

**Hillsborough County Board of Commissioners**

April 12, 2011

Bouchard Building, Goffstown, NH

**Minutes of the Budget Meeting**

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

**Present:** S. Ziehm, C. Holden, T. Pappas, R. Burns, P. Coughlin, J. O'Mara, M. Montminy, C. Beaulac, C. Roach, D. Kearsley, E. Robinson, J. Dimick, M. Rusch, G. Wenger, and L. Stonner

**Also Present:** M. Brady, J. Lewis

**Call to Order**

The meeting reconvened at 9:07 a.m.

**Motion:** To Reconvene the Meeting. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Revenue

The Board reviewed all Revenue lines in the FY 12 proposed budget with the Departments that were represented at the meeting, after which, it considered the following motions:

**Motion:** To reduce Revenue line 3359, Other Grants & Reimbursements by \$10,000, to fund the line at \$255,858. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Revenue line 3406, Deeds Equipment Replacement Fund by \$15,000, to fund the line at \$135,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

County Treasurer R. Burns presented information relative to potential investment earnings and explained different options that were available to the County including Treasury-backed Exchange Traded Funds (EFT'S), using the funds in the Target Account, which has the potential for increasing revenue; however, there would then be bank charges of approximately \$70,000 annually that are not charged currently because the County leaves a minimum amount in that account. He made a recommendation to reduce the Invested Fund Earnings line.

**Motion:** To reduce Revenue line 3502, Invested Fund Earnings by \$175,000, to fund the line at \$250,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:** To increase Revenue line 3504, Complex Rental Income by \$20,000, to fund the line at \$181,919. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

The increase in the Rental Income line is to give consideration to funds that will be generated from an anticipated timber sale.

**Motion:** To increase Revenue line 3357, DHHS Reimbursement by \$30,000, to fund the line at \$160,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Revenue line 3356, Diversion Program Fees by \$63,999, to fund the line at \$1. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

### Special Projects

M. Brady, representing Southern NH Services, addressed the Board regarding the Meals on Wheels program and provided information relative to the greater need and increased number of meals served. She spoke about the need for additional volunteers as well as funding, and asked the Board to support level funding for the next budget year.

**Motion:** To reduce Special Projects line 7290, Other Fees & Services by \$10,650, to fund the line at \$64,350. Motion by Comm. Holden, second by Comm. Pappas. Motion carried with Commissioners Holden and Ziehm voting in favor of the motion and Comm. Pappas voting against the motion.

### Business Office

Mr. Wenger addressed the needs of the Business Office. He explained that the Department currently includes four employees, two part-time and two full-time plus himself to meet the requirements of the office, which includes, among other responsibilities, Payroll and Accounts Payable County-wide and financial oversight of the County.

**Motion:** To reduce Business Office line 7170, Education & Conference by \$500, to fund the line at \$500. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Discussion ensued relative to Audit Expense and the need to meet the GASB requirements as well as the services provided by Legal Counsel and other lines that are in the Business Office budget.

**Motion:** To reduce Business Office line 7290, Other Fees and Services by \$12,000, to fund the line at \$60,001. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Business Office line 7370, Dues & Periodicals by \$75, to fund the line at \$175. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Business Office line 7700, Travel In State by \$500, to fund the line at \$500. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Business Office line 7970, New Equipment by \$699, to fund the line at \$1. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

### Contingency

**Motion:** To reduce Contingency line 7740, Grant Expenses by \$250,000, to fund the line at \$50,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

## Revenue

**Motion:** To reduce Revenue line 3510, Miscellaneous Revenue by \$250,000, to fund the line at \$85,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

## Computer Information Systems

C. Roach reviewed the functions and requirements of the CIS Department and explained items in the CIS budget.

**Motion:** To reduce Computer Information Systems line 7170, Education & Conference by \$1,500, to fund the line at \$1,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Computer Information Systems line 7290, Other Fees & Services by \$24,000, and to fund the line at \$23,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:** To reduce Computer Information Systems line 7291, Data Processing by \$60,000, to fund the line at \$172,868. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Computer Information Systems line 7380, Postage by \$150, to fund the line at \$100. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Computer Information Systems line 7700, Travel-In State, to fund the line at \$1,500. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Computer Information Systems line 7830, Trash Disposal by \$250, to fund the line at \$250. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:** To reduce Computer Information Systems line 7970, New Equipment by \$54,502, to fund the line at \$27,400. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

## Human Resources

Mr. Wenger reviewed the Human Resources budget. He explained that there is a potential savings in Advertising, noting that this would limit the use of the newspaper advertisements and focus on online advertising through JobsNH.com. He noted that the Nursing Home is the primary driver of newspaper advertising.

**Motion:** To reduce Human Resources line 7350, Printing & Binding by \$1,700, to fund the line at \$1,600. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:** To reduce Human Resources line 7670, Advertising by \$5,700, to fund the line at \$9,500. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Human Resources line 7820, Equipment Repair & Maintenance by \$349, to fund the line at \$1. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Comm. Ziehm entertained a motion to recess.

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

The Board entered Recess at 12:40 p.m.

The Board reconvened the meeting at 1:10 p.m.

**Motion:** To reconvene the meeting. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Discussion ensued relative to reductions in the budget and the impacts of any reductions; the Board also discussed the requests of the Executive Committee relative to budget cuts and the fact that Departments were unclear regarding the Executive Committee's expectations. The Board discussed reductions in the Salary lines.

**Motion:** To direct the Department of Correction's Superintendent to return to the Board with a proposal to reduce Salary-related lines at the DOC by at least \$500,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To direct the Nursing Home Administrator to return to the Board with a proposal to reduce Salary-related lines at the Nursing home by at least \$500,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Registry of Deeds

**Motion:** To reduce Registry of Deeds line 7350, Printing & Binding by \$15,000, to fund the line at \$75,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

County Commissioners

**Motion:** To reduce County Commissioner's line 7175, Recruitment and Retention by \$29,999, to fund the line at \$1. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

Nursing Home Administration

**Motion:** To increase Nursing Home Administration line 7175, Recruitment and Retention by \$28,000. Motion by Comm. Pappas, second by Comm. Holden. Motion carried.

**Motion:** To reduce Nursing Home Administration line 7970, New Equipment by \$1,400, to fund the line at \$127,544. Motion by Comm. Holden, second by Comm. Pappas.  
Motion carried.

The cut in the above motion reflects cutting the purchase of 2 hydraulic Styling Chairs.

#### County Convention

The Board discussed whether it could cut the Legal Expenses line.

**Motion:** To reduce County Convention line 7200, Legal Expenses by \$5,000, to fund the line at \$15,000. Motion by Comm. Ziehm, second by Comm. Pappas. Motion carried

There being no further business, Comm. Ziehm entertained a motion to Recess.

**Motion:** To recess the meeting. Motion by Comm. Pappas, second by Comm. Holden.  
Motion carried.

*Signed 11/16/11*

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

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Date