

Hillsborough County Board of Commissioners  
Budget Review Hearing  
April 14, 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, M. Rusch, G. Wenger, and L. Stonner.

**1. Reconvene**

Comm. Pappas invited a motion to come out of recess.

**Motion:** To come out of recess and reconvene the budget meeting. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

The meeting reconvened at 9:01 a.m.

There was discussion regarding the Recovery Zone Economic Development Bonds and a request from Mr. Wenger for the Board to approve a resolution contained in the related letter to Mayor Gatsas relative to the distribution of the Bond monies.

**Motion:** To approved the following resolution:

“WHEREAS, Internal Revenue Service Notice 2009-50 (the “Notice”) allocated \$24,059,000 of the \$90,000,000 national \$10 billion Recovery Zone Economic Development Bond cap to the County of Hillsborough, New Hampshire (the “County”); and

WHEREAS, the County has determined that it will not avail itself of such cap.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE COUNTY OF HILLSBOROUGH, NEW HAMPSHIRE, AS FOLLOWS:

Pursuant to Section 1400U-1 (a)(3)(A) of the Internal Revenue Code of 1986, as amended, and Section 5.05 of the Notice, the County hereby waives its right to the above-mentioned \$24,059,000 Recovery Zone Economic Development Bond cap in favor of the City of Manchester, New Hampshire.

The resolution shall take effect immediately.”

Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Clemons noted that he was at the Department of Corrections the previous day relative to the Justice Center. Supt O’Mara explained that the Justice Center out of New York is a consulting network for the DJA, who issued the grant to Hillsborough County for the Mental Health Courts. He noted that as a consequence of receiving the grant and the interactions with their staff during the State study of the DOC, a peer group out of Texas has expressed interest in doing analysis of inmates on psychotropic medication; Supt O’Mara noted that relative to the medical information that they want to gather, the DOC would be one of the best-suited facilities in the country for them to come in and do their analysis. He informed the Board that this is an agency that focuses on areas such as justice re-investment, and mentally

ill inmates in the criminal justice system. He noted that yesterday's meeting was attended by judges, prosecutors, public defenders, and those who can provide outcomes and options for managing this population more effectively by taking mentally ill people out of the Corrections facilities and placing them in an environment that will best serve everyone, and do so according to County policy, particularly during the budget process should there be a need to address using money more effectively. He noted that everyone in the room was interested and hoped that the Board would authorize the Chair to sign a letter of interest from the County to the Department of Justice. He reported that the consultant suggested that there is a strong possibility that the Hillsborough County DOC will be chosen for this program. He noted that if accepted, the consultants will collect data, come back with options and give the DOC information that can provide direction going forward. Comm. Clemons reported that the Judges were very enthusiastic. He noted that Judge Lawrence from the Goffstown District Court offered to come to the meeting in support of the project; Comm. Clemons noted that this will bring a tremendous amount of PR and will put the DOC in a position of serving as a model for other facilities throughout the Country. Comm. Holden inquired if this will disrupt the staff and noted that she has concerns for privacy. Supt O'Mara responded that the consultant will only be collecting data through the medical department and the intake process. He noted that confidentiality will be paramount. Supt O'Mara noted that the NH Charitable Foundation has also offered resources. Comm. Clemons noted that he was assured that case studies will be done anonymously. Supt. O'Mara noted that one of the most interesting facts that he learned from the consultants is that the average pre-trial stay is 60 days, and in a County in Arizona, the average pre-trial stay is 7.5 days. Comm. Clemons noted that Justice Broderick has indicated that he is upset with the New Hampshire justice system and has stated that it takes too long to get people to trial. Supt O'Mara asked the Board to keep in mind that every day the Court is closed is another day that another person is not being released from the Department of Corrections or being sentenced to the NH State Prison as a result of justice being delayed. Comm. Holden explained that on the days that the Court is closed, the Sheriff's Department workload will be less. Supt O'Mara explained that most municipal and County facilities now integrate Courts and detention centers.

**Motion:** To authorize the Chair to sign and the Superintendent to submit a letter of interest to the Justice Center of New York to indicate the County's interest in participating in the study. The chair will sign on behalf of the Board. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger inquired if there was any money involved that would have to be offset by revenue. Comm. Clemons responded that he believes that the only issue is to get the involvement of the employees. Comm. Clemons noted that the DOC, the Board and County will be able to look at the data and determine where to go over the next few years. The Board agreed that its concerns have been addressed. Comm. Holden noted that staff time will be involved.

