

**Hillsborough County Board of Commissioners**  
**FY2010 Budget Review Meeting**  
April 20, 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, L. Movsesian, A. Durette, J. Dimick, G. Wenger, and L. Stonner.

Comm. Pappas opened the meeting and entertained a motion to come out of recess.

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

The Board moved out of recess and returned to the Budget Review Hearing at 1:38 p.m.

The Board discussed action that it would consider at this meeting

**Motion:** To increase the County Convention, 4110, line 7700 Travel In-State from \$30,000 to \$35,000. By Comm. Clemons, second by Comm. Pappas. Clemons-yes; Pappas-yes; Holden-No.

Comm. Clemons mentioned that this motion is based on discussion held with Rep. Movsesian, at which time she requested that the Board consider raising the amount for the County Convention line 4110 because she explained that meeting attendance is up and that line is too tight. Comm. Holden reviewed past years and expressed her opinion that \$30,000 was adequate. Commissioners Pappas and Clemons supported the motion; Comm. Holden did not.

Motion carried.

In response to a previous request, Mr. Wenger provided items for the Board's consideration.

Transfer 2009-24

Mr. Wenger explained that the first Transfer, Transfer # 2009-24, a request to transfer \$12,500 from the Contingency line to the Sheriff's office for part time Salaries & Wages, and part time Social Security.

**Motion:** To approve Transfer # 2009-24, to transfer \$12,500 from the Contingency line to the Sheriff's office Part Time Salaries & Wages line 7010 in the amount of \$11,610, and to the Sheriff's Office Part Time Social Security line 7100 in the amount of \$890. By Comm. Clemons, second by Comm. Holden. Motion carried.

Chief Deputy Sheriff A. Durette responded that half of the costs of this position are reimbursed by the State.

**Motion:** To approve Transfer # 2009-25, to transfer \$5,860 from the Contingency Grant Expense line 7740 and to transfer to the Sheriff's Office Overtime Expense line 7011 the amount of \$5,081, and to transfer to the Sheriff's Office Social Security line 7100 the amount of \$85, and to transfer to the Sheriff's Office Retirement line 7130 the amount of \$694. By Comm. Clemons, second by Comm. Holden. Motion carried.

Chief Deputy Sheriff A. Durette explained that the cost of the previous motion is covered by a FEMA grant for funding of the ice storm expenses; he excused himself from the meeting.

Comm. Holden proposed a motion, explaining that she favors reducing line 3356, Diversion Program, in the Revenue line down by \$30,000 to \$62,500. She suggested that she would like to see that taken out of her budget for the Towns in her District, noting her belief that the funds derived from the Diversion Program should not go through the Human Services Department, but should be given directly to the non-profit providers in the Towns-not to the County. She further noted that this will leave the other two Commissioners the remainder for their Districts. She noted this has always been in the budget yet the Committee has not met and allocated the funds; she recommended the following motion. She indicated that she believes it to be a conflict of interest, and does not want the Family Intervention program in her District. Comm. Pappas noted that someone else could be asked to administer the program.

**Motion:** To reduce line 3356, Diversion Program, in the Revenue line down by \$30,000 to \$62,500. By Comm. Holden, second by Comm. Clemons for discussion purposes.

There was discussion about how this increases the revenue. Comm. Holden noted that this revenue line reflects the amount that will go to Hillsborough County providers/programs, but the County does not get the money. The Board discussed holding off on this decision until Ms. Robinson returns.

Comm. Holden withdrew the motion, and Comm. Clemons withdrew his second.

Comm. Holden inquired if either of the other two Commissioners had any proposals for budget cuts. Comm. Pappas indicated that she was hoping that the Board could cut the Salaries line and roll-ups. The Board addressed the following motions with Mr. Wenger:

**Motion:** To direct the Business Office to adjust line 7120, Health and Accident equitably across County departments to reflect a reduction of \$125,000, this reflects a reduction from a 6.5% increase to a 4.2% increase. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

Mr. Wenger explained that the following line should not be in the budget.

**Motion:** To reduce Contingency, 4199, line 7010, Salary & Wages by \$97,500 to fund the line at zero. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger explained that the following motion is for the relocation of the County Attorney's staff and noted that this represented a more realistic amount, further noting that some of the money could come from this year's budget for the relocation expense.

**Motion:** To reduce Manchester Courthouse, 4196, line 7960 Buildings by \$600,000 to fund the line at \$200,000. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

Mr. Wenger noted that the following motion is suggested with the knowledge that there is a Transfer that the Board has approved for the Executive Committee's meeting on Friday. If the Executive Committee fails to approve the Transfer, then he would make a recommendation that the Board put the money back into the budget, where the roof has to be replaced.

