



Executive Committee Meeting Minutes
December 30, 2015 at 4:00 pm

In Attendance: Representatives Flanders, Gallagher, Hurt, Sylvia, Tilton and Vadney.

Absent: Representative Comtois.

Minutes 12/2/15: M/Flanders, S/Tilton to approve the minutes of 12/2/15. Unanimous. **Motion passed.**

Transfer Request 2015.44: Commissioner DeVoy stated this request is for the County Attorney's Office to cover wages and the medical examiner. Rep. Gallagher asked if this transfer will cover wages for this fiscal year. Commissioner DeVoy stated it would. M/Flanders, S/Tilton to approve transfer request #2015.44 in the amount of \$9214.00. Unanimous. **Motion passed.**

Transfer Request 2015.45: Commissioner DeVoy stated this transfer is to cover wages and health insurance for Administration. Rep. Tilton asked why money was being put in health insurance when the year-end projection is a surplus. Commissioner DeVoy stated that was an error. M/Tilton, S/Flanders to simply transfer \$950.00 from telecommunications to wages. Unanimous. **Motion passed.** Rep. Hurt asked what telecommunications was. Administrator Shackett stated it was the phone costs.

Transfer Request 2015.46: Commissioner DeVoy stated this transfer is to cover health insurance in Administration. M/Tilton, S/Gallagher to approve transfer request #2015.46 in the amount of \$108.00. Unanimous. **Motion passed.**

Transfer Request 2015.48: Commissioner DeVoy stated this was to cover group health insurance. M/Flanders, S/Gallagher to approve transfer request #2015.48 in the amount of \$96.00. Unanimous. **Motion passed.**

Transfer Request 2015.49: Commissioner DeVoy stated this was to cover full-time wages in the Nursing Home. He stated the turnover is much better. M/Flanders, S/Tilton to approve transfer request #2015.49 in the amount of \$8,000.00. Unanimous. **Motion passed.**

Transfer Request 2015.50: Commissioner DeVoy stated this was to cover electricity costs. He stated the extra costs are from the Courthouse occupants. Rep. Hurst asked why rent was not being paid by the outside agencies that are occupying the courthouse. Commissioner DeVoy

stated that would be something to discuss in the budget. Rep. Gallagher asked if this is what we believe the bill will be to get us through the year. Commissioner DeVoy stated yes. Rep. Sylvia asked if this was just for the Courthouse. Commissioner DeVoy stated Facilities Manager Muzzey stated it was. Administrator Shackett stated there are three separate meters, Courthouse, Jail and the Sheriff, Nursing Home and Administration are all on one. Rep. Vadney asked if there is a percentage for distribution. Administrator Shackett stated there was. M/Flanders, S/Tilton to approve transfer request #2015.50 in the amount of \$5000.00. Unanimous. **Motion passed.**

Transfer Request 2015.51: Commissioner DeVoy stated this transfer is to cover medical expenses in the jail. He stated an inmate was sent to LRGH and then to Dartmouth. Commissioner DeVoy stated that Superintendent Gray is meeting with LRGH and Merrimack County to talk about the bills. Rep. Hurt asked who the bills were from. Commissioner DeVoy stated Dartmouth, LRGH, Laconia fire, and Concord physician services. Rep. Gallagher stated it was being suggested to pay the bills and get a recovery from insurance, he asked what if we do the reverse. Commissioner DeVoy stated if the bills are not paid on time we will be charged late fees and interest. He stated that Merrimack County has an employee that does only billing for inmates. Rep. Gallagher stated we should look into paying only the small bills. Rep. Vadney asked if this was all the bills. Commissioner DeVoy stated we were expecting more bills. Rep. Gallagher stated there is an opportunity for negotiations. He stated if the transfer is approved the negotiation ability will be given away. Rep. Gallagher suggested paying the small bills if it is in the budget. Commissioner DeVoy stated we own the bills and they need to be paid. Rep. Vadney stated it is complicated that there are 3 or 4 different groups to negotiate with. Commissioner DeVoy stated there are 14 different agencies involved. Administrator Shackett stated if a department has invoices and they are not putting them into Munis then we are not showing the true debt of the County. Rep. Gallagher asked if money can be taken from with the corrections budget to pay the bill. Commissioner DeVoy stated it would be cleaner to transfer from surplus. Rep. Sylvia asked if the Laconia fire bill was for transportation. Commissioner DeVoy stated it was. Rep. Tilton stated we should do a clean transfer and trust the professionals to do their jobs. He stated we do not want to have to schedule meetings every day to approve transfers. Rep. Sylvia suggested the transfer only be approved for the amount of bills already received. Commissioner DeVoy stated we will be back to ask for more transfers once we receive the remaining bills. M/Flanders, S/Tilton to approve transfer request #2015.51 in the amount of \$150,000.00. 2-4 Rep. Sylvia, Hurt, Gallagher and Vadney opposed. **Motion failed.** M/Sylvia, S/Hurt to amend transfer request #2015.51 to \$112,000.00. Unanimous. **Motion passed.**

