

GRAFTON COUNTY COMMISSIONERS' MEETING

Budget Reviews

Board of Commissioners' Office

North Haverhill, NH

Thursday, March 19, 2009

PRESENT: Commissioners Michael Cryans, Ray Burton (late) and Martha Richards, Financial Coordinator Susan Cunningham, Executive Director Julie Clough and Secretary Jeri Martino.

OTHERS: H. Brown

Commissioner Cryans called the Meeting to order at 9:08 AM.

HUMAN SERVICES:

HSA Bishop presented her budget, reporting a 2.14% increase.

Salary line includes step increase and longevity is listed below its line.

There is a MOA for HHS services and the capped amount is \$6,733,848.

Incentive funds are listed the same as last year however that number may be cut in half.

The Commissioners thought that it might be best to show the number more realistically which will show that there have been cuts at the state.

Commissioner Richards asked what the step increase amounted to and HSA Bishop said \$1940.

TREASURER:

Treasurer Sievers presented her budget which was reduced by \$72 from last year.

Commissioner Richards asked if there were other signature names on the accounts and Treasurer Sievers said there were not. Commissioner Cryans asked that the Deputy Treasurer be added.

Commissioner Burton arrived.

Commissioner Burton asked that Treasurer Sievers look into the NH law which refers to the Treasurer not being available to do their duties. He also asked who would have authority to transfer money in her absence.

He suggested that she contact the County Attorney in regard to being able to meet the financial agreement of the County and accounts payable.

Commissioner Burton then asked if the Treasurer was required to have two signatures on the accounts and would that other person be allowed to make money transfers.

Director Clough replied that the second signature is allowed to make transfers and she said that she did not think that the County was legally required to have a second signature on accounts.

Commissioner Burton said that he would like to see something from the Treasurer in writing regarding that information.

Commissioner Burton said also that when Treasurer Sievers comes to the meetings with a report, that report should please be passed out to all members present. Treasurer Sievers said she could do that.

The Commissioners discussed the fact that a decision was returned regarding the lawsuit which stated that the County does not have to pay the full amount of legal fees requested by the plaintiff but rather \$23,649.73. Attorney Bailey will be in touch with the Commissioners regarding payment.

Commissioner Burton attended the Littleton Selectboard meeting last evening and there were no requests of him. He also attended the Lyme Selectboard meeting this morning and one selectman expressed disappointment in the removal of the mental health portion of the proposed Jail.

Director Clough presented a resolution from Community Guaranty Savings Bank which needed to be signed by Commissioner Burton.

Commissioner Burton asked H. Brown if he attended the Haverhill town meeting which he said that he did though he didn't get involved. He said they passed everything.

Commissioner Cryans said the GED graduation was on television on WCAX.

H. Brown left.

HUMAN RESOURCES:

Director Mann reviewed her budget.

Drug testing costs are down due to new in-house testing.

Contracted Services has been reduced and Director Mann said that she has concerns about not having a wage study done again for another year and that having an effect on the County's ability to stay competitive in the market. She said this would be going on three years without one.

HR budget is reduced from \$67,836 to \$64,089.

Director Clough explained to the Commissioners that the HR position that was created from the Human Services position from last budget was moved this year into the FY09 HR budget so as not to reflect the dramatic increase in the FY10 HR budget even though that salary was originally held in the HS budget for FY09.

DEEDS:

Register of Deeds Bill Sharp presented the Commissioners with a packet of information which also included a synopsis of the various companies that put in bids for a new software system and a recommendation on which to choose.

RD Sharp brought his budget in lower than last fiscal year.

RD Sharp said that he would like to go with a three year contract and that would be with Creative Data Solutions.

Commissioner Cryans asked how things were going with Landata (their choice last year) and RD Sharp said that though their technology is superior there was a real problem with the interface. Commissioner Cryans asked if B. Sharp still wished he had gone with Landata and he said no.

