

County of Sullivan, NH

**Type of meeting: Board of Commissioners Regular Business Meeting
Minutes**

Date/Time: Tuesday, October 4, 2011; 3:00 PM

**Place: County Administration Building, 1st Floor
Commissioners Conference Room, 14 Main Street
Newport NH 03773**

Attendees: Commissioners Bennie Nelson – Chair, Jeffrey Barrette – Vice Chair and John M. Callum Jr. – Clerk; Sullivan County High Sheriff Michael Prozzo; C. Michael Sanderson – County Treasurer (arrived later in meeting); and Sharon Callum – Administrative Assistant/Minute Taker.

Public Attendees: Archie Mountain – Argus Champion Editor/Eagle Times Staff Reporter

Agenda Item No. 1. Sheriff's Office Report

Agenda Item No. 1.a. NH State Highway Safety Project Grant Contractual Agreement – Operation Safe Commute

The Sheriff requested a signature from the Chair of the County Commissioners to enter the NH State Highway Safety Project Grant contractual agreement for "Operation Safe Commute". This provides funding for salary to put out a deputy on certain days 6 a.m. to 9 p.m. to monitor traffic. The funding level is a couple thousand dollars [actual grant is \$4,500; CFDC#20.600, Program Title State & Community Highway Safety, Funding Source: National Highway Traffic Safety Administration].

3:13 Motion: to accept the [State of New Hampshire] Highway Safety [Project] grant for Sullivan County, and authorize the Chairman to sign the same. Made by: Callum Jr. Seconded by: Barrette. Voice vote: All in favor.

Non Agenda Item Sheriff's Office: Lake Sunapee Bank Signee Change

The Sheriff noted, with a new person taking over the bookkeeping, the Clerk of the Board of Commissioners signature was required on an authorization form with Lake Sunapee Bank, authorizing the change from one person to Heather Shea-Clark. The form also needed the Sheriff signature. No formal motion was made. Both Commissioner Callum Jr., as Clerk of the Board, and Sheriff Michael Prozzo signed the form. The County seal stamp was affixed to the form.

Agenda Item No. 2. Commissioners' Report

Agenda Item No. 2.a. Old Business

Commissioner Barrette noted he attended the [September 29th 5 PM] Friends of West Central Behavioral Services Reception at The Common Man in Claremont - a formal presentation regarding the scope of the organization's services was provided - data shows the organization serves 10% of Claremont's population.

Agenda Item No. 2b. New business

Commissioner Nelson noted the County received an award announcement from New Hampshire Charitable funds, indicating the \$40,000 grant application Liz Hennig, CURN Coordinator, submitted, was approved.

3:36 C. Michael Sanderson, County Treasurer, entered the room.

Agenda Item No. 3. County Treasurer Report: Discussion On Opening a Line of Credit

Copies of the:

- September 30, 2011 12:46 e-mail from Greg Chanis, County Administrator, to Mr. Sanderson [Appendix A],
- document regarding the FY11 RAN Line of Credit at Claremont Savings Bank [Appendix B] - 1.6 million left to carry through December 15th
- the NH State RSA Chapter 29:8, and
- Motion to Establish TAN Line of Credit

Mr. Sanderson noted they are looking for permission to establish a line of credit up to two million; they have two pay periods this month and are running about \$400,000 a week. Comm. Barrette noted the County was anticipating receipt of a large Medicare payment.

3:40 Motion: per RSA 29:8, to authorize the Sullivan County Treasurer, to establish, and borrow against, a line of credit with a qualified lender in an amount not to exceed two million dollars (\$2,000,000). The purpose of said borrowing is to satisfy the demands upon the treasury of the Sullivan County in anticipation of tax revenue due on December 17th, 2011. Discussion: It was noted the Treasurer would need to appear before the Executive Finance Committee (EFC); once approved by EFC, he would work with the County Administrator to perform calls to banks list at the County Commissioners Office, to attain rate quotes. Made by: Barrette. Seconded by: Callum Jr. Roll call vote: All in favor.

3:41 Mr. Sanderson left the room.

Agenda Item No. 4. Public Participation

There was none.

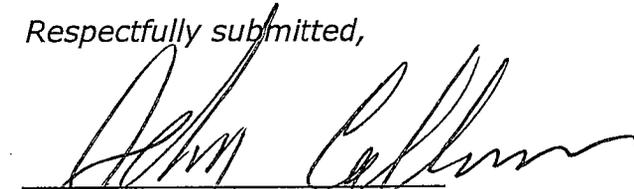
Agenda Item No. 5. Meeting Minutes

Agenda Item No. 5.a. September 20, 2011 Public Meeting Minutes

Ms. Callum noted the minutes were not available in typed format for review.

3:43 Motion: to adjourn the meeting. Made by: Barrette. Seconded by: Nelson. Voice vote: All in favor.

