

Hillsborough County Board of Commissioners  
FY2008 Budget Review Meeting  
April 10, 2008  
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, L. Movsesian, M. Rusch, and G. Wenger.

Commissioner Pappas called the meeting to order at 3:40 P.M.

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

**Registry of Deeds – Deeds Revenue**

Judith MacDonald, Registrar joined the meeting and was recognized noting that this is her 28<sup>th</sup> budget process. Ms. MacDonald reviewed the lines of her budget request for the Registry of Deeds noting that the majority of the budget requests are for level funding. She explained that with regard to the Postage, her department would only need to request \$5,000 this fiscal year due to a credit. She noted that this would increase in future years. She noted that due to the internet use she is seeing a decrease in the expenses for supplies for copies.

Ms. MacDonald explained that based on her calculations she is recommending a revenue projection of \$4,000,000 and strongly urged the Board not to increase the projection based on the current economic situation and projections for the coming year.

Comm. Pappas thanked J. MacDonald on behalf of the Board for her presentation and dedication to the County and its taxpayers. J. MacDonald excused herself from the meeting at that time.

**Special Projects/St. Joseph's Community Service**

M. Brady and J. Lewis of St. Joseph's Community Service joined the meeting at this time.

M Brady provided the Board with an overview of the activities for the past year. She explained that periodically the program conducts surveys and she noted in October twenty-six percent of those surveyed said they did not always have money to buy the food that they need. She indicated that this figure reflects what similar groups see across the country. She also explained that in addition to providing food for the individuals, the program also provides a sense of security for the individuals. She noted that the annual Ballroom gala was once again a very successful event for the program. She indicated that MaCabee, a company in Nashua is working with the Program to improve its Web presence, which will be a way for people to find the program, learn about its services and to make donations. Ms. Brady provided the Board with a recent menu to give an idea of what is offered to clients. A discussion followed regarding the change in the environment for non-profits including IRS 990, the transparency required and the recent change to the rules under which the program operates. Ms. Brady noted that the program is serving more and more meals annually, particularly to the low-income populations and requested the Board consider increasing the County's support for the program.

Comm. Holden noted that as a non-profit, the program could take advantage of US Communities program. M. Brady acknowledged that they do take advantage of the savings available through that program. Comm. Pappas inquired regarding the program's marketing efforts. A discussion followed in relation to the ballroom gala, website and Service Link as well as utilizing public service announcements in newspapers, bumper stickers, radio shots, Rotary and Kiwanis club outreach, Channel 13 in Nashua and other such events. Ms. Brady noted that the annual picnic is open to public and the program has a newsletter.

There being no further discussion the Board thanked Ms. Brady and Mr. Lewis for their presentation.

### **Conservation District - 4619**

K. Rickrode and A. Bagley of the Conservation District joined the meeting at this time.

Amy Bagley was introduced to the Board as the new Chair of the Conservation District. She provided the Board with an overview of the District's activities over the past year. She noted that the District has seen an increase in the attendance and participation at its annual meeting and the various programs that it runs. She highlighted the "Importance of Pollinators" program, the Spring Bulb Sale, and the District's Newsletter. She also explained the scholarship program of graduating seniors and the recognition awards for cooperator and teacher of the year. Comm. Holden acknowledged the assistance that K. Rickrode provided in support of the County's Master Plan Committee. A discussion followed regarding the fact that conservation is in the news and increasing in popularity.

The Board thanked Ms. Bagley and Ms. Rickrode for their presentation.

### **Sheriff - 4211**

Sheriff Hardy, Chief Deputy Arthur Durette, Constance Beaulac, and Joan Dimick of the Sheriff's Office were welcomed to the meeting at this time.

J. Hardy provided an overview of the budget request. He explained that he has requested a new officer based on activity. He suggested, recognizing the state of the economy, that if the new position is not approved he would look for additional funding in the Part-time line to support the workload in the office. He noted that during a difficult economy, his office would experience an increase in activity. The Board discussed the fact that funding for the new position was included in the budget request presented to it. The Board was informed that the Sheriff has recommended COLA and Performance adjustments for his non-affiliate personnel as noted in his budget request.

The Board continued by reviewing the lines that have changed from previous years. It was noted that the Education and Conference line was up due to the request for a new Deputy. Printing and Binding and Office Supply lines have been increased due to increased costs and activity, primarily on the civil side of the office. The Postage line was noted to be an estimate and line 7390, Other Supplies, is increased primarily due to the increase in ammunition. The Clothing line has been increased in relation to the new Deputy position. Sheriff Hardy noted that he would request a reduction in his request for Out-of-State Travel explaining that the increase had been included in anticipation of expenses associated with the Real ID legislation that is on hold. He suggested that the Board consider a reduction to \$1,300.

