

**Hillsborough County Executive Committee
Hillsborough County Complex, Bouchard Building
Goffstown NH
December 22, 2006 10:00 AM**

Present: Representatives D. Essex, M. Pilotte, L. Movsesian, P. Cote, M. Farley, A. Forest, B. Francoeur, P. Hinkle, S. Jasper, N. Kurk, P. Manney, C. Rosenwald, R. Rowe, B. Shaw, A. Simon, S. Spratt, S. Stepanek, J. Ulery, S. Vaillancourt. Also present: Comm. Holden, Pappas, J. MacDonald, Registrar of Deeds, Sheriff Hardy, C. Kirby, R. Mercer, J. O'Mara, E. Robinson, G. Wenger.

Chairman Essex called the meeting to order at 10:05 AM and requested Rep. Kurk to lead the pledge to the flag.

Chairman Essex stated that the first order of business is to accept a motion confirming the Officers of the Delegation/Executive Committee.

Motion by Rep. Kurk, second by Rep. Jasper confirming that the Officers of Delegation/Executive Committee will be Rep. Movsesian, Clerk, Rep. Pilotte, Vice-Chairman and the Chairman, Rep. Essex. On a voice vote motion adopted.

Chairman Essex stated that there will be some simple ground rules for the Executive Committee and those will be the same as in the house, all questions will go through the Chairman and please keep side conversations to a minimum.

Chairman Essex appointed Rep. Jasper as Parliamentarian.

Chairman Essex requested the Executive Committee members introduce themselves and requested the Elected Officials and Department Heads present to introduce themselves. Chairman Essex also introduced former Representative Mercer who serves as an advisor to the Executive Committee.

Minutes:

Motion by Rep. Cote, second by Rep. Stepanek to approve the minutes from November 17, 2006, Executive Committee Meeting. On a voice vote motion adopted unanimously.

Motion by Rep. Stepanek, second by Rep. Spratt to approve the minutes as amended from December 13, 2006 Delegation Meeting minutes. Rep. Vaillancourt stated that he has a correction to the minutes stating that he did not have an objection to the Gentlemen's Agreement he had a concern, he is requesting that the tape be revisited and the minutes corrected. His concern is on page 2, 3rd paragraph down. On a voice vote motion adopted.

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. Chairman Essex asked Rep. Kurk to explain some of the details of the Appropriation Control Report.

Transfers

Motion by Rep. Stepanek, second by Rep. Movsesian to approve Budget transfer #2007-3 in the amount of \$39,000 from Contingency Grant Expenses to Sheriff New Equipment. Chairman Essex stated that this transfer is for a Homeland Security Grant for radio repeaters for the Deering/Hillsborough area and the County Complex water tank surveillance system. Rep. Kurk briefly explained the purpose of the Contingency Fund noting that it is not a slush fund but a placeholder for monies that the County expects to have for a variety of reasons and sometimes money is also set aside in the revenue line for some of these expenses. He stated that placing monies in Contingency allows the Board of Commissioners and the Executive Committee to have some control over these monies. Brief discussion ensued. In response to a question by Rep. Vaillancourt, regarding the amount of times a transfer has not been approved during the past years Chairman Essex responded by stating that he has seen a number of transfers not approved during his tenure on the Executive Committee. Chairman Essex requested Chief Deputy Durette speak to the transfer, Chief Deputy Durette briefly explained the Grant. In response to a question Chief Deputy Durette explained that the entire Grant application is for \$39,000 however Rep. Stepanek stated that the cost of the Radio repeaters is only \$27,696.75. Rep. Stepanek questioned the difference and suggested the transfer amount be amended. Rep. Jasper stated that the amount cannot be amended as it has already been approved by the Board of Commissioners. Rep. Kurk asked if the Executive Committee can approve the amount in advance contingent upon the new transfer being approved by the Board of Commissioners. Rep. Jasper stated that the Chairman could be authorized to sign the transfer if the new transfer was approved by the Board of Commissioners. After a brief discussion a motion by Rep. Stepanek, second by Rep. Kurk to approve a new transfer in the amount of \$27,696 and authorize the Chairman to sign the transfer once the Board of Commissioners have approved it. On a voice vote motion fails. In response to a question regarding the completion of the security for the water tower Chief Deputy Durette stated it should be done within the next month. Chairman Essex restated the original motion which is to transfer \$39,000 from Contingency Grant Expenses to Sheriff New Equipment. On a voice vote motion adopted.

Motion by Rep. Pilotte, second by Rep. Shaw to approve Budget transfer #2007-4 in the amount of \$4,500 from Business Office Equipment Rental to New Equipment. Mr. Wenger stated that this is for the purchase of a new Konica-Minolta digital copy machine for the Business Office. He also added that it is more economical to purchase versus lease. On a voice vote motion adopted unanimously.