Mr. Wenger informed the Board that he has spoken with Chief Deputy Durette regarding the two lines related to the District Court; he referred to line 4196-7970 for the camera controller and explained that this will be located in the Dispatch office; there was no funding for it in the past year's budget. He further explained that there are a number of cameras located at the Complex that cannot be observed at the Dispatch Office, and they have not been budgeted. Comm. Holden inquired why this was not in the Sheriff's Department budget. Mr. Wenger noted that this expense and that of line 7390 Security Supplies for the Bouchard Building, such as supplies for key card passes & ID Tags, do not relate to the Sheriff's Department budget, but perhaps should have been in the Complex budget.

There was discussion relative to the lines before the Board and how to make appropriate changes.

## County Complex

**Motion:** To add to the County Complex line 4198-7970, New Equipment, the amount of \$4,999 (for a total of \$5,000 to that line) for a camera controller, and to zero out the Sheriff District Court Bailiffs line 4216-7970, New Equipment. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

## Sheriff's Department

**Motion:** To reduce from Sheriff District Court Bailiffs line 4216-7390, Other Supplies, to \$0, and to add \$2,000 to the Sheriff's Department line 4211-7390, Other Supplies, for Security supplies for the Bouchard Building. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger provided the Board with a rough estimate of budget reductions to date; he explained that the cuts that the Board has made are approximately \$550,000, which will further reduce the impact on the tax by about 1.25% or a rough reduction of 7.2%

## Business Office

Mr. Wenger offered to reduce the New Equipment line by \$750, provided that the Business Office gets one of the faxes that are being replaced in the Sheriff's Department.

**Motion:** To reduce the Business Office line 4150-7970, New Equipment from \$750 to \$250. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

## Human Services

The Board discussed addressing the Human Services line. Comm. Holden indicated that she would present motions relative to this budget, and explained her reasoning; she observed that she feels that Education & Conference could be reduced.

**Motion:** To level fund Human Services line 4441-7170, Education & Conference at \$4,000, reducing it by \$1,000. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Holden noted that the Dues & Subscriptions line has only been 14% expended, so it is her belief that the line could be level funded.

**Motion:** To reduce Human Services line 4441-7370, Dues & Subscriptions from \$7,500 to \$6,400. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Holden suggested that four or five interns having cell phones at \$45 per month was excessive. She suggested that perhaps cell phones could be shared and that fifteen interns working a day or two per week do not all need cell phones. Comm. Clemons explained that he sees it as a professional obligation to provide the cell phones and offered that the cost does not come close to the benefit received by the County. Comm. Holden noted that they also get mileage and she does not believe that they all need a cell phone.

**Motion:** To reduce Human Services line 4441-7680, Telephone by \$2,000 to fund it at \$10,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried two to one.

Comm. Holden noted that she is not comfortable with the amount proposed for Out of State Travel. She explained that she believes that \$1,250 per conference, for two conferences, is excessive. She noted that funds can also be used from the Education & Conference line.

**Motion:** To reduce Human Services line 4441-7710, Travel-Out of State, from \$2,500 to \$2,000. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

Comm. Holden noted that ARRA funds can be used to reduce the Human Services budget. She further noted that ARRA funds can be designated for specific purposes.

### **Temple Street**

Comm. Clemons inquired about the Sheriff's Department duties at Temple Street relative to security. Mr. Wenger noted that there is a Clerk there but the Deputies are in and out. Comm. Holden noted that if the Board favored staffing a security position, two staff persons would have to be hired to cover when the other would be off, and uniforms would have to be provided. The Board discussed the security issue further.

**Motion:** To reduce line 4197-7010, Salaries & Wages from \$35,360 to \$1. Motion by Comm. Clemons, second by Comm. Holden.

Comm. Clemons noted that hiring a maintenance and security person may not be the solution. Comm. Holden noted that she understands that the primary function would be maintenance. Comm. Clemons noted that there could be an issue if the person is expected to function also as a security person. The Board discussed the situation at Temple Street further.

