

Special Meeting of the
Hillsborough County Board of Commissioners
FY2008 Budget #3
April 3, 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, K. Rickrode, G. Travers, C. Hardy, J. O'Mara, J. MacDonald, M. Wageling, R. Chadwick, P. Boardman, and R. Pomroy.

Motion: To come out of recess. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

The Board came out of recess at 3:42 P.M.

Pledge to the Flag

Comm. Pappas called the meeting to order at 3:42 P.M. G. Wenger led those present in the Pledge to the Flag.

Conservation District

G. Travers presented the requested budget for the Conservation District, noting that the budget is strait forward and is consistent with previous years.

G. Wenger noted that before the end of the Board's budget process the requests for the Social Security line will increase slightly to reflect the increased rates, which is not shown in this request. A discussion followed.

K. Rickrode, G. Travers, and C. Hardy excused themselves at this time.

Registry of Deeds

J. MacDonald was recognized. She provided the Board an overview of the Registry of Deeds budget request. She informed the Board of the recommended increases/decreases as follows: Salaries & Wages – slight decrease; Elected Officials – slight increase; Lines 7100-7140 are based on current rates; Education & Conference – level funded; Other Fees – level funded; Index – level funded; Optical Disk- level funded; Data Sales Expense – requested to fund at \$1 to keep the line open; Printing & Binding – level fund; Office Supplies – level fund; Dues & Periodicals – slight increase due to an increase in dues; Postage – decreased to \$5,000 due to a credit; Other Supplies – decreased to \$12,500 due to internet activity; Telephone – level funded; Travel In-State – level funded; Travel Out of State – level funded; Equipment Repairs – level funded; Equipment Rental – slight increase; New Equipment – level funded.

Deeds Revenue

J. MacDonald informed the Board that in 2005 there were 101 foreclosures, 2006 there were 296, and in 2007 there have been 122 foreclosures as of March 21st. She stated that the Document Count, Other Fees as well as other lines were showing slight increases, noting that she calculated the average revenue to be \$4.5 million. She noted that the current revenue is at \$3,803,226 with three months remaining in F/Y 2007. She stated that she is projecting for the Deeds to receive \$5 million by the close of June. A discussion followed.

J. MacDonald excused herself at this time.

The Board, at this time, chose to discuss the County Commissioner's budget requests due to the meeting running ahead of schedule.

County Commissioners

Comm. Holden reviewed the Board of Commissioners budget request. She stated there were changes in the following lines: Education & Conference – level funded; Recruitment & Retention – increased to reflect what is actually in the former canteen funds; Legal Expenses – level funded, a discussion ensued.

M. Wageling and R. Chadwick joined the meeting at this time.

County Attorney

M. Wageling provided the Board with an overview of a potential \$1.5 million Re-Entry Federal Grant. A discussion ensued.

P. Boardman joined the meeting at this time.

M. Wageling presented the Board with an overview of the County Attorney's budget request. She recommended the changes for the following lines: Salaries & Wages – increased, noting there was a request to increase staff; Overtime – level funded; Elected Officials – level funded; Lines 7100-7140 were increased/decreased as necessary; Education – level funded; Legal Expenses – level funded; Consulting Expense – level funded with a request to increase it by an additional \$5,000; Other Fees – level funded; Printing & Binding – increased by \$1,000; Dues & Periodicals – level funded; Postage – increased to reflect the increasing rates; Extradition Expense – increased by \$30,000 due to increasing costs associated with extraditing prisoners, a discussion ensued; Telephone – level funded; Travel In-State – increased due to grants and to reflect the mileage rate increase; Travel Out of State – level funded; Equipment Repair – increased slightly; Buildings – level funded at \$1; New Equipment – decreased; Law Library – level funded; Medical Referee – increased by \$10,000 due to increased services, a discussion ensued.

R. Chadwick was recognized. He provided the Board with an overview of the current staff within the County Attorney's Office. He stated that the department is seeking several new positions to include an additional attorney, and support staff to handle the increasing number of cases going through the County Attorney's Office. He described the services provided by the Child Advocacy Center and the Internet Crimes Task Force. He also advised the Board of the new Legislation for Sex Offenders. A discussion followed, including how these issues are impacting the office caseload.

Comm. Clemons inquired if something could be done regarding the Manchester Courthouse, to which M. Wageling stated that though the lease is up, it would be costly and inefficient for the County Attorneys to move out, noting that they are in the process of finding a solution.

M. Wageling provided the Board with a document regarding a pay rate and workload comparison with Merrimack, Strafford, and Rockingham Counties. A discussion followed. P. Boardman provided the Board with an overview of the storage issues faced by the Manchester and Nashua offices, noting that they are proposing implementing a similar storage system that is currently at the Department of Corrections. A discussion followed.

M. Wageling, R. Chadwick and P. Boardman excused themselves at this time.

Department of Corrections

J. O'Mara presented the Board with an overview of the Department of Correction's revenue and budget request. He stated that account 2251 is the revenue line that was set up for the Inmate Betterment Fund and contains approximately \$86,000, noting that these funds cover services mandated by Departmental policy, and not by Statutes. He suggested that some of those funds could be used to offset the cost of several of the inmate betterment programs. A discussion followed. J. O'Mara presented the Board with an overview of changes in the following lines: Education & Conference – increased by \$8,000; Other Fees & Outside – decreased; Medical & Surgical Supplies – increased by

\$7,975, which he noted could be reduced to \$21,500.

