



**Delegation Meeting Minutes**  
**February 1, 2016 at 6:00 pm**

Chair Frank Tilton called the Belknap County Delegation meeting to order at 6:00 pm on the above date at 34 County Drive, Laconia, NH. Representative Vadney recited the pledge of allegiance. The Chair asked the Clerk to call the roll.

In Attendance: Representatives Aldrich, Comtois, Dumais, Fields, Fisher, Flanders, Fraser, Gallagher, Howard, Hurt, Lebreche, Luther, Russell, Spanos, Tilton, Vadney and Varney.

Absent: Representative Sylvia

**Minutes 12/7/15:** M/Spanos, S/Fields to approve the minutes of 12/7/15. Unanimous. **Motion passed.**

**Budget Work Session:** Rep. Tilton stated tonight's meeting and the one scheduled for 2/16/16 are work session's not public meetings. He stated there would be a public hearing scheduled subsequent to the 2/16/16 meeting. Commissioner DeVoy stated the board had met last week to revise the budget.

County Attorney-Group health insurance was reduced and there was no change in revenue.

Finance-Group health insurance was reduced and payroll tax and retirement were increased.

Registry of Deeds-Group health insurance was reduced.

County Maintenance-Group health insurance was increased.

Contingency-Money added to Personnel Management Reserve and reduced contingency. Rep. Tilton stated there was a contract approved last year for a new union which had considerable savings in insurance for 2016. Rep. Gallagher stated the original budget that was presented did not have any money in personnel management reserve. Commissioner DeVoy stated it had been taken from contingency.

Sheriff's Department-In the original budget a full time deputy and dispatcher were missed in the calculations. The following lines were reduced: group health insurance, sick bonus, other outside services, travel-extradition, gasoline/diesel fuel, office supplies, vehicle maintenance/repair and vehicle/vehicle lease. The following lines were increased: insurance incentive and retirement.

Corrections Department-Reduced group health insurance and added an inmate labor account based on Commission vote. Rep. Aldrich asked if there would be money for a new roof. Commission DeVoy stated there was not. He stated the construction manager believed he could build the community corrections facility for \$7.3 million. He stated the Delegation had approved an \$8 million bond. Commissioner DeVoy stated he would like to use the difference to replace the roof at the complex. Rep. Gallagher asked if the \$700,000 contingency is the same as the \$700,000 for the new roof. Commissioner DeVoy stated it was not. Rep. Tilton stated the construction manager has to give a guaranteed maximum price and asked if that had been done yet. Commissioner DeVoy stated Attorney Fitzgerald was reviewing the contract. Rep Tilton stated he would like the grants to be a little more specific. Rep. Spanos asked if Sullivan County received grants. Commissioner DeVoy stated they had. Rep. Spanos asked what the minimum grant would be. Commissioner DeVoy stated zero. Commissioner Taylor stated there is an offset to the grants. Rep. Tilton stated there is a revenue to offset and if the grant is not received then they can't use it.

Nursing Home Administration-Increased full time wages. The Commissioners are recommending a full time and part time receptionist to cover the main entrance from 8 am to 9 pm. Rep. Howard asked if inmates on work release could be used for receptionist. Commissioner DeVoy stated no as this position would be unsupervised. Rep. Spanos asked if he checked with other counties. Commissioner DeVoy stated he had not. He stated he thinks it is the right thing to do. Group health insurance, payroll tax and retirement increased. Rep. Gallagher stated he learned that the position was previously budgeted for. Commissioner DeVoy stated the previous Nursing Home Administrator did not want to fill the position. Rep. Fisher asked how much the County saved using inmates. County Administrator Shackett stated it is the equivalent of 9 full time employees. Rep. Hurt asked if background checks would be completed. Commissioner DeVoy stated they would be. The bed tax was reduced. Rep. Dumais asked what a bed tax was. Commissioner DeVoy stated the State of NH taxes us on each bed in the nursing home. Software support, system upgrade and new equipment increased and advertising was reduced.

Nursing Home Maintenance-Increased payroll tax, retirement and reduced vehicle lease.