Human Services

Chairman Essex requested an update from Ms. Robinson, Human Service Administrator. Ms. Robinson stated that Human Services is a very complex issue and she gave a brief overview of Human Services and the Public Assistance Budget.

Old/New Business

Chairman Essex stated that in your packet today is an invitation to the dedication to the Bouchard Building by the Board of Commissioners on Wednesday, December 27, 2006 at 10:30 AM. He stated the building will be dedicated to the current Board of Commissioners, Mr. Wenger, County Administrator and former Representative Leon Calawa who was the Clerk of the Works.

Chairman Essex stated that the Audit report for F/Y 06 has been distributed today please review the information and bring any questions you might have to the Executive Committee Meeting in January, 2007. He also stated that copies of the F/Y 07 budget has been distributed to new members. Rep. Kurk stated the most important information in the Audit Report is the surplus figure. Chairman Essex requested that Mr. Wenger give an update on the surplus. Mr. Wenger stated that the undesignated fund balance for F/Y 06 is \$21,956,341, he stated he will be providing an historical analysis in the near future. In response to a question regarding an increase in surplus Mr. Wenger stated that it was a combination of factors which includes unanticipated revenues and savings in the expenditures during F/Y 06.

Hillsborough County Executive Committee
December 22, 2006

Rep. Movsesian stated that in the Board of Commissioners meeting minutes from November 29, 2006, during the discussion of who is being recognized for the Building renovation she noted that in addition to the individuals mentioned in the Board of Commissioners minutes there were people from the Executive Committee who consisted of members of the Building Subcommittee that should have been recognized. She stated that these members worked very hard and unfortunately Rep. Robert Milligan is no longer with us and former Rep. Chabot who is very ill and Rep. Cote along with Rep. Shawn Jasper who are currently on the Executive Committee and she stated that these folks should be recognized for their hard work and dedication on that project. Chairman Essex stated that this will be duly noted in the minutes.

Chairman Essex stated that next month there will be some assignments made to the various ongoing subcommittees of the Executive Committee, the Building Subcommittee, the Blue Ribbon Salary Committee, also a liaison to the UNH Cooperative Extension will be announced. The Personnel Committee is made up of the three officers of the Executive Committee, Rep. Essex, Rep. Pilote and Rep. Movsesian. If you would like to serve on any of the committees contact me. In response to a question Chairman Essex stated that the subcommittees for the budget will be worked on closer to the March timeframe.

If you have any questions regarding county business please contact Marcia in the Delegation Office, 627-5631 or email Marciar233@aol.com.

Chairman Essex stated that the next Executive Committee meeting will be on January 26, 2007 at 9:00 AM. Ms. Rusch stated that a projected list of the meetings has been distributed and noted that these meetings are subject to change. She also noted that the busiest times for the Executive Committee is during the month of May when Subcommittees meet and the Executive Committee has three full days of meetings.

Chairman Essex also mentioned that immediately following this meeting there is the Holiday Xmas Party.

Motion by Rep. Cote, second by Rep. Stepanek to adjourn at 11:00 AM. On a voice vote motion adopted

Rep. Lori Movsesian, Clerk
Hillsborough County Executive Committee

Date _____

The County of Hillsborough
New Hampshire

County Delegation
Officers

Chairman
Nelson Allan, Nashua

Vice Chairman
John Gibson, Merrimack

Clerk
J. Gail Barry, Manchester

County Delegation
Office

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Goffstown, New Hampshire 03045
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Coordinator
Marcia Rusch



Hillsborough County Executive Committee
Bouchard Building Hillsborough County Complex

December 22, 2006 10:00

A G E N D A

1. Election of Executive Committee Officers and Introduction of Executive Committee

2. Introduction of Department Heads and Elected Officials

3. Minutes

November 17, 2006 Executive Committee Minutes

December 13, 2006 Delegation Meeting (Organizational)

4. Appropriation Control Report

5. Transfers

2007-03 Contingency Grant Expenses to Sheriff New Equipment

2007-04 Business Office

6. Human Services Update

7. Old/New Business

a. Dedication of Bouchard Building

b. Audit Report

c. Subcommittees

8. Other Business

9. Adjournment

The Annual Xmas Party will be held immediately following this meeting. Please notify Marcia at 627-5631 with your dish to share or money to offset the costs.

Executive Committee

Paul Brassard, Manchester
Robert F. Chabot, Manchester
Peter Cote, Nashua
David Essex, Antrim
Ruth Ginsburg, Nashua
Bill Golding, Manchester

Shawn Jasper, Hudson
Claude Jean, Nashua
Neal M. Kurk, Weare
Robert Mead, Mont Vernon
Maureen Mooney, Merrimack
Edward Moran, Bedford

Lori Movsesian, Nashua
Maureen Pilotte, Manchester
Robert Rowe, Amherst
Barbara Shaw, Manchester
Stephen Stepanek, Amherst
Robert Wheeler, Goffstown

The next Executive Committee meeting will be held on Friday January 26, 2007 at 9:00 AM