

Hillsborough County Board of Commissioners
FY2010 Budget Review Meeting

April 7, 2009

Bouchard Building, Goffstown, NH

Minutes of the Public Session

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

Present: Comm. T. Pappas, Comm. C. Holden, Comm. M. Clemons, M. Montminy, J. O'Mara, D. Reidy, M. Rusch, D. Spratt, G. Wenger, and L. Stonner.

Comm. Pappas called the meeting to order and entertained a motion to move out of recess.

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

Comm. Pappas informed those present that the Board would like to hear an overview of their Department's budget, followed by more detail relative to any significant changes.

D. Reidy addressed the UNH Cooperative Extension budget; he noted that overall things are going well in his Department, and there are no major issues. Mr. Reidy noted that in nine years, his budget has actually gone down. There was a previous reduction in Administrative Assistants from five to three. The Department is conducting more training and availing itself of more technology. Mr. Reidy informed the Board that his Department has brought in more than \$1,000,000 in grants over the same period that goes to the residents of the County. D. Spratt informed the Board that there is increased competition to obtain grant funds, and grant writing skills are hard to come by.

Comm. Holden noted that Mr. Reidy's Department is a good example of a Department containing its cost. Ms. Spratt reviewed several lines; she did note that the Printing & Binding cost is down now that the newsletter is available online. There is some concern about holding meetings here as opposed to holding them offsite. Currently some meetings are being held at the Nursing Home in its Conference Room, and that is working for now. Mr. Reidy noted that travel came down slightly, but emphasized that travel is necessary for the Cooperative Extension's education programs. Ms. Spratt noted that the ability to travel throughout the County for programs is an important part of the image and perception of the Department; it is really part of advertising, marketing, and public relations.

Motion: To add \$1 to the Cooperative Extension New Equipment line 4611-7970. Motion by Comm. Holden, second by Comm Clemons. Motion carried.

Comm. Clemons noted that travel is probably one of the most important tools for the Cooperative Extension, and that it can't do its job without being out there in the community.

Mr. Reidy noted, in response to a question from Comm. Holden, that a staff person is involved with the Re-Entry program, and staff is working with the Nursing Home and the Master Gardner program. Mr. Reidy informed the Board that he is facilitating a video conference at the University of New Hampshire that afternoon relative to the Stimulus Package.

The Board thanked Mr. Reidy and Ms. Spratt for their information relative to the budget; they expressed their appreciation for the Board's review and excused themselves.

Mr. Wenger informed the Board that the Sheriff's Department has prepared an application for a State grant for reimbursement of expenditures associated with last winter's ice storm. The Department has incurred expenses of \$7,812.94; there is a federal 75% reimbursement of \$5,859.71; the application requires an authorized local official's signature and representation that if an audit of these funds is necessary at the end of the year, the County is willing to provide one.

Motion: To authorize acceptance and signing of the grant application, as stated by Mr. Wenger. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger informed the Board that the County recently received information relative to the FMAP calculations and the money that will be coming to the County. He noted that the information suggests that the County will receive between 2.8 and 3.7 million dollars (depending on the 6.2 allocation or the 9.12 allocation); it is money that will come back to the County although he is not sure when. He further noted that this will probably have an impact on the surplus and available funds, depending on how it is addressed. He asked the Board if it would want to consider this as revenue as it moves forward, or have it lapse to the fund balance. There was discussion as to how to address these funds, and how this might affect the impact on the taxpayers as well as considering using it for large projects in the current year. The Board requested more information relative to appropriate use of Stimulus funds, and of using them to lower the tax rate. Mr. Wenger noted that the County has several one-time projects that are "shovel-ready," and if they are done this year, he would caution the Departments that these are one-time projects, and the Departments should not expect the same budget funding the next year. The Board suggested that once the Charrette process is complete, the County will have a long-range plan to address all large projects.

The Board agreed to take a short recess.

Motion: To recess the meeting. By Comm. Holden, second by Comm. Clemons. Motion carried.

The meeting recessed at 9:30 a.m.

Superintendent O'Mara and M. Montminy arrived and the Board returned to its budget meeting.

Motion: To reconvene the budget meeting. By Comm. Holden, second by Comm. Clemons. Motion carried.

The meeting reconvened at 9:46 a.m.

Mr. O'Mara reviewed the Department of Corrections (DOC) budget, noting that last year the Board, the Sub Committee and the Executive Committee authorized the DOC to make a 2009 purchase request using 2008 monies because of the surplus. He indicated that this resulted in the Building line 7960 and the New Equipment line 7970 being artificially reduced last year, and to appear artificially increased this year. He noted that he does not expect to get everything, but in the absence of a 5 year Capital Improvement Plan, this is the only way to let the Commissioners know what the needs are. Supt. O'Mara indicated that it has been past practice to split large expenses over two years, and do the work in June at the end of one fiscal year, and in July at the beginning of a new fiscal year. There was discussion relative to Human Resources taking over the recruiting and testing of job applicants, and whether the DOC budget for related items would be decreased. Mr. O'Mara indicated that the time and expense was not significant, but he would be interested in seeing what Human Resources added to its budget for this function.

