

**Hillsborough County Executive Committee Budget Review**  
**Bouchard Building**  
**Goffstown, NH**  
**June 2, 2011**

**Present:** Representatives: C. Seidel, J. Ulery, G. Barry, J. Belanger, B. Belvin, J. Cebrowski, R. Day, L. Gagne, P. Garrity, K. Gidge, D. Hinch, D. Hogan, W. Hutchinson, N. Kurk, D. Robbins, B. Shaw, S. Stepanek, S. Vaillancourt, M. Villeneuve, R. Whitehead, Also present: Commissioners S. Ziehm, C. Holden, Pappas, Sheriff Hardy, D. Hogan, County Attorney, M. Montminy, J. O'Mara, M. Este, C. Kirby, B. Moorehead, M. Rioux, M. Castonguay and G. Wenger.

Chairman Seidel called the Executive Committee to order at 9:00 AM for the Executive Committee Budget Review.

**Subcommittee B – Department of Corrections – Chairman J. Ulery**

Rep. Ulery distributed and reviewed the summary of Subcommittee B budget. After a discussion, Rep. Kurk stated that there are 3 proposals that have been discussed. If the Department of Corrections bottom line budget is \$15,200,000 the County would not be able to do the Community Services work, however there would be enough in the salary lines to fund the guarding the prisoners throughout the day. Second scenario, anything below \$14,900,000 would reduce labor and there would be fewer guards, the inmates would be in their cells more hours per day. With a bottom line of \$14,600,000, the prisoners would be in their cells all but one hour per day. Rep. Kurk stated that this is a policy decision which is in the realm of the Board of Commissioners, he also stated that the Executive Committee would have to look at the consequences. Lengthy discussion ensued regarding the budget. Rep. Whitehead commended Superintendent O'Mara for the way the Department of Corrections is run, he stated the Superintendent has done an excellent job.

Rep. Hinch restated that there needs to be a 0% increase in taxes and he agrees with the \$14,900,000. Rep. Hinch stated that he will pledge for 0% tax rate.

Motion by Rep. Hinch, second by Rep. Day to amend the proposed budget for the Department of Corrections budget, from \$14, 655, specifically in the Salary Line and roll ups (7010) to result in the bottom line being \$14,900,000. Lengthy discussion ensued. Motion by Rep. Robbins, second by Garrity to amend the original motion to \$15,590,667. On a roll call vote the motion to amend fails 17-3

Chairman Seidel reiterated the original motion to increase the bottom line of the Department of Corrections budget to \$14,900,000. On a roll call vote motion adopted 13-7.

Chairman Seidel thanked Rep. Shaw for the fruit salad and Rep. Garrity for the donuts.

**County Attorney Subcommittee G Subcommittee Chair Rep. G. Barry**

Motion by Rep. Kurk, second by Rep. Day to accept the recommended changes from the County Attorney (see attached) the bottom line would be \$3,673,473 which includes the changes on the handout by \$30,000 and to decrease revenue Line 3509 by \$30,000. On a voice vote motion adopted.

Motion by Rep. Vaillancourt, second by Rep. Stepanek to amend the original motion by adding \$58,768 to the Salary Line 7010. On a roll call vote motion fails, 15-3.

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Motion by Rep. Kurk, second by Rep. Hinch to increase Contingency, 4199, Line 7740, Grants by \$108,900, this is the funds for a new case management system and to place \$108,900 in Revenue line 3509. On a voice vote motion adopted.

**Human Services Subcommittee D- Chairman Cebrowski**

Rep. Cebrowski briefly reviewed the changes that the Human Services budget subcommittee did (see attached)

Motion by Rep. Cebrowski, second by Rep. Hinch to accept the Subcommittee's recommendation of \$347,761. It was noted that the FIP and the ADDE was being phased out. In response to a question Rep. Cebrowski stated that over the course of the year the department will be restructured.

Motion by Rep. Vaillancourt, second by Rep. Kurk to remove \$78,000 from the Human Services plus roll-ups and keep a \$1.00 in the position. There was a brief discussion regarding what would happen if the Administrator position was eliminated. On a roll call vote motion fails 13-7.

**County Complex – Subcommittee B Rep. Ulery**

Rep. Ulery reviewed the changes the Subcommittee did and there was a discussion regarding money availability to have prisoners do work at the Complex. There was a discussion regarding changing one full time employee to a part time position and how that would affect the work done at the Complex.

There was a discussion regarding the taxes that are paid to Goffstown. Attorney Kirby briefly spoke with regard to the taxes.