Following a recommendation by Mr. O'Mara, the Board agreed to reduce budget line 7300, Medical & Surgical Supplies by \$6,735.

Motion: To reduce line 7300, Medical & Surgical Supplies from \$28,235 to amend the line to \$21,500. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

Mr. O'Mara continued to review the Department's budget request as follows: OT Supplies – decreased by \$1,000; Pharmacy – decreased by \$8,400, and requested a further reduction of \$22,000.

Following the recommendation by Mr. O'Mara, the Board agreed to reduce budget line 7330, Pharmacy by \$22,000.

Motion: To reduce the Pharmacy line in the Department of Corrections budget, line 7330 from \$222,000 to reduce it by \$22,000 to \$200,000. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

Mr. O'Mara continued to review the Department's budget request as follows: Printing & Binding – level funded; Office Supplies – increased by \$1,200; Library – decreased slightly; Dues & Periodicals – level funded; Postage – increased to reflect increased postage rates; Other Supplies – increased, but noted that it could be reduced at this time to \$181,000.

Following the recommendation by Mr. O'Mara, the Board agreed to reduce budget line 7390, Other Supplies by \$6,000.

Motion: To reduce line 7390 from \$187,000 to \$181,000.00, a reduction of \$6,000. By Comm. Holden, second by Comm. Clemons. Motion carried unanimously.

Mr. O'Mara continued to review the Department's budget request as follows: Food – increased by \$20,000; Clothing & Supplies – increased by \$11,138; Board & Care Females – level funded; Board & Care Others – level funded; Medical/Dental Female – increased by \$2,400; Medical/Dental Male – decreased slightly; Linen – increased by \$4,943; Electricity – increased by \$6,600, noting this could be reduced by \$37,560 due to a decrease in rates.

Following a recommendation by Mr. O'Mara, the Board agreed to reduce line 7610, Electricity by \$37,560.

Motion: Line 7610 be changed from \$361,560 to \$324,000 in the F/Y 2008 budget request. By Comm. Clemons, second by Comm. Holden. Motion carried unanimously.

Following a recommendation by Mr. O'Mara, the Board agreed to increase line 7620 by \$12,900 Gas-Heating/Cooking, based on current expenditures.

Motion: To increase the total of line 7620 from \$99,600 to \$112,500 in F/Y 2008 budget request. By Comm. Clemons, second by Comm. Holden. Motion carried unanimously.

Mr. O'Mara continued to review the Department's budget request as follows: Fuel – increased due to increasing fuel costs; Water – increased due to current expenditure; Sewer Expense – increased; Telephone – decreased due to current expenditure; Laundry – increased; Travel In-State – level funded; Travel Out of State – level funded; Gasoline, Oil – increased due to increased usage and fluctuating fuel prices; Auto Repairs – decreased slightly; Building Repairs – increased, noting there was a transfer to this line recently; Equipment Repair/Maint – increased, noting that a transfer was made to this line recently; Trash Disposal – decreased, based on actual expenditure; Winter Plowing – level funded; Equipment Rental – level funded; Buildings – increased, due to building improvement projects; New Equipment – increased significantly to cover several large purchases, a discussion ensued.

Comm. Holden stated that at the Board should revisit the New Equipment line at one of its next budget meetings. J. O'Mara advised the Board of new and expanded position requests as well as title changes for the F/Y 2008 budget as follows:

New Positions

- Business Manager
- Assistant Superintendent
 - position is recommended to have a vehicle
 - policy will be presented to allow this position the authority to confirm who would be eligible for work in the community
- AIP Supervisor
- Classification/Case Officer
- Health Services Administrator

Expanded Classification Positions

- Standards and Compliance Officer
 - Part time – Full time
- Administrative Assistant II
- Work Project Supervisor
 - Position required to operate the 2nd of the two requested 12 passenger vans.

Title Change Request

- Maintenance Supervisor – Building and Grounds Supervisor
 - Teamster Position
- Corrections Training Assistant – Training Coordinator
 - Teamster Position
- Maintenance Work II – Maintenance Technician
 - Teamster Position

Comm. Holden inquired if the Maintenance Supervisor to Building and Grounds Supervisor change would indicate that this position would be required to maintain the grounds of the County Complex as well, to which Mr. O'Mara stated that no, that position would not be responsible for the grounds at the County Complex.

Mr. O'Mara informed the Board that there are some over-time lines that are showing in an incorrect line and would need to be adjusted. Comm. Holden noted that adjustments to the salary lines would be made later in the budget process. Mr. O'Mara advised the Board that the 2nd year of the Teamster Agreement is funded in the Collective Bargaining Agreement and is currently included in the budget requests. He noted that there is a vacant Correctional Officer position that is currently funded at \$1, and that it should be fully funded. He noted that the Department of Corrections current budget is for 101 fully funded Correctional Officer positions, with 5 Correctional officers funded at \$1.

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 6:45 P.M.

(SIGNED 4/19/07)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Approved 04/19/07
Date