

Budget Hearing of the  
Hillsborough County Board of Commissioners  
April 28, 2008  
Bouchard Building, Goffstown, NH

Minutes of the Public and Non- Public Session-Amended  
(Not Official Until Approved by the Board and signed by the Clerk.)

**Present:** Comm. T. Pappas, Comm. C. Holden, Comm. M. Clemons, G. Wenger, M. Rusch, L. Movsesian, R. Mercer, and L. Stonner

The Board moved out of recess at 3:44 p.m.

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

Comm. Holden requested that the Board review new positions.

**Motion:** Not to approve the three new positions in the County Attorney's Office: Victim's Witness Advocate, Assistant County Attorney and Assistant Office Manager. By Comm. Holden, second by Comm. Clemons for the purpose of discussion.

Discussion ensued with Comm. Holden noting that this year the County's expenses are up 3.5%; they will go higher, and the revenue is down about 25%. She noted that the Board has made some cuts and that it did eliminate the position of a full-time Deputy Sheriff. Comm. Holden indicated that her recommendation would be that the Board make cuts in the County Attorney's office. Comm. Pappas noted that the County Attorney had informed the Board of why she needed each one of the proposed three new positions. Comm. Clemons expressed his opinion that in bad economic times, there is usually more crime and the Courts have more people to prosecute, and that there would be a need for an increase in law enforcement and prosecuting these crimes. He expressed his concern that the County have enough staff, and that there is not a backlog of cases. He would like to know if the backlog is any worse than last year. Comm. Pappas noted that a bill was passed which increases the County Attorney's work. Comm. Holden informed the Board that the law relates to internet crime. Comm. Holden noted that there is not room at the Courthouse to put people and that each year there is a request for an increase, but now the tendency is to settle, rather than go to trial. She would like to know how many cases come to Court and how many are settled out of Court. Comm. Pappas asked the Board if it would like to meet with the County Attorney and ask those questions. Comm. Holden noted that she is prepared to move forward and do that.

The motion carried.

Comm. Clemons suggested that the Board consider that the positions be funded to give the County some flexibility. Mr. Wenger informed the Board that funding the positions at \$1 would create the positions. Comm. Holden noted that the total for the three positions is nearly \$200,000, but the County Attorney may be able to find the money if other positions are not filled. Comm. Holden expressed her willingness to fund the Assistant County Attorney's position at \$1 but she expressed her belief that the Assistant Office Manager is not needed. The County Attorney's office has managed with one person in that position, and if the current person in that position decides to retire during the year, there would be someone working with her. Comm. Pappas noted that the Board could create the positions at \$1. Comm. Clemons wants to show the County Attorney that the Board believes there may be a need for the positions she is advocating for; however, because of the bad economic times, the Board would fund the

positions at \$1, and ask the County Attorney to come up with funds in her own department to finance them.

**Motion:** To create new positions requested by the County Attorney to include: # 9870-Victim/Witness Advocate, #9871-Assistant County Attorney, and #9872-Assistant Office Manager and to reduce the budget request to reflect funding for the positions at one dollar (\$1.00). By Comm. Clemons, second by Comm. Holden. Motion carried.

Mr. Wenger informed the Board that there is some additional funding in the CIS Department budget with respect to software, hardware and related items, and asked if the Board intends to leave those items since the positions will not be filled, or if it will choose to take those items out. Comm. Holden noted that if positions are eliminated in the Human Services Department, there might be equipment that can be used. Comm. Clemons inquired if equipment could be transferred from one Department to another, to which Mr. Wenger replied that transfer of equipment has been done in the past.

The Board reviewed other lines in the County Attorney's budget, noting that funding has increased \$100,000 for the Consulting Expense line due to the Sexually Violent Predator law. The Board noted that most lines have little or no increase, and some lines decrease.

**Motion:** To reduce Line 7970, New Equipment, in the County Attorney budget, 4123, by \$6,025 to eliminate equipment requested associated with the three new positions. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce Line 7230, Consulting Expense, in the County Attorney budget, 4123, from \$130,000 to \$100,000, a reduction of \$30,000. By Comm. Clemons, second by Comm. Holden. Motion carried.

#### **Medical Referee – 4192**

**Motion:** To reduce Line 7250 in the Medical Referee budget, 4192, by \$5,000, to fund the line at \$90,000. By Comm. Holden, second by Comm. Clemons. Motion carried.

#### **County Convention – 4110**

The Board discussed the County Convention; Comm. Holden suggested reducing the In State Travel line, and noted that this year money was taken out of this line for other things, so it seems like a reasonable reduction is a possible consideration.

**Motion:** To reduce Line 7700, Travel, In State, in the County Convention budget, 4110, from \$49,232 to \$48,000, a reduction of \$1,232. By Comm. Clemons, second by Comm. Holden. Motion carried.

Following a brief exchange an additional motion was considered.

**Motion:** To reduce Line 7700, Travel, In State, in the County Convention budget, 4110, from \$49,232 to \$46,000, an additional reduction of \$2,000, and a total reduction of \$3,232. By Comm. Holden, second by Comm. Clemons. Motion carried.