Mr. Wenger observed that as he looks at the building, he sees a lot of little things that would be addressed that can become big things when/if they are not addressed. A maintenance person could, for example, have immediately repaired the cracking cement at the handicapped entrance, as well as replacing stair treads, etc. He noted that it is his belief that if the County has a presence there with a maintenance person walking around each of the floors at different times, doing different things, a lot will be accomplished. He offered that security and maintenance are two different things, but if a maintenance person had been available the previous winter, many of the issues would not have happened, such as having the heat go off. Comm. Clemons inquired if a staff person could pick up the maintenance projects that have been done by an outside contractor. Mr. Wenger responded that this could certainly happen.

The Board discussed security concerns at Temple Street. Comm. Clemons decided to withdraw his motion, and noted that he favors the presence of a maintenance person at Temple Street as opposed to having a person handle both security and maintenance functions.

Comm. Clemons withdrew his motion; Comm. Holden withdrew her second.

There was discussion about how to proceed relative to the security/maintenance position. Mr. Wenger agreed to explore options on behalf of the Board, and suggested that the Board decide what it is looking for; he will then speak with Ms. Robinson and return to the Board with a position request that will address the Board's request. Comm. Clemons suggested that the position be developed to address the maintenance issues and to reduce the amount budgeted for the outside maintenance contractor. Comm. Holden noted that an option would be to have this person report to Mr. Wenger. Mr. Wenger asked the Board if it would like to consider utilizing DOC inmates to work with the staff person when needed as is done in the Bouchard Building; the Board agreed to give this consideration.

Comm. Holden noted that the Board has requested that the back door at Temple Street be locked, but she has often found it propped open. Mr. Wenger suggested that issue be addressed when looking at the change to handicap accessibility and when the back door is redone.

### **Registry of Deeds**

The Board reviewed the Registry of Deeds; no changes were made to the Registry budget.

### **County Convention**

The Board reviewed the County Convention budget; no changes were made to the County Convention budget at this time.

### **Human Services**

The Board reviewed the Human Services budget; no changes were made to the Human Services budget, but the Board suggested it may re-visit the Department's budget at a future date.

### **Human Resources**

The Board reviewed the Human Resources budget and made no changes. Comm. Clemons inquired if Criminal Background Checks were done on all new employees. Mr. Wenger responded that background checks are done on many employees, particularly those going to the Department of Corrections, and the Sheriff's Department.

### **Nursing Home Administration**

The Board reviewed the Computer Information Systems budget relative to the Nursing Home. There was discussion relative to the Task Force and the Nursing Home's computer system, and whether additional funds would be needed. Mr. Wenger noted that the County should anticipate the likelihood of additional phone lines; there may be a need to address issues outside of the scope of issues discussed previously, in which case, this would be a new purchase, and funds would have to be found; he noted that there may be more information available by the following Wednesday, and, if so, a decision can be made at that time. An option would be to place funds in Contingency; the consultant should be able to provide the necessary information. Comm. Holden inquired about power outages and if they could contribute to problems at the Nursing Home. Mr. Wenger explained that the recent power surge definitely contributed and "fried" a piece of equipment, and the power was out for a four-hour period. Mr. Wenger explained that there is an ongoing issue with a Fairpoint wire that impacts the Nursing Home consistently. He further explained that there are different alternatives that Mr. Roach and he are looking at; one option would be to run fiber cable to the Nursing Home seeing that it presently runs from the Bouchard Building across the street. He noted that the County will have to continue working with Cisco and Presidio, the County's vendor.

The Board discussed the vacant driver position at the Nursing and agreed to address that at a later date. Comm. Holden noted that the position was funded at \$1 last year, and now it is funded at \$14,040; she emphasized that this is a vacant position that is being filled. Comm. Clemons explained that he believed that when Mr. Moorehead explained this position, he suggested that it would save money in the Overtime line. There was discussion about the duties, roll-ups, and potential union ramification; the Board had mixed feelings about this position and agreed to delay discussion regarding position # 905212002.

The Board addressed line 4411-7962, Rental Unit Restoration.

**Motion:** To level fund Nursing Home Administration line 4411-7962, Rental Unit Restoration, reducing the line from \$79,000 to \$59,472. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To reduce Nursing Home Administration line 4411-7960, Buildings, by \$5,000 to fund the line at \$30,425. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Nursing Home Administration line 4411-7970, New Equipment, to \$95,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

### **Nursing Home Maintenance**

Comm. Holden noted that the Auto Repairs line could probably be reduced if the request for a new pickup is approved. Comm. Clemons explained the problems with the vehicle and suggested that a new pickup be approved. The Board agreed to later approve the pickup truck purchase and to reduce the Auto Repairs line by \$2,000.

