

Special Meeting of the
Hillsborough County Board of Commissioners
FY2008 Budget #2
March 27, 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. C. Holden, Comm. M. Clemons, G. Wenger, M. Rusch, B. Mercer, G. Chandler, D. Kearsley, and R. Pomroy.

Also present: M. Brady and J. Lewis of St. Joseph's Community Service

Pledge to the Flag

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

Budget Overview

G. Wenger was recognized. He informed those present that the object of this process is for the Board to get to the position of where the budget that they pass on accurately reflects what it is looking to do. He advised the Board that since the time the budget books were delivered to the Board, a number of questions have been raised regarding the accuracy of summary reports, which have since been resolved. He noted that there was a software issue, which effected how the insurance lines were rolled up and that he will be requesting that the Board authorize the Business Office to make some adjustments to reduce the Health Insurance lines by approximately \$2 million. He informed the Board that the Budget, as it stands thus far without any adjustments, has increased by about 5% or \$4 million (2.5% or \$2 million after the adjustment to the Health Insurance Lines); tax revenue has increased by 18% or \$7.9 million, noting that this figure does not include the use of any surplus. He noted that the budget at this point, is consistent with where it was this time the previous year. He advised the Board that the Salaries were budgeted as of June 30, 2007 with the exception of the County Attorney's Office; the County Attorney requested that her assistant attorneys step increases be included in the budget and the inclusion of increases associated with the DOC Teamster Contracted adjustments for F/Y 2008. He provided the Board with an overview of expenses and projects to be anticipated for the F/Y 2008 budget as follows:

- Salary Lines
 - The DOC Teamsters Group contract will go into effect as of July 1, 2007
 - Ongoing negotiations
 - Nursing Home AFSCME Group
 - DOC AFSCME Group
 - Sheriff's AFSCME Group
 - County Attorney's Teamsters Group
 - Nursing Home Chemical Workers
- CIS
 - New Telephone System project-\$400,000
- Manchester Courthouse
 - Renovation of the Legal Counsel, Sheriff's Office, and County Attorney's Offices space-\$720,000
- County Attorney
 - Project to progress to a paperless Office
- DOC
 - Departmental Organization
- Nursing Home
 - Software upgrade-\$90,000
- New Positions Requests
 - Nursing Home - 4 new positions and several per diem
 - DOC - reclassification/reorganization – will create new positions

- County Attorney - new Assistant County Attorney
- Sheriff's Office - 3 Deputy Sheriff positions
- Cooperative Extension - adjustments of responsibilities within the department
- CIS - expansion of the part time position to a full time position

G. Wenger noted that the scheduling of the meetings with the departments includes a discussion of revenues. A general revenue discussion is also scheduled at the end of the review process. He noted that this should be a more time efficient approach considering the current scheduling constraints.

Special Projects/St. Joseph's Community Service

M. Brady was recognized. She provided the Board with an overview of the services provided by St. Joseph's Community Service. Comm. Pappas inquired if St. Joseph's has increased its personnel or if employees are staying longer, to which M. Brady stated that the personnel has increased and employees are staying longer. M. Brady stated that the number of delivery routes has increased, of which 50% are now covered by volunteers. A discussion followed. M. Brady and J. Lewis excused themselves at the close of the discussion.

G. Wenger requested and the Board concurred that throughout this process, all changes made to the budget will be made by motion.

Human Resources

G. Chandler was recognized. She distributed a document to the Board outlining the accomplishments by the Human Resources department from the previous year and the Annual Turn-Over Report for the County. G. Wenger informed the Board of the following requested increases/decreases to the Human Resources budget lines: Social Security will increase; Unemployment will decrease; Health Insurance are currently anticipated to increase by 8% and a final review is expected before the end of the Board's budget process that could decrease that percentage; Retirement will increase; Liability Insurance – level funded; Office Supplies – level funded; Dues & Periodicals will have a slight increase; Postage – level funded based on experience; Advertising – level funded based on experience and due to more on-line advertising; Telephone – level funded; Travel In-State – slight decrease; Travel Out of State – level fund at \$1 to keep the line open; Equipment Repair/ Maintenance – level fund; New Equipment – level funded.

G. Wenger advised the Board that it is running ahead of schedule and suggested to hear from the Business Office while waiting for D. Kearsley to arrive. G. Chandler excused herself at this time.

Business Office/Insurance/Manchester Courthouse/Debt

G. Wenger informed the Board that the budget request for the Business Office is consistent with what has been done in the past. He presented the Board with an overview of the budget requested by the Business Office as follows: Salaries & Wages – slight increase based on present staffing; Overtime – level fund; Outside Wages – increase to allow for temporary assistance for record keeping after regular business hours; Elected Official Wages – set biannually by the Delegation; Social Security – increased; Unemployment Taxes – decreased; Health & Accident – increased; Retirement Contributions – reflects the increase; Insurance – level funded; Education & Conference – level funded for anticipated staff training; Audit Expenses – increased in anticipation of the upcoming bidding process; Consultation Expense – decreased; Other Fees & Services – decreased; Printing & Binding – slight increase to cover binding of 10 years of Annual Reports; Office Supplies – level fund; Dues & Periodicals level fund; Postage – increase to cover the anticipated increase; Telephone – level fund; Travel Instate – increased to reflect the increase in the Federal Mileage Rate; Travel Out of State – slight decrease; Equipment Repair – increased due to the maintenance agreement for the check folder/sealer; Equipment Rental – increased to include the anticipated replacement of the postage machine; New Equipment increased to replace floor mats, chairs and to frame a historic map.

