

COÖS COUNTY DELEGATION
2018 ANNUAL BUDGET MEETING
Saturday, March 10, 2018 - 10:00 a.m.
Coös County Nursing Home - Berlin, NH

Present: Representatives Robert Théberge, Chair; Wayne Moynihan, Vice-Chair; William Hatch, Bing Judd, Herb Richardson, and Edith Tucker. Also present: County Commissioners Tom Brady and Paul Grenier; County Administrator Jennifer Fish; Superintendent Ben Champagne; Nursing Home Administrator Louise Belanger; Nursing Hospital Administrator Laura Mills; Director of Finance Carrie Klebe; Sheriff Brian Valerino; Captain Keith Roberge; Administrative Assistant Linda Harris; County Attorney John McCormick, Registrar Tanya Batchelder; County Treasurer Sue Collins; Larry Barker, UNH Cooperative Extension Service; Human Resources Coordinator Julie Brunault; representatives of outside agencies; and members of the press.

Representative Théberge asked everyone to rise for the Pledge of Allegiance. The meeting was called to order at 10:04 a.m. The roll was called by the Vice Chair, Representative Moynihan. There were six (6) members present. Representatives Laflamme and Merner were excused. Representatives Fothergill and Thomas were absent.

Review & Approval of Minutes:

A motion was made by Representative Hatch, seconded by Representative Moynihan to approve the minutes of the January 29, 2018, meeting, as distributed. The minutes were unanimously approved by a voice vote.

Subcommittee Reports: There were no subcommittee reports.

Opening Remarks:

County Administrator Jennifer Fish welcomed everyone to the 2018 Annual Budget Meeting and highlighted some of the changes to the budget since the Public Hearing in December.

- The total recommended expenditures and revenues were \$37,134,065. This was a decrease of \$342,830 from the December hearing.
- The County tax decreased by \$82,200. The recommended 2018 County Tax was \$15,573,805. This was a 3.24% increase over the 2017 County Tax.
- The surplus to reduce taxes decreased by \$572,590.
- Since the December Public Hearing, the County was informed that the projected health insurance increase of 25% would not exceed 8.1%. This resulted in a savings of \$223,000.
- The Commissioners were recommending adding a "Special" to the Nursing Hospital Budget. The generator is in need of repair for a total of \$12,500. The Commissioners recommended that a transfer from the Facilities Reserve fund to revenue be the offset.
- Special Appropriations: The Commissioners recommended level funding the Special Appropriations and not adding any new programs in 2018.

The total Unincorporated Places budget for 2018 was \$1,752,172 compared to the 2017 approved budget of \$1,588,411.

- A request from the Colebrook Dispatch Center for communication equipment totaling \$60,000 was split between three places that the Center covers.

- Contracted Services increased in several places due to a revaluation by the County's assessors.
- \$50,000 was added to Wentworth Location's appropriations for repairs to the Rip Rap on Chapel Hill Road. An offsetting revenue was for the FEMA grant that the county applied for.

Budget Review:

Chairman Théberge began the review of the Nursing Hospital budget by department.

Representative Moynihan asked why the human resource allocation was higher than last year. Ms. Fish replied that the payroll clerk's position was moved from the Nursing Hospital to County Finance. The salary and benefits are part of the allocation.

Representative Tucker stated that it had been reported at a previous Commissioners' meeting that residents that required IV treatments at the Nursing Hospital were displaced to the local hospital. She asked if the issue had been resolved. Laura Mills, NHA, replied that the issue was not resolved. She is looking for someone to provide the training. Representative Tucker asked to be kept up to date on the matter. She noted that residents should not be displaced. Representative Judd noted that the facility would not be reimbursed and would have to pay for the treatment as it is a Medicare cost.

Representative Moynihan asked why no funds were budgeted for contract nurses. Ms. Mills replied that she typically does not budget for contract nurses. Funds are transferred from a salary line item.

The total Nursing Hospital budget with specials totaled \$11,022,075.

Chairman Théberge continued with the review of the Nursing Home budget. The total Nursing Home budget with specials totaled \$12,654,105.

Chairman Théberge stated that he had met with the Louise Belanger, NHA and Mike Holt, Environmental Services Manager, to obtain cost information in regards to the purchase of a tractor which would be used for snow removal and sweeping. The attachments included a plow, snow blower and a sweeper.

A motion was made by Chairman Théberge to allocate \$35,916 from the undesignated fund balance for the purchase of the tractor. There was no second.

Mrs. Belanger explained that quote obtained was from a local business. The goal was to keep the business local. Representative Tucker stated that this type of purchase should go out to bid. Commissioner Grenier noted that the Board of Commissioners may waive the bid process by unanimous vote. However, the Board was not aware of the proposed purchase. Representative Hatch agreed with Representative Tucker. He added that the Commissioners should make the determination unless it is an emergency. Representative Moynihan moved the question. A motion was made by Representative Hatch, seconded by Representative Judd to allocate up to \$36,000 from the undesignated fund balance for the potential purchase of a tractor. The Board will report to the Delegation prior to the purchase. The motion passed 5-1. *(Representative Richardson)*

The revised total Nursing Home budget with specials totaled \$12,690,105.

While reviewing the County Attorney's, a motion was made by Representative Moynihan, seconded by Representative Hatch to allow the County Attorney to spend up to \$4,000 from the education line item

for payment on his student loans. Representative Moynihan noted that the County Attorney does not qualify for federal assistance as he is in an elected position. Commissioner Grenier stated that a separate line item should be created since the line item is being increased for a specific purpose. Representative Moynihan replied that in the past funds have been allocated from the education line per the Commissioners request. Representative Hatch also noted that there was no intent on increasing the line item. Both Representative Moynihan and Representative Hatch withdrew their motions. A motion was made by Representative Moynihan, seconded by Representative Hatch to increase the education line item in the County Attorney's budget by \$3,000 to allow the County Attorney to pay up to \$4,000 for student loans.

