

**Sullivan County, New Hampshire**  
**DELEGATION ANNUAL CONVENTION MINUTES**  
**June 24, 2014**

*Sugar River Valley Regional Technical Center*  
*Louis Thompson Community Room*  
*243 North Main Street, Newport, NH, 03773*

**Delegates Present:** John Cloutier, Chair, District 10; Andy Schmidt, Clerk, District 1 (arrived later in meeting); Cynthia Sweeney, Vice Chair, District 8; Sue Gottling, Executive Finance Committee (EFC) Chair, District 2; Jim Grenier, EFC, District 7; Virginia Irwin, EFC, District 6; Raymond Gagnon, EFC, District 5; Andrew Scott O’Hearne, District 3; Skip Rollins, District 6; Joe Osgood, District 4; Steve Smith, District 11; and Linda Tanner, District 9.

**Delegates Absent:** Benjamin Lefebvre, District 1.

**County & State Personnel Present:** County Commissioners Jeffrey Barrette, Chair and Bennie Nelson, Vice Chair; Jessie Levine, County Manager; Marc Hathaway, County Attorney; Sharron King, Registrar of Deeds; Ted Purdy, Sullivan County Health Care Administrator; Ross L. Cunningham, Department of Corrections Superintendent; Peter Farrand, Human Resources Director; Lionel Chute, Natural Resources Director; John Cressy, Facilities & Operations Director; Dode Gladders, UNH Cooperative Extension Forester; Chaunee Baker, Deputy Registrar of Deeds; Debra Searles, Attorney’s Office Secretary; and Sharon Callum, Minute Taker/Commissioners Office Administrative Assistant.

**Public Present:** Larry Converse, Claremont Citizen; Archie Mountain, Eagle Times news reporter; and Steve Cunningham, Croydon Selectman.

**6:00 PM** The Chair, John Cloutier, called the meeting to order. Representative Tanner led all in the *Pledge of Allegiance*.

**Agenda Item No. 1. Welcome & Introductions**

The Chair, Delegate John Cloutier, thanked all for attending, as well as to those watching live on NCTV access cable.

The Delegation members introduced themselves and noted the Ward or District they represented.

The County department heads and elected officials introduced themselves. Commissioner Nelson noted Commissioner Jarvis may not be here this evening and Commissioner Barrette had been detained (he arrived shortly thereafter and introduced himself).

**Agenda Item No. 2. Recognition of Retiring Officials:** The Delegation Chair recognized two retiring elected officials:

- Sharron King, County Registrar of Deeds. The Chair expressed appreciation, to Ms. King, on behalf of the Delegation, for her 30 years of service as Registrar, for bringing in

money for the County, and for her care with figures. He noted she had served as a member of Claremont City Council and thanked her for her service in the county and wished her well in future endeavors. Registrar King thanked the Delegation and Commissioners for standing by her, for taking a good hard look at the budget with her, and for their support in preserving county records for future generations to use.

- High County Sheriff Michael Prozzo. The Chair thanked Sheriff Prozzo, on behalf of the Delegation, for his 20 years of service, being an excellent resource, very knowledgeable, and always willing to meet with the Delegates as a group or with them individually. He also commended Prozzo for the years of service on the Claremont Police Department, as well as being a member of the Claremont City Council, and wished him the best of luck in future endeavors. Sheriff Prozzo thanked the Delegation, noted he had worked with many of them for many years, that it had been a pleasure to serve in Sullivan County, the County was fortunate to have the people they have and the employees who work here do a great job. He noted, he “had a great ride and great time” and thanked all for their support.

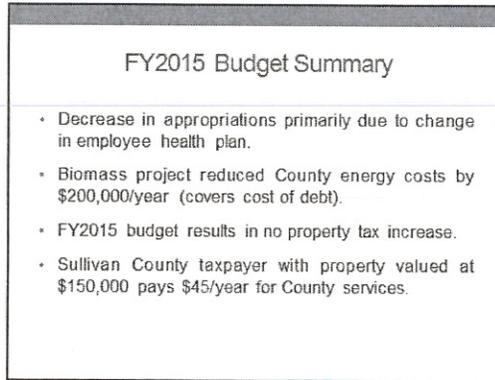
**Agenda Item No. 3. Executive Finance Committee (EFC) Presentation of the FY15 Budget**

The Chair turned the meeting over to EFC Chair, Suzanne Gottling, who reviewed a PowerPoint presentation. Delegate Gottling thanked the Commissioners and new County Manager, who has been incredible finding out how to do the job. The EFC was cooperative and worked well together. She also thanked the DOC Superintendent and SCHC Administrator and all the other folks; the County is in a healthy position and they want to keep it that way. They’ve all worked on the infrastructure and keeping excellent employees.