**Motion:** To reduce Nursing Home Maintenance line 4412-7730, Auto Repairs by \$2,000 to fund the line at \$6,500. Motion by Comm. Holden, second by Comm. Pappas. Motion carried.

**Motion:** To reduce Nursing Home Maintenance line 4412-7810, Building Repairs by \$5,800 to fund the line at \$45,000. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce Nursing Home Maintenance line 4412-7820, Equipment Repair/Maintenance from \$29,950 to \$26,000. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

### **Nursing Home Dietary**

Comm. Clemons inquired what the outside wages line and the management fees & services represent in Dietary; Comm. Pappas represents the expenses related to the Fitz, Vogt contract; Fitz, Vogt is the outside vendor that provides the contracted dietary staff.

### **Nursing Home Nursing**

**Motion:** To level fund Nursing Home Nursing line 4414-7300, Medical & Surgical at \$279,812. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

The Board reviewed the Nursing Home Laundry, Housekeeping, and Activities budgets and made no changes at this time; Housekeeping services are a contracted service.

### **Nursing Home Activities**

The Board addressed Mr. Moorehead's request to eliminate a Public Relations Coordinator and to add an Activities Aide position at a savings of about \$1,000. The Board discussed the request and the requirements of the position.

**Motion:** To eliminate the Public Relations Coordinator position # 406748001 and associated roll-ups. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To approve the new position of Activity Aide, position # 304848006. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

The Board reviewed the Social Services lines; then discussed Barber/Beauty and looked at previous and current expenditures.

### **Nursing Home Barber/Beauty**

**Motion:** To reduce Nursing Home Barber/Beauty line 4419-7390, Other Supplies to \$1,250. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

### **Nursing Home Rehabilitation**

**Motion:** To increase Nursing Home Rehabilitation line 4420-7170, Education & Conference, to \$2,500. Motion by Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To increase Nursing Home Rehabilitation line 4421-7290, Other Fees & Services to \$114,000 and to create position # 305641001, Speech Therapist, funded at \$1. Comm. Pappas stepped down from the Chair and made the motion; the motion was seconded by Comm. Clemons.

The Board discussed the creation of the Speech Therapist line. Comm. Holden indicated that Mr. Moorehead wants to increase the line from \$90,000 to \$114,000, but there are too many questions about a future transfer of that money back into Salaries & Wages line when/if the Nursing Home hires a full time Speech Therapist in July or August. She noted that this is not clear; the Speech Therapist whom the Administrator wants to hire is currently under contract on a per diem basis. Comm. Holden noted that in that event, there won't be enough money in Rehabilitation lines but he may be able to find it in one of the other Nursing Home Salary & Wages line to transfer in should that happen. Based on the aforementioned, she is reluctant to approve this because it may not happen. The Board discussed the requirements of the position. Mr. Wenger clarified the request; he noted that the Administrator is asking to create the position and fund it at \$1; if he is able to fill the position, he will then move the money from Other Fees & Outside Services to the Salary line; he is looking to have the Other Fees & Outside Services line have sufficient money to hire that individual. Mr. Wenger explained that, at a minimum, he will have that service contracted for an entire year; however, it is his hope to convert the position to an employee position. He explained that doing so, there should be a savings long term because the County is reimbursed for the services of a Speech Therapist.

Motion carried.

The Board discussed Mr. Moorehead's request to increase the daily Private pay rate; the proposed increase would increase the rate from \$265 to \$275 per day.

**Motion:** To increase the Nursing Home Private Pay rate by \$10, effective as of July 1, 2010. Motion by Comm. Clemons, second by Comm. Holden. Motion carried.

### **County Attorney**

The Board discussed the County Attorney's request to approve the new position. Mr. Wenger noted that the budget includes the position of Assistant County Attorney Drug Prosecutor and explained that this

position will no longer be grant-funded; the budget shows the position being funded at \$0, but the County Attorney is asking for the position of a new Assistant County Attorney. Comm. Holden noted that the Drug Prosecutor now is Grade Step 5. Mr. Wenger explained that the budget is funded consistent with that position.

**Motion:** To approve the County Attorney's request for a new Assistant position #200343018. Motion by Comm. Clemons, second by Comm. Pappas. Motion carried by a vote of 2 to 1. Comm. Holden voted no.