Commissioner Cryans said they went through this whole thing last year and now he hears that they're glad they didn't go with Landata. He said that he still hasn't heard from anyone who says they would like to change and that he is very concerned about switching. He added that CDS is not a New Hampshire company and not much is known about them.

RD Sharp said that the bid process has made Connor & Connor more responsive and a better value. He said bidding made the operation more competitive. He said that C & C now has provided "real time" documents.

Commissioner Cryans asked about the length of the bids and he say they were requested for 1, 3 and 5 years.

Commissioner Cryans said that speaking for himself, he is glad that they didn't make the switch to Landata and that he didn't believe that the savings were what they were proposed as. He said that C & C has proven themselves for both Grafton County and other counties and that he doesn't really want to see a multi year contract. He added that he didn't feel comfortable going with the unknown and that there was no compelling argument to switch.

Commissioner Richards said that she could be persuaded to go with a three year contract with C & C providing all the issues that RD Sharp spoke of in his letter, were satisfied.

RD Sharp said that Deeds is satisfied with C & C but would also probably be satisfied with CDS. He said there would likely be glitches whatever company they went with. Commissioner Cryans said that if the majority of people are content to stay with C & C then he feels they should be kept.

RD Sharp said that they would be needing money from the surcharge account for

equipment in the amount of \$25K.

Commissioner Burton said that he assumed that there were backup details to support the allegations against C & C and added that he was not in favor of changing from Connor & Connor.

INFORMATION TECHNOLOGY:

IT Manager Brent Ruggles presented his budget and requested that the 20 hour position be increased to 32 hours. He stated that with the volume of computer needs on the complex, it is very difficult to take care of all the needs with the hours he has available in order to increase efficiency.

There was a discussion about internet access on the complex and ITM Ruggles stated that Charter is now the internet carrier for the complex which means that UNHCE's T-1 line is no longer needed. UNHCE has a T-1 line that that was originally used by the complex but now only services them and operates their Pictel service.

Director Clough said that it is important to understand who uses the Pictel because if it is UNH educators only then the \$9K it costs for that service may not be in the best interest of the County.

Commissioner Burton said that he didn't think that the Pictel has been used to its potential. If County employees can't use the system then he is in favor of eliminating it.

D. Foote from UNH will be coming here for a visit to go over this information and to see if the Pictel can be used with Charter and Commissioner Cryans asked that ITM Ruggles sort it out with him.

Commissioner Burton asked ITM Ruggles what efficiencies have been accomplished since he's been here. ITM Ruggles listed the following:

- Numerous help desk responses
- New County email system.
- More scanning less paper.
- Cleaned up piracy and software licensing.
- System tune ups.
- Off site backup at the Sheriff's Dept.
- Working to do more training.
- Working to set up virtual police Dept. in Littleton.

Commissioner Burton asked about the possibility of electronic transfer for accounts payable. Director Clough said that vendors have to be set up for ACH and that she wasn't aware of any complaints about vendors receiving late payments.

Commissioner Richards asked ITM Ruggles to reduce the Education & Conference and Travel line down to \$1000, since he stated that the doesn't use these.

Commissioner Cryans asked if ITM Ruggles could reduce contracted services in order to be able to add 12 hours to his part time person. ITM Ruggles said that he needed to do the necessary contract work.

There was a discussion about the Equip & Repair line which included work that needed to be done on laptops that the Sheriff's Dept. received from a grant, and were then sent out to certain towns. There were questions about whether or not the repair and maintenance on the laptops are now the responsibility of the County now that they are out of warranty.

Commissioner Richards questioned whether the laptops could be donated to the towns and then maintenance would be up to them.

There was a discussion about video arraignment equipment and Director Clough said that there is no room in the current Jail for video arraignment equipment at this time.

Commissioner Cryans asked that ITM Ruggles try to bring his budget in lower.

12:10 PM Meeting adjourned

Raymond S. Burton, Clerk