

Hillsborough County Board of Commissioners  
Budget Review Hearing  
April 13, 2010  
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. Pappas, Comm. C. Holden, Comm. M. Clemons, L. Movsesian, E. Robinson, M. Rusch, G. Wenger, and L. Stonner.

**1. Reconvene**

Comm. Pappas invited a motion to come out of recess at 9:04 a.m.

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

**Human Services**

Comm. Holden noted that she has concerns relative to the expense of the Family Intervention program, noting that the budget Salary & Wage sheets show the new positions that were partially funded last year are now fully funded in the budget; she explained that she considers herself a steward of the County on behalf of the taxpayers. Comm. Clemons inquired about where the referrals are coming from; to which Ms. Robinson responded that they come primarily from local prosecutors, and there are a few that come from the Domestic Violence unit at the County Attorney's office, some of the Judges, and the Public Defenders. She noted that they have met with the aforementioned people to develop a referral network. She explained that the clients are primarily first time offenders, young people going into college or the military. She explained that they have been successful in having agreements with the prosecutors that they will not prosecute as long as the offenders follow the program; many people have avoided having a record that could negatively affect their lives by agreeing to follow the requirements of the program.

There was discussion about the program and needs of the employees such as desks, phones, travel, conferences as well as other lines in the Human Services' budget and any corresponding increases or decreases.

Ms. Robinson presented a request for a Maintenance/Security position at Temple Street, noting that there are many issues in the building relating to security and maintenance that such a person could address; she noted that last year there were many issues in the building and it would be very helpful to have a person in the building to respond immediately. She added that she has also requested uniform shirts under Other Supplies. Comm. Clemons noted that he receives many emails relative to issues at the building. Commissioners Pappas and Holden noted that they have received complaints in the past. There was discussion about the responsibilities of the proposed employee and the duties of the person doing cleaning currently.

Ms. Robinson explained that there is a handicapped accessibility issue with the rear door access and the changes that are required for handicapped accessibility. She reviewed several more lines with an explanation for each of the line and gave detail information for increases and decreases. Ms. Robinson addressed revenue; she then addressed the DHHS reimbursement (including ARRA Funds), noting that it is projected to be \$7,129,000. She explained that that has not been passed by the State, but is anticipated in the budget; she noted that Parental reimbursement is still at 30%, and explained that Incentive Funds are projected to come in at \$75,000, but that is somewhat up in the air because the Governor's budget eliminates Incentive Funds. In response to a question from Comm. Clemons, Ms. Robinson responded

that the Incentive Funds revenue was offsetting the cost of the Family Intervention program. Comm. Holden requested that the ARRA funds be tracked as a separate line item in revenue and expenses. Comm. Holden noted that these funds could be used in other ways. In response to a question, Ms. Robinson explained that \$6,949,000 is one-time money...the ARRA money; it started in FY2009, covered FY2010, and may cover all of FY2011. Ms. Robinson noted that there is additional ARRA money that the Nursing Home receives. Comm. Holden noted that the Stimulus Package will expire June 30, 2011. The Board thanked Ms. Robinson for her presentation.

### **Registry of Deeds**

The Chair recognized Register Coughlin from the Registry of Deeds. Ms. Coughlin distributed a packet to the Board. The Board initially reviewed the Salary & Wage sheets. Comm. Holden noted that the Registry has proposed the elimination of one position, and made the related motion.

**Motion:** To reduce the Registry of Deeds budget by \$51,260 plus rollups to reflect the elimination of Employee Position # 204541001. By Comm. Holden, second by Comm. Pappas. Commissioners Pappas & Holden voted yes, Comm. Clemons voted nay. Motion carried.

