

County of Sullivan, NH

Type of meeting: Board of Commissioners Regular Business Meeting Minutes
Date | Time: Monday, May 6th, 2013, 3:00 PM
Place: Newport, NH – Remington Woodhull County Complex, County Administration Building, , 14 Main Street, 03773, 1st Floor Commissioners Conference Room

Attendees: Commissioners Jeffrey Barrette – Chair, Bennie Nelson – Vice Chair (arrived later in meeting) and Ethel Jarvis – Clerk, Greg Chanis – County Manager, and Sharon Callum – Administrative Assistant / Minute Taker.

Public present: Archie Mountain – Eagle Times Staff Report / Argus Champion Editor and Gayle Hedrington – 99.7 WNTK Reporter

3:07 The Chair, Jeffrey Barrette, brought the meeting to order and led all in *Pledge of Allegiance*.

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

Agenda Item No. 1.a. FY '13 Financial Update

The County is still on track; no change from last monthly update; if the County continues on the pace they are currently set at, they will exceed the budgeted revenue by a hefty amount