

**Hillsborough County Executive Committee
Bouchard Building
Goffstown, NH
March 25, 2011 9:00 AM**

Present: Representatives: C. Seidel, G. Barry, J. Belanger, B. Belvin, J. Cebrowski, R. Day, L. Gagne, D. Hinch, D. Hogan, W. Hutchinson, N. Kurk, S. Palmer, D. Robbins, S. Vaillancourt, M. Villeneuve, S. Jasper. Also present: Commissioners S. Ziehm, B. Moorehead, J. O'Mara, C. Kirby, D. Reidy, E. Robinson, Sheriff Hardy, M. Castonguay and G. Wenger.

Chairman Seidel requested Rep. Robbins to lead the pledge to the flag.

Minutes

Motion by Rep. Robbins, second by Rep. Hinch to approve the February 25, 2011 Executive Committee minutes. On a voice vote motion adopted unanimously.

Appropriation Control Report

Chairman Seidel stated each month Mrs. Castonguay has copies of the current appropriation control report if you are interested in seeing one please see Mrs. Castonguay. The purpose of the report is to show on a monthly basis where the various departments are within their budget. If you have any questions and would like additional information regarding that report please contact Mrs. Castonguay.

Transfers

Motion by Rep. Hinch, seconded by Rep. Day, to approve Budget Transfer #2011-11 in the amount of \$4,500 from Temple Street Security in the amount of \$1,100, Temple Street Building Repairs in the amount of \$3,400 to Temple Street Water in the amount of \$400, and Temple Street Electricity in the amount of \$4,100. Ms Robinson noted that both appropriations for water and electricity are running low. There was a leak repaired with several larger than normal invoices as a result of the leak. Due to the move of the County Attorney's office to the Temple Street Courthouse we have seen an increase in use of electricity and water. Both of these accounts have been projected out to the end of the fiscal year. On a voice vote motion adopted.

Motion by Rep. Hinch, seconded by Rep. Cebrowski, to approve Budget Transfer #2011-12 in the amount of \$60,000 from Department of Corrections Medical/Dental-Males in the amount of \$30,000, Medical/Dental-Females in the amount of \$2,000, Clothing & Rel. in the amount of \$3,000, Food in the amount of \$10,000, Other Supplies in the amount of \$10,000 and Education/Training in the amount \$5,000 to Department of Corrections Pharmacy in the amount of \$60,000. Superintendent O'Mara noted on the transfer that this is requested to supplement the Pharmacy (7330) appropriation. During the FY 2011 budget process the original budget request for this line was \$300,000 or approximately \$25,000 per month. The line was subsequently reduced to \$280,000 reflective of the actual expenditures to the department had for FY 2010. It was anticipated, given the inmate population at the time that the monthly expense would not change that significantly. On a voice vote motion adopted.

Motion by Rep. Cebrowski, seconded by Rep. Hinch, to approve Budget Transfer #2011-13 in the amount of \$700 from County Complex - Taxes, Real Estate to County Complex – Gasoline. Chairman Seidel read into the record that this request is to supplement the Gasoline (7720) appropriation. It was estimated that the average monthly cost for gasoline for the vehicles at the County Complex would be approximately \$200. The average cost per month for the first eight months of the fiscal year have been approximately \$260, and increase of \$60 per month. In January the cost for gasoline spiked to over \$500

Hillsborough County Executive Committee
March 25, 2011

for the month due to all of the winter plowing that was required during that month. This significant of an expenditure is not expected for the remaining months, as the plowing season seems to be coming to a close. On a voice vote motion adopted.

Motion by Rep. Day, seconded by Rep. Villeneuve, to approve Budget Transfer #2011-14 in the amount of \$6,600 from County Complex, Other Fees & Services to County Complex – Fuel Oil. Superintendent O’Mara stated that during the FY 2011 budget process, the FY 2010 vendor provided an estimate of \$2.34 per gallon. The amount was used to determine an approximate cost for the heating season with a projected use of 40,000 gallons. When the fuel oil bid was awarded to the lowest responsible bidder, the price was actually \$2.50 per gallon, an increase of \$0.16 per gallon. As of this writing, 34,004 gallons have been purchased and approximately one and a half to two months remain in the heating season. On a voice vote motion adopted.