Register Coughlin reviewed the budget lines, noting that most lines are level-funded. She noted that there is a slight increase in Other Fees due to the increase in the cost of film storage, and explained that the Postage line is projected to go from \$4,000 to \$25,000, noting that any Postage revenue goes into the General Fund then is expensed as Postage. The increase is because the former Registrar had pre-purchased a great deal of Postage that has been used up. Ms. Coughlin informed the Board that she is proposing a new program at the Registry called: "Tapestry;" it will allow subscribers in the County to conduct online searches of Real Estate documents that are held at the Registry. There will be a fee involved; the subscribers will be national companies such as Wells Fargo; it will provide income, perhaps as much as \$30,000. The Board agreed that the Registry should investigate this further, particularly since it will generate revenue.

Comm. Pappas thanked the Register for her presentation and information.

### **County Convention**

Comm. Pappas recognized Attorney Kirby, L. Movsesian and M. Rusch who will address the County Convention budget. Ms. Rusch noted that there are few changes in the County Convention budget with the exception of Social Security and Insurance; she noted that Advertising and Travel In-State are down. Ms. Rusch explained that there is a need to replace Attorney Kirby's work station as a result of an ergonomic review by the Primex representative, who recommended a different work station.

### **CIS**

Mr. Wenger presented the Computer Information Systems Department budget. He noted that the Department's budget is pretty much level-funded; he noted that Mr. Roach did offer to decrease the Education and Conference line.

**Motion:** To reduce the CIS Budget line 4151-7170, Education & Conference from \$5,000 to \$2,500. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

There was discussion regarding the budget for Other Fees & Services. Mr. Roach explained that this line covers outside consultants who may be called in to address technical issues; he noted that the cost for a consultant is typically \$100 to \$150 per hours. There was discussion relative to reducing the Postage line.

**Motion:** To reduce the CIS Budget line 4151-7380, Postage, from \$500 to \$250. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger informed the Board that the Data Processing line covers all the contracts to maintain and purchase the software that is being used by Departments throughout the County; he reviewed the details of this line. Mr. Wenger explained that the cost of all the networking and the internet lines, as well as computers, printers, and phones go into the CIS budget; he noted most other budget lines were level funded. The Board thanked Mr. Wenger and Mr. Roach for their presentation.

The Board agreed to recess briefly.

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

The Board moved into recess at 10:45 a.m.

The Board moved out of recess at 11:12 a.m.

**Motion:** To move out of recess and return to the Budget hearing. By Comm. Holden, second by Comm. Clemons. Motion carried.

## **Nursing Home**

Comm. Pappas recognized Mr. Moorehead, County Nursing Home Administrator, and Mr. Lencki. Mr. Moorehead reviewed the Revenue and Expenses to date, noting that the Nursing Home is \$4,445,000 over budget; he noted that the amount over budget relates to the unanticipated Stimulus funds. The budget excluded 1.2 million dollars in Pro Share funds. He noted that the Nursing Home did not know during the previous year's budget process that there would be unanticipated ARRA funds.

Mr. Moorehead indicated that the expenses projected for FY2011 are \$25,053,036; this represents a 1.6% increase from FY2010; he further indicated that Unemployment, Health Insurance and Retirement costs represent a \$63,672 increase. Mr. Moorehead provided the following information:

- Fuel oil is up \$34,000
- Nursing Salaries are up \$40,000
- Activities Salaries are up \$52,000
- Overtime Salaries are up

Mr. Moorehead explained that while expenses are up, revenue is 1.837 million, which represents a 7.8% increase over the current year. Mr. Moorehead reviewed the lines in the Nursing Home's budget. He indicated that a part time driver was added to give more flexibility and avoid overtime. Several lines are level-funded, or up or down by a small amount. Mr. Moorehead indicated that bed assessments are up, and that is a good thing because the higher the bed assessment, the higher the revenue will be. He explained that the Capital-Buildings line expense is projected to be down from \$150,000 to \$35,425; he explained that the Rental Unit Restoration line expense is related to finishing the ceiling tiles. He informed the Board that the total Capital lines, combined, are projected at \$218,243; the previous year the amount was \$333,472; he explained that due to the economy, he tried to keep Capital items down.