Supt. O'Mara informed the Board that the salary increase relates to funding the last year of the Teamster agreement and associated overtime. He noted that there are no vacancies currently; the positions in the budget at \$1 are meant to hold positions for candidates from the academy if there is an opportunity to hire a qualified candidate. There are also vacant positions that are fully funded that will be filled by candidates shortly. Comm. Clemons asked if it would be possible to reduce overtime, to which Supt. O'Mara responded that it would be possible to reduce overtime when positions are filled. Comm. Clemons asked if the overtime attracted employees. Supt. O'Mara indicated that the possibility of overtime is a factor in attracting employees. He indicated that the starting salary for the local police departments is in the low 40's, which is much higher than the starting wage at the DOC. There was discussion relative to salaries and overtime. Supt. O'Mara noted that the roll-ups now add up to almost 50%, and there is an advantage to spreading overtime over seasoned staff. Supt. O'Mara noted that he is requesting to add one 30 hour, part time position; this will be a person who will go through institutional mail looking for contraband; he noted that the DOC is considering this person not to be retirement-system eligible, but perhaps benefit-eligible. There was discussion about the role of the classification case worker, and classifications supervisor. Comm. Holden asked how essential is the part time person, and could you do with out it? Supt. O'Mara maintained that they could live without this person; M. Montminy disagreed. Supt O'Mara added that it would be better for the DOC to have this person, and cut back somewhere else.

Mr. Wenger informed the Board that an element of the salary line increase that has not been discussed is the difference of a full year of the Teamster agreement and the AFSME agreement for those related increases; in FY2010, the DOC is funding a complete year of the performance based, anniversary date adjustments, so that is an element of that increase also. The FY 2009 budget only includes the performance adjustments from the anniversary date, while the FY 2010 budget includes the adjustments for the entire twelve months.

Supt. O'Mara informed the Board that the Academy usually graduates 25 officers, but this year he anticipates 20 graduates. He noted that it would be possible to reduce the Education and Conference line.

Motion: To reduce the DOC Education & Conference line 4230-7170 by \$2,500, reducing it from \$48,400 to \$45,900. Motion by Comm. Holden, second by Comm Clemons. Motion carried.

Supt. O'Mara noted that Other Fees and Services will have an infusion of \$23,000 in grant funding. He further noted that Medical & Surgical supplies are up due to the increased costs of latex gloves and infectious wages bags. There was a discussion relative to increased Pharmacy costs, and options that the Superintendent is considering. Supt. O'Mara will be looking for alternative sources for Pharmacy items, including splitting the bid, if some drugs are cheaper with another vendor.

Supt. O'Mara informed the Board that the average daily population last year was 573; this year it is anticipated to be 625; he noted that the food expense has increased by \$94,000 due to the

cost of food. Supt. O'Mara reviewed other lines in his budget; he indicated that he would be able to reduce the Clothing & Supplies line.

Motion: To reduce the DOC Clothing & Supplies line 4230-7520 by \$2,300, from \$66,300 to \$64,000. By Comm. Clemons, second by Comm. Holden. Motion Carried.

Supt. O'Mara reviewed the Medical Dental Male, line 7590, noting that it has increased by \$349,000, further noting that the DOC will be going out to bid on these items; the increase is related to increased costs for services and changes in medical personnel. Supt. O'Mara provided information relative to the hours provided by the Doctor, Dentist, Psychiatrist, and the Physician's Assistant; these positions will go out to bid, probably as a bundle.

Supt. O'Mara informed the Board that the fuel cost could be reduced; the estimated cost is down \$86,760.

Motion: To reduce the DOC Fuel line 4230-7650 by \$5,000, from \$100,000 to \$95,000. By Comm. Holden, second by Comm. Clemons. Motion carried.

Supt O'Mara reviewed 7960, Buildings, and noted that he is recommending the following repairs, in order of priority:

1. Flooring Tile replacement - \$62,500
2. Water Supply Control System - \$9,600 (to prevent flooding individual cells)
3. Facility Roof replacement - \$260,000 (it is a rubber roof that has gone out of warranty and has issues)

Supt. O'Mara discussed possible Capital Improvement projects with the Board; he prioritized the projects in the order of importance. Supt. O'Mara prioritized them as:

1. HVAC system - \$53,500
2. 3-phase electrical transformers - \$7,000
3. Sprinkler system gate valve - \$4,500
4. Steam kettle boiler - \$6,500
5. Central Control System Upgrade - \$250,000 (he asked the Board not to consider it as a necessary item at this time, but to consider an enhancement to the camera system as a potential way to reduce staffing demands).
6. ID Print Machine - \$4,000

Motion: To reduce the DOC line New Equipment line 4230-7970 by \$250,000 from \$325,000 to \$75,500. By Comm. Clemons, second by Comm. Holden. Motion Carried.

There was a discussion of 2008 encumbrance and whether it could be used.

Supt. O'Mara reviewed the County Complex budget, and noted that now that the County has the Goffstown District Court as a tenant on the second floor, there will be rental income from the Court of \$152,000. He further noted that his Department is working to maintain communications with the maintenance staff regarding the Complex needs such as ice removal, plowing, and whatever is necessary to keep the tenant happy. He noted that the Cleaning line for the coming year will include the cost of a professional cleaning staff-it has become a needed service.

Supt. O'Mara prioritized work needing to be done at the Complex as follows:

1. Roof repairs (3)
2. Snow Ice Belt
3. Chimney repair
4. Emergency Generator reconfiguration.

Comm. Pappas thanked Supt. O'Mara and M. Montminy for their presentation. Supt. O'Mara and Ms. Montminy excused themselves from the meeting.

The Board held a short discussion relative to the Contingency line. The Board agreed to re-visit this line at a later date. There was no further business for consideration at this meeting.

Motion: To recess the meeting. By Comm. Holden, second by Comm. Clemons. Motion carried.

The meeting recessed at 11:25 a.m.

(SIGNED 6/10/2009)

Comm. Michael Clemons, Clerk
Hillsborough County Board of Commissioners

Date