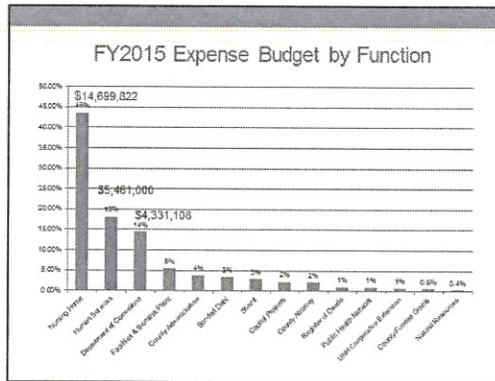
**Slide 1:** Gottling highlighted the 3.1% decrease in appropriations from the previous year and indicated the Fund Balance is in good condition. They are using Fund Balance for capital projects and will recommend using an additional \$5,000 of Fund Balance to reduce the tax rate, as the EFC’s goal is to avoid raising taxes.

	FY2014 FINAL Delegation Budget	FY2015 PROPOSED EFC Budget	
Appropriations	\$30,730,122	\$29,788,594	-3.1%
Non-Property Tax Revenue	\$15,754,019	\$15,099,008	
Fund Balance for Capital Projects	\$(840,500)	\$(709,100)	
Fund Balance to Reduce Tax Rate	\$(490,000)	\$(95,000)	
Revenues Raised by Property Tax	\$(13,883,683)	\$(13,885,826)	0.002%
(Supplemental Appropriation for Unity land paid by fund balance)	\$(258,000)		

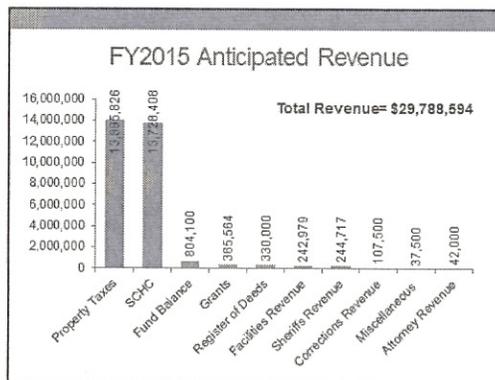
**Slide 2:**



**Slide 3:** Gottling noted this slide provides a view of expenditure budget by department, with the largest at left: the nursing home, then human services, corrections, biomass and all the way down to Natural Resources at far right.



**Slide 4:** Gottling pointed out that with their recommendation to use the Fund Balance, the Property Taxes reflected on the slide would be \$5,000 lower. The \$5,000 would be added to the Fund Balance revenue currently showed on the slide as \$804,100.



**Slide 5:** Gottling noted the slide reflects what each town will experience in county tax. It is the same as fiscal year 2014.

Apportionment to Sullivan County communities				
USING 2013 SULLIVAN COUNTY	Proportion of County Tax	Est. Share of County Budget FY2015	County Tax FY2014	Est. County Tax FY2015
ACWORTH	2.26%	\$ 313,722	3.30	3.30
CHARLESTOWN	6.04%	\$ 838,968	3.09	3.09
CLAREMONT	16.85%	\$ 2,339,234	2.97	2.97
CORNISH	4.14%	\$ 575,470	3.09	3.09
CROYDON	2.05%	\$ 285,937	3.05	3.05
GOSHEN	1.60%	\$ 221,257	2.90	2.90
GRANTHAM	10.44%	\$ 1,449,333	2.81	2.81
LANGDON	1.34%	\$ 185,931	3.04	3.04
LEMPSTER	3.32%	\$ 461,579	2.86	2.86
NEWPORT	9.27%	\$ 1,287,369	3.06	3.06
PLAINFIELD	6.01%	\$ 834,552	3.21	3.21
SPRINGFIELD	4.04%	\$ 560,779	2.79	2.79
SUNAPEE	25.35%	\$ 3,519,640	3.06	3.06
UNITY	2.63%	\$ 364,836	2.74	2.74
WASHINGTON	4.66%	\$ 647,218	2.85	2.85
<b>TOTAL</b>		<b>\$ 13,885,826</b>		

