County of Sullivan, NH
DELEGATION MEETING MINUTES
May 29, 2014, 6:00 PM

Meeting Place:
County Administration Building
1st Floor Commissioners Conference Room
14 Main Street, Newport, NH, 03743

Delegates Present: John Cloutier, Chair | District 10; Cynthia Sweeney, Vice Chair | District 8; Sue Gottling, Executive Finance Committee (EFC) Chair | District 2; Virginia Irwin, EFC | District 6; Jim Grenier, EFC | District 7; Joe Osgood, District 4; Skip Rollins, District 6; Andrew Scott O'Hearne, District 3; and Steven Smith, District 11.

Delegates Absent from Meeting: Andy Schmidt, Clerk | District 1; Raymond Gagnon, EFC | District 5; Benjamin Lefebvre, District 1; and Linda Tanner, District 9.

Others Present: Jessie Levine, County Manager; High County Sheriff Michael Prozzo; Marc Hathaway, County Attorney; Captain John Simonds, Sheriff's Office; Gayle Hedrington WNTK 99.7 Reporter; and Sharon Callum, Minute Taker/Commissioners Office Administrative Assistant.

6:00 p.m. The Chair, John Cloutier, called the meeting to order and thanked all for attending.

Agenda Item No. 1 Set Elected Official Salaries
The Chair turned the meeting over to EFC Chair Gottling to hear EFC elected official salary recommendations.

EFC Chair Gottling presented a document [Appendix A] reflecting:

- the elected official positions for Commissioners, Treasurer, Register of Deeds, County Attorney and County Sheriff,
- the Sullivan 2014 salaries,
- Budget FY2015,
- Recommended Cal. Year 2015,
- Budget FY2016, and
- Recommended Cal. Year 2016.

She noted, EFC members, upon advice from the County Sheriff and after speaking with the County Attorney, increased the County Attorney salary and reduced the salary for the incoming new Sheriff; the rest of the elected positions saw a minimal increase; and, they left the Registry of Deeds salary unchanged.

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Delegate Sweeney questioned if the bottom line of the EFC recommended County budget, due to the proposed elected salary changes, would result in an increase to county tax payers or be flat lined. Gottling noted the EFC was not finished with their budget review, but any increase would be minimal, and, the proposed elected official salary changes would not cause an increase in taxes. Gottling pointed out a Cost of Living Allowance was built into the second year and reflected in the amounts shown on the document.

6:03 p.m. Gayle Hedrington joined the meeting in progress.

Delegate Smith questioned why the salaries reflected in the '*Recommended*' columns was higher than numbers shown in the '*Budgeted*' columns for each year. Delegate Irwin noted this was reflecting the proposed salary increases. Delegate Gottling pointed out that elected official salaries were based on a Calendar Year (CY) and the County Budget 2015 reflected a Fiscal Year (FY); therefore, the Budget FY2015 would reflect six months at the salary previously set by Delegates, plus, six months at the new rate; and the FY2016 column reflects the new salary rate.

Delegate Cloutier asked if their recommendations for each position were based on a percentage increase. Gottling noted they were not dealing with percentages, had used current figures received from each NH county, plus, considered that the County Attorney's Office had two attorneys whose salaries were coming close to the elected County Attorney salary, therefore, they wanted to recommend a salary differential that befitted his position. Delegate Grenier added, '*in comparison to other counties and the job Mr. Hathaway does*' for the County '*... its high time he got the money*'.

The Chair entertained a motion.
6:07 Motion: to accept salaries as proposed by the Executive Finance Committee. Made by: Sweeney. Seconded by: Irwin. The Chair requested a roll call vote. Those voting YES were: Gottling, Grenier, Irwin, O'Hearne, Osgood, Rollins, Smith, Sweeney and Cloutier. Absent from the vote were: Gagnon, Lefebvre, Schmidt, Tanner. The motion carried with nine (9) voting YES.

The Chair noted there were two sets of meeting minutes to review and ratify, and entertained a motion. Delegate Irwin requested they do a motion for each separately.