Motion by Rep. Villeneuve, seconded by Rep. Hinch, to approve Budget Transfer #2011-16 from Department of Corrections - Insurance Workers Comp/Liability in the amount of \$20,000, Nursing Home Administration - Insurance Workers Comp/Liability in the amount of \$48,409 to Business Office – Unemployment Taxes in the amount of \$68,409. Mr. Wenger spoke to the transfer stating that this request is for the purpose of providing sufficient funds to pay the County’s annual Unemployment Tax contribution. The FY 2011 budget was developed based on the previous year calculations. Legislative changes and increasing claims over prior years have caused a significant jump in the County’s contribution to the pool this year. The County’s annual bill has increased to \$95,987. The budget for the year was \$27,578. The amount has been paid leaving the County an outstanding balance of \$68,409. The transfer is requested to facilitate payment. On a voice vote motion adopted.

Motion by Rep. Robbins, seconded by Rep. Belanger, to approve Budget Transfer #2011-17 in the amount of \$5,000 from Business Office – Salaries & Wages to Business Office to Outside Wages. An unanticipated staff leave has left the Business Office temporarily understaffed. The transfer is requested to facilitate the ability to bring in temporary staff to assist the office through this period. Funds are available in the Salary line due to the staff leave. On a voice vote motion adopted.

Nursing Home

Motion by Rep. Hutchinson, seconded by Rep. Kurk, to approve a new position request from Nursing Home. Requesting that the vacant full-time laundry supervisor position (905612002) be eliminated and replaced with a full-time laundry worker position. The laundry supervisor position was budgeted in 2011 at \$17.24/hr or \$35,859/yr. The laundry worker position will be at \$9.58/hr or \$19,926/yr. This would be a savings to the Nursing Home of \$15,933/yr. On a voice vote motion adopted.

Old/New Business

Mrs. Castonguay needs dates from the Chairman of each subcommittee for their meetings noting that dates need to be between May 9 and May 23, 2011. Please see Mrs. Castonguay between meetings today to schedule day and time. Once the date is set letters, will go out to Chair’s and members of each subcommittee.

Motion by Rep. Barry, seconded by Rep. Hutchinson to approve consistent with RSA 28:8-d Use of Real Property – Southern New Hampshire Services Community Garden Project. On a voice vote motion adopted.

Hillsborough County Executive Committee
March 25, 2011

In response to a question regarding funding for \$1.00 positions Rep. Kurk stated that during the budget process there are \$1.00 positions that are approved and these can be filled without the Executive Committee approval if the Department has the funds. Brief discussion ensued.

Rep. Vaillancourt stated that at the February Executive Committee meeting a motion was made to send a letter to the Board of Commissioners regarding 10 and 15% cuts in each of the department budgets for F/Y 2012. He asked if the Chairman had received a response from the Board of Commissioners. Chairman Seidel stated that he has not received a response, however, he noted that each of the department heads know what is being requested. Brief discussion ensued regarding the County and how things have been done, noting that Hillsborough County has run a tight ship for the past four years. Rep. Vaillancourt stated that he went to the Board of Commissioners meeting and shared information regarding the "pain at the State level, etc." Rep. Kurk noted that the 10% and 15% budget reductions are options. The budget the Board of Commissioners present will be the budget they think is appropriate for the County, noting the Executive Committee is requesting the Board of Commissioners provide members of the Executive Committee with additional information, if the information is not forthcoming to the Board of Commissioners in a timely manner, then the Subcommittee Chair can request the same thing directly of the Department Heads and Elected Officials.

Rep. Vaillancourt stated that he heard comments and has received a phone call from a constituent that the Sheriff has hired a new employee with a substantial increase in salary and there seems to be some discontent in the Department. Rep. Vaillancourt asked for clarification from Legal Counsel regarding this issue. Chairman Seidel requested a response from Legal Counsel, Ms. Kirby. She stated that the Executive Committee and the Delegation has the authority in line item issues in the budget. She noted that if there is a new position the Executive Committee has to approve the position, however with respect to existing positions the Executive Committee does not have the authority to eliminate specific individual positions. Attorney Kirby stated that the intent of the Executive Committee and Delegation with respect to the position can be part of a motion and is generally handled by the Board of Commissioners. However, with the actual operation of the department you have authority over the line item not the individual. Rep. Kurk asked if the Executive Committee has the authority to eliminate a specific position, in response Attorney Kirby stated that you have done that in the past, however I do not know if you have that specific authority; it's arguable, it would have to be litigated. Brief discussion ensued and Rep. Kurk stated that if we change the statute the problem would be solved. Attorney Kirby noted that the Sheriff is a constitutional officer along with the County Attorney and the Register of Deeds noting they have certain authority over their office. In response to Rep. Vaillancourt's statement the Sheriff stated that this is not a new position, I have not authorized or created any new positions. Rep. Vaillancourt stated that there seems to be serious discontent within the department regarding the extreme bump up in salary. He also noted that he stated to those individuals that he wanted to do this publicly not privately. Sheriff Hardy noted there was a promotion within the department following a promotional process, and those not promoted might be disappointed when it's not them. He stated he routinely meets with his staff and nothing has been brought up. He also stated that if anyone has question or concerns regarding issues of this sort he is available anytime. Discussion ensued regarding the vacant position that was recently filled. Rep. Kurk stated he is uncomfortable with this discussion it sounds like we are micro-managing it sounds like the Sheriff promoted someone within his department to fill a vacant position, noting if there is discontent within the department the Sheriff it will create problems for the Sheriff. Discussion ensued.