**Slide 6:** Gottling noted the key budget influences:

- FY 2015 Key Budget Influences
- Reduction in health insurance premiums
  - Increase in Human Services costs
  - Capital projects for County property (next slide)
  - Information technology contract (expected to return to historic figures after 2015)
  - New contingency reserve for inmate medical
  - 2 new FTEs

**Slide 7:** Gottling noted that these capital projects are onetime expenses offset by Fund Balance. The slide shows the biggest chunk being the paving of the Unity campus parking lot due to terrible drainage behind the nursing home, the Stearns roof repairs or replacement, and various miscellaneous projects listed.

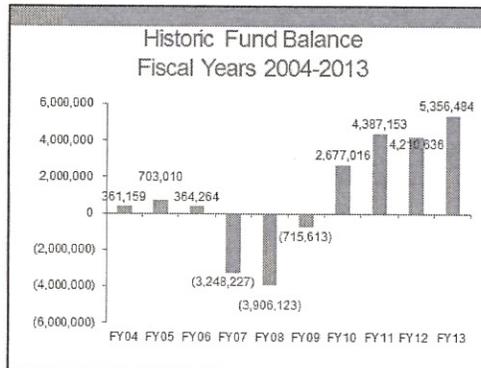
Fiscal Year 2015 - \$709,100 in  
 One-Time Expenses Offset by Fund Balance

	Amount	Project
Unity Complex Projects	\$339,500	Includes \$325,000 for paving Unity campus.
Nursing Home Projects	\$341,600	Includes \$210,000 for Stearns Roof Repair
Misc. Flooring	\$28,000	Jail asbestos tile, carpet in Probate Court.

**Slide 8:** Gottling noted the EFC will write letters to Claremont and Newport soup kitchens asking them to collaborate and work harder on getting the City of Claremont to be a contributor to their programs. The EFC will also write to NH Dept of Health & Human Services for Road to Independence, as the program should be an acknowledged provider for those with disabilities.

COMMUNITY ORGANIZATION	FY2014 Final Grant	FY2015 EFC Budget
Good Beginnings of Sullivan County	\$27,500	\$30,000
West Central Behavioral Health	\$10,000	\$10,000
Lake Sunapee Area Mediation Program	\$7,500	\$10,000
His Helping Hands of Claremont	\$0	\$3,000
Big Brothers Big Sister of Western NH	\$5,000	\$5,000
Turning Points Network	\$55,000	\$60,000
RSVP Bone Builders	\$0	\$0
Community Alliance: Family Services	\$25,000	\$25,000
Community Alliance: Transportation	\$30,000	\$25,000
Road to Independence	\$1,500	\$1,500
Claremont Soup Kitchen	\$15,000	\$15,000
Oral Health Collaborative	\$5,000	N/A
<b>TOTAL FY 15 REQUEST</b>	<b>\$181,500</b>	<b>\$184,500</b>

**Slide 9:** Gottling noted this was the Fund Balance history. The County Manager will be conducting an assessment of all County property (condition of and potential cost of capital needs) in order to develop a longer term plan for facilities. That may impact future demands on Fund Balance.



The EFC Chair asked if there were questions or comments. There were none. The Delegation Chair asked again for questions or comments. There were none.

**6:20 Motion to amend the budget by increasing revenue from the Fund Balance from \$95,000 to \$100,000, to reduce the tax rate. Made by: Grenier. Seconded by: Irwin.**

There was no discussion. A voice vote was taken.

**All voted in favor. The motion carried unanimously.**

**6:22 Motion to adopt the FY2015 appropriations and revenues recommended by the Executive Finance Committee, in the amount of \$29,788,594. Made by: Gottling. Seconded by: Sweeney.**

Discussion: it was questioned whether the previous motion changed the dollar amount of appropriation and revenues. Gottling noted that the previous motion simply changed the amount to be collected by property taxes; it increases what is taken from Fund Balance and reduces the amount collected from property taxes.

