



BELKNAP COUNTY COMMISSIONERS

34 County Drive
Laconia, NH 03246
Phone (603) 527-5400

Board of Commissioners
Meeting Minutes
2/13/15 8:20am – 4:30pm

Members Present: Commissioner Taylor, Commissioner DeVoy
Absent: Commissioner Burchell

The meeting was opened and began with a motion by Comm. Taylor to make the vacant Human Resources Director's office available for use by all three commissioners, to change the signage to read "Commissioners Office", and to install 3 file cabinets in the office. Comm. DeVoy seconded and both voted in favor.

The Commissioners met with Sue Cagle, UNH Cooperative Extension and discussed her budget request and her office space. They assured her that they would continue to assist with her space needs. After discussing the Conservation District with Lisa Morin, Comm. Taylor made a motion to support the Delegation Subcommittee recommendation for these two organizations. Comm. DeVoy seconded the motion and both voted in favor.

The Commissioners proceeded to meet with the following department heads to review in detail their revenue & expense estimations:

Daniel Ward
Debra Shackett
Glen Waring
Brian Loanes
Judy McGrath
Matt Logue
Craig Wiggin
Dustin Muzzey

The Commissioners made the following changes to the former Commission budget:

- Accepted Delegation's payroll & health insurance numbers
- Adjusted all sick bonus lines to actual expenditures

County Attorney

- No revenue adjustments
- 2 full time employees will drop down to part time
- Electronic Rentals was dropped to reflect that copier lease was paid last year

Admin

- Revenue change shows the new amount to be raised by taxes
- Payroll costs no longer shared with Nursing Home
- Legal – cut to \$25000 (still have \$5000 in NH)
- Telecommunications – added \$800 to reflect likely cost
- Dues & Subscriptions – cut \$500
- Video – added \$5000 flat rate for LR Public Access
- Training – cut \$3000 for conferences, left in money for local & webinars
- Postage – cut \$100

Information Technology

- No change

Finance

- Revenue – no change to fund balance used
- Payroll costs no longer shared with Nursing Home
- Travel – reduced by \$500
- Office Supplies – reduced by \$750

Deeds

- Revenue – reduced by \$10000 to reflect actual rate of collection
- Contracted Services – reduced to reflect volume discounts consistently rec'd
- Electronic Rentals – reduced to reflect volume discounts received
- Training – reduced by \$500

Maintenance

- Electricity – reduced by \$8500
- Heating Fuel – increased by \$8000 based on likely usage & rates
- Building Improvements – reprioritized projects, now planning to protect electronic equipment in dispatch and main phone/computer room with dry fire suppression systems. Replace roof top unit over Sheriff's Dept.

Sheriff's Dept.

- Revenue – added \$5000 to Sheriff's Fees line
 - Court Security – add \$15000 (rate increase & prior years actuals)
 - Outside Details – reduced by \$2000
 - Joint Operations – reduced by \$2000
- Telecommunications – added \$2000 (based on actual expenditures)
- Communication Repairs & Maint. – added \$5000 (based on actuals)
- Printing – cut \$100
- Travel/Extradition – added \$500
- Office Supplies – added \$500

Corrections

- Revenue – add \$10000 to Work Release (additional staff)
 - Commissary Income – reduce by \$3500 (due to increase in work release)
- Outside Service - \$39923 for Program Consultant

- Dietary – reduced by \$13466 (based on reduced inmate population)
- Electronic Equip & Repairs – add \$3500 for Computer expenses (department specific)
- Program Supplies – add \$4000
- Operating Supplies – add \$1000
- Safety Supplies – ad \$500
- Gasoline – add \$1000 (bus)
- Vehicle Maintenance – add \$1000 for bus
- New Equipment – add \$4000 for recreation equip, audio/visual equip, tasers

Restorative Justice

- No changes

Health & Human Services

- Revenue – add \$20000 to reflect actual prior cap credit level

Outside Agencies

- No changes

Capital Projects

- Eliminated both (windows & time keeping system)

Debt Service

- No changes

Contingency

- Add \$510,000 – Commissioners would like to have funding available to cover contingencies in many departments. Would like to keep operating budgets lean, but allow for unknown and/or unanticipated projects and costs, without the need for a supplemental appropriation. For example:
 - County Attorney – Witness Fees
 - Sheriff – Extradition
 - Utilities
 - Legal
 - Corrections project
 - Courthouse windows
 - Labor negotiations

Nursing Home Revenue

- Proshare – add \$250,000 to anticipated Proshare
- Home Care – add \$300,000 to Medicaid
- Medicare Part A – add \$100,000 (increase short term patients)

NH Administration

- Professional Other Services – add \$29000 to Bed Tax, based on increased revenue #
- Professional Management Services – removed \$107,272 for admin costs (no longer reflecting costs in budget)
- IT Systems – eliminate Electronic Medical Records project \$27,600

- Electronic Equipment Maint. & Repairs – cut \$1500
- Electronic Rentals – cut \$800 to reflect actual expenditures

NH Maintenance

- Electricity – cut \$45,000
- Heating Fuel – cut \$14,000
- Gasoline – cut \$500 (no bus)
- Capital Projects – cut \$25,579 for flooring replacement

Dietary

- Revenue – add \$8000 from increased guest ticket price & actual receipts

Nursing

- Training – cut \$1000
- Uniforms – cut \$2000

Laundry

- Interdepartmental Allocation – reduced Jail reimbursement by \$2500

Housekeeping

- Operating Supplies – added \$2500

Physicians

- Medicare A Program – added \$15,950 to expand program (see revenue increase)
- Medicare B Physical Therapy – add \$11,103 based on actual expenditures
- Travel – reduced by \$2000 based on actuals

Chaplain Services – reduce by \$1320 (based on prior years actuals)

Activities

- No change

Hairdressing

- No change

Comm. DeVoy made a motion, seconded by Comm. Taylor to adopt the budget developed at this work session. It raises \$13,931,030 in taxes, which is a 2% increase over last year. Total Expenditures are \$26,917,551. Both Commissioners voted in favor.

The meeting was adjourned at 4:36pm.

Respectfully submitted,



Debra Shackett, County Administrator