Commissioner Grenier requested to see any future budget transfers for this department. Ms. Fish replied that there have been no budget transfers for the County Attorney as line items have not gone over \$1,000.

The motion passed 6-0.

Representative Tucker requested for proper wording of this motion from the auditors prior to the 2019 meeting.

The amount of appropriations with revisions totaled \$37,173,065.

While reviewing the revenues, the surplus to reduce taxes line item was increased to \$2,439,000 in order to reflect the changes in appropriations.

The Unincorporated Places Appropriations and Revenues totaled \$1,752,172.

Representative Tucker inquired on the status of Keno in the Unincorporated Places. Representative Richardson replied that he was working on the issue. He thanked everyone for their assistance on this issue.

Representative Richardson also reported that the HB 1278, the naming of the Colebrook rest area after Fred King passed in the Senate Transportation Committee. The bill is now on the Senate's calendar for a vote.

The following resolutions were read by Chairman Théberge:

RESOLUTION #1

Be it resolved by the Coös County Delegation duly convened on this tenth day of March, 2018, that the sums hereinafter detailed in this resolution are hereby appropriated and the total amount for the fiscal year ending December 31, 2018, shall be \$37,173,065 for the County budget not including the Unincorporated Places. A motion was made by Representative Hatch, seconded by Representative Judd to approve Resolution #1. The motion passed by a roll call 5-1 (Representative Richardson)

RESOLUTION #2

Be it resolved by the Coös County Delegation that the sum of \$19,160,260 is hereby adopted as the estimated income from sources indicated for the fiscal year ending December 31, 2018. A motion was made by Representative Hatch, seconded by Representative Judd to approve Resolution #2. The motion passed by a roll call 5-1 (Representative Richardson)

RESOLUTION #3

Be it further resolved that the total appropriation being in excess of the total estimated income in the amount of \$15,573,805 the Treasurer shall issue her warrant to the Towns and City in the County for this amount. A motion was made by Representative Hatch, seconded by Representative Judd to approve Resolution #3. The motion passed by a roll call 6-0.

RESOLUTION #4

Be it resolved that \$2,439,000 of the operating surplus for the year 2017 be appropriated in the 2018 Budget for the purpose of reducing taxes for 2018. A motion was made by Representative Tucker, seconded by Representative Hatch to approve Resolution #4. The motion passed by a roll call 6-0.

RESOLUTION #5

Be it resolved by the Coös County Delegation duly convened on this tenth day of March 2018 that in order to comply with Department of Revenue Administration instruction, the Delegation separately approves an appropriation of \$1,752,172 and revenues of \$1,752,172 for Coös County's Unincorporated Places for calendar year 2018. The Unincorporated Places Budget for 2018 is adopted separately from the Coös County Budget. A motion was made by Representative Tucker, seconded by Representative Hatch to approve Resolution #5. The motion passed by a roll call 6-0.

RESOLUTION #6

Be it resolved that \$277,145.10 of the Committed Funds for the West Stewartstown Facility Water Project be removed from Committed Funds and moved to Unencumbered Fund Balance. A motion was made by Representative Judd, seconded by Representative Hatch to approve Resolution #6. The motion passed by a roll call 6-0.

RESOLUTION #7

Be it resolved that \$12,500 of the Facility Funds be removed from Committed Funds and moved to the 2018 Budgeted Revenues. A motion was made by Representative Judd, seconded by Representative Hatch to approve Resolution #7. The motion passed by a roll call 6-0.

There was no resolution #8.

RESOLUTION #9

Be it resolved that \$50,000 of the 2017 Budget Surplus Balance be added to the 53rd Payroll 2020 Fund. A motion was made by Representative Tucker, seconded by Representative Richardson to approve Resolution #9. The motion passed by a roll call 6-0.

RESOLUTION #10

Be it resolved that \$8,200 of the 2017 Budget Surplus Balance be encumbered to the account County: Renovation & Equipment for the Registry of Deeds for restoration of 9 books waiting for completion. A motion was made by Representative Hatch, seconded by Representative Judd to approve Resolution #10. The motion passed by a roll call 6-0.

RESOLUTION #11

Be it resolved that \$1,810.74 of the 2017 Budget Surplus Balance be reserved and added to the following accounts for interest earned in 2017:

<i>Interest on Sick Trusts 2017</i>	<i>\$870.88</i>
<i>Interest on Facility Fund 2017</i>	<i>\$347.40</i>
<i>Interest on Decommission Fund 2017</i>	<i>\$427.71</i>
<i>Interest on Vehicle Reserve Fund 2017</i>	<i>\$164.75</i>

A motion was made by Representative Hatch, seconded by Representative Judd to approve Resolution #11. The motion passed by a roll call 6-0.

Other Business:

Chairman Th  berge announced that the next Delegation Meeting to approve the first quarter financials will be held Friday, April 27, 2018 in West Stewartstown at 10:00 a.m. The salaries for elected officials will be set prior to the upcoming elections.

Representative Richardson asked County Administrator Jennifer Fish for a breakdown of other counties' salaries. He noted that he will propose increasing the Register of Deeds salary.

Representative Richardson also noted that the Annual Budget Meeting is the most important meeting of the Delegation. Members should be in attendance unless there is an emergency.

Laura Mills, NHA, asked that the Delegation support HB1816, opposing Step Two of Managed Care.

The Delegation members discussed legislation that they are currently working on.

A motion was made by Representative Hatch, seconded by Representative Richardson to adjourn the meeting at 11:50 a.m. The motion was approved unanimously by voice vote.

Respectfully submitted,

Representative Wayne Moynihan, Acting Clerk