



## **Belknap Executive Committee Meeting Minutes**

August 12, 2013, 4:00 pm

Chair Tilton called meeting to order at 4:00 pm. Quorum is present.

Present: Reps. Comtois, Cormier, Greemore, Tilton, Vadney and Worsman  
Commissioner Thomas, Administrator Shackett, Finance Manager, Glen Waring,  
Administrative Assistant, Angela Bovill

Chair Tilton asked the administrators to begin their presentation regarding budget review.

County Convention budget is projecting over budget.

County Attorneys Dept. – two big issues: Medical Services (Medical Examiner) and Witness Fees. This expense could throw county over budget. Homicides are costing us money. Medical Referee line has been deleted \$10,000. Shackett: Not a line item we use anymore. Was Medical Examiner – now called, Medical Services and Supplies 53500 which covers those expenses - Administrators reduced item from \$10,000 to \$8,000.

County Administration: May have legal expenditures which could throw county over budget. But so far, it is good. Rep. Worsman: In Administrative Dept. noticed salary line \$236,000 approved but it is reduced \$217,000. Who is not included in this line now since it has been reduced? Shackett: The same people are in there. A percentage of wages is paid by Nursing Home. Chair Tilton: Line 54800 \$17,125 was approved. How did it get to \$20,000? Has insurance gone up? Shackett: Premiums not higher. Tilton: These monies were from Admin. Dept. You are spending monies from dept. to dept. Thomas: This is part of the administration. Not a transfer request, moving money around within the dept. is not transfer.

Shackett: Information Tech – on track. Finance Office: Expecting to be over slightly. Tilton: Question: Property and Liability Insurance in Finance Dept. Shackett: It is all administration. Tilton: You asked for \$3,000 and we appropriated for it? Chair Tilton: You are contradicting what you have been claiming that monies are only being moved within departments. You are moving money from department to department. Not just within department.

Registry of Deeds in good shape. Have not needed to use 20 hours which was budgeted. County Maintenance going according to plan. Tilton: Maintenance for Corrections is carried in the Maintenance Dept. line item? Shackett: Yes. Contingency we have attached a line to explain expenses.

Cormier: If Contingency is not a fund, can you define what "Contingency means"? Shackett: Contingency is an unanticipated expense as a miscellaneous. Worsman: 3 times money moved out. Telephone moved twice when they had their own line item. Why do you not need approval to move that money. Two for telephone and one is for retirement. Each dept. is given its own line. So, why was money moved without permission? Shackett: These expenses were unanticipated and would have caused more transfers. Not normal costs and did not want to factor them in year after year. Tilton: Why is this different from the many requests when you came to EC to move money? Most recent request was Dec. 2012. Why this change now to "cover unanticipated expenses"? Cormier asked Commission. Thomas to give his view of Contingency Fund.

Comm. Thomas: it has always been a line item, not a fund. Fund was found too cumbersome to handle as a fund and is now used as a line item for convenience. Tilton: Dept. needed something and commissioners come forward to EC or sometimes delegation. Comm. Thomas: Convenience of convention or commissioners to move money as line. Chair Tilton: We will move this process along.

Shackett: Sheriff's Dept.: Some wages are over and some are under. Looks like it will come in on budget. Corrections Dept.: Numbers are way up for the summer but were down in beginning of year. Restorative Justice is a new name and will refer to this as such. Things are in good shape. H & H Services in good shape this year. All other Outside Agencies will be expended by end of year. Nursing Home has vacancies now but should come in on target. 98% projected spending of budget.

Rep Worsman: Page 27 of report – Voted at last meeting to increase Nursing Home budget to \$200,000 but budget increased \$204,351.60. Waring: Encumbrance in 2012 and carried forward in 2013. Greemore: Why didn't the \$4,000 go to fund balance? Shackett: Because it was an open purchase order but was committed to be spent.

#### **Transfer Requests from Contingency:**

Shackett: Transfer requests County Convention 4110 \$4,500. This line will go over budget because of meeting fees. Tilton: This was under budget from previous years. Shackett: I believe it is more than other years. Tilton clarifies: 2010 \$6,336, 2011 \$14,000

Transfer Request 4150 – \$5,500 Employee change in Health Insurance. Discussion on plans being offered. Much discussion. Worsman: Your number is different from approved budget but still under 50%. Is transfer necessary at this time? Shackett: We know what the amount is going to be. Developed projection shows we will spend \$46,651. Worsman: Any dept. seen a decrease from which we can transfer? Shackett: Have not thought of doing it that way. Worsman: From taxpayer's point of view, it is better to transfer rather than tap into contingency since it has not been expended. Shackett: Transfer not affecting amount raised by taxes.

Tilton: Only expended 41% so far in this line item. Flanders: Healthcare working on split year basis. It will go up due to two different years involved.

Transfer Request 4230 - Tilton: Corrections: PT employee \$10,000? Shackett: running over due to medical leave. Greemore: Medical leave Act holds position as unpaid? Shackett: They must use time while employee is out. Greemore: Sick or vacation time? Shackett: Whatever they have accrued. Sick Pay budget is only bonus incentive. Sick pay is factored into salary wage. It is significantly going over. Rep. Vadney: Does not understand family leave. When on FL, salary stops but payments are used as personal leave? If they have personal leave they can use that. But, if they don't use the money up, what happens to that money? Shackett: we are projecting over \$22,000 in that line. It does not offset. We believe it is going to go over and we will be back.

Worsman: FT is going to be fine but you're overextended in PT. We budgeted for that. Let's move from FT into PT. Tilton: I would like to be responsive. We have asked for them to come to us and as a show of faith. I support transfer \$5,200. Vadney: I don't disagree. Money is small amount. But, the definition of contingency fund needs to be addressed. Tilton: This is the traditional use. Vadney: This is early in the year to use contingency. Cormier: The definition is important. Amount is the concern. Tilton: This is the proper format for transfers. Shackett makes comment on differences in contingency definition. This is not asking to pull back on prior decisions.

M/Flanders moves to approve transfer of \$10,500 PT Corrections. No second. M/Vadney for transfer \$5,500. S/Greemore. Vote: Yea 4 Nay 3 **Approval for transfer of \$5,500 passes.**

Healthcare: Chair Tilton asked questions about coverage. Comm. Thomas: Constructed discovery -cannot discuss this. M/Vadney to transfer \$5,500. S/Flanders. Vote: 3 Yea 4 Nay **Approval does not pass.**

On County Convention request for \$4,500. Worsman: Difficult approving this. Reason we have had to have so many meetings is because of budget issues. Will not support at this time. M/Vadney deny this transfer. S/Greemore. 6 Yea 1 Abstain. **Approval does not pass.**

Unanimous vote to adjourn Executive Committee Meeting @5:23 pm.

*Respectfully submitted,  
Rep. Jane Cormier, Clerk*