**Motion:** To reduce Temple Street Courthouse, 7197, line 7960 Buildings by \$336,999 to fund the line at \$1.00 noting that the Board has approved a transfer to address the roof repairs as soon as possible. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce Temple Street Courthouse, 7197, line 7290 Other Fees and Outside Services by \$8,000 to fund the line at \$20,000. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

Mr. Wenger explained that the previous motion reflects the money that has been proposed for “clerk of the works.”

**Motion:** To reduce County Commissioners, 4130, line 7230 Consulting Expenses by \$5,000 to fund the line at \$20,000. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

Mr. Wenger explained that the previous motion is based on the cost of negotiating contracts, and noted that he believes that \$20,000 will be adequate in the coming year.

The Board addressed the Computer Information Systems budget.

**Motion:** To reduce Computer Information Systems, 4151, line 7291 Data Processing by \$31,600 to fund the line at \$194,800 noting that this motion will remove those requests associated with the Nursing Home paperless record keeping project, and that the Board will propose that a Capital Reserve Fund be established for the financing of this project. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger explained that the previous motion reflects the Board’s discussion at the last couple of meetings. He noted that the next four motions are related. The motions remove all computer software and hardware expenses from the CIS Department budget for the “paperless record keeping project and include \$25,000 to fund a consultant to help design the project and develop an RFP for the project.

**Motion:** To reduce Computer Information Systems, 4151, line 7296 New Software by \$64,450 to fund the line at \$10,400 noting that this motion will remove those requests associated with the Nursing Home paperless record keeping project, and that the Board will propose that a Capital Reserve Fund be established for the financing of this project. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

**Motion:** To reduce Computer Information Systems, 4150, line 7970 New Equipment by \$19,450 to fund the line at \$14,080 noting that this motion will remove those requests associated with the Nursing Home Paperless Record Keeping Project, and that the Board will propose that a Capital Reserve Fund be established for the financing of this project. By Comm. Holden, second by Comm. Clemons. Motion carried

**Motion:** To increase Computer Information Systems, 4150, line 7290 Other Fees and Outside Services by 25,000 to retain consulting services for the Nursing Home Paperless Record Keeping Project. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

Mr. Wenger explained that the following motion relates to adding a circuit for the internet, which was overlooked when the telephone project was put together. He noted that it has been a challenge working with Fairpoint in putting the program together.

**Motion:** To increase Computer Information Systems, 4150, line 7682 Internet by \$3,600 to fund the line at \$16,330 to reflect the cost of an additional circuit. By Comm. Holden, second by Comm. Clemons. Motion carried

The Board addressed the Department of Corrections budget lines.

**Motion:** To reduce Department of Corrections, 4230, line 7960 Buildings by \$110,000 to fund the line at \$81,850 noting that this action removes the requested funding for the Facility Roof repair and that the Board has previously approved a transfer request in order to address the roof repairs as soon as possible. By Comm. Holden, second by Comm. Clemons. Motion carried

**Motion:** To reduce Department of Corrections, 4230, line 7960 Building by \$62,500 to fund the line at \$19,350 noting that this action removes the requested funding for the Johnsonite Flooring Replacement and that the Board is requesting the Business Office to work with the Department of Corrections to bring forward a transfer request to fund the project with current appropriations. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

The Board reviewed the Department of Corrections' Salary & Wages line, and potential reductions.

**Motion:** To reduce Department of Corrections, 4230, line 7010 Salary & Wages by \$200,000 noting that the associated Social Security and Retirement adjustments will be made. By Comm. Holden, second by Comm. Clemons. Motion carried

The Board addressed the following motions relating to the Nursing Home. Mr. Wenger explained that there are three purposes to these motions, the first being to reduce next year's appropriation; the second is to address necessary capital items, and the third is to reduce the monies that the County will be rolling into Surplus next year.

**Motion:** To reduce Nursing Home Administration, 4411, line 7960 Buildings by \$164,000 noting that this action removes the requested funding for the parking Lot Re-Paving (\$80,000), Resident Room doors (\$17,000), Upgrade H&V (\$29,000), and Flooring (\$38,000) and that the Board is requesting that the Business Office work with the Nursing Home to bring forward a transfer request to fund the project with current appropriations. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

**Motion:** To reduce Nursing Home Administration, 4411, line 7962 Rental Unit Restoration by \$16,500 noting that this action removes the requested funding for Ceiling Tile and that the Board is requesting that the Business Office work with the Nursing Home to bring forward a transfer request to fund the project with current appropriations. By Comm. Holden, second by Comm. Clemons. Motion carried

The Board considered the Nursing Salary & Wage line, and potential reductions.

**Motion:** To reduce Nursing Home Nursing, 4414, line 7010 Salaries & Wages by \$200,000 noting that the associated Social Security and Retirement adjustments will be made. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

The Board addressed the County Complex budget lines.