Nursing Home Rehabilitation-Increased sick bonus, payroll tax and retirement and reduced longevity pay.

Nursing Home Dietary-Fulltime wages, payroll tax, retirement, group health insurance and interdepartmental allocation increased and part time wages were reduced.

Nursing Home Nursing-Converted 8 part time LNA's to 3 full time LNA's. Insurance opt out, group health insurance and retirement increase and payroll tax was reduced.

Nursing Home Laundry-Group health insurance and payroll tax increased.

Nursing Home Housekeeping-Longevity pay was reduced.

Nursing Home Activities-Full time wages and sick bonus were reduced.

Rep. Gallagher asked for clarification on the bed tax. Commissioner DeVoy stated it is 5% of most of the nursing home revenue. Rep. Gallagher asked if revenue goes up then the bed tax goes up. Commissioner DeVoy stated that was correct.

Rep. Tilton stated that if a lengthy discussion occurred for any line item that it would be discussed at the next meeting.

### **Subcommittee reports:**

Nursing Home-Rep. Flanders stated it was an excellent meeting for the nursing home subcommittee. He stated they agreed with adding a receptionist. Rep. Gallagher stated the electronic medical records was important. He stated there are two issues the subcommittee was looking at, the revenue increase for Proshare and making adjustments to add a receptionists and electronic medical records. Rep. Tilton asked if the committee agreed to the Commissioners new proposals. They did. All were in favor of the nursing home budget.

County Convention-Rep. Vadney reviewed the changes to the line items. Reductions were made to meeting fees, legal services, advertising and travel. Rep. Tilton stated that the advertising line is for meeting notices and travel is for mileage reimbursement for meetings. All were in favor of the county convention budget.

County Attorney-Rep. Hurt spoke about the upcoming felonies first program and the need to hire another attorney in July. Rep. Tilton asked if the new position was included in the budget. Commissioner DeVoy stated it was. Rep. Howard asked if under the new process towns will see some relief. Rep. Tilton stated that was beyond the budget process. All were in favor of the county attorney budget.

Administration-Rep. Tilton stated the convention cut legal fees but he did not think legal fees should be cut in administration. He stated legal fees can run up quickly. Rep. Gallagher stated there was \$2000 (one time item) spent last year that will not be needed this year. All were in favor of the administration budget.

Information Technology-No change. All were in favor of the information technology budget.

Finance-All were in favor of the finance budget.

Registry of Deeds-All were in favor of the registry of deeds budget.

County Maintenance-Rep. Spanos stated there is a vacant full time and part time position and he confirmed with Facilities Manager Muzzey that the positions were needed. He stated the audio for the conference room should not be a priority for this session. Rep. Tilton stated building maintenance is very important. He stated he would not like to see this budget reduced. Buildings & Improvements and Other Improvements will be discussed at the next meeting. Aside from the two line items all were in favor of the county maintenance budget.

Contingency-Rep. Vadney stated it bothered him to have \$196,000 set aside for contracts. Rep. Tilton stated he would agree to have the total as contingency. This will be reviewed at the next meeting.

Sheriff-Rep. Russell stated no changes were made. Rep. Hurt asked about the decrease in gas as the prices could go up. Rep. Aldrich stated they had gone to wix cards to save money. All were in favor of the sheriff's budget.

Corrections-All in favor of the corrections budget.

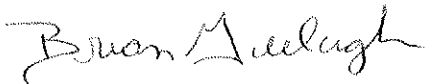
Restorative Justice-All in favor of the restorative justice budget.

Health & Human Services-Commissioner DeVoy stated the bill is based on Belknap County residents in nursing homes anywhere in New Hampshire. All in favor of the health & human services budget.

Outside Agencies-All will be reviewed at the next meeting. Rep. Tilton stated it would be helpful to get a summary from the agencies for the members to review. He stated to submit it to administration. Rep. Tilton stated the next meeting is not a public hearing but they might ask questions of the agencies.

**Adjourn:** M/Howard, S/Comtois to adjourn at 8:30 pm. Unanimous vote. **Motion passed.**

Respectfully submitted,



Brian Gallagher, Clerk of the Delegation