6:09 Motion: we accept the November 15, 2013 meeting minutes at Valley Regional Hospital. Made by: Sweeney. Seconded by: A voice vote was called for by the Chair. There were no Nays. Those abstaining from the vote were: Irwin, Gottling, O'Hearne and Rollins. Five (5) voted in favor of the motion. The motion carried with the majority.

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6:10 Motion: we accept the March 12, 2014 meeting minutes as presented. Motion made by: Irwin. Seconded by: Sweeney. A voice vote was called for by the Chair. Those abstaining from the motion were: O'Hearne. Everyone else voted in favor of the motion. The motion carried with the majority.

Upcoming Event Announcement:

The Chair noted the annual County Pancake Breakfast was scheduled for Sunday, June 8, 8AM to 11AM in Unity and would include free pancakes and table displays from various county departments. Ms. Callum added there would be tours of the biomass facility and new Natural Resources High Tunnels.

The Chair noted the Public Hearing for the Commissioners recommended FY15 County Budget would be held Monday, June 9, 6:30 PM at the Claremont Sugar River Valley Regional Technical Center, Business Community Room. Delegate Irwin expressed concern related to appropriate seating for public, as she had attended a previous event there and the public was forced to stand or sit in other areas. She added, the Delegates are there to listen and do not need much room. Ms. Levine confirmed she would ensure the room was set up appropriately. The Chair anticipates making the County Convention date announcement at the public hearing. After a brief discussion among Delegates about suggested Convention dates, the Chair requested Ms. Callum to check on availability of the Sugar River Bank Community Room and Newport Sugar River Valley Regional Technical Center Lou Thompson Room on Tuesday, June 24, 2014 at 6:00PM. Gottling confirmed the EFC meets tomorrow and will have a better idea of the final budget recommendations. Levine confirmed the only outstanding matter related to the budget pertained to pending labor negotiations. The Chair noted the proposed agenda would include a presentation of the EFC proposed budget recommendations, vote on the budget, make a motion to accept funds throughout the year, and set a date to ratify the Convention minutes, as, under state law, minutes of the budget approval need to be ratified within 30 days of passing the budget. The Chair requested the Convention be broadcasted live.

The Chair asked if anyone had other comments.

County Manager Levine pointed out that each Delegate received a binder holding the Commissioners' proposed Fiscal Year 2015 budget recommendations and a memo [Appendix B] summarizing the changes; this is the budget being presented at the June 9, 2014 public hearing; if anyone has questions let her know.

Delegate Gottling asked Levine if she would like to talk a little bit about the health insurance change reflected in the budget.

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Ms. Levine noted the County was actively in labor negotiations; the County Attorney is the lead negotiator; the County engaged a consultant, prior to her coming on board as County Manager in January, to make sure they were in compliance with the Affordable Care Act (ACA); they found there was exposure, therefore, went out to bid for health insurance in February; as a result, Health Trust, formally known as Local Government Center, proposed competitive rates on a number of plans. She noted, the best plan was a HMO with high deductions, with site of service offering; premiums for Single coverage would drop from $994 to $560; and, compounded with a Family plan it was worth looking at. Levine noted, the county's current plan offers a $15 co-pay; they did calculations, and by increasing the co-pay to $25, and using a $3,000 deductible, with County paying for a portion of the deductible to allow the employee to keep the same deductible from the current insurance, both County and employee would save money on premiums for the new health insurance. She noted, the commission voted to move non-union employees to the new health insurance plan effective July 1, 2014; the Union voted as a side bar agreement outside of union negotiations; the change results in a 30% savings, $800,000, for the County and significant savings for employees; Union members will save $3,600 per year on a Family plan; this resolves ACA compliance issues. Gottling noted, she felt it was important for the Delegation members to hear this information prior to the public hearing. The Chair commended the County Manager and Commission on the savings. Levine noted they had not expected the savings to be so high and commended the Union for getting their membership on board. Gottling pointed out, even if union negotiation parties do not come to an agreement, EFC has built in funding so that they do not have to search for funds at a later date.

6:28 Motion: we adjourn the meeting. Made by: Sweeney. Seconded by: O'Hearne. A voice vote was taken with all voting in favor.