**Nursing Home Subcommittee A Chairman Kurk**

Rep. Kurk distributed the summary of the changes that were done at Subcommittee A, Nursing Home. Lengthy discussion regard the Nursing Home Departments, he also noted that the Nursing Home is currently breaking even. There was also a discussion regarding the surplus that Hillsborough County has built up over the years. Rep. Vaillancourt gave his opinion on the Surplus amount for FY 11.

Rep. Kurk stated that the Nursing Home budget creates 7 new Full Time positions and eliminates 3 Full Time and 2 Part-Time positions. See the attached note.

**Register of Deeds – Subcommittee E Chairman Rep. Seidel**

Mrs. Coughlin suggested the Executive Committee increase the Register of Deeds revenue by \$75,000, noting she just received a large stamp. After a brief discussion Rep. Stepanek stated he would be comfortable with increasing Register of Deeds Revenue, #3402, to \$3,400,000.

Motion by Rep. Vaillancourt, second by Rep. Gagne to increase Revenue, 3502, to \$3,400,000 and eliminate from Printing/Binding, 7350, \$25,000. Also add \$75,000 to Salary/Wages, 7010 inclusive of roll-ups, which includes putting the ½ lunch back in the non affiliated lines and sick time. On a voice vote motion adopted.

A lengthy discussion regarding the paid lunches, Rep. Stepanek commented that next year this needs to be changed. Mrs. Coughlin noted this is a policy change and she does not have the authority to change. It was discussed that this will be brought up next year for all affiliated and non-affiliated employees.

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**County Convention – Subcommittee E, Chairman Rep. Seidel**

Rep. Seidel stated that a part-time clerk position was eliminated from the County Convention budget. He also noted that on the summary that was distributed it lists everything that was reduced in this budget (see attached).

Motion by Rep. Kurk, second by Rep. Vaillancourt to eliminate the Coordinator position and substitute ½ time position not in absolute hours per week, but total hours per year. Rep. Kurk said that there are times during the year that the coordinator is very busy and times that the work is minimal. He thinks the office could get by with one half-time position, not half-time all year round working part-time most of the year and full-time a small part of the year noting that the things that need to be done will be accomplished. Rep. Kurk stated that the Executive Committee has received exceptionally good service during Mrs. Castonguay's tenure with the County however, that does not mean we need this service or the taxpayer should pay for this. Rep. Vaillancourt stated that we have already made a motion to eliminate some of the copying and we have just purchased a new tape machine noting that the minutes do not have to be verbatim or detailed. He also stated that only one other county has a Delegation Coordinator and Hillsborough County is not any busier than any other County.

Chairman Seidel stated that the reason he did not change position was this would be better handled during the reorganization, noting that Mrs. Castonguay has given a tremendous amount of backup-support especially during this time and during the time that the new Delegation took over. He stated that this position varies quite a bit and the amount of time that is spent, stating that the part-time position has already been eliminated. He did suggest to the Board of Commissioners that the position could be part time but we need to look at everything during the next fiscal year. Chairman Seidel stated that he knows the position is more than full time right now, but he would like to see how things fluctuate over the next year noting it could be reduced to part-time, ¾ time or more. This is a salaried position, and he would like Mrs. Castonguay's input and help during the reorganization.

Rep. Shaw spoke in support of the full time position noting that the part-time assistant has been eliminated and that both positions work constantly, noting that the office is going from 60 hours work, 1 part-time position and 1 full time position to a half time position, she stated that this is too drastic. Rep. Shaw also stated that the Coordinator needs to know everything that is going on in the County, and there is a lot that the Coordinator does than members of the Executive Committee knows about. Rep. Hutchinson spoke against the motion. In response to a question Chairman Seidel stated that Mrs. Castonguay is the liaison between the Board of Commissioners and the Executive Committee, the Board meets on Wednesdays and we are in session at that time and so forth, he also stated that he would use the Coordinator for any interactions that have to be done between the Department Heads, Elected Officials and the Board of Commissioners. Rep. Robinson questioned why the Coordinator would be included in the Board of Commissioners reorganization since she reports directly to the Chairman of the Delegation. Discussion ensued regarding the Coordinator position. Rep. Stepanek stated that he would like to see a specific organization plan for the County, noting that the Executive Committee is giving the Board of Commissioners significant time to come up with a plan. Commissioner Ziehm stated that this is the first that she has heard that the Coordinator position would be part of the reorganization discussions, she stated that our plan is being discussed with Mr. Wenger and it should be complete within six months. Rep. Stepanek agreed with the Board of Commissioners comments the Board's reorganization has nothing to do with the County Convention Office members of the Delegation need to determine how much time this position needs.

Rep. Kurk stated that other departments have taken cuts to fill in the gap during this years budget and he considers this a way of saving money.

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Rep. Belanger stated that this Committee changes every two years and the Coordinator provides guidance to the Chairman and the Executive Committee. Rep. Shaw agreed with Rep. Belanger stating the Coordinator is the stable position, this position does not turn over every two years and she has the knowledge that we need. Rep. Gidge spoke in favor of the position noting that more time is needed to find out what exactly the office requires. More discussion ensued regarding the Delegation Coordinator position.

Rep. Kurk reiterated the motion that the Delegation Coordinator position be converted to a part time position, reduce the County Convention salary and roll-up lines by approximately \$72,000 and put \$ and adopt a part-time position. The salary would be cut by approximately \$72,000, this will save the County \$58,000 and put 50% of the salary in part-time line plus the roll up figures. Rep. Gidge questioned if this can work, he and Chairman Seidel noted that we do not know if this will work and you are cutting individuals jobs. Rep. Kurk stated that “we are not here to provide jobs that the purpose of County Government is to provide services for whatever the policy maker determines that the people of the state need. We need to make sure that we have adequate number of employees to achieve those public policies In all the years I have been here I’ve always been under the opinion that we do not need a full time Coordinator, the job does not require that.” The service that this group needs does not require a full-time position. Just so you know within the County area we have an attorney, and the attorney has a half time assistant, so we will have two part time employees to serve the needs of the Attorney and the Delegation. He did state that if this does not work we can always transfer money to correct the issue. also the Chairman will not get all the assistance he is used to. Chairman Seidel responded that the County Convention budget has been cut the percentage that was necessary, noting that the transition needs to be done more systematically. Rep. Shaw stated that she thought this position should be full time at least for the next year. Rep. Belvin noted that the state Administrative Assistants are sometimes very busy during parts of the year and then are times they are not quite as busy, he noted that he supports the motion. Rep. Vaillancourt stated that if there is not enough support here we can use State staff.

On a roll call vote motion adopted to convert the Delegation Coordinator position to Part-Time from Full-Time, 10-9

Ayes: Rep. Ulery, Barry, Belvin, Hinch, Hogan, Kurk, Robbins, Stepanek, Vaillancourt, Villeneuve.

Nays: Rep. Seidel, Belanger, Day, Gagne, Garrity, Gidge, Hutchinson, Shaw, Whitehead.

Rep. Seidel stated that the Board of Commissioners requested a fund be set up for Capital Reserve for \$500,000 it would be taken from surplus and it would be expended through requisitions from the Board of Commissioners and approval by the Executive Committee, it will be for major maintenance that might occur throughout the year to the County Property.

Motion by Rep. Vaillancourt, second by Rep. Villeneuve to table the capital reserve motion. On a voice vote motion adopted 10-7

Motion by Rep. Kurk, second by Rep. Hinch to reduce the Nursing Home New Equipment surveillance equipment, 7970, to \$24,000. On a voice vote motion adopted.

Motion by Rep. Kurk, second by Rep. Hinch reduce the Nursing Home Nursing Overtime, 7011, by \$50,000. On a voice vote motion adopted, 2 nays.

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Motion by Rep. Kurk, second by Rep. Hinch to reduce the Human Services salary/wage line, 7010, converting the full-time assistant to part-time for a savings of \$46,000. On a voice vote motion adopted. 4 nays.

Motion by Rep. Kurk, second by Rep. Hinch to reduce the UNH Cooperative Extension Service, 4611, Outside Wages, 7013, to \$180,000. On a voice vote motion adopted,

Rep. Kurk stated these items were reduced in order for the County to reach their goal so the tax dollars for F/Y 12 would not be increased. Rep. Garrity stated he disagrees with the motion noting the County has a very large surplus.

Motion by Rep. Vaillancourt, second by Rep. Hinch to increase surplus, Line 3100, to \$3,000,000. After a brief discussion Rep. Robbins moved to table, no second. On a show of hands motion fails 3-15.

Motion by Rep. Hinch, second by Rep. Vaillancourt to adjourn.

\_\_\_\_\_ Date \_\_\_\_\_  
Rep. Gail Barry, Clerk Approved  
Hillsborough County Executive Committee