Comm. Holden noted that the Board still has to determine where the ARRA funds will be designated.

The Board discussed the part time driver position request. Mr. Wenger explained that the position exists; Mr. Moorehead is requesting that it be funded as it is in the budget. Mr. Wenger noted that if the Board takes no action, the position will be funded at \$14,040.

**Motion:** To not approve funding the Nursing Home position #905262002 for a part time driver. Motion by Comm. Holden, second by Comm. Clemons. Commissioners Clemons and Pappas voted against the motion, Comm. Holden voted for the motion. The motion failed to carry.

The Board discussed the County Debt line, which is currently at \$60,000, and agreed to leave the line as it is.

Comm. Holden reiterated that it is important to designate where the ARRA funds will be used and noted the importance of establishing a paper trail. Mr. Wenger provided clarification and noted that the ARRA revenue will be reflected in the following lines:

- line 3192, Nursing Home Revenue,
- line 3357 reflects DHHS reimbursements, which is the ARRA money that will be received next year
- line 3513 reflects Stimulus revenue, this is funds that are presently being held from FY09 that were received the previous year that were not designated for a specific purpose; they are being held until they are designated to a specific line. This line will also contain the FY10 undesignated funds that were unanticipated that have not been specifically designated yet. The FY09 funds have been reflected as surplus by the auditors and the FY10 funds are expected to be treated in the same fashion.

In response to a query from the Board, Mr. Wenger advised that it be left as it is; it is already designated for legitimate purposes; the money can be used to offset the tax impact; it has been separated as Stimulus revenue. He noted that the question is whether the Board wishes to leave the seven million as DHHS, or does it wish to designate any for other specific purposes. Mr. Wenger further shared that there are no major Capital Projects that could be designated at this time. Mr. Wenger explained that the current paper trail seems to appropriately designate the funds to meet accounting requirements and to account for the funds going forward.

The Board discussed where it needed to go from this point forward. Mr. Wenger noted that he is hoping to have the approval on the Nursing Home contract by next week; also, prior discussion has not addressed any potential wage adjustments for non-affiliates or use of the surplus beyond the stimulus funds to reduce the amount to be raised by taxes.

Mr. Wenger informed the Board that at this point, the budget reduction is approximately 7.8 or 7.9%, a budget that is down approximately 3.5 million. Mr. Wenger noted that a reduction of 1% reflects approximately \$400,000. He explained that the surplus figure that the auditors are giving is 16.9 million,

which includes 3.5 million that was put into Stimulus revenue. He further explained that the budget at this time is projecting a budgeted surplus of 14 million. Comm. Holden indicated that it is her belief that the County cannot use any of the surplus. Mr. Wenger cautioned that this budget is based on 14 million dollars in one time money; next year there will be an uphill battle without the Stimulus funds. The budget reflects the use of 3+ million dollars of Stimulus money, which is presently in the surplus.

Comm. Holden noted that next year, the County will be facing the same dilemma as the State, and the only thing that can be reduced is positions; there may be furloughs. Mr. Wenger offered that it is difficult to predict what will happen next year. Comm. Holden explained that there is a perception that the County has plenty of money, which is not the case.

Mr. Wenger informed the Board that there will be a contract negotiations meeting with the Sheriff's Department AFSCME bargaining unit the following morning; the following afternoon there will be a contract negotiations meeting with the Nursing Home AFSCME group, and the following Tuesday at 9:00 a.m., there is another meeting with the Nursing Home AFSCME group scheduled.

The Board agreed to finalize its budget discussions after the next Board meeting and after the Public Hearing on April 23<sup>rd</sup> if further discussion is necessary. The letters to accompany the MS-42 will be available for the Commissioners to sign the following morning at 9:00 a.m.

Mr. Wenger noted that the County's revenue streams have stayed relatively stable, with the exception of the investment funds. He noted that under-budgeting revenues in good years when the revenues came in higher than anticipated contributed to increasing the County's surplus; he noted that even in the current bad economy, the revenues may not change significantly; the challenges will be different next year. The Board discussed the overall budget meetings and agreed that the next year's budget process will be a very different budget process.

### **Recess**

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

The Board entered recess at 11:53 A.M.

*Approved on 7/14/2010*

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Comm. Michael Clemons, Clerk  
Hillsborough County Board of Commissioners

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Date