Respectfully submitted,

_____

Andy Schmidt, Delegation Clerk

Date minutes approved: _____

DRAFT

Sullivan County State Delegation
Full Delegation

Meeting Notice & Agenda

Date: Thursday, May 15, 2014

To: Sullivan County Delegation Members

From: John Cloutier, Delegation Chair

Cc: Delegation Members
Board of Commissioners
County Manager
Public

Dear Delegation Members,

The Sullivan County Delegation will convene:

Thursday, May 29, 2014, 6:00 PM

Place: Remington Woodhull County Complex
County Administration Building
Commissioners Conference Room – First Floor
14 Main Street
Newport NH 03773

Agenda Item 1 Set Elected Officials Salaries
Agenda Item 2 Any Other New or Old Business

Memo Distribution List
Delegation Members: John Cloutier - Chair, Cynthia Sweeney – V. Chair, Andy Schmidt – Clerk / EFC Member, Ray Gagnon – EFC Member, Virginia Irwin – EFC Member, Jim Grenier – EFC Member, Ben Lefebvre, Skip Rollins, Andrew O'Hearne, Steve Smith, Joe Osgood and Linda Tanner.
County Commissioners: Jeffrey Barrette –Chair, Bennie Nelson – Vice Chair, and Ethel Jarvis – Clerk.
County Manager: Jessie Levine

Notice posted at the: County Commissioners Office window in Newport, Sullivan County Health Care and Department of Corrections bulletin boards in Unity, at the County's website: www.sullivancountynh.gov and distributed by e-mail to press/media, and each Town Clerks Office and Claremont City Hall in the county Sullivan.

APPENDIX A

Elected Official Salaries
(proposed by EFC)

Elected Officials	SULLIVAN 2014	Budget FY2015	Recommended Cal. Year 2015	Budget FY2016	Recommended Cal. Year 2016
Commissioner (Chair)	$ 9,885	9,943	$ 10,000	10,070	10,140
Commissioner	$ 9,885	9,943	$ 10,000	10,070	10,140
Treasurer	$ 4,965	4,983	$ 5,000	5,035	5,070
Register of Deeds	$ 55,788	55,788	$ 55,788	56,179	56,569
County Attorney	$ 78,895	80,948	$ 83,000	83,581	84,162
County Sheriff	$ 67,300	64,650	$ 62,000	62,434	62,868

APPENDIX B

Sharon Callum

From: Jessie Levine <jlevine@sullivancountynh.gov>
Sent: Thursday, May 29, 2014 11:25 AM
To: Seth Wilner; 'John Cressy'; Lionel Chute; 'Marc Hathaway-Cnty Atr.'; 'Peter Farrand-HR Dir.'; 'R.Cunningham-DOC Supt'; 'Sharron King'; 'Sheriff Michael Prozzo'; 'Ted J. Purdy-SCHC Admin'
Cc: Sharon Callum; Dodi Violette; 'Kirsten Skeie'; 'Comm. Bennie Nelson'; 'Comm. Ethel Jarvis'; 'Comm. Jeff Barrette'; 'Rep. Andy Schmidt'; 'Rep. Andy Schmidt'; 'Rep. Biddy Irwin - Town & County Matters'; 'Rep. Gagnon'; 'Rep. Gagnon'; 'Rep. James Grenier'; 'Rep. John Cloutier'; 'Rep. Suzanne Gottling'
Subject: Memo outlining Board of Commissioners' Budget
Attachments: ME on Commissioners FY15 budget 5-28-14.docx

Hi all –

The attached memo explaining the Board of Commissioners' proposed FY2015 budget will be included in the budget binders that will be distributed to delegation members tonight and subject to the public hearing on June 9. I have also shared a copy of this memo with Patrick Grady of the Valley News.

Please let me know if you have any questions or note anything that should be corrected in the memo.

Thanks!