**A roll call vote was taken with those voting YES: Gagnon, Gottling, Grenier, Irwin, O’Hearne, Osgood, Rollins, Smith, Tanner, Sweeney, and Cloutier (11-0).**

**6:25: Motion: Pursuant to NH RSAs 24:14 and 24:15, in the event that an amount appropriated for a specific purpose will not be used in whole or in part for such purpose, move to authorize the Sullivan County Board of Commissioners to use such amount to augment other appropriations, if necessary, provided the total payments for all purposes do not exceed the total sum of FY15 appropriations approved by this County Convention and provided that each such sum shall not exceed \$5,000 without approval from the Executive Finance Committee. Made by: Gagnon. Seconded by: Sweeney.**

Gottling offered a “friendly” amendment to the dollar amount to increase it from \$5,000 to \$10,000. Sweeney seconded the amendment.

Discussion: Smith requested an example of how it’s used and why it would be necessary. Gottling pointed out if there is not enough money in a line item and it has to be taken from another line, that is fine as long as it does not go above \$10,000. Gagnon noted this is a pro forma item they do at each annual convention and it should be included in the minutes. Smith requested an example where the provision would be used. Ms. Levine cited an example: the heating unit at the County Commissioners’ Office went out in February and the cost to replace it was \$15,000. They then lost a second unit and neither had been assigned appropriations. The Commissioners approved overspending the Emergency budget line (which she increased in the proposed FY15 budget). That is an example of an over-expenditure that would require EFC approval under this motion.

**A voice vote was taken on the amendment to increase the dollar amount from \$5,000 to \$10,000. The amendment carried unanimously. A voice vote was taken on the primary motion with the amended dollar amount. The motion carried unanimously.**

**6:34 Motion: Pursuant to NH RSAs 24:13-a and 35:1, move to: 1) create a separate reserve fund, called the Health Reimbursement Arrangement (HRA) Fund, for the purpose of paying the County’s share of the health care deductibles for covered employees and their families; 2) deposit \$200,000 into the HRA Fund; and 3) authorize the Sullivan County Board of Commissioners and/or their designees to expend from the fund as necessary to cover the County’s obligations for employee health deductibles. Made by: O’Hearne. Seconded by: Irwin.**

Discussion: Gottling noted the \$200,000 is in the FY15 budget and the motion allows the authorization to spend when appropriate.

**A voice vote was taken with all in favor.**

- 6:36 Motion: Pursuant to NH RSAs 24:13 and 35:1-c, move to: 1) create a contingency reserve fund, called the Inmate Medical Expense Contingency Fund, for the purpose of paying County's obligation for inmate medical expenses; 2) deposit \$50,000 into the Inmate Medical Expense Contingency Fund; and 3) authorize the Sullivan County Board of Commissioners and/or their designees to expend from the fund as necessary to cover the County's obligations for inmate medical expenses that are not met by the County's annual operating budget. Made by: Sweeney. Seconded by: O'Hearne.**

Discussion: Sweeney cited costs they have seen for dialysis treatment of a prisoner at the DOC. Gottling confirmed the funds were in the budget in FY15.

**A voice vote was taken. The motion carried unanimously.**

- 6:37 Motion: Pursuant to NH RSA 24:14, move to authorize the Sullivan County Board of Commissioners to apply for, receive and expend federal and/or state grants and/or other unanticipated funds that become available during the course of the Fiscal Year 2015, and also to accept and expend funds from any other governmental unit or private source to be used for purposes for which Sullivan County may legally appropriate money, and the expenditure of such funds shall be exempt from restrictions on over expenditures of appropriations. Made by: Gottling. Seconded by: Tanner.**

No discussion. **A voice vote was taken and carried unanimously in favor.**

**Agenda Item No. 6. Review & Approve June 9, 2014 Public Hearing Minutes**

- 6:38 Motion to accept the June 9, 2014 meeting minutes as presented. Made by: O'Hearne. Seconded by: Sweeney.**

There was no discussion.

**A voice vote was taken and the motion carried (10-0). Delegate Smith abstained from the vote.**

**Agenda Item No. 7. Any Old Business: None.**

**Agenda Item No. 8. Any New Business**

The Chair called attention to two Delegates not returning: 1) Linda Tanner will be running for State Senate and the Chair thanked her and wished her luck, and 2) Ben Lefebvre is leaving and the Chair thanked him for service on the Delegation and as chair of the Fish & Game committee.

Delegate Smith noted Representative John Cloutier, as Delegation Chair, has served with honor and courtesy and that it had been a pleasure to serve with him. All agreed with this comment.