### **Special Projects – 4145**

The Board discussed the Special Project, noting that the request of \$68,000 is \$5,000 more than last year. Comm. Holden noted that it was \$60,000 in 2007 and went to \$63,000 in 2008. Comm. Pappas noted that the elderly population is growing.

**Motion:** To reduce Line 7290 in the Special Projects budget, 4145, from \$68,000 to \$65,500, a reduction of \$2,500. By Comm. Clemons, second by Comm. Holden. Motion carried.

### **Business Office – 4150**

The Board reviewed the suggested cut in the Business Office brought forward by Mr. Wenger.

**Motion:** To reduce Line 7880, Equipment Rental in the Business Office from \$5,000 to fund the line at \$4,000, a reduction of \$1,000. By Comm. Holden, second by Comm. Clemons. Motion carried.

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

Mr. Wenger informed the Board that the Executive Committee approved the FY 2008 transfer relative to lines 7960 and 7970 in the Department of Corrections budget the previous Friday and the Board now had the opportunity to reduce the Department's FY 2009 budget request. Following a brief discussion of the transfer and related budget request, the Board took action.

**Motion:** To reduce Line 7960, Buildings, in the Department of Corrections budget from \$96,880 to fund the line at \$1.00, a reduction of \$96,879, noting that a FY 2008 transfer has been approved to fund the projects for completion in the current fiscal year. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce Line 7970, New Equipment, in the Department of Corrections budget from \$231,250 to fund the line at \$1.00, a reduction of \$231,249, noting that a FY 2008 transfer has been approved to fund the projects for completion in the current fiscal year. By Comm. Holden, second by Comm. Motion carried.

Comm. Holden offered that the Board must address and approve a budget for Human Services, noting that there is a difference of opinion in reference to the needs of this department. She noted that the Human Services program is a nice thing to have, but is not required by statute, and not something the County needs to be doing. She expressed her belief that she would like to see the Board eliminate that program, noting that the Incentive Funds for the program can be better spent with private providers rather than Hillsborough County, further noting it is more expensive than a 50/50 split. Comm. Holden noted that the County could have wages in this department of approximately \$272,000 instead of \$649,000 with reductions in that program, a potential cut of approximately \$450,000.

### **Nursing Home– 4411 to 4421**

Comm. Holden noted that the Board has been provided with a list of recommended budget changes to address. Mr. Wenger informed the Board that with last week's approval of the contract with Fitz, Vogt, and Associates, there are related lines that are increased by that contract approval.

**Motion:** To increase line 7013, Outside Wages, in the Nursing Home Dietary Department budget from \$283,456 to fund the line at \$291,503, an increase of \$8,047. By Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To increase line 7390, Other Supplies, in the Nursing Home Dietary Department budget from \$43,804 to fund the line at \$47,308, an increase of \$3,504. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To increase line 7500, Food, in the Nursing Home Dietary Department budget from \$430,955 to fund the line at \$446,461, an increase of \$15,506. By Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To increase line 7013, Outside Wages, in the Nursing Home Laundry Department budget from \$41,862 to fund the line at \$42,969, an increase of \$1,107. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To increase line 7390, Other Supplies, in the Nursing Home Laundry Department budget from \$12,875 to fund the line at \$13,450, an increase of \$575. By Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To increase line 7591, Linen, in the Nursing Home Laundry Department budget from \$12,360 to fund the line at \$14,500, an increase of \$2,140. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To increase line 7013, Outside Wages, in the Nursing Home Housekeeping Department budget from \$41,862 to fund the line at \$42,969, an increase of \$1,107. By Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To increase line 7390, Other Supplies, in the Nursing Home Housekeeping Department budget from \$48,640 to fund the line at \$53,284, an increase of \$4,644. By Comm. Holden, second by Comm. Clemons. Motion carried.

Additional amendments, offered by Mr. Moorehead, were presented for the Board's consideration, some related to the salaries for the new positions. Three positions are funded at \$1; two of these are new positions. Comm. Holden noted that Mr. Moorehead left the Medication Technician in the budget at full-time for forty hours. The Board discussed the new positions, funding for them, and how the positions could be filled during the fiscal year.

**Motion:** To reduce line 7010, Salaries & Wages, in the Nursing Home Administration budget to budget the newly created position of Assistant Business Office Manager at \$1.00, a reduction of \$39,997. By Comm. Clemons, second by Comm. Holden. Motion carried.

**Motion:** To reduce line 7010, Salaries & Wages, in the Nursing Home Nursing budget to fund the vacant RN position, #303212010, at \$1.00, a reduction of \$39,524. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce line 7010, Salaries & Wages, in the Nursing Home Nursing budget to fund the vacant staff development position, at \$1.00, a reduction of \$55,119. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce line 7960, Buildings, in the Nursing Home Administration budget by \$65,000 reflecting elimination of the Parking Lot Paving project. By Comm. Holden, second by Comm. Clemons. Motion carried.