Jessie

Jessie W. Levine
County Manager
Sullivan County
14 Main Street
Newport, NH 03773
(603)863-2560 ext. 101
www.sullivancountynh.gov

MEMORANDUM

To: Sullivan County Delegation

From: Jessie W. Levine, Sullivan County Manager

Date: May 29, 2014

Re: Sullivan County Board of Commissioners' Proposed FY2015 Budget

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Enclosed please find the Board of Commissioners' proposed budget for FY2015. The total appropriations budget is **$29,823,386**, which is just under a 3% reduction from the approved FY2014 budget of $30,730,122. However, the FY2014 budget included $1.5 million in financing related to the biomass project, which inflated appropriations and revenues in that year. Without the $1.5 million, FY2014 appropriations were $29,230,122, and therefore the Commissioners' proposed FY2015 budget reflects a net operating increase of approximately **$593,000**.

That said, as shown below, the portion of the Commissioners' proposed budget that would impact property taxes has increased by only **$128,515**, which is less than a 1% increase in property taxes for the Sullivan County communities. *For a home in Sullivan County valued at $150,000, this budget would increase the property tax bill by $4.50.*

	% Proportion of County (2013)	Apportionment of County Budget FY2014	Est. Apportionment of County Budget FY2015	Municipal Grand List 2013	County Tax FY2014	Est. County Tax FY2015
Acworth	2.2593%	313,723	316,621	$ 95,107,940	3.30	3.33
Charlestown	6.0419%	838,949	846,719	$ 271,276,694	3.09	3.12
Claremont	16.8462%	2,339,198	2,360,846	$ 787,313,508	2.97	3.00
Cornish	4.1443%	575,457	580,787	$ 185,970,659	3.09	3.12
Croydon	2.0592%	285,934	288,579	$ 93,645,145	3.05	3.08
Goshen	1.5934%	221,251	223,301	$ 76,196,955	2.90	2.93
Grantham	10.4375%	1,449,314	1,462,724	$ 515,125,870	2.81	2.84
Langdon	1.3390%	185,926	187,649	$ 61,153,302	3.04	3.07
Lempster	3.3241%	461,570	465,843	$ 161,301,336	2.86	2.89
Newport	9.2711%	1,287,355	1,299,263	$ 420,701,883	3.06	3.09
Plainfield	6.0101%	834,544	842,263	$ 259,904,713	3.21	3.24
Springfield	4.0385%	560,770	565,960	$ 200,707,622	2.79	2.82
Sunapee	25.3470%	3,519,582	3,552,158	$ 1,150,960,231	3.06	3.09
Unity	2.6274%	364,825	368,207	$ 133,380,114	2.74	2.76
Washington	4.6610%	647,205	653,198	$ 226,014,149	2.86	2.89
Total		**$13,885,603**	**$14,014,118**	$ 4,638,760,121		

Notable changes reflected in the proposed budget include:

1. Revenues: In the General Fund, the Board of Commissioners recommends the use of $709,100 of undesignated fund balance to pay for the capital projects listed in paragraph 8, below (in FY2014, $1,090,500 in fund balance was used for capital projects and to reduce the property tax increase). In "Fund 40," which is the enterprise fund for Sullivan County Health

Care, budgeted revenues are projected to increase by 6.4%, largely the result of estimated increases in revenue from Medicaid and the State of NH Proportionment Share Fund.

2. Health Insurance: Facing a 4-6% increase in health insurance premiums for its employees, Sullivan County went out to bid for health insurance in February. In April, the Board of Commissioners voted to change health insurance plans to a high deductible, site-of-service HMO plan offered by Anthem through HealthTrust, one of the State's public employer insurance pools. Members of the AFSCME union subsequently voted to accept the proposed health plan, reducing the health insurance budget by roughly 30% and saving money for employees. The reduction in health premiums is evident throughout the County budget (the County's cost for funding the deductible and the related third party administration are reflected in the increase in the Human Resources budget).

3. Information Technology Consulting Services: In the past, information technology support has been budgeted separately in each department and has totaled about $40,000, not including hardware and peripherals. Following a request for proposals process, the County changed vendors and consolidated IT spending into the administrative portion of the budget, which shows an increase of $140,000 for this purpose. It is fully expected that this budget will drop after the initial year of assessment, planning, and implementation of the consultant's recommendations. Already, efficiencies have been identified that will reduce future costs for software, backup systems, broadband connections, etc.

