

A Checklist To Ensure Meetings Are Compliant
With The Right-to-Know Law During The State Of Emergency
Coös County Delegation Budget Meeting
March 20, 2021

Prior to the start of the meeting, Chairman Th  berge read the following:

As Chair of the Co  s County Delegation, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor’s Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

Utilizing Zoom for this electronic meeting. All members of the Co  s County Delegation have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 1-646-558-8656 or by clicking on the following website address: www.zoom.us/join. Meeting ID # 875 4749 2901 passcode 600142.

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Co  s County Delegation at: www.cooscountynh.us.

If anybody has a problem, please call 603-331-5670 or email at: jennifer.fish@cooscountynh.us.

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

Let’s start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. The roll was called by the clerk, Representative Larry Laflamme. There were ten members in attendance.

Representative Craig	present	Representative Laflamme	present
Representative Davis	present	Representative Merner	present
Representative Dostie	present	Representative Th��berge	present
Representative Hatch	present	Representative Thompson	present
Representative Kelley	present	Representative Tucker	present

Also present remotely: County Commissioners Tom Brady, Paul Grenier and Raymond Gorman; County Administrator Jennifer Fish; Director of Finance Carrie Klebe; Superintendent Ben Champagne; Nursing Home Administrator Lynn Beede; Nursing Hospital Administrator Laura Mills; Sheriff Brian Valerino; Captain Keith Roberge; Register of Deeds Leon Rideout; Co  s County Attorney John McCormick; County Treasurer Sue Collins; Heidi Barker & Brendan Prusik, UNH Cooperative Extension; Chief Steven Sherman, DNCR; members of the press and public.

1. Chairman Théberge led the Pledge of Allegiance.
2. Chairman Théberge called the Delegation meeting at 10:00 a.m.
3. Review & Approval of the Minutes of March 13, 2021, special meeting: A motion was made by Representative Hatch, seconded by Representative Thompson to approve the minutes of the March 13, 2021, special meeting. The motion was approved by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Théberge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

4. Subcommittee Reports: There were no subcommittee reports.
5. Opening remarks: County Administrator Jennifer Fish welcomed everyone to the Annual Coös County Budget Meeting and highlighted some of the changes to the budget since the Public Hearing in December.
 - The total recommended expenditures and revenues are \$43,008,680. This is a decrease of \$178,643 from the December hearing.
 - The County tax has decreased by \$1,398,848 since the December public hearing. The recommended 2021 County Tax is \$16,313,460. This is a .037 percent decrease over the 2020 County Tax.
 - The Surplus to Reduce Taxes has been increased by \$2,212,080.
 - The budget includes a cost of living increase of 1.5 % for AFSCME and non-union employees.
 - The cost of living increase for SEA Correction Union employees per the collective bargaining agreement is 2%.
 - The budget includes \$50,000 for a new special for a propane tank project at the Berlin nursing home.
 - The budget includes line items for potential revenue received from the federal government under the CARES act and the American Rescue Plan Act.
 - The State Assistance line items have been increased. The State of NH under the Governor's budget has the cost to counties increasing by 18%. A typical increase year after year has been 3%.

The Unincorporated Places Budget document contains a summary for the County's 23 Unincorporated Places. The total Unincorporated Places budget for 2021 is \$1,601,799 compared to the 2020 approved budget of \$1,535,105.

The County Administrator began the review of the Nursing Hospital budget by department. Chairman Théberge questioned the increase in the human resource/payroll allocation line item. Ms. Fish replied that the HR Coordinator was retiring at the end of the year and payment of the accrued sick and personal time was included. The total expenditures with specials was \$12,843,910.

The Berlin Nursing Home budget was reviewed. The total expenditures with specials was \$15,169,840. Representative Thompson suggested that the Physician Services line item description be better defined.

Ms. Fish continued with the review of the County Government budgets.

While reviewing the Sheriff's Department budget, Chairman Théberge suggested increasing the OHRV patrols line item by \$7,500. He explained that the Sheriff is planning on adding deputies in the northern part of the county which will increase patrols. Sheriff Valerino reported that a side by side ATV had been donated and will be stored in the northern part of the county. He will deputize a couple of police officers from the Town of Colebrook as well as one from Pittsburg to help with OHRV patrols. These changes will make the trail system safer for riders. Representative Hatch asked if Fish and Game increased their activity over the last two years. Sheriff Valerino replied that because Fish and Game is such a small agency, they partner up with other agencies; however, their activity has remained the same. A motion was made by Representative Dostie, seconded by Representative Hatch to increase the OHRV patrols line item by \$7,500. The motion was approved by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Théberge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

The total revised appropriations for the County Government budget including specials totaled \$13,759,920.

The Clerk, Representative Laflamme read the following resolution:

RESOLUTION #1

Be it resolved by the Coös County Delegation duly convened on this twentieth day of March 2021, that the sums hereinafter detailed in this resolution are hereby appropriated and the total amount for the fiscal year ending December 31, 2021, shall be \$43,016,180 for the County budget not including the Unincorporated Places. A motion was made by Representative Hatch, seconded by Representative Dostie to approve Resolution #1. The motion passed by a roll call vote 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Théberge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

The County Administrator reviewed the estimated revenues.

