

**County of Sullivan, NH**

**Type of Meeting:** Board of Commissioners Regular Business Meeting -  
Public Minutes  
**Date/Time:** Tuesday, July 10, 2012; 3:00 PM  
**Place:** Newport, NH - Remington Woodhull County Complex,  
County Administration Building, 14 Main Street, 1<sup>st</sup> Floor  
Commissioners Conference Room

**Attendees:** Commissioners Bennie Nelson - Chair, Jeffrey Barrette - Vice Chair  
and John M. Callum Jr. - Clerk, Greg Chanis - County Administrator,  
John Cressy - Facilities & Operations Director, Tom Wilson - Wilson  
Engineering Services (WES), Sharon Callum - Administrative  
Assistant/Minute Taker.

**Other attendees:** State County Delegates Paul LaCasse and Charlene Marcotte  
Lovett.

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

Agenda Item No. 1.a. FY12 & FY13 Budget Updates

County is in the process of transitioning from FY12 to FY13. They are working on  
FY12 encumbrances. They will have more information pertaining to past due  
balances/write offs at the July 24<sup>th</sup> meeting. The Convention approved the FY13  
budget at the June 25<sup>th</sup> Convention and recently approved the minutes from the  
Convention - Commissioners Office will complete the MS42 and contact the Clerk  
and Chair to sign the document.

Non Agenda Item Capital Reserve Fund (CRF) Committee

Chanis noted Representatives Lovett, Gagnon and Cunningham will meet with him  
Monday to draft a proposal for establishment of a CRF. Rep. Lovett indicated the  
sub-committee will look at:

1. other NH county's CRF's - history and issues surrounding establishment of
2. when to hold the public hearing(s) and statutes regarding the notice wording  
and purpose - Delegation Chair recommends hearing after Labor Day.

Lovett noted 100<sup>th</sup> of 1% of base valuation of county: \$477,009, was last year's  
value, which is the maximum that can be transferred out of the CRF in one year; if  
the County transferred max to CRF it would leave the County with a 2.1 million fund  
balance - that balance represents 7.38 % and NH State DRA recommends 5-10%.  
Chanis indicated ProShare came in over budget; they are projecting \$810,000  
shortfall in revenue at the nursing home, therefore, projected net would be  
\$400,000, and will more than make up in savings and expense; he anticipates fund  
balance to increase slightly from last year, but will need to factor in encumbrances  
and fund balance being used on other items; he noted, the CRF could be proposed in

future budget, or delegation could add it at a later date to budget; if Commissioners proposed it, their public hearing would satisfy the public hearing aspect.

Non Agenda Item                      FY12 County Audit

The FY '12 audit is scheduled for the week of August 6<sup>th</sup>, anticipate draft by end of August, with finalization in mid-September.

Non Agenda Item                      Newport Parking Lot

The County closed on the transfer of ownership of the parking lot [Rugers Parking Lot located at Main & Sunapee streets] July 2<sup>nd</sup>; will receive deed soon. They've contacted Newport Town Manager to schedule a meeting to discuss an agreement to combine the upkeep of court house and parking lot. County will also be negotiating a new lease rate with NH State for court space, soon.

**Agenda Item No. 2.                      Commissioners' Report**

Agenda Item No. 2.a.                      Old Business

The Board decided to schedule tours of the County complex for selectmen to take place in September, when the Ahern Building is cooler – Commissioners Office will check municipality meeting dates.

**Agenda Item No. 3.                      Public participation**

No public participation.

**Agenda Item No. 4.                      Meeting Minutes Review**

Agenda Item No. 4.a.                      June 19<sup>th</sup>, 2012 Public Meeting Minutes

**3:19 Motion: to accept, as written, the June 19<sup>th</sup> Public Meeting 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.II.c. & d.  
– Pending Contract Issue**

**3:20 Motion: to go into Executive Session Per RSA91-A:3.II. c & d to discuss a pending contract issue. Made by: Barrette. Seconded by: Callum Jr.  
Discussion: those invited into Executive Session were: Rep. LaCasse and Lovett, County Administrator and Minute Taker. Roll call vote taken: All three Commissioners voted in favor.**

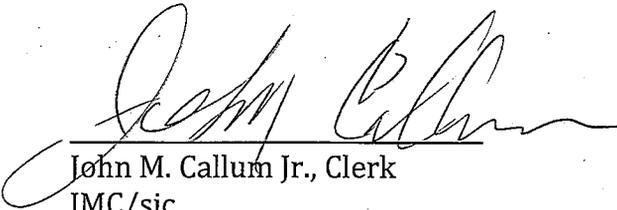
**4:27 Motion: to come out of Executive Session. Made by: Barrette.  
Seconded by: Callum Jr. Voice vote: All in favor.**

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

The Board tabled discussions to the July 24<sup>th</sup> meeting.

**4:29 Motion: adjourn meeting. Made by: Barrette. Seconded by: Callum Jr.  
Voice vote: All in favor.**

Respectfully submitted,



John M. Callum Jr., Clerk  
JMC/sjc

Date minutes approved: July 24, 2012 Meeting



**Tuesday July 10, 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><br>a. FY12 & FY13 Budget Updates<br>b. Newport Parking Lot Update |
| 3:20 PM – 3:40 PM | 2. | Commissioners' Report<br>a. Old Business<br>b. New Business   |
| 3:40 PM – 3:55 PM | 3. | Public Participation  |
| 3:55 PM – 4:00 PM | 4. | Meeting Minutes Review<br>a. Jun 19 <sup>th</sup> , 2012 Public Meeting Minutes & DOC<br>Tour Notes                 |
| 4:00 PM – 4:30 PM | 5. | Probable Executive Session Per RSA 91-A:3.II. c. &<br>D: pending contract issue                                     |
| 4:30 PM – 5:00 PM | 6. | Probable Executive Session Per RSA 91-<br>A:3.II.a. – County Administrator Performance<br>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.



*Upcoming Events / Meetings:*

- **July 24<sup>th</sup> Tue.**      **Next Board of Commissioners Regular Business**
  - **Time:**            **3 PM Regular Meeting**
  - **Place:**            Unity County Complex, 5 Nursing Home Drive,  
Sullivan County Health Care Facility, 1<sup>st</sup> Floor, Frank Smith Living  
Room