**Motion:** To reduce County Complex 4198, line 7960 Buildings by \$19,000 to fund the line at \$78,500 noting that this action removes the requested funding for the Flat Roof Replacements and that the Board will look to fund this project through current appropriations. By Comm. Holden, second by Comm. Clemons.

Mr. Wenger explained that in reviewing the next motion, consideration was given to exploring the possibility of bidding both the Department of Corrections roof and the County Complex roof at the same time, and realizing a better price.

Motion carried

There was discussion about Salaries & Wages County-wide, and the fact that larger Departments have greater flexibility in their budget line.

Comm. Clemons inquired about how many Departments requested a new position, to which Mr. Wenger responded that to the best of his recollection, the following position requests were submitted:

|                      |                 |            |                  |
|----------------------|-----------------|------------|------------------|
| Registry of Deeds    | one position    | full-time  | Deputy Registrar |
| Temple Street        | one position    | part-time  | Bailiff          |
| Dept. of Corrections | one position    | part-time  | Mail Clerk       |
| Human Services       | three positions | full-time, | Social Workers   |

Comm. Clemons noted that he is skeptical about funding these positions at the \$1 level just to keep them in the budget, and favors keeping the three Human Services positions as well as the Bailiff position. Comm. Pappas noted that she is skeptical about the Mail Clerk position, but sees the need for the others, particularly the Deputy Registrar for the Registry of Deeds.

**Motion:** To eliminate the part-time Mailroom Clerk position at the Department of Corrections, with a related salary of \$19,110 plus roll-ups. By Comm. Holden, second by Comm. Clemons. Motion carried.

Comm. Clemons observed that, in general, he does not favor across the board budget cuts, but noted that since the County has been realizing a Surplus each year, this may be a good idea. Comm. Pappas agreed, noting; however, that sometimes the cuts are unfair to the smaller Departments. The Board discussed the issue of the Surplus in the past years. Mr. Wenger explained that the difficulty will be with the smaller Departments when they look at a single line...there is no flexibility there.

**Motion:** To reduce all Department budgets by 1%. Motion by Comm. Clemons, second by Comm Holden. Motion carried.

**Motion:** To fund all Out of State Travel at 50% of the budget request. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger offered that the Board may wish to provide him with the direction as to how it intends to proceed from this meeting. Comm. Clemons suggested consideration of using the Surplus to reduce the taxes so there is no increase in the next fiscal year. Mr. Wenger noted that if the Board wishes the taxes to be the same, then at this point, the County would be using less Surplus. Comm. Clemons asked how much the taxes would be reduced for each million dollars of Surplus used. Mr. Wenger asked for clarification, and questioned whether that goal related to the Commissioner's budget, or if that goal is what the budget will be after the Delegation approves contracts. Comm. Clemons stressed that his goal is to not increase the tax rate for the citizen's of Hillsborough County at the end of the process. Comm. Pappas supported Comm. Clemon's goal of no tax increase. Comm. Holden indicated that one of her concerns is that the County keeps enough in Surplus, because the following year could be another year with a down economy.

Mr. Wenger requested a Non-Public session with the Board relative to a lease matter, followed by a second Non-Public session with respect to compensation of employees. Mr. Wenger also offered to update the Board on negotiations.

**Motion:** To move into Non-Public session consistent with RSA 91-A:3 II (a) to consider compensation of employees, and consistent with RSA 91-A:3 II (d) to consider lease matters, and consistent with RSA 91-A:2 I (b) to discuss negotiations. By Comm. Holden, second by Comm. Clemons. Pappas-yes; Clemons-yes; Holden-yes. Motion carried.

The Board moved into Non-Public Session at 2:54.

The Board reviewed lease opportunities related to the Chestnut Street lease with G. Wenger. The Board then considered an issue with respect to compensation of non-affiliated employees.

Mr. Wenger updated the Board on pending negotiation issues.

No action was taken during Non-Public session.

The Board returned to regular session at 3:08 p.m.

**Motion:** To return to Public session. By Comm. Holden, second by Comm. Clemons. Motion carried.

The Board considered the following action:

**Motion:** To authorize the Chair to sign the Manchester Courthouse lease extension, subject to Legal Counsel's review and approval. Motion made by Comm. Holden, second by Comm. Clemons. Motion carried.

The Board recessed its meeting.

Motion: To recess until April 22<sup>nd</sup>. By Comm. Clemons, second by Comm. Holden. Motion carried.

The meeting recessed at 3:09 p.m.

*(SIGNED 7/8/2009)*

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Comm. Michael Clemons, Clerk  
Hillsborough County Board of Commissioners

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Date