The Board discussed the budget request for work on the parking lots. It was noted that funding was approved for work on lots 1 and 2 in the current budget and that Mr. Moorehead notes that should the Board accept his proposal to reduce the request in this budget he will be looking for the funding to complete the work for lot 3 in FY 2010.

**Motion:** To reduce line 7013, Outside Wages, in the Nursing Home Nursing budget by \$25,000 to fund the line at \$175,000. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger reported that Mr. Moorehead suggested that level funding this line would only be able to be achieved if the County is able to fill the higher rate of nursing positions in 2009. It was noted that the revised Overtime budget is lower than the 2008 Budget.

**Motion:** To reduce line 7011, Overtime, in the Nursing Home Nursing budget by \$43,330 to fund the line at \$624,000. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce line 7010, Salaries & Wages, in the Nursing Home Administration budget by \$15,000, and reflect the newly created position of Assistant Administrator at a budget and salary of \$60,000, to be funded for nine months for at \$45,000, a reduction of \$15,000. By Comm. Clemons, second by Comm. Pappas for discussion purposes.

Discussion ensued. Comm. Clemons expressed his concern that should something happen to the current Administrator, the County would be forced to go into the ranks of the retired to find an interim Administrator. He opined that there should always be available someone to step into the top job. Comm. Holden does not feel that it is necessary at this time. In the past there have been no problem filling positions. The Counties have worked together to support each other.

Comm. Clemons withdrew his motion and Comm. Pappas withdrew her second. A new motion was presented.

**Motion:** To reduce line 7010, Salaries & Wages, in the Nursing Home Administration budget by 59,999 and to create the new position of Assistant Administrator and to budget the position at a salary of 1.00. By Comm. Clemons, second by Comm. Pappas. Motion carried.

Mr. Wenger referred the Board to another position that was presented by Mr. Moorehead. Comm. Holden noted that this position is reimbursable, so she would be happy to make that motion.

**Motion:** To fund the position of Rehab Technician-PT at \$1, a reduction of \$15,079. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger noted that Mr. Moorehead had requested approval of an Activities Director; however, Mr. Wenger needs to verify the related information with Mr. Moorehead before bringing it to the Board.

Comm. Holden noted that the Board has not reviewed departments' requests for new vehicles. The Board held a brief discussion regarding vehicles and the requests to add new vehicles to the County's fleet. It was noted that the Board had already taken out one vehicle in the Sheriff's Department.

The Board decided to leave the remainder of the vehicle requests as they are for the time being.

### **CIS - 4151**

The Board moved on to reconsider requests in the Computer Information Systems budget.

**Motion:** To reduce Line 7970, New Equipment in the Computer Information Systems Office from \$63,520, by removing the request for one Network Printer and 18 Monitors for the Nursing Home, to fund the line at \$58,560, a reduction of \$4,960. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce Line 7290, Other Fees and Outside Services in the Computer Information Systems Office from \$15,000 to fund the line at \$10,500, a reduction of \$4,500. By Comm. Clemons, second by Comm. Holden. Motion carried.

Mr. Wenger noted that the previous motion reduces the cost of the website design from \$9,000 to \$4,500, effectively cutting the budget in half, this will be accomplished by doing the majority of the work in-house.

**Motion:** To reduce Line 7170, Education & Conferences in the Computer Information Systems Office from \$5,000 to fund the line at \$3,500, a reduction of \$1,500. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce Line 7970, New Equipment in the Computer Information Systems Office by \$5,940, eliminating the equipment requested in association with the new position. By Comm. Holden, second by Comm. Clemons. Motion carried.

**Motion:** To reduce Line 7296, New Software in the Computer Information Systems Office by \$1,800, eliminating the request associated with three positions in the County Attorney's Office and one in the Nursing Home. By Comm. Holden, second by Comm. Clemons. Motion carried.

### **Manchester Courthouse – 4196**

Mr. Wenger noted that the budget request is for \$350,000, based on the understanding that the County's operations will be moving out of the building and relocated to an unknown location. He suggested that the Board could consider a reduction to the line if it is believed that the building will remain open for a portion of the fiscal year. Comm. Holden noted that she would feel more comfortable doing that rather than trying to come up with more revenue.

**Motion:** To reduce Line 7960, Buildings in the Manchester Courthouse budget from \$350,000 to fund the line at \$250,000, a reduction of \$100,000. By Comm. Holden, second by Comm. Clemons. Motion carried.

Mr. Wenger informed the Board that at last Friday's Executive Committee meeting there was a discussion of an anticipated large real estate closing that may have an impact on the Registry's income. Mr. Wenger noted that if the closing is in this fiscal year, then it may affect the surplus, but if it is next fiscal year (FY09), then it will affect the budget. The Board suggested that this be looked at and discussed again as the budget is finalized. Mr. Wenger will follow up again with the Registry of Deeds.

The Board decided that it would meet the following day to discuss the Surplus, the Registry of Deeds, and will attempt to finish its budget work at that time.

Recess

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

The Board moved into recess at 5:04 p.m.

*(SIGNED 08/27/08)*

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Comm. Michael Clemons, Clerk  
Hillsborough County Board of Commissioners

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Date