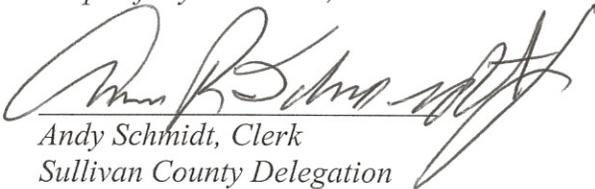
The Chair thanked NCTV for hosting and airing the Convention and for the coffee mugs.

**Agenda Item No. 9. Next meeting date: July 1, 2014 at 9:00 AM:** The Chair noted they needed to set a date to approve the Convention minutes and proposed Tuesday, July 1, 2014 at 9:00 AM. After a short debate, the Delegation concurred the date worked but moved the time to 8:00 AM. The meeting will take place in the Commissioners' Conference Room, 14 Main Street, Newport, with the EFC meeting to immediately follow. The Chair stressed a quorum was required at the meeting.

Delegate Schmidt joined the meeting in progress.

**6:45 Motion to adjourn the meeting. Made by: Sweeney. Seconded by: Rollins. A voice vote was taken with all voting in favor.**

*Respectfully submitted,*

  
*Andy Schmidt, Clerk*  
*Sullivan County Delegation*

AS/sjc

Date minutes approved: *July 1, 2014*



**Sullivan County NH  
Delegation  
ANNUAL COUNTY CONVENTION**

**Tuesday, June 24, 2014  
6:00 PM**

**Sugar River Valley Regional Technical Center  
Lou Thompson Room  
243 North Main Street  
Newport NH 03773**

**AGENDA**

1. Welcome & Introductions
2. Recognition of Retiring Officials
3. EFC Presentation of Proposed FY15 Budget
4. Delegation Discussion of Proposed Budget
5. Proposed Action by Delegation:
  - a. Motion on FY2015 Budget
  - b. Motion on RSA 24:15 re exceeding appropriations
  - c. Motion to authorize creation & expenditure from employee Health Reimbursement Arrangement (HRA) fund
  - d. Motion to authorize creation & expenditure from inmate health contingency fund
  - e. Motion to authorize acceptance and expenditure of unanticipated funds
6. Review & Approve June 9, 2014 Public Hearing Minutes
7. Any Other Old Business
8. Any New Business
9. Next meeting date: July 1, 2014 at 9:00 AM
10. Adjourn

*John Cloutier, Chair  
Sullivan County Delegation*



**SULLIVAN COUNTY NH  
DELEGATION**

**PUBLIC NOTICE  
ANNUAL COUNTY CONVENTION**

**Tuesday, June 24, 2014  
6:00 p.m.**

**Sugar River Valley Regional Technical Center  
Lou Thompson Room  
243 North Main Street  
Newport NH**

The Annual Meeting of the Sullivan County Convention will be held as noticed above to consider the Fiscal Year 2015 Proposed County Budget.

A full agenda will be posted on the County's website, [www.sullivancountynh.gov](http://www.sullivancountynh.gov), by the end of business day on Monday, June 16, or you may contact the County Commissioners' Office at (603)863-2560 during regular business hours, Monday through Friday, 8:00 a.m. – 4:00 p.m.

John Cloutier, Chair  
Sullivan County Delegation

SULLIVAN COUNTY NH – STATE / COUNTY DELEGATION  
ATTENDANCE SHEET

**DATE OF MEETING:** June 24, 2014 – 6 PM

**LOCATION OF MEETING:** Newport, SRVRTC, Lou Thompson Room

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

Fiscal Year 15 Annual County Convention

**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		✓	Raymond Gagnon
✓ Rep. Sue Gottling		✓	Suzanne Gottling
✓ Rep. Jim Grenier		✓	James Grenier
✓ Rep. Virginia Irwin		✓	Virginia Irwin
Rep. Benjamin Lefebvre			
✓ Rep. Andrew O'Hearne		✓	Andrew O'Hearne
✓ Rep. Joe Osgood		✓	Joe Osgood
✓ Rep. Skip Rollins		✓	Skip Rollins
✓ Rep. Andy Schmidt			Didn't sign in but showed up as meeting ended
✓ Rep. Steve Smith		✓	Steve Smith
✓ Rep. Cynthia Sweeney		✓	Cynthia Sweeney
✓ Rep. Linda Tanner		✓	Linda Tanner

**POSTED**  
KBS  
6/25/14