**Motion:** To reduce line 7710, Travel – Out of State, in the Sheriff's Department from \$3,500 to \$1,300. By Comm. Holden, second by Comm. Clemons. Motion carried.

A discussion followed regarding the request for Gas & Oil. A. Durette noted that the request is an estimate with the prices moving daily. He explained that the data available indicates that the department is paying \$0.78 more for gas than last year and \$1.21 more for diesel. He emphasized that the budget request is a guess, which may need to be adjusted. He went on to explain that the Auto Repair line is also a moving target and that a transfer is anticipated in the current fiscal year and as a result of needing this transfer, an increase has been requested. A discussion followed regarding accidents, weather related incidents the prior winter, and driver-training programs provided for the staff. The Board was advised that the department has taken advantage of offerings through Primex. A. Durette explained the requests itemized in the New Equipment line noting that they are looking to replace vehicles that are no longer economical for the department to

maintain and to update prisoner enclosures and existing equipment that is dated and no longer adequate to address the department's need. He also explained that with the fuel cost issue, they are proposing the purchase of a hybrid vehicle. Sheriff Hardy reviewed the equipment as requested for the Board.

A. Durette explained that the department is requesting that the replacement vehicles be the Crown Victoria as they have discovered that the small size of the Chevrolet Impala prevents them from installing all of the equipment that is now required in the vehicle. Comm. Clemons inquired regarding the bidding process utilized by the Sheriff's Office when purchasing the major capital items. A discussion followed and it was explained that the department frequently utilized vendors on the State bid list.

### **Superior Court Bailiffs – 4216**

Sheriff Hardy explained that the Salary line includes the additional ten dollars per day paid by the County that is not reimbursed by the State. He noted that the Other Supplies line and the replacement radios are paid by the County. The remaining monies are reimbursed by the State. The Sheriff provided the Board with a brief update on the County Security legislation noting that the primary bill was killed but there have been subsequent bills looking to study the issue again. He suggested that he anticipates that the next State budget will include a funding request, which will keep the issue in play.

### **District Court Bailiff's – 4216**

Sheriff Hardy explained that this is a budget where the State reimburses the county for expenditures

### **Sheriff Detail – 4217**

Sheriff Hardy explained that this budget is again an in/out line supporting detail assignments

### **Sheriff Part-Time - 4219**

Sheriff Hardy explained that the part-time budget has remained the same, noting the importance of the part-time staff.

Sheriff Hardy addressed the Department's request to change two existing positions. He noted that he is asking for approval at this time so that the change can be implemented effective May 1, 2008. He explained that Administrator Flood would be moving from his present full-time roll in the Department to a part-time roll. In conjunction with that change, he requested that the position of Budget Administrator, presently approved part-time, be changed to a full-time, 40-hour position. He explained the basis of his request noting the importance of the position to the office and the improvements that have been accomplished by J. Demick in a part-time roll. He stated that her accomplishments include establishing policies and procedures for monies coming in to the office including allocation to the proper accounts as well as implementation of a lock box system of cash controls, and cleaning up and reconciling old receivables resulting in positive feedback from the County's auditors. She has attended training on collections and applied the knowledge gained to comply with regulation and reduce liability exposure. Furthermore, she has cleaned up longstanding issues with the IMC billing system making operations in the office more efficient, including the collection of old outstanding receivables in excess of \$14,000. He noted that the change in the two positions would result in a slight decrease in the budget. A discussion followed. The Board agreed to proceed with approval of the change to the position held by Administrator Flood to part-time and to change the Budget Administrator position to full-time. Mr. Wenger noted that the change to the two positions is reflected in the budget documents before the Board.

**Motion:** To approve the Sheriff's request as explained, creating two new positions and eliminating two existing positions to be effective May 1, 2008. By Comm. Clemons, second by Comm. Holden. Motion carried.

A. Durette requested the Board consider creating a revenue line recognizing the receipt of Drug Forfeiture monies. He explained the nature of this potential revenue and the expectation that now that the program is up and running, additional revenues may be expected and that a dedicated revenue line would facilitate the tracking of the funds.

Mr. Wenger noted that the revenue budget presented to the Board reflected the request.

Comm. Pappas thanked J. Hardy and his staff, on behalf of the Board, for their presentation. J. Hardy, A. Durette, C. Beaulac, and J. Demick excused themselves from the meeting at that time.