Motion by Rep. Vaillancourt, seconded by Rep. Villeneuve that any member of the Executive Committee/Delegation may attend any subcommittee meeting to ask questions or make pertinent comments during any of the subcommittee meetings until the voting mode. Rep. Vaillancourt feels this motion needs to be made because he was asked to not to make comments during one of the subcommittee

Hillsborough County Executive Committee
March 25, 2011

meetings and he had pertinent information regarding the subject matter. Rep. Jasper stated he was the chair of the meeting Rep. Vaillancourt is speaking about. Rep. Jasper noted that it is his policy as chair to extend the courtesy to any member of the Delegation who wants to be present and ask questions. However the subcommittee is appointed by the Chairman to deal with this issue at a lower level and Members of the Executive Committee have an opportunity to debate their issues at the Executive Committee meeting, following the Subcommittee meetings. Rep. Jasper stated if everyone were allowed to debate every motion that was made there could be a huge delay in the process. Rep. Vaillancourt called "point of order", stating Rep. Jasper is not on the Executive Committee and should not be debating the motion on the floor. Rep. Kurk stated that he would like to see the sense of the Executive Committee regarding the motion by Rep. Vaillancourt that any member of the Executive Committee/Delegation may attend any subcommittee meeting to ask questions or make pertinent comments during any of the subcommittee meetings until the voting mode? Rep. Kurk stated that 1. Any member of the Delegation who is not on the Subcommittee has the right to be recognized by the Chair. 2. Once the Subcommittee is actually making the determination meaning a motion has been made to do something, then at that point only can members of the Subcommittee will be recognized for commentary and vote. Chairman Seidel proceeded to reiterate his idea of the motion. On a show of hands motion adopted (11-2).

Rep. Belvin reminded members that the County follows Robert's Rule's not Mason's. Further discussion.

Rep Robbins is concerned regarding the motion that was just made, that the same debates could go on and on and the Subcommittee Chair should have some control of meetings. Rep. Vaillancourt called "point of order" he stated that the motion was already voted on and he should not be speaking to that motion. Rep. Seidel disagreed and noted that Rep. Robbins was making a distinction between each Subcommittee Chair which is different than the motion. He noted that the Subcommittee Chairman have the responsibility of running an orderly meeting.

Rep. Vaillancourt would like to present at the next Executive Committee meeting information on the effect of using surplus to lower the tax rate. He stated that during the last Budget Delegation meeting Rep. Rowe made a motion to use part of the surplus to reduce the tax rate. A comment by a Delegation member was made at that time stating that the County tax was only a pittance to reducing the tax rate. Rep. Vaillancourt stated that this is misinformation and I have done research on the subject and I will get it in writing for the next Executive Committee meeting.

Motion by Rep. Hinch, second by Rep. Robbins to recess at 10:15

Budget Orientation for members of the entire delegation.

(approximately 20 members of the Delegation were present plus members of the Executive Committee)

Present: Rep. Seidel, P. Greazzo, P. Hansen, J. Jeudy, C. Soucy, M. Porter, D. Donovan, R. Fredette, J. Bergevin, J. Bert, M. Buxton, L Christensen, K. Cusson-Cail, D. Erikson, C. Gonzalez, R. Haefner, H. Hardwick, S. Jasper, D. LeBrun, B. Palmer, M. Pilotte, L. Scotsas, R. Terrio, T. Twombly, R. Whitehead.

The Budget Orientation meeting convened at approximately 10:30 AM with an opening statement delivered by Chairman Seidel and Mr. Wenger, County Administrator. Various Elected Officials and Department Heads gave a brief presentation on their Departments. Ms. Castonguay, Budget Coordinator for the Hillsborough County Delegation distributed budget orientation materials to everyone in attendance. After the presentations by the various departments Ms. Castonguay gave a brief overview of

Hillsborough County Executive Committee
March 25, 2011

the budget process. Rep. Jasper gave a brief overview of the duties of Subcommittee Chairman. The Budget Orientation meeting concluded at approximately 2:00 PM.

Rep. Gail Barry, Clerk
Hillsborough County Executive Committee

Date _____
Approved _____