Mr. Moorehead reviewed several other lines; he explained that some Dietary, Housekeeping and Laundry lines are up; they relate to the contract with Fitz, Vogt & Associates, and the increased cost of the food and supplies they provide.

Mr. Moorehead requested Board approval to create a Per Diem Aide; this position will be funded by the elimination of a PR coordinator that had a salary of \$14,560. The proposed position's salary will be \$13,832.

Comm. Pappas noted that it is likely that there will be questions at the next level relative to Clergy volunteering their time for conducting religious services. Mr. Lencki explained that they have approached the Diocese and have sat down on many occasions over the years, and the result is that Clergy get paid just like any other person who provides a service.

Mr. Moorehead noted that he miscalculated and needs to request that the \$2,500 that he took out of the budget for Education and Conference in the Rehab Department needs to be added back to cover the cost of training that the Therapists are required to take to maintain their CEU's.

Mr. Moorehead requested the Board's approval to fill a full time Speech Therapy position and noted that if hired, he will transfer the funds from Other Fees, and he is requesting a slight increase in the line for the portion of her salary that cannot be covered by the transfer. He explained the advantages of having this employee on the payroll versus continuing to use contract employees.

Mr. Moorehead returned to revenue; he explained that the projected revenue of \$25,498,350 is based on an average of 280 residents per day, of which 30 are Medicare Part A, 193 are Medicaid, and 20 are Medicaid ELU, and 37 are self-pay. He noted that this represents a Room & Board estimate of \$19,923,007; the rates per day are calculated on \$430, which is the average rate for Medicare, and 143.46, which is the current Medicaid rate. He expressed his concern that the State may cut the Medicaid rate, and stressed that this is a critical line in the budget. He continued, and explained that the ELU projected rate is \$209.54; it has been fairly consistent; he noted that the private pay rate, as illustrated, is \$265, which represents a \$10 per day increase or about 3.9%. He explained that he is requesting that the private pay room rate increase take place on July 1, 2010; he noted that he is required to give a 30-day notice prior to the increase, and he explained that he is most concerned about Governor Lynch or the State cutting the Medicaid rate, further explaining that their rate is currently lower than 6 out of 8 Nursing Homes that they polled on 3/29/10. Of the two facilities with a lower rate, one will likely go higher in July and the second is a small facility.

Mr. Moorehead informed the Board that if the ARRA rate is extended beyond December, 2010, he estimates that will provide 1.2 million in revenue. Comm Holden inquired about a 1998 truck that was purchased in 2001, noting that the mileage is less than 100,000. Mr. Lencki responded that the truck was stolen and used hard, and it has been welded as much as is possible; it is a plow vehicle and needs to be replaced.

Comm. Pappas thanked Mr. Moorhead and Mr. Lencki for their detailed presentation of the Nursing Home proposed budget.

Mr. Wenger provided information relative to revenue lines. He explained that revenue line 3192 is the Nursing Home's best estimate of the ARRA funds that will be received; he reviewed other revenue lines and highlighted revenue line 3359, noting that that represents the \$489,645, which is the Sheriff's request for a new program, which will be covered by grant funding; energy grants will go into the same line. Mr. Wenger explained that line 3410 was set up so that the Sheriff's Department can track revenue received from forfeitures in drug cases, and any money received has to be used for Sheriff's purposes and is tracked separately. The goal is to fund that line at \$1 in the event that any forfeiture funds are received. Mr. Wenger explained that the Treasurer has recommended lowering Investment Fund earnings in light of the current economy. He noted that line 3504 reflects rental income from the Women's Prison; Complex Rental includes the lease revenue from The Goffstown District Court; line 3510 includes \$35,000 for

miscellaneous revenue and revenue from unanticipated grants that are offset in the Contingency line; line 3513 Stimulus revenue includes \$3,500,000 that was received last year and the remaining is the unanticipated revenues that the County will be receiving before the FY2010 fiscal year. He concluded by saying that the projected revenue is at \$41,826,058.

