of Commissioners

January 17, 2007
Bouchard Building, Goffstown, NH

Minutes of the Public and Non- Public Session
(Not Official Until Approved by the Board and signed by the Clerk.)

Present: Comm. T. Pappas, Comm. M. Clemons, E. Robinson, C. Kirby, M. Rusch, G. Wenger, and R. Pomroy.

1. Pledge to the Flag

Comm. Pappas called the meeting to order at 3:45 P.M. M. Rusch led those present in the Pledge to the Flag.

Comm. Pappas informed those present that Comm. Holden would be unable to join the meeting due to a medical emergency.

2. Minutes

January 10, 2007

Motion: Move to suspend the reading of the minutes of January 10, 2007 and to accept them, and place them on file. By Comm. Clemons, second by Comm. Pappas. Motion carried unanimously.

Business Office

G. Wenger presented the Payroll Register dated 1/11/2007 for the Board's consideration and approval.

Approval of Payroll Register

Motion: To approve Payroll Register dated 1/11/2007 in the amount of \$1,056,792.89 subject to review and audit. By Comm. Clemons, second by Comm. Pappas. Motion carried unanimously.

3. Budget Process Discussion

Comm. Pappas noted that no dates for the budget would be set at this meeting because Comm. Holden was not present, and requested that Mr. Wenger present an overview regarding the budget process for Comm. Clemons.

G. Wenger distributed a copy of RSA 24:13-c, the FY 07 budget timeline, and the FY 07 budget review schedule for the Board's review. He reviewed the budget process that has been followed by the Board in prior years. He noted that the practice has been to distribute the Board's budget manual, including the Board's instructions, the schedule, and the instructions from the Business Office regarding in-putting information into the Munis software. He noted that following distribution of the manuals, Departments met with the Board individually prior to submission of their budget requests to discuss goals and expectations and to receive further instructions.

Comm. Pappas inquired if the presentations had all been oral discussions in the past or if one year the Departments were required to submit a written presentation, to which Mr. Wenger stated that one-year Departments were requested to submit written overviews in lieu of the initial meetings. He noted that it was his understanding that this process was not well received and the Board had reverted to the practice of meeting with the departments.

Mr. Wenger reviewed the statutory timeframes, noting that Departments must submit their budget requests to the Board no later than March 31st. He noted that following the receipt of the budget requests, the Departments' access to the budget program is shut down and any changes to the request must be authorized by the Board. He noted that the Board then meets with the Departments to review and discuss the budget and make changes that it deems appropriate. He noted that this process has typically taken place in mid to late March.

Mr. Wenger proceeded to note that, by statute, the Board must complete its work and deliver its budget recommendation to the Executive Committee, Delegation, and other interested parties by May 10th. He noted that the Board must also hold a Public Hearing on its recommendations after they have been mailed. He noted that according to statute, the Delegation must wait 28 days prior to voting the appropriations. He explained that the practice has been that upon receipt of the Board's recommendation the Executive Committee commences its review process including subcommittee review, Executive Committee review, a public hearing, and presentation to the Delegation for approval. He explained that that the Delegation must give 14 days notice of its Convention to vote the appropriations, and must make the budget available 7 days prior to the Convention. He noted that the budget has typically been voted, and approved at the end of June.

The Board discussed the process and scheduling issues. G. Wenger suggested, in an effort to improve the process while streamlining the initial pre-budget submission process, that the Board consider, rather than meeting with the Departments individually, to hold a joint meeting to discuss the Board's budget parameters and issues with all of the departments and elected officials together. He suggested that prior to commencing the process the previous year, the departments heads had met but the budget process had not provided an opportunity for all stakeholders to discuss budget issues together. A discussion followed wherein it was noted that it could be beneficial to have all of the Departments participate in a group discussion of critical matters and common interests. The Board agreed to consider the matter and to have Mr. Wenger develop a proposed schedule incorporating such a meeting.

Comm. Pappas suggested sending an email to Comm. Holden regarding the group discussion, to which Mr. Wenger noted that he spoke with her briefly, and that she, like the Board seemed open to looking at it. The Board briefly discussed the scheduling of the meetings and noted that it would discuss it further at a time when all three Commissioners were available.

Human Services

E. Robinson was recognized. She informed the Board that she had no matters to discuss at that time.

Delegation

M. Rusch was recognized. She informed the Board that the Executive Committee would be holding a Budget Orientation Session to orientate the new Representatives on the budget process following the March Executive Committee meeting. She suggested that, as two years prior, the Board and the Departments would be invited to make presentations.

Legal Counsel

C. Kirby was recognized. She informed the Board that she had a matter of pending litigation to discuss following the meeting.

Mr. Wenger informed the Board that the employees' unused sick leave reimbursement is due to be paid prior to the end of January. He requested direction from the Board regarding when it would like these

payments made. He noted that the next payroll, the last payroll for the month was the following week. Mr. Wenger noted that the amount to be distributed is approximately \$550,000.00. A discussion followed. The consensus of the Board was that the payment should be processed along with the upcoming payroll.

G. Wenger informed the Board that there are three grievances pending for its consideration and requested that the Board discuss a schedule at its next meeting so that the matters could be scheduled with the union. He informed the Board that Mr. Flygare would be available to speak with the Board regarding negotiations at its next meeting.

There being nothing further to discuss, the Board entertained a motion to adjourn.

11. Adjourn

Motion: To adjourn. Comm. Clemmons, yes; Comm. Pappas, yes. Motion carried.

The meeting adjourned at 4:11 P.M.

(SIGNED 1/24/07)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners