

**Hillsborough County Board of Commissioners**

April 5, 2011

Bouchard Building, Goffstown, NH

**Minutes of the Budget Meeting**

(Not Official until Approved by the Board and signed by the Clerk.)

**Present:** Comm. S. Ziehm, Comm. C. Holden, Comm. Pappas, P. Coughlin, D. Reidy, E. Robinson, M. Castonguay, G. Wenger, and L. Stonner

**Call to order**

Comm. Ziehm called the meeting to order at 9:05 a.m.

**Pledge to the Flag**

Ms. Robinson led the Pledge of Allegiance.

Budget Overview

Mr. Wenger provided an overview of the Fiscal Year 2012 Hillsborough County Budget. He reviewed highlights of the budget as it stands currently, and explained that there is 3.9 million dollars available in one-time Stimulus funds.

The Chair recognized E. Robinson, Human Services, who presented information relative to her budget; she noted that she has prepared two scenarios-one that assumes a 10% cut in the budget, and another that assumes a 15% cut.

Ms. Robinson spoke about the Temple Street property and reviewed potential FY12 expenses. She noted that the new roof should result in significant savings and added that the County Attorney plans to maintain the space at Temple Street after the majority of his staff returns to 300 Chestnut St.

**Motion:** To reduce Temple Street, Electricity line 4197-7610, by \$3,000 to fund the line at \$33,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

Ms Robinson addressed the expense lines in the Human Services Department and presented information relative to the ADDE and Family Intervention Programs. She provided handouts to the Board (see budget book).

The Board discussed the Undesignated Fund balance as well as how the Appropriation Control Report shows a history of the funds that have been expended.

Human Services

**Motion:** To reduce Human Services Administration, Dues & Periodicals line 4441-7370 by \$1,000 to fund the line at \$5,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

Miscellaneous

Mr. Wenger informed the Board that the DOC Salary Sheets will need to be amended to add two Corrections Officers that were not included; they are currently out on leave.

**Motion:** To amend the Department of Corrections Salary Sheets to add 2 Corrections Officers who are out on leave. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## Human Services

Ms. Robinson addressed MQUIP Funds and Incentive Fund Payments; she noted that there will be a cut in the Pro Share funds, which Mr. Moorehead refers to as “Bed Tax.” Ms. Robinson spoke in support of the ADDE and Family Intervention programs and explained that the ADDE program has been serving an underserved population, further noting that it is supported by many Judges and the Courts. Comm. Ziehm thanked Ms. Robinson for her participation in the budget process. Commissioners Ziehm and Holden explained that they do not favor continuing the programs in the FY12 budget; Commissioner Pappas expressed her support for the programs.

**Motion:** To eliminate from the Human Services Administration budget the Family Intervention Program for a total reduction of \$451,538. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried with Commissioners Holden and Ziehm supporting the motion and Comm. Pappas voting against the motion.

**Motion:** To remove from the Human Services Administration budget all costs associated with the ADDE Program for a total reduction of \$242,148. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried with Commissioners Holden and Ziehm supporting the motion and Comm. Pappas voting against the motion.

Discussion ensued regarding when to ramp down the programs, the option of completing the program for the existing clients, not accepting new clients, and a reduction in staff. Ms. Robinson explained that a grant will end June 30; she recommended a three-month ramp down period with September 1<sup>st</sup> as the end date. She agreed to provide costs related to a one month, a two month, and a three month ramp down period; she will report back to the Board with that information.

Mr. Wenger and the Board discussed the recommendations received from the Executive Committee, and the difficulty of certain communiqués that were bordering on being abusive and creating a hostile environment.

The Board indicated that it is committed to addressing the Executive Committee’s request to reduce the budget. The Board agreed to give thought to “working outside the box” in its deliberations so that it will be able to produce a budget that delivers valuable County services while minimizing the tax impact.

Comm. Ziehm recognized Mr. Reidy from the UNH Cooperative Extension. Mr. Reidy reviewed his budget and explained that his administrative staff has been cut from five to three through attrition. He reviewed the budget lines, the services the Cooperative Extension provides, the programs provided by the educators and the fact that his budget has changed very little over the last ten years. He noted that the Cooperative Extension Advisory Council has recommended that if there must be cuts, the preferred lines to cut would be: Education & Conference, Printing & Binding, and possibly Postage. Mr. Reidy explained that a cut in the Printing & Binding and Postage lines would mean that the Cooperative Extension Newsletter will only be distributed electronically in the future.

**Motion:** To reduce Cooperative Extension line 4611-7170 Education & Conference by \$1,750, to fund the line at \$1,750. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:** To reduce Cooperative Extension line 4611-7350, Printing & Binding by \$2,000 to fund the line at \$1,500. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:** To reduce Cooperative Extension line 4611-7380, Postage by \$1,000, to fund the line at \$1,500. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:** To reduce Cooperative Extension line 4611-7870, Building Rental by \$250, to fund the line at \$500. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

The Board agreed to address its budget; the Commissioner's discussed each of the budget lines and agreed to reductions.

The Board reviewed the merits of having its own Legal Council line in the event of a conflict of interest.

Mr. Wenger noted that the Board could expect six Collective Bargaining agreements to be negotiated in the coming year.

**Motion:** To reduce the Board of Commissioner's line 4130-7200, Legal Expense by \$9,999, to fund the line at \$1. Motion by Comm. Pappas, second by Comm. Holden for discussion. Motion carried with Comm. Holden voting against the motion.

**Motion:** To reduce Board of Commissioner's line 4130-7289, 5% Incentive Funds by the amount of \$299, to fund the line at \$1. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

The Board discussed the NH Association of Counties' dues as well as expenses related to travel and registration for the National Association of Counties' convention.

**Motion:** To reduce Board of Commissioner's line 4130-7370, Dues & Periodicals by \$500, to fund the line at \$1,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried

**Motion:** To increase Board of Commissioner's line 4130-7710, Travel-Out of State by \$100, to fund the line at \$2,400. Motion by Comm. Pappas second by Comm. Holden. Motion carried with Comm. Ziehm voting against the motion.

**Motion:** To cut an additional \$300 from Board of Commissioners line 4130-7710, Travel-Out of State, to fund the line at \$2,100. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Ziehm entertained a motion to Recess.

**Motion:** To move into Recess. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Comm. Pappas explained that she had to leave because of a family member's upcoming funeral and excused herself from the meeting.

The Board moved into Recess at 12:48 p.m.

The Board reconvened at 1:09 p.m.

**Motion:** To move out of Recess. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

Comm. Ziehm recognized P. Coughlin, Registry of Deeds. Ms. Coughlin explained that she has reviewed her budget and noted that it would be possible to eliminate two positions. The Board reviewed the County Policy for terminations to be certain that any action taken would be consistent with County Policy. Ms. Coughlin requested that the Board approve a Deputy Register position and explained that this would help her protect the Registry and provide better coverage since the Registry is on two floors, and she can only be on one floor at a time. Discussion ensued with the Board indicating that this is not a good year to be adding a position. Mr. Wenger offered that re-organization within the Department may be worth consideration. Ms. Coughlin agreed to give further consideration to her budget and return to the Board.

**Motion:** To reduce the Registry of Deeds work force by eliminating the position of Index Data Clerk, Position #402741001, and by eliminating the position of Plan Room Clerk, position #403241001. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce the Registry of Deeds line 4193-7294, Optical Disk by \$10,000, to remove the \$10,000 allocated for the proposed GIS-UNH Project, to fund the line at \$27,750. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board discussed the Printing & Binding line and agreed that cutting the line would be possible; the effect would be to reduce the amount of restoration work done in the coming year.

**Motion:** To reduce the Registry of Deeds line 4193-7350, Printing & Binding by \$44,872, to fund the line at \$90,000; this cut assumes that the expense for restoration of old documents will be reduced to \$75,000; this will leave \$15,000 for routine printing and binding. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Following discussion with Ms. Coughlin, the Board made further reductions at the Registry of Deeds.

**Motion:** To reduce Registry of Deeds line 4193-7370, Dues & Periodicals by \$375, to fund the line at \$400. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce line 4193-7710, Travel-Out of State by \$150, to fund the line at \$700. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

**Motion:** To reduce line 4193-7700, Travel-In State by \$400, to fund the line at \$1,250. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The Board agreed to Recess its meeting and reconvene the next day following the Regular Board of Commissioner's Meeting.

**Motion:** To move into Recess. Motion by Comm. Holden, second by Comm. Ziehm. Motion carried.

The meeting recessed at 2:43 p.m.

*Signed 9/7/2011*

\_\_\_\_\_  
Comm. Carol H. Holden  
Vice Chairman/Clerk  
Hillsborough County Board of Commissioners

\_\_\_\_\_  
Date