Respectfully submitted,



John M. Callum Jr., Clerk
Board of Commissioners

JC/sjc

Date approved: _____

10/18/11



Tuesday October 4th, 2011

Sullivan County NH, Board of Commissioners

Business Meeting

AGENDA

Location: Newport Remington Woodhull County Complex
14 Main Street, Newport NH 03773

- | | | |
|-------------------|----|--|
| 3:00 PM – 3:10 PM | 1. | Sheriff's Office Report a. Highway Safety Grant |
| 3:10 PM – 3:30 PM | 2. | Commissioners' Report a. Old Business b. Any New Business |
| 3:30 PM – 3:45 PM | 3. | County Treasurer Report: Discussion on Opening Line of Credit |
| 3:45 PM – 3:55 PM | 4. | Public Participation |
| 3:55 PM – 4:00 PM | 5. | Meeting Minutes Review a. Sep 20, 2011 Public Meeting Minutes |
| 4:00 PM | 6. | Adjourn meeting |

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.



Upcoming Events / Meetings:

- **Oct 10th Mon. Newport County State Complex Closed in Observance of Columbus Day**
- **Oct 11th Tue. Conservation Project Tour for State Delegates & Commissioners**
 - Time: 1 PM – 4 PM
- **Oct 18th Tue. Next Board of Commissioners Regular Business Meeting**
 - **Time: 3 PM**
 - Place: Unity County Complex, 5 Nursing Home Drive, Sullivan County Health Care Facility, 1st Floor, Frank Smith Living Room
- **Oct 24th Mon & Oct 25th Tue. NHAC Conference & Trade Show**

CONTRACTUAL AGREEMENT FOR HIGHWAY SAFETY PROJECT GRANT

For HSA Use Only

State of New Hampshire
Highway Safety Agency
78 Regional Drive, Building #2
Concord, NH 03301-8530

| | |
|---------------|--------------------------------|
| Date Received | Project Number |
| Date Approved | PSP and Task # 12-03, 4 |

Part I

| | |
|---|--|
| <p>1. Project Title</p> <p>Sullivan County Sheriff's "Operation Safe Commute" Patrols</p> | <p>2. Type of Application (Check One)</p> <p><input checked="" type="checkbox"/> Initial</p> <p><input type="checkbox"/> Revision</p> <p><input type="checkbox"/> Continuation</p> |
|---|--|

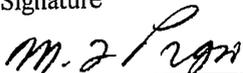
| | |
|---|--|
| <p>3. Applicant</p> <p>A. Name of Agency and Address</p> <p>Sullivan County Sheriff's Office 14 Main Street Newport, NH 03773</p> | <p>B. Government Unit (Check One)</p> <p><input type="checkbox"/> State</p> <p><input type="checkbox"/> City/Town</p> <p><input checked="" type="checkbox"/> County</p> <p><input type="checkbox"/> Other (specify):</p> |
| <p>4. Contract Duration</p> <p>Contract Period</p> <p style="margin-left: 40px;">Start Date: October 1, 2011</p> <p style="margin-left: 40px;">Termination Date: September 15, 2012</p> | <p>5. Functional Area SC - Speed Control</p> <p>CFDA# 20.600</p> <p>Program Title State & Community Highway Safety</p> <p>Funding Source National Highway Traffic Safety Administration</p> |

6. Description of Project (Describe in detail in Schedule A)

| BUDGET AND PERSONNEL DATA | | |
|---|---------------------------------|-------------------|
| <p>a. Personnel Services Overtime "Operation Safe Commute" Patrols</p> <p>Salary: 3 hours/patrol x 1 deputy x 2 patrols/day x 5 patrol days x \$50.00/hour*</p> <p>Payroll-related Deductions: \$3,600.00 x 25 percent</p> <p>*See Proposed Solution (page 2) for exact patrol dates & explanation of pay rates</p> | <p>\$3,600.00</p> <p>900.00</p> | <p>\$4,500.00</p> |
| Total | | \$4,500.00 |

Part II

7. Acceptance of Conditions. It is understood and agreed by the undersigned that a grant received as a result of this contract is subject to the regulations governing grants which have been furnished (or will be furnished upon request) to the applicant.

| | | |
|--|---|-------------------------------------|
| A. Project Director | | |
| 1) Name | 2) Title | 3) Address |
| Michael Prozzo | Sheriff, Sullivan County Sheriff's Office | 14 Main Street Newport, NH 03773 |
| 4) Signature | | 5) Telephone Number |
|  | | 863-4200 |
| B. Authorized Official | | |
| 1) Name | 2) Title | 3) Address |
| Bennie Nelson | Chairman, Sullivan County Commissioners | 14 Main Street Newport, NH 03773 |
| 4) Signature | | 5) Telephone Number |
|  | | 863-2560 |