4. Human Services: Counties in New Hampshire are responsible for the non-federal share of long-term care for seniors, whether they are residents of the nursing home, another long-term care facility, or receiving home care. This is an annual cost to taxpayers of more than $5 million, and the proposed FY2015 budget contains an estimated increase of $459,365.

5. Audit: Proposals for audits and Medicaid/Medicare cost reporting were lower than in previous years, allowing us to reduce the budget for those purposes.

6. Implied Transfer: In FY2014, the implied transfer -- which is the amount of taxpayer funds needed to cover the anticipated reimbursement shortfall of Sullivan County Health Care – was approximately $1.9 million. In FY2015, due to cost savings from employee health insurance and anticipated revenue increases for resident care, the implied transfer has been reduced to about $300,000.

7. New Positions: The proposed FY2015 budget includes three additional full-time employees: 1) an additional support staff position in the County Attorney's office; 2) an additional laundry worker at the Nursing Home; and 3) the change of a facilities maintenance position from part-time to full-time for the Facilities Department in Unity.

8. Capital Projects: The following in capital projects are included in the proposed FY2015 budget, the cost of which will be offset by the use of undesignated fund balance ($709,100):

	Amount	Project
DOC: Flooring	$18,000	Remove and replace asbestos tile in medical, laundry, and main hall of jail. Includes cost of required asbestos testing.
Woodhull: Carpeting	$10,000	Replace carpeting on third floor (Probate Court).
Unity: Hay Barn Renovation	$5,000	For completion of hay barn renovation
Unity: Paving Project	$325,000	To be added to the $175,000 set aside from assigned fund balance from FY2013 for Unity complex paving project, including permitting.
Unity: Sugar House Roof	$9,500	Existing roof leaks, causing damage to equipment
SCHC: HVAC Controls	$5,000	Upgrade software for HVAC system controls
SCHC: Laundry Dryer Vents	$25,000	Upgrade venting system to improve dryer performance and shorten cycle time
SCHC: Stearns Foundation	$10,000	Fix leak in foundation
SCHC: Stearns Roof	$210,000	This winter was particularly hard on the Stearns building roof and sunroom roof, causing more leaks to the boiler room (which now contains more sophisticated equipment that should be protected). Project to be combined with Sanders roof funded by assigned fund balance from FY2013.
SCHC: New Vehicle	$4,800	Replace 2003 Ford Taurus wagon used for patient transport with three-year leased Subaru Outback (cost reflects one-year of lease payments).
SCHC: Nurse Station Counter	$2,000	Replace countertop
SCHC: Feasibility Study	$25,000	To fund feasibility/market study for nursing home
SCHC: Misc. Equipment	$59,800	Bladder scanner; furniture; resident beds; network server
	$709,100	

The following table provides a further breakdown of significant budget changes, by department.

FY2015 – Summary of Significant Budget Changes

Department	Change	Description
Commissioners' Office 10.400	$140,000	One of the Commissioners' goals was to assess IT functions, improve services, and plan for the future. The budget includes $140,000 to accomplish this county-wide (other departmental budgets have been reduced by the amount of their previous IT contracts, approx. $40,000).
Natural Resources	$27,500	This is the first budget following the first full-year of this new department, and the budget reflects projects for the management of

Department	Change	Description
10.406		County land: • Install dock on fire pond for nursing home resident enjoyment, fishing, and overall beautification ($2,000); • Gate, parking and signage at Marshall Pond ($1400); • Field maintenance ($4800, anticipated to be annual expense for first few years of field reclamation); • Repair fence around orchard (2,000); • Repair root cellar to enable use ($2,750); • Fix Spooner Rd intersection & related access improvements ($4,500); • Remove trailer from Unity Mountain Forest ($2,600); • Demonstration landscaping at Unity complex ($5,000); and • Engage summer interns for above projects and others ($2,500).
Emergency Reserve Fund 10.407	$10,000	Given the unexpected and costly repairs to the HVAC system at the Woodhull complex that overspent the FY2014 emergency reserve fund, proposed budget increases emergency fund for FY2015 from $10,000 to $25,000.
Cooperative Extension 10.475	$15,934	Slight increase due to salary/benefits and overlap of staff in advance retirement of administrative assistant. Bulk of increase is related to building costs (propane, internet) that had not previously been budgeted (94% reimbursed by UNHCE).
County Grants 10.861	$4,500	See chart below reflecting proposed grants to community organizations.
Bonded Dept 10.970	$32,428	Reflects first full year of biomass debt payments ($226,000/year).
SCHC Administration 40.500	$112,000	Primarily for increase in Medicaid bed tax ($99,000), and also requested increases for certain contract services.