Comm. Clemons inquired about how much the taxes are expected to go down, based on the current numbers. Mr. Wenger responded that the tax reduction at this point is 6.47% based on what was in the document the Board received, and with the changes the Board has made, it will be more. There was discussion that it is likely that every Town's taxes would go down, unless it has a major project.

Comm. Holden noted that she wishes to make some revisions. Her first motion was to address the funding of the Family Justice Coordinator; she explained that it should be funded by the grant, once it is received. She noted that the position was reduced to \$1, but she thinks it should be at \$0. Mr. Wenger offered that if a position is funded at \$1, the position has been created, whether or not the grant is approved, and if it is approved also by the Executive Committee. He suggested that a more appropriate action would be to create the position when the grant is received.

**Motion:** To reduce the Sheriff's Office budget by funding Employee Position #206047001 at \$0, noting that funding will be added back in if, and when the grant funds are received. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

The Board agreed to address budget changes by Department; Comm. Pappas noted that Supt. O'Mara did not come in with the cuts that he made originally. The Board addressed other reductions.

**Motion:** To reduce the Department of Corrections line 4230-7390, Other Supplies, to \$170,000. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce the Department of Corrections line 4230-7520, Clothing & Supplies, to level fund the line at \$60,000. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce the Department of Corrections line 4230-7591, Linen, to level fund the line at \$16,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To reduce the Department of Corrections line 4230-7690, Laundry, from \$36,000 to \$33,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To reduce the Department of Corrections line 4230-7960, Buildings, to \$64,300. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce the Department of Corrections line 4230-7820, Equipment Repair/Maint. from \$89,651 to \$85,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

### **County Complex**

**Motion:** To reduce the County Complex line 4198-7390, Other Supplies, to level fund the line at \$7,600. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce the County Complex line 4198-7810, Building Repairs to \$25,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To reduce the County Complex line 4198-7970, New Equipment, to \$140,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

Mr. Wenger explained that the County has two boilers at the Bouchard Building, the large boiler is in failure; alternatives are being considered that may be cost effective to address this.

**Motion:** To reduce the County Complex line 4198-7960, Buildings, by \$6,000, to eliminate the Health & Human Services Renovation project. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

There was discussion about the need to pave an additional section of the parking lot at the Bouchard Building and extending it toward the barn. Mr. Wenger noted that the current parking lot is not sufficient when there is a lot of activity at the Bouchard Building. The Board did not favor paving the parking lot at this time, but did favor leaving money to add gravel and to level the lot.

**Motion:** To further reduce the County Complex line 4198-7960, Buildings, by \$45,000, leaving the budgeted amount at \$48,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

### **Cooperative Extension**

**Motion:** To reduce the Cooperative Extension line 4611-7360, Office Supplies, from \$15,000 to \$14,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To reduce the Cooperative Extension line 4611-7710, Travel-Out of State, from \$1,500 to \$1,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To reduce the Cooperative Extension line 4611-7870, Building Rental from \$1,000 to \$750. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

### **Special Projects**

The Board discussed the Special Projects budget, which includes the Meals on Wheels program. Comm. Clemons noted that this is probably the most direct aid that we give the County. Comm. Pappas noted that she supports the work that they do, and their population is growing. Comm. Holden noted that while she does not favor cutting this line, this is a difficult time, and they did receive a \$7,000 increase last year, and she is willing to split the difference.

**Motion:** To reduce the Special Projects line 4145-7290, Other Fees & Outside Services, from \$75,000 to \$71,500. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

### **Business Office**

Mr. Wenger addressed the Business Office budget. He noted that most lines remain the same, and explained that he could possibly give up the fax if the Sheriff's Office gets a new one and one of that Department's faxes could be used by the Business Office; he explained that this will only work if the Sheriff's faxes are not taken out of the budget.