Sharon Callum

From: Greg Chanis <gchanis@sullivancountynh.gov>
Sent: Friday, September 30, 2011 12:46 PM
To: sanderson177@hotmail.com; 'Sharon Callum'
Subject: TAN borrowing
Attachments: FY 10 TAN Spreadsheet.pdf; RSA 29 8.pdf; Draft TAN Motion.pdf

Mike,

As we discussed, you are on the agenda for the Commissioners meeting next Tuesday seeking authorization to solicit bids for, and to establish a line of credit for borrowing funds in anticipation of taxes. You are scheduled to be there at 4:00 p.m. but it is pretty light agenda, so if you could get there early, I'm sure they will be ready for you. Attached is the draft motion I have given Sharon to provide to the Commissioners. I have also attached a copy of last years transactions related to this process. As you will see, we began borrowing on 10/13/2010, borrowed a total of \$2,281,771.81, and paid off the note on 12/23/11, incurring a total amount in interest expense of \$1,545.69. Lastly, I have attached a copy of the RSA which dictates this process (RSA 29:8)

As of today. 9/30/11, we have approximately \$1,660,000 in cash (which includes the CD of \$1,000,000). Based on this, I would suggest that a line of credit in an amount not to exceed \$2,000,000 will be adequate for our needs and that is how the draft motion is worded. If you want to change that to a different amount, just let the Commissioners know and they can adjust the motion accordingly.

Good luck

Greg

Greg Chanis, County Administrator
Sullivan County, NH
14 Main St.
Newport, NH 03773

Tel; 603.863.2560
gchanis@sullivancountynh.gov

FY11 RAN - LINE OF CREDIT
1 **Claremont Savings Bank**
 (Revolving Loan)

Matures Fixed Rate

12/31/2010?

\$5,000,000.00

| | | | |
|------------|---|--------------|----------------|
| 10/13/2010 | Dave Borrowed for Payroll of 10/15/10 | \$379,588.48 | \$4,620,411.52 |
| 10/26/2010 | Dave Borrowed for Payroll of 10/29/10 | 412,280.87 | \$4,208,130.65 |
| 11/9/2010 | Dave Borrowed for Payroll of 11/12/10 | 284,335.23 | \$3,923,795.42 |
| 11/22/2010 | Dave Borrowed for Payroll of 11/24/10 | 422,094.95 | \$3,501,700.47 |
| 12/7/2010 | Dave Borrowed for Payroll/Vendor of 12/7/10 | 783,472.28 | \$2,718,228.19 |

Remainder

| | |
|--------------|----------------|
| \$379,588.48 | \$4,620,411.52 |
| 412,280.87 | \$4,208,130.65 |
| 284,335.23 | \$3,923,795.42 |
| 422,094.95 | \$3,501,700.47 |
| 783,472.28 | \$2,718,228.19 |

| | |
|--|----------------|
| Total borrowed at Claremont Savings Bank | \$2,281,771.81 |
|--|----------------|

| |
|----------------|
| \$2,281,771.81 |
| 1,545.69 |

Interest

| | |
|--------------|----------------|
| TOTAL PAYOFF | \$2,283,317.50 |
|--------------|----------------|

| |
|----------------|
| \$2,283,317.50 |
|----------------|

Pd. Off 12/23/10

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TITLE II COUNTIES

CHAPTER 29 COUNTY TREASURERS AND COUNTY TAXES

Section 29:8

29:8 Borrowing. – Whenever the money in the treasury of any county shall be insufficient to meet the demands upon the same, the treasurer, upon the order of the commissioners with the approval of the executive committee of the county convention, and such approval shall not be given until the treasurer has appeared in person before the committee to testify in support of any such request, may borrow such sum as they shall deem necessary for the purpose, and give the note of the county therefor; provided, however, that if the sum to be borrowed, together with the collected taxes of the same fiscal year, shall exceed by 10 percent the total appropriations made for that year by the county convention, the approval of the county convention for such excess borrowing must be secured, unless the convention has not acted upon the appropriations for the ensuing year. Nothing in this section shall be deemed or construed as authority to exceed appropriations made by the county convention.

Source. CS 24:6. 1843, 34:1. GS 25:8. GL 26:8. PS 28:6. PL 39:8. 1933, 185:1. 1934, 4:1. RL 48:8. RSA 29:8. 1959, 121:1. 1963; 59:1. 1973, 362:1, eff. Aug. 26, 1973.

Motion to Establish TAN Line of Credit

I make a motion, per RSA 29:8, to authorize the Sullivan County Treasurer, to establish, and borrow against, a line of credit with a qualified lender in an amount not to exceed Two Million Dollars (\$2,000,000). The purpose of said borrowing is to satisfy the demands upon the treasury of the Sullivan County in anticipation of tax revenue due on December 17, 2011