

CXC
3/23/07

**Hillsborough County Executive Committee
Hillsborough County Complex, Bouchard Building
Goffstown NH
March 23, 2007 9:00 AM**

Present: Representatives D. Essex, M. Pilotte, L. Movsesian, B. Francoeur, P. Hinkle, S. Jasper, P. Manney, E. Rochette, R. Rowe, G. Shattuck, B. Shaw, A. Simon, S. Spratt, S. Stepanek, J. Ulery, S. Vaillancourt. Also present: Comm. Holden, Pappas, L. Adams, C. Kirby, B. Moorehead, J. O'Mara, D. Reidy, E. Robinson, M. Rusch,

Excused absences: Rep. Kurk, Rep. Rosenwald, Rep. Cote, Rep. Farley

Unexcused absences: Rep. Forest

Chairman Essex called the meeting to order at 9:00 AM and requested Rep. Shattuck to lead the pledge to the flag. Chairman Essex stated that while waiting for a quorum he would like to take up some business that does not require a quorum. Chairman Essex stated that he has been talking with members of the Executive Committee regarding budget subcommittees and he reviewed the current list. He stated that it is his understanding that all members of the Executive Committee have been contacted. He stated that there will be one change and it will affect the Sheriff's Office, he noted that the Subcommittee Chairman will be Rep. Maureen Mooney, who has chaired this subcommittee previously, and Rep. Neal Kurk will be the Vice-Chairman. Chairman Essex also noted that a letter will be going out to the full Delegation requesting volunteers for the various subcommittees. Rep. Vaillancourt stated that he was not consulted regarding being on Subcommittee F. Chairman Essex apologized and he stated that he thought everyone was contacted. Ms. Rusch noted that only the Chairman and Vice-Chairman are contacted regarding subcommittees, she noted that the balance of the membership is placed where the Chairman thinks they might add value. Chairman Essex did note that with regards to Rep. Vaillancourt being on Subcommittee F he thought with Rep. Vaillancourt's expertise with finance he might like to serve on Subcommittee F, which encompasses, Revenue, Business office, Board of Commissioners, County Debt, etc. Rep. Vaillancourt stated he would not accept the assignment because he feels he should have been contacted. Rep. Jasper stated that this has always been past practice, only the Chairman and Vice-Chairman are contacted, he also noted that the Chairman has always made appointments to subcommittees, taking each individuals expertise into consideration. Brief discussion ensued. Chairman Essex stated that he would like to keep Rep. Vaillancourt on Subcommittee F. Chairman Essex continued with Subcommittee G, County Attorney, subcommittee assignments. Rep. Vaillancourt requested to be on that subcommittee. Chairman Essex stated he would take it under advisement.

Minutes:

Motion by Rep. Movsesian, second by Rep. Manney to approve the minutes from February 23, 2007 Executive Committee Meeting. On a voice vote motion adopted unanimously.

Transfers

Motion by Rep. Stepanek, second by Rep. Pilotte to approve Budget Transfer #2007-07 in the amount of \$141,000 from Nursing Home Nursing Salaries and Wages to Nursing Home Administration Bed Assessment. Facility's Room and Board Revenues have been running above budget plus, at the time the FY 07 budget was put together, the Nursing Home did not know that pro-share revenues would be included in the Bed Tax expense calculation. On a voice vote motion adopted unanimously.

Motion by Rep. Stepanek, second b Rep. Movsesian to approve Budget Ttransfer #2007-08 in the amount of \$15,500 from Nursing Home Rehab Salaries and Wages to Nursing Home Maintenance Sewer Expense. The Town of Goffstown raised their sewer rates after the budget was approved in the spring of

Hillsborough County Executive Committee
March 23, 2007

2006. Increased rates became effective 7/1/06, billed to Hillsborough County Nursing Home on 10/1/06. On a voice vote motion adopted unanimously.

Motion by Rep. Pilotte, second by Rep. Stepanek to approve Budget Transfer #2007-09 in the amount of \$500 from County Complex Health/Accident to County Complex Trash Disposal. Demolition of the greenhouse at the complex during the month of August resulted in an additional (non-budgeted) trash expense of approximately \$500, depleting the appropriation. Additional funds are needed for the appropriation to cover the budgeted trash expenses for health insurance than anticipated. On a voice vote motion adopted unanimously.

Motion by Rep. Shaw, second by Rep. Jasper to approve Budget Transfer #2007-10 in the amount of \$1,000 from Human Services Health and Accident to Human Services Office Supplies. Ms. Robinson stated that the office has been working to close cases and store, files must be kept for seven years, stored in banker boxes in the basement. File jackets are required for each file. There has also been an increase in the cost of toner for the five printers in the office. On a voice vote motion adopted unanimously.

Motion by Rep. Pilotte, second by Rep. Stepanek to approve Budget Transfer #2007-11 in the amount of \$281,000 from Department of Corrections Health/Accident, Pharmacy and Med/dental males to Other Supplies in the amount of \$20,000, Building Repairs, \$8,000 Equipment Repairs \$8,000 and New Equipment \$245,000. Superintendent O'Mara stated that hopefully this is the third and final transfer for the fiscal year. He stated that the funds for other supplies are requested to supplement the current appropriation. The estimates for paper and products during the F/Y 07 budget season increased when actually put out to bid. An increase in Building Repairs is needed to supplement the current appropriation. Most equipment is original to the building and the age and deteriorating condition of the facility and its major equipment are significant factors in the expenses incurred to maintain them. There are numerous repairs that are needed to the facility walk-in refrigerator and freezer units, generator repairs, sally port overhead door repairs and boiler tune-ups. These are just a few. The large request is in the New Equipment Line for the replacement of the facility chillers and the facility hot water tank and burner. This supplies the Department of Correction with Air Conditioning capability. Discussion ensued. On a voice vote motion adopted unanimously.