COMMUNITY ORGANIZATION GRANT REQUESTS	FY2014 Final Budget	FY2015 Grant Requested	FY2015 Commission Budget
Good Beginnings of Sullivan County	$27,500	$30,000	$30,000
West Central Behavioral Health	$10,000	$10,000	$10,000
Lake Sunapee Area Mediation Program	$7,500	$10,000	$7,500
His Helping Hands of Claremont		$12,500	$6,000
Big Brothers Big Sister of Western New Hampshire	$5,000	$7,500	$7,500
Turning Points Network	$55,000	$60,000	$60,000
RSVP Bone Builders		$2,408	$0
Community Alliance of Human Services: Family Services	$25,000	$30,000	$25,000
Community Alliance of Human Services: Transportation	$30,000	$32,250	$25,000
Road to Independence	$1,500	$2,500	$0
Claremont Soup Kitchen	$15,000	$17,000	$15,000
TOTAL FY 15 REQUEST	$181,500	$214,158	**$186,000**

SULLIVAN COUNTY NH – STATE / COUNTY DELEGATION

ATTENDANCE SHEET

DATE OF MEETING: May 29, 2014 – 6:00 PM

LOCATION OF MEETING: Newport, Remington Woodhull Building, 1st Floor

TYPE OF MEETING *(Full Delegation, Executive Finance, Special and type):*

Full Delegation Meeting

Directions: Please sign beside your name below and place a check mark in the appropriate column if you attended the Executive Finance Committee Meeting and / or Full Delegation Meeting.

Please return this sheet at the end of the meeting to Commissioners Office staff. Thank you.

REPRESENTATIVE NAME	*EFC* ✔	*FULL MEETING* ✔	*SIGNATURE*
Rep. John Cloutier		✓	John R. Cloutier
Rep. Ray Gagnon			
Rep. Sue Gottling		✓	Sue Gottling
Rep. Jim Grenier			Jim Grenier
Rep. Virginia Irwin			Virginia O'Brien Irwin
Rep. Benjamin Lefebvre			
Rep. Andrew O'Hearne		✓	Andrew J. O'Hearne
Rep. Joe Osgood		✓	Joe Osgood
Rep. Skip Rollins		✓	Skip Rollins
Rep. Andy Schmidt			
Rep. Steve Smith		✓	
Rep. Cynthia Sweeney		✗	Cynthia Sweeney
Rep. Linda Tanner			

CC: Dod. V.

SULLIVAN COUNTY NH – STATE / COUNTY DELEGATION

MOTION AND VOTING SHEET

DATE: 5-29-14 **TIME:** 6:08

Motion: Move To accept salaries as proposed by The Finance Committee

MOTION MADE BY: Sweeney

MOTION SECONDED BY: Irwin

MOTION: CARRIED [X] **DEFEATED** [ ] OR, **TIED** [ ]

WAS THERE DISCUSSION? YES [X] **NO** [ ]

TYPE OF VOTE (Either / Or of the following)

VOICE VOTE - YES / NO [ ]

ROLL CALL [ ] If roll call vote, check mark name below

REPRESENTATIVE NAME	YES	NO
Cloutier, John	✓	
Gagnon, Ray a		
Gottling, Sue	✓	
Grenier, Jim	✓	
Irwin, Virginia ~~X~~	✓	
Lefebvre, Benjamin a		
O'Hearne, Andrew Scott	✓	
Osgood, Joe	✓	
Rollins, Skip	✓	
Schmidt, Andy a		
Smith, Steve	✓	
Sweeney, Cynthia	✓	
Tanner, Linda a	~~✓~~	