A motion was made by Representative Davis, seconded by Representative Merner to amend the OHRV revenue by \$7,500. The revised Sheriff's Department revenue totaled \$374,160. The motion passed by a roll call vote 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Théberge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

The total revised revenues was \$43,016,180.

The following resolutions were read by Representative Laflamme:

RESOLUTION #2

Be it resolved by the Coös County Delegation that the sum of \$21,490,640 is hereby adopted as the estimated income from sources indicated for the fiscal year ending December 31, 2021. A motion was made by Representative Merner, seconded by Representative Thompson to approve resolution #2. The motion passed by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Théberge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

RESOLUTION #3

Be it further resolved that the total appropriation being in excess of the total estimated income in the amount of \$16,313,460. The Treasurer shall issue her warrant to the Towns and City in the County for this amount. A motion was made by Representative Merner, seconded by Representative Thompson to approve resolution #3. The motion passed by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Théberge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

RESOLUTION #4

Be it resolved that \$5,212,080 of the operating surplus for the year 2020 be appropriated in the 2021 Budget for the purpose of reducing taxes for 2021. A motion was made by Representative Thompson, seconded by Representative Craig to approve resolution #4. The motion passed by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Théberge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

The County Administrator began the review of the Unincorporated Places budgets. Representative Thompson inquired about the contracted services line item in each of the budgets. Ms. Fish replied that it was for services provided by Division of Forests and Lands/Department of Natural & Cultural

Resources. Chief Steven Sherman replied that some of the services included timber tax assessing, wildfire detection and suppressions, fire patrols and maintain the North Country facility in Lancaster. The total appropriations and revenues for all Unincorporated Places totaled \$1,601,799.

Representative Laflamme read the following resolutions:

RESOLUTION #5

Be it resolved by the Coös County Delegation duly convened on this twentieth day of March 2021, that in order to comply with Department of Revenue Administration instruction, the Delegation separately approves total appropriations of \$1,601,799 and revenues of \$1,601,799 for the Coös County Unincorporated Places for calendar year 2021. The Unincorporated Places Budgets for 2021 are adopted separately from the Coös County Budget.

Atkinson & Gilmanton Academy Grant	15,954
Bean's Grant	2,828
Bean's Purchase	12,954
Cambridge	115,102
Chandler's Purchase	3,502
Crawford's Purchase	7,452
Cutt's Grant	2,042
Dix Grant	20,601
Dixville	258,757
Erving's Grant	1,099
Green's Grant	102,329
Hadley's Purchase	42
Kilkenny	704
Low & Burbank Grant	7,213
Martin's Location	11,766
Millsfield	513,562
Odell	39,258
Pinkham's Grant	101,708
Sargent's Purchase	30,102
Second College Grant	22,051
Success	153,281
Thompson & Meserve's Purchase	64,754
Wentworth Location	<u>114,738</u>
Total	\$1,601,799

A motion was made by Representative Hatch, seconded by Representative Merner to approve resolution #5. The motion passed by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Théberge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

RESOLUTION #6

Be it resolved that \$50,000 of the 2020 Budget Surplus Balance be added to the 53rd Payroll 2026 Fund. A motion was made by Representative Hatch, seconded by Representative Merner to approve resolution #6. The motion passed by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Th��berge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

RESOLUTION #7

Be it resolved that \$6,230.59 of the 2020 Budget Surplus Balance be reserved and added to the following accounts for interest earned in 2020:

Interest on Sick Trusts 2020	\$1,361.51
Interest on Facility Fund 2020	280.68
Interest on Decommission Fund 2020	4,262.72
Interest on Vehicle Reserve Fund 2020	<u>325.68</u>
	\$6,230.59

A motion was made by Representative Thompson, seconded by Representative Dostie to approve resolution #7. The motion passed by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Th��berge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

RESOLUTION #8

Be it resolved that \$1,176.04 of the 2020 Budget Surplus Balance be encumbered to the account WSNH: Renovation & Equipment for the Repair of Food Cart/Compressor. A motion was made by Representative Hatch, seconded by Representative Tucker to approve resolution #8. The motion passed by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Th��berge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

12. Other Business:

Sheriff Valerino stated that the Sheriffs' Departments do not support SB141 which would require sheriffs' departments to run background checks instead of the requesting department relating to domestic violence. Co  s County does not have a SPOTS and this is a downshift cost to the county. He urged the members of the Delegation to contact him with questions. Chairman Th  berge noted that he would contact Senator Hennessey.

A motion was made by Representative Tucker, seconded by Representative Hatch to adjourn the meeting at 11:35 a.m. The motion passed by roll call 10-0.

Representative Craig	yes	Representative Laflamme	yes
Representative Davis	yes	Representative Merner	yes
Representative Dostie	yes	Representative Théberge	yes
Representative Hatch	yes	Representative Thompson	yes
Representative Kelley	yes	Representative Tucker	yes

The next quarterly meeting is scheduled for Saturday, May 1, 2021.

Respectfully submitted,

Representative Larry Laflamme, Clerk