

County of Sullivan, NH

Type of meeting: Board of Commissioners Public Meeting Minutes
Date/Time: Tuesday, August 7, 2012; 3:00 PM
Place: Newport, NH – County Administration Building, 14 Main Street, 03773 – 1st Floor Jury Assembly Room

Attendees: Commissioners Bennie Nelson – *Chair*, Jeffrey Barrette – *Vice Chair* and John M. Callum Jr. – *Clerk*, Greg Chanis – *County Administrator*, Sharon Callum – *Administrative Assistant/Minute Taker*.

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

Agenda Item No. 1. County Administrator's Report, Greg Chanis

Agenda Item No. 1.a. FY 12 & FY 13 Budget Updates

Fiscal Year Ending June 30, 2012 Audit: audit in process and going smoothly.

Encumbrances: Mr. Chanis will bring a list of encumbrances to the next meeting. Chanis reviewed the accounting mechanism for encumbrances: if items budgeted in one fiscal year are not paid out by June 30th, and the contract is not started - i.e. capital project, the funds can be encumbered and transferred into the next fiscal year with authorization from the Board. He noted, Commissioners have authority to spend up to the appropriated amount and the Convention can place restrictions on transfers, however, they did not do so this year. Mr. Chanis detailed the account mechanism further:

- Monies unexpended at the end of a fiscal year are termed Unassigned Fund Balance by auditors (aka: unreserved), auditors consider Unassigned Funds as a 'block of money' vs. separate monies for each individual project/item.
- The encumbrances are then moved to Assigned Fund Balance accounts for each Fund that the County maintains (Fund 10, Fund 22, Fund 40) effective 6/30/12. These are classified as asset accounts on the County's Balance Sheet
- In FY '13, encumbered funds are expended through Fund 50 and because these funds are not part of the FY '13 appropriation, these transactions do not appear on the financial statements provided on a monthly basis. Fund 50 monies are spent through the purchase order system with a charge to the appropriate Fund 50 department – i.e. 50.600.21097 DOC Equipment line.
- At the close of the FY '13, any remaining balances in the Assigned Fund Balance accounts are transferred back to the Unassigned Fund Balance account of the general Fund (Fund 10).

Comm. Barrette pointed out it is hard to see Fund 50 in the financial process and he asked about cost reporting, noting, '*Say we encumbered for durable equipment, how does that not get lost?*' Mr. Chanis noted, as long as the firm doing the cost reporting is aware of it, there is no problem.

Comm. Callum noted, at the town level, funds are encumbered through Warrant Articles for specific items, and he expressed concern with the County using encumbered monies in one year, towards a different project in the following year. Both, Mr. Chanis and Comm. Barrette pointed out, per RSA's, counties do not go by Warrant Articles. Comm. Callum requested a copy of the RSA (After the meeting, Mr. Chanis showed Mr. Callum the RSA [Appendix A: Title II Counties: Section 24:15.III]).

Mr. Chanis will also provide FY '12 financials at their next meeting.

Agenda Item No. 1.b. Biomass Chip Project Update
County Administrator, Facilities Director, Wilson Engineering, Dan Kelly from Curran & Woodard, and a representative from the boiler installation firm met this morning to review the boiler equipment list - meeting went well. County received approval for a USDA Forest Service 2012 Hazardous Fuels Woody Biomass Utilization Grant of \$250,000 - approximately 20% of the revenues for the project will come from this grant and the following grants: \$300,000 from NH State Public Utilities Commission and \$75,000 from North Country Resource Conservation & Development Area Inc.

Agenda Item No. 2. Commissioners Report

Agenda Item No. 2.a. Old Business - Community Corrections Center (CCC)
Plaque Wording Decision

The Board reviewed the suggestions distributed at previous meetings and discussed various versions.

3:45 Motion: to go with the wording on the attached [Appendix B.], and add the following text beneath the date: *Dedicated to the taxpayers who built this facility for the betterment of the Sullivan Community.* Made by: Callum Jr. Seconded by: Barrette. Voice vote: All favor.

Agenda Item No. 2.b. New Business - FY12 County Annual Report: Decide on
Commissioners Report and Dedication Page

Commissioners Report - The Board and County Administrator decided to consolidate their reports. Chanis will circulate the draft to the Board.

Dedication - The Board reviewed two suggestions submitted for dedication of the County Annual report:

1. to dedicate it to all retirees
2. to recognize long term employees a listed:

Dube, Melissa	40.00
Wilcox, Linda Jean	35.00
Bonneau, Steven E. Sr.	35.00
Sherman, Barbara S	33.00
Curtis, Sharon E	32.00
Columbia, Cindy	31.00
Baker, Chaunee	30.00
Violette, Doireann	30.00
Fontaine, Laurie M	30.00
Adams, Cynthia	28.00
Ball, William J.	27.00
Rossiter, Karen L.	27.00
Bunker, Janet Mary	27.00
Pelletier, Allan J	26.00
Aiken, Richard M	25.00
Currier, Melissa	25.00
Cook, Mary B	25.00
Courtemanche, Robert	25.00
Keefe, Lori Jean	25.00
St. Sauveur, Renee	24.00
Howe, Monica L	24.00
Leclair, Ann J	23.00
McClay, Sybil	22.00
Stickney, Jane	22.00
Bellefsky, Tammy	20.00
Hicks, Roxanna	20.00
Koski, Elisabeth M	20.00

The Board elected to dedicate the report to the retirees. Mr. Chanis confirmed he'd come up with the wording.

Ms. Callum recommended they recognize long term employees in some form of print. Mr. Mountain suggested recognizing long standing employees with an informal gathering. The Board suggested printing the list, as is, in the *County Chit Chat*, each year, plus have Human Resources include it in their report for the Annual report.