In response to a question from Comm. Clemons relative to line 7210, Mr. Wenger explained that the funding covers GASB45 audit requirements that the County is required to comply with. He explained

that 2010 was the first year that the County was required to do an additional audit, which is required for tracking monies. He noted that it was proposed in last year's budget but was removed from the budget by the Executive Committee; this action resulted in the County having a deficiency tied to its audit. Mr. Wenger noted that he believes it is his responsibility, and the Board's, to make sure the GASB45 requirements are followed so that the County will not have a flag on its audit, as it did for the current year. He noted that this will be going out to bid.

### **Manchester Courthouse**

Comm. Pappas referred the Board to the Manchester Courthouse budget, noting that the Court is located in Nashua at 30 Temple Street while renovations are being completed in Manchester.

### **County Debt**

Mr. Wenger presented a request, at the recommendation of the County Treasurer to fund this line at \$60,000; this will support short term borrowing. He explained that for the first time in many years, the Treasurer believes that there may be a need to borrow money on a short term basis.

### **Sheriff's Department**

The Board held discussion regarding several lines in the budget.

**Motion:** To reduce the Sheriff's Department line 4211-7970, New Equipment, by \$7,799, and to fund the line at \$166,599. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

Comm. Holden noted that the above reduction represents the difference between the requested Ford Escape and a Chevy Impala.

**Motion:** To reduce the Superior Court Bailiffs line 4215-7390, Other Supplies, to \$0. Motion by Comm. Holden. Comm. Clemons seconded the motion for discussion purposes.

Comm. Holden noted that it is her belief that the State should be paying for most of the cost for the above mentioned line. Comm. Clemons agreed that the State should pay the majority of this expense; however, it is his concern that since the State is not willing to do this, removing the equipment would be placing the staff at risk; Comm. Pappas concurred.

This motion failed to carry.

**Motion:** To reduce the Superior Court Bailiffs line 4215-7390, Other Supplies, from \$6,250 to \$5,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To reduce the Superior Court Bailiffs line 4215-7970, New Equipment, to \$0. Motion by Comm. Holden, second by Comm. Clemons.

Comm. Holden noted that it is her belief that the State should be paying for this line, New Equipment for the District Court Bailiffs; it represents 6 replacement Court radios and 8 body armor for the Superior Court Bailiffs, and has gone up \$2,736 from the previous year. Commissioners Pappas and Clemons agreed that the County should not be paying this expense, but feel that the Bailiffs should be protected. The Board discussed the issue.

Motion carried unanimously.

**Motion:** To reduce the District Court Bailiffs line 4216-7970, New Equipment, to \$1. Motion by Comm. Clemons, second by Comm. Holden. Motion carried unanimously.

### **County Attorney**

The Board reviewed the County Attorney's budget and discussed the County Attorney's request to maintain a position that has been paid for by grant funds that will be ending as well as other needs of the Department. The Board had mixed opinions about picking up the funding for the position, but took no action at this time.

### **County Commissioners**

The Board discussed the need to create a new line in the County Commissioner's budget; Comm. Holden suggested that the Board may wish to broadcast its meetings to make the meetings and related information available to the public, noting that the Board has discussed this in the past. In response to a question from Comm. Clemons, Comm. Holden noted that there are public access channels in all the Towns. Mr. Wenger suggested that Goffstown TV is looking for space and is likely hoping to make some kind of arrangement. Comm. Clemons suggested approaching this carefully. Comm. Holden inquired about adding a line in the budget and funding it at \$1. The Board concurred. Comm. Pappas noted that she also thinks that the County should do a newsletter. Comm. Pappas entertained a motion.

**Motion:** To create a line 4130-7290 in the County Commissioner's budget, Other Fees & Services, and to fund the line at \$1. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

### **Recess**

The Board agreed to recess for today and resume tomorrow.

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

The Board entered recess at 1:50 P.M.

*Approved on 7/14/2010*

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Comm. Michael Clemons, Clerk  
Hillsborough County Board of Commissioners

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Date