Mr. Wenger requested the Board to consider moving to approve the addition of Line 3410, Drug Asset Forfeiture, to the revenue budget consistent with the prior discussion. The Board concurred and moved as follows.

**Motion:** To add a line 3410, Drug Asset Forfeiture, to the revenue budget noting that it would be funded at \$100,000. By Comm. Holden second by Comm. Clemons. Motion carried.

The Board discussed the upcoming meeting schedules. It was noted the meeting dates presently scheduled include:

Monday April 14th at 3:40 P.M. – Budget Session  
Friday April 18<sup>th</sup> at 3:40 P.M. – Budget Session  
Wednesday April 23<sup>rd</sup> at 11:00 A.M. – Regular Meeting and Budget Review  
Tuesday April 29<sup>th</sup> at 3:40 P.M. – Budget Review  
Wednesday April 30<sup>th</sup> at 3:40 P.M. – Budget Review  
Monday May 5<sup>th</sup> at 4:00 P.M. Public Hearing

The Board entered a brief recess.

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

The Board recessed at 5:15 P.M. and returned to session at 5:35 P.M.

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

### **Department of Corrections - 4230**

J. O'Mara and M. Montminy joined the meeting. Comm. Pappas requested that Mr. O'Mara initially advise the Board of those lines in his budget request that have increased. Mr. O'Mara proceeded with a review of the changes in the Department of Corrections budget request from the prior appropriation. He explained that having reviewed the request again, he was in a position to recommend to the Board that line 7011, Overtime, be significantly reduced. He explained the rationale for the recommendation and his comfort level with the amended amount. He recommended that the Board reduce the line to \$877,680, noting that associated rollups could also be reduced proportionately.

**Motion:** To reduce line 7011, Overtime, in the Department of Corrections budget from \$1,096,772 to \$877,680. By Comm. Holden, second by Comm. Clemons. Motion carried.

The Board recognized that the associated rollups would also be adjusted appropriately.

Mr. O'Mara continued noting that Education and Conferences has increased slightly with the cost for training courses increasing. He noted that Other Fees has been decreased; Med Surgical Supplies driven by market prices, is up, Pharmacy is down contingent on the health of the inmate population; Printing and Binding is up but he recommended, in light of the capability of the new copiers purchased by the facility, that the line be reduced to level funding.

**Motion:** To level fund line 7350, Printing & Binding, in the Department of Corrections, decreasing the line from \$10,400 to \$9,000. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. O'Mara continued, noting that Office Supplies are up due to the costs of supplies; the Library line is up because of a recent court case, which suggests that in addition to the computer access to Lexis at the facility, additional law books need to be added to the collection as recommended by Legal Counsel. He noted that Dues and Periodicals is up slightly but again recommended that the line be level fund at \$4,460.

**Motion:** To reduce lines 7370, Dues & Periodicals, from \$5,075 to level fund the line at \$4,460. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. O'Mara continued noting that Other Supplies is up primarily because paper products are going up 12 to 15 % and the Kitchen equipment increase includes \$17,690 for replacement of service trays that have been damaged or broken. He indicated that the Food line is increased due to related costs and in anticipation of the bakery getting up and running. He noted that the Uniform line is up in anticipation of an increase in associated costs.

Mr. O'Mara addressed the Board & Care Females and Board & Care Other lines explaining that these funds have supported the Manchester Community Corrections program. He explained that in light of the limited number of participants in the program he is recommending at this time that each line be funded at one half of the request to support a potential community corrections program to be run in-house at the facility.

**Motion:** To reduce lines 7583, Board & Care Females and 7584, Board & Care, Others, from \$28,500 each and to fund each line at \$14,250. By Comm. Holden, second by Comm. Clemons. Motion carried.

The Board entered a brief recess at the request of Mr. O'Mara.

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

The Board recessed at 5:42 P.M. and returned to session at 5:45 P.M.

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

Comm. Clemons inquired regarding why the Medical Dental line is divided between women and men in the budget. Mr. O'Mara explained that it was set up this way for tracking purposes as required by the Executive Committee when the County took on the female population.

Mr. O'Mara reported that the increases in line 7590, Medical Dental Male, are the result of a change in practice at the facility. He went on, noting that the Linen line is up only slightly. Electricity is anticipated to be going up 3% over current budget and Mr. O'Mara explained that all the utility lines are budgeted based on input received for vendors. He noted that the fuel line is budgeted at an anticipated cost of \$3.25 per gallon. Laundry has increased related to an increased cost in chemicals as projected by vendors. Mr. O'Mara recommended that the Travel-In State line be reduced to level funding.