Comm. Holden inquired about the decline in the Consulting Expense Line, to which Mr. Wenger stated that the requested amount is based on past experience. He noted that the funds requested were to cover anticipated expenses relating to consulting provided regarding the health insurance negotiations and that it also covers any additional costs relating to auditing issues that go beyond the contracted amount. He stated that he will be requesting to decrease that line by \$1,500 because an anticipated expense for document destruction was included in the line, noting that it should have been included in the Other Fees line, which should be increased by \$1,500. Following a discussion the Board agreed to make all recommended changes upon hearing from the other Departments.

D. Kearsley Joined the Meeting at this time.

Computer Information Systems

G. Wenger presented the Board with an overview of the Computer Information Systems department's budget. He informed the Board of the recommended increases/decreases as follows: Salaries & Wages – slight decrease based on current staffing, he advised the Board of the request to move the part time position to a full time position due to an increased demands upon the office, a discussion followed; Over Time – level fund; Outside Wages – level fund at \$1 to keep the line open; Social Security – decreased due to calculations; Unemployment taxes – level funded; Health & Accident – increased by 8%; Retirement Contributions – slight decrease; Insurance – level funded; Education & Conference – increased to reflect training expenses; Other Fees – increased in anticipation of the need for Expert Consultation Services when services can not be provided in-house; Data Processing – increased due to increasing support & maintenance costs for all departments; New Software – increased to remain current on software licenses and to purchase e-mail software; Dues & Periodicals – level funded; Other Supplies – slight increase; Telephone – level funded; Network Lines – increased; Internet – level funded; Travel In State – level funded; Travel Out of State – level funded at \$1 to keep it open; Equipment Repair/Maintenance – level funded; Trash Disposal – decreased; Equipment Rental – decreased due to expiring leases; New Equipment – increased by \$450,650 to include a new County-wide telephone system at a cost of \$400,000 as well as a centralized backup solution and the Department's hardware needs.

Mr. Wenger informed the Board that the telephone contract for Verizon has expired, and because the system the County is currently on is outdated, the County is looking to completely upgrade the system. He stated that included in CIS's budget is a Countywide telephone project that would replace the current system with a voice over I.P. system. He noted that he and the CIS Department are recommending that the Board consider either a Mitel or Cisco system and that the differences between the two entities are: Cisco offers a sole vendor system, Mitel offers a system that would utilize various other vendors to coordinate the technology between the sites. He advised the Board that the costs for either system are very close. A discussion followed. D. Kearsley was recognized. He provided the Board with an overview of the specific elements within the telephone system renovation noting that the upgrade of the existing system that Verizon is offering could cost the County between twice to 4-times what the County is currently paying with no added functions; the new systems could allow for additional functions, more security and potential long term cost savings. A discussion followed. D. Kearsley excused himself at the close of the discussion.

Comm. Holden stated that she was late for a meeting in Concord. She suggested discussing the Board of Commissioners recommended budget at another time.

G. Wenger informed the Board that there is a request from Human Resources to change the configuration of its office. He noted that, as it is currently configured, the Human Resources department contains 3 offices and a common room. He suggested that to make it more inviting and efficient, the department would like to take out a wall and make it one office with a reception area. He noted that it could be done in-house and very economically and would save the County money by re-using the doorframes for the back of the building. He noted that at this time it is not in the Complex budget.

Comm. Holden stated that the funding at the State level for the removal of asbestos at the Manchester Courthouse was removed and put into the Merrimack District Court budget. She noted that following some research she found

that it was a matter to be discussed in HB 1. She noted that she would find out what day that matter would be heard so that she could attend. G. Wenger noted that the asbestos abatement was needed to facilitate the needs of the County Attorney's Office whose lease agreement would need to be considered shortly. A discussion ensued.

The Board discussed the upcoming meeting schedules. It was noted the meetings will be as follows:

Wednesday, March 28th from 1:00 P.M. – 5:00 P.M. – DOC AFSCME Negotiations
Friday, March 30th at 8:15 A.M. – Master Plan Committee Meeting
Monday, April 2nd at 3:40 P.M. – Grievances
Tuesday, April 3rd at 3:40 P.M. – Budget Meeting
Wednesday, April 4th at 3:40 P.M. – Board of Commissioners' meeting
Thursday, April 5th at 3:40 P.M. – Budget Meeting
Tuesday, April 10th at 3:40 P.M. – Budget Meeting
Thursday, April 12th at 4:00 P.M. – Nursing Home AFSME Negotiations
Tuesday, April 17th at 3:40 P.M. – Tentative Meeting Date
Thursday, April 19th at 4:00 P.M. – Board of Commissioners' Meeting at the Department of Corrections
Monday, May 7th at 6:30 P.M. – Public Hearing

Comm. Holden suggested putting Mr. O'Mara on the schedule for Wednesday to discuss his re-organization plan, to give the Board an opportunity to better understand what his department would like to have done. Mr. Wenger noted that the Department of Corrections budget discussion is scheduled for Tuesday and suggested that if the could continue the discussion at its' Wednesday meeting if necessary. There being nothing further at that time, the Board went into recess.

Motion: To go into recess. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

The meeting recessed at 5:47 P.M.

(SIGNED 4/4/07)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Approved 04/04/07
Date