Transfer request 2015.52: Commissioner DeVoy stated this is to cover the engineering contract for the community corrections and keep the project moving. Rep. Sylvia stated there is no money spent out of capital projects. Commissioner DeVoy stated we have entered into a contract for a new timekeeping system County wide and encumbered \$20,000.00 for electronic medical records in the Nursing Home. Rep. Gallagher spoke about the grant (65 % funding) that

the Veterans home received for electronic medical records. Commissioner DeVoy stated that was a Veterans Administration grant. Rep. Vadney asked if there is a monthly cost. Commissioner DeVoy stated there would be. Rep. Hurt asked you how figure of \$185,000.00 in extra revenue was figured. Commissioner DeVoy stated the consultant had figured it. Rep. Gallagher stated this is for services that have no yet occurred and asked why not use next year's money. Administrator Shackett stated there have been three contracts signed for the community corrections project. She stated the project will stop if the money is not encumbered. Rep. Tilton stated as far as spending in 2016 the line items can be spent like this year. He stated projects cannot be spent until the budget passes. Rep. Tilton stated the money is needed to guarantee the payment of contracted services. He stated this is done all the time and is very logical. Commissioner DeVoy stated the architects have been working all along. Rep. Gallagher asked if the work that will be provided will be done next year. Administrator Shackett yes but they have been working all along. She stated the question is permission to transfer the money. Rep. Vadney asked if this is approved will next year's budget go down. Commissioner DeVoy stated is would not. Commissioner Burchell stated there is a contingency line in 2015 why couldn't we rely on that. Rep. Tilton stated that would bring the committee to micromanaging and this would be a cleaner way. M/Flanders, S/Tilton to approve transfer request #2015.52 in the amount of \$20,000.00. Rep. Tilton asked if this is not approved does it hold up the on-going project. Rep. Hurt asked what is meant by on-going project. Rep. Tilton stated the jail. Rep. Sylvia stated it seems like not approving would hold up the project and wants to move forward. 5-1 Rep. Gallagher abstained. **Motion passed.**

Transfer Request 2015.54: Commissioner DeVoy stated this is to cover office supplies in Administration. M/Gallagher, S/Hurt to approve transfer request #2015.54 in the amount of \$350.00. Unanimous. **Motion passed.**

Transfer Request 2015.56: Commissioner DeVoy stated this is to health insurance in the Nursing Home Activities Department. Rep. Tilton noted that the account was already over expended. Administrator Shackett stated this transfer will cover until the end of the year. M/Hurt, S/Gallagher to approve transfer request #2015.56 in the amount of \$4,003.00. **Motion passed.**

Transfer Request 2015.57: Commissioner DeVoy stated this is to cover the shifting cost of Nursing Home Medicare expenses. M/Flanders, S/Tilton to approve transfer request #2015.57 in the amount of \$61,465.00. Unanimous. **Motion passed.**

Transfer Request 2015.58: Commissioner DeVoy stated this is to cover personnel cost for employee change in the Nursing Home Laundry Department. M/Hurt, S/Flanders to approve transfer request #2015.58 in the amount of \$750.00. **Unanimous. Motion passed.**

Public Comments: Rep. Howard asked about the \$46,000.00 transfer request listed on form for #2015.52. Commissioner DeVoy stated it went to inmate programs in the jail. Rep. Howard

asked if the capital expenses for the kiosks would increase revenue in the Nursing Home next year. Commissioner DeVoy stated it would take two years to see an increase. Rep. Howard stated that the County needs to take responsibility for the inmates if they get hurt. He asked if the County has looked into liability insurance for this. Administrator Shackett stated that we have liability to cover negligence.

Adjourn: M/Tilton, S/Gallagher to adjourn the meeting at 5:40 pm. Unanimous. **Motion passed.**

Respectfully submitted,

A handwritten signature in cursive script that reads "Brian Gallagher". The signature is written in black ink and is positioned above the printed name.

Brian Gallagher

Clerk, Executive Committee