**Motion:** To level fund line 7700, Travel – In State, in the Department of Corrections, decreasing the line from \$1,400 to \$1,320. By Comm. Holden, second by Comm. Clemons. Motion carried.

The Gasoline line has increased due to the cost at the pump and the addition of the second Community Service van. Mr. O'Mara explained that the Building Repair line has increased. He explained that funds have been requested to paint eight of the nine housing units, indicating that remaining unit would be requested in the future. Trash Disposal was also noted as being up based on a quote for three dumpsters, which are dumped three times a week. Snow removal was down as was Equipment Rental. He explained that line 7960, Buildings was up significantly and included projects to resurface four recreation yards, resurface three areas of the kitchen, which was noted by the Health Dept. as a concern, and rehabilitation of the shower areas throughout the facility.

Mr. O'Mara explained that they are experiencing a mold issue, which they are looking to address. The funds requested will be added to those in the current year budget to redo all the shower areas with three layers of epoxy material. The request also included the annual request to replace Lexan doors.

Comm. Pappas inquired if any of the requests could be put off to another year. A discussion followed regarding looking at addressing the requests through surplus funds in the current budget following a transfer. The Board agreed to have Mr. O'Mara review his budget in order to make a recommendation following such an approach.

Mr. O'Mara continued, noting that a request has been made for a new plow truck and a Gas Condenser boiler. He explained that the facility is looking to a vendor response to determine what the best approach will be, including looking into the option to switch back and forth from oil to gas etc. Comm. Clemons asked how many boilers are at the facility. A discussion followed regarding the costs of gas versus oil. Mr. O'Mara continued, explaining that the request also includes a meal tray drying and storage rack, and an institutional dishwasher; the original dishwasher is on its last legs and if a new unit is purchased it may reduce the expense for chemicals. The request also includes a secure knife cabinet, noting that the current cabinet has about 12 locks and is not reliable; a new cabinet will be sturdier and secure with a glass front so that the staff can readily notice if something missing. He explained that a new Superintendent Vehicle is requested, noting that the current vehicle will be recycled into the facilities vehicle pool to replace an old vehicle. Comm. Holden inquired regarding the maintenance and mileage on the current vehicle.

Mr. O'Mara informed that Board that due to a recent retirement, he was proposing that the Board consider elimination of the existing Administrative Assistant I position in his office and that it be replaced with a Business Manager position in the department. The Business Manager would be responsible for accounts payable, payroll, inmate's accounts, general revenues, development for RFPs and be a contract administrator. The Business Manager would be responsible for approximately twelve million dollars of the total budget. The position would have approximately seven people reporting to it. He also noted that the Administrative Assistant I position could be reduced to \$38,000. The Business Manager position was noted as having a salary of \$66,500 associated with it. He went on to explain that his request also includes the addition of a fifteen hour per week File Maintenance Clerk position and a renewal of his request to fund a Standards and Compliance Officer position for thirty hours a week at \$37,440. Finally, Mr. O'Mara noted that the

department continues to request one-dollar positions as are noted in the budget request. The Board noted that it would be considering the position requests as it progressed with the budget. Comm. Clemons inquired if the budget reports indicate the Superintendent's salary. A discussion followed indicating that the budget report reflects the anticipated salary expense over the coming year and that the wage ranges had previously been adjusted by the Board.

**Complex - 4198**

The Board continued with a review of the budget request for the County Complex. Mr. O'Mara explained that the overtime line has been up due to snow removal and in contemplation that the second floor may require additional time. Other fees increased in support of the Master Plan Committee's request involving a consultant. Line 7390, Other Supplies was noted to be up as a function of the cost of janitorial supplies. He noted that the utility lines were based on recommendations as discussed in the DOC budget following discussion with vendors. He noted that the Gasoline line was up as a function of the cost of gas and that the Trash Disposal line was up slightly based on usage. He went on to review each line increase, noting that line 7960 Buildings, includes requests to remove asbestos from the Salt Storage Building and to repair the roof of that building as well as funds to re-roof the boiler building and other items as noted in the budget detail. The Board discussed the request for an Automated Climate Control System for the Bouchard Building and the Alley Paving project. It was noted that if the Goffstown District Court project was approved the paving project could be removed.

There being no additional lines for review at this time, the Board thanked Mr. O'Mara and Ms. Montminy for their presentation.

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

The meeting recessed at 6:20 P.M.

*(SIGNED 08/27/08)*

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Comm. Michael Clemons, Clerk  
Hillsborough County Board of Commissioners

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Date