Non Agenda Item Unity Complex: Water Well Update

Mr. Chanis confirmed all tests met state standards; Hydrosorce began State permitting tests; and they anticipate performing a 24 hour pump test soon.

Agenda Item No. 4. Meeting Minutes Review

Agenda Item No. 4.a July 24, 2012 Public Minutes

3:58 Motion: to accept the July 24, 2012 3pm public meeting minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.b July 24, 2012 3:46PM Executive Session Minutes

3:59 Motion: to approve and keep sealed, until matters resolved, the July 24, 2012 3:46 PM Executive Session meeting minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor:

Agenda Item No. 4.c July 24, 2012 4:57PM Executive Session Minutes

4:00 Motion: to approve and release the July 24, 2012 4:57 Executive Session meeting minutes with the spelling correction. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 4.d July 24, 2012 5:17PM Executive Session Minutes

4:01 Motion: to approve and release the 5:17 July 24th Executive Session minutes. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 5. Probable Executive Session Per RSA 91-A:3.e – Possible Litigation Issue Update

4:02 Motion: to go into Executive Session per RSA 91-A:3.e. for a possible litigation issue update. Made by: Barrette. Seconded by: Callum Jr. Roll call vote: All Commissioners voted in favor. Those in Executive Session included: all three Commissioners, County Administrator, and Ms. Callum.

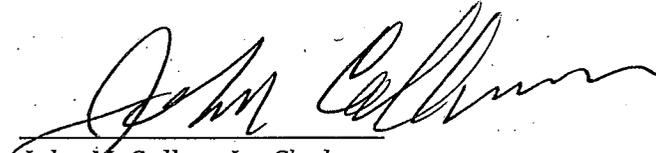
4:17 Motion: to come out of Executive Session. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Agenda Item No. 6. Probable Executive Session Per RSA 91-A:3.II.a - County Administrator Performance Evaluation

The Board tabled the matter to their Aug. 25th meeting to discuss draft goals of the Administrator.

4:19 Motion: to adjourn. Made by: Barrette. Seconded by: Callum Jr. Voice vote: All in favor.

Respectfully submitted,



John M. Callum Jr., Clerk
Board of Commissioners

JMC/sjc

Date minutes approved:

08/21/12



Tuesday August 7th, 2012

Sullivan County NH, Board of Commissioners

Business Meeting

AGENDA

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

- | | | |
|-------------------|----|---|
| 3:00 PM – 3:20 PM | 1. | County Administrator's Report, <i>Greg Chanis</i> <ul style="list-style-type: none">a. FY12 & FY13 Budget Updatesb. Biomass Chip Project Updatec. Any other old or new business |
| 3:20 PM – 3:40 PM | 2. | Commissioners' Report <ul style="list-style-type: none">a. Old Business<ul style="list-style-type: none">i. Community Corrections Plaque Wording Decisionb. New Business<ul style="list-style-type: none">i. FY12 County Annual Report: Decide on Commissioners Report and Dedication Page |
| 3:40 PM – 3:55 PM | 3. | Public Participation |
| 3:55 PM – 4:00 PM | 4. | Meeting Minutes Review <ul style="list-style-type: none">a. July 24, Public Meetingb. July 24, 3:46PM Executive Session Meetingc. July 24, 4:57PM Executive Session Meetingd. July 24, 5:17PM Executive Session Meeting |
| 4:00 PM – 4:30 PM | 5. | Probable Executive Session Per RSA 91-A:3.II. e. & Possible Litigation Issue Update |
| 4:30 PM – 5:00 PM | 6. | Probable Executive Session Per RSA 91-A:3.II.a. – County Administrator Performance Evaluation |
| 5:00 PM | 7. | 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.

Appendix A

TITLE II COUNTIES

CHAPTER 24 COUNTY CONVENTIONS

Meetings

Section 24:15

24:15 Exceeding Appropriations. –

I. No county commissioner, or elected or appointed county officer, shall pay, or agree to pay, or incur any liability for the payment of, any sum of money for which the county convention has made no appropriation, or in excess of any appropriation so made except for the payment of judgments rendered against the county.

II. In the case of an emergency, the county commissioners, or an elected or appointed county officer, may apply to the executive committee, which, after a public hearing, may grant to the county commissioners or officer authority in writing to make such emergency payment.

III. Unless otherwise ordered by the county convention, under RSA 24:14, whenever it appears that the amount appropriated for a specific purpose will not be used in whole or in part for such purpose, the county commissioners may use such sum to augment other appropriations, if necessary, provided the total payments for all purposes do not exceed the total sum of appropriations in any year made by the county convention.

IV. If any county commissioner, or elected or appointed county officer, is found in a prosecution for violation of RSA 643:1 to have paid or incurred any liability for the payment of any sum of money contrary to this section, it shall be prima facie evidence that such county commissioner or officer has knowingly refrained from performing a duty imposed by law.

Source. 1951, 73:1, par. 7-a. RSA 24:15. 1961, 142:2. 1975, 297:1. 1995, 134:9, eff. May 24, 1995.

SULLIVAN COUNTY, NH
DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS CENTER

AUGUST 2010

*DEDICATED TO THE TAXPAYERS WHO BUILT THIS
FACILITY FOR THE BETTERMENT OF THE SULLIVAN
COUNTY COMMUNITY*

BOARD OF COMMISSIONERS

Jeffrey Barrette – Chair
Bennie Nelson – Vice Chair
Ethel Jarvis – Clerk

COUNTY ADMINISTRATOR
Greg Chanis

DOC SUPERINTENDENT
Ross L. Cunningham

ARCHITECT
SMP Architects

CONSTRUCTION MANAGER
North Branch Construction