Old/New Business

Chairman Essex stated that a motion is needed consistent with RSA 28:8-d Use of Real Property for Southern New Hampshire Community Garden Project for the use of County Land. Motion by Rep. Vaillancourt, second by Rep. Rowe to approve the Use of Real Property for SNHS Community Garden Project. Superintendent O'Mara stated that this is an annual request to use the area adjacent to the Police Station across the Street in Goffstown. On a voice vote motion adopted unanimously.

Ms. Rusch, Delegation Coordinator stated that a copy of the FY 08 County Convention Budget request is the packet that was distributed today.

Appropriation Control Report

Chairman Essex stated there are several copies of the Appropriation Control Report that have been distributed. If you did not receive one and are interested in seeing one please see Marcia. The purpose of this report is to show on a monthly basis where the various departments are within their budgets. If you have any questions or would like additional information regarding the report please see Marcia.

Other Business

Chairman Essex announced that the task force to study County Government HB 319 met and he was appointed by the Speaker of the House to be on the task force and each Chairman is able to appoint someone from their Delegation and he has chosen Rep. Jasper to be a member of the task force. He did note that a report is due by November 1, 2007.

Chairman Essex stated that there has been a slight change in the Building Subcommittee, he appointed Rep. Pamela Manney to the subcommittee.

Rep. Vaillancourt stated that at last months meeting there was a discussion regarding absenteeism from the Executive Committee Meetings. He stated that out of respect for the individual he would not mention names but the individual has not been at these meetings for three months in a row. He noted that this was discussed briefly at last months meeting and wanted to know if there was a policy or rule in place to replace these individuals if there is rampant absenteeism. Rep. Vaillancourt stated that it is the responsibility of a State Representative to be at the meetings. Chairman Essex asked Rep. Jasper if there was a rule or policy. Rep. Jasper stated that last term there was a policy that was approved by the Delegation that would give us the ability to replace individuals who are absent frequently. Rep. Vaillancourt stated that he is recommending that Rep. Forest be removed from the Executive Committee. He noted that last month Rep. Forest was in Florida and to me that is an unexcused absence. Rep. Pilote stated that the rule he thinks was approved last year pertained to unexcused absences. He asked if the Representative contacted the office to indicate that he would not be present. Ms. Rusch stated that she did not hear from him this month, last month he did state that he would be in Florida and she could not remember for the month of January. Chairman Essex stated that he would take it under advisement and he would have a conversation with the Representative.

Rep. Shaw had some questions regarding a prescription drug program that she heard about that is sponsored by the County. Ms. Robinson stated that there is a program that is sponsored by NACO and she will be talking about this program during her presentation at the Orientation program, she briefly stated that this program is for individuals without medical insurance. She added that it allows a reduced price at the pharmacy. She also added that she has some cards to distribute to members of the Executive Committee.

Chairman Essex recognized Ms. Rusch for an announcement. Ms Rusch stated that the Subcommittee Chairman that are here could you please see me after the meeting in order to set up your subcommittee.

Chairman Essex also noted that there is \$15,000 in F/Y 07 budget for a performance audit, there has been no decisions made on what to audit at this time, however, he noted that he has done a little research on what the County can afford and he spoke with Dick Mahoney who is the recently installed director of audits at the LOB. Rep. Essex stated that the \$15,000 that is budgeted is not that much and it will not get us to far. He is requesting volunteers to take on this project and if you are interested please let me know. It would be nice to use this years funds to get the project underway.

Rep. Essex reminded everyone that at 10:30 the Budget Orientation will begin and stated that all members of the Delegation were asked to participate.

Rep. Vaillancourt requested that excused and unexcused absences be listed in the minutes. Chairman Essex requested Ms. Rusch to read the excused absences.

Chairman Essex stated that the next meeting will be on Friday March 23, 2007 at 9:00 AM and will be followed by the Budget Orientation session,

Rep. Jasper stated that he has a few questions regarding revenue and is hoping that the Executive Committee could have answers by the next meeting. He noted that reimbursements from the State of NH

Hillsborough County Executive Committee

March 23, 2007

for the District Court Bailiffs reimbursement is running short, the revenue line is at 26% and it should be at 66%, also the Register of Deeds revenue line and the County Attorney. Chairman Essex stated that Ms. Adams is here from the Registry is here and maybe she can answer the question. Rep. Jasper stated that this is not a huge issue and he is not that concerned about the Register of Deeds. Ms. Rusch stated that she spoke with the Sheriff Office briefly about this issue and she did note that they have been short an individual and they are currently in the process of getting caught up. She noted that she will get the answer for next months meeting.

Chairman Essex stated that the next Executive Committee Meeting is scheduled for Friday, April 27, 2007 at 9:00 AM

Motion by Rep. Vaillancourt, second by Rep. Rowe to adjourn at 9:45 AM. On a voice vote motion adopted.

Rep. Lori Movsesian, Clerk
Hillsborough County Executive Committee

Date

The Budget Orientation meeting convened at approximately 10:30 AM with an opening statement delivered by Chairman Essex. Various Elected Officials and Department Heads gave a brief presentation on their Departments. Ms. Rusch, Budget Coordinator, for the Hillsborough County Delegation distributed budget orientation materials to everyone in attendance. After the presentations by the various departments Ms. Rusch gave a brief overview of the budget process. Rep. Jasper gave a brief overview of Surplus and Mr. Robert Mercer will give an overview of Chairman and Vice-Chairman roles at the next Executive Committee Meeting in April. The Budget Orientation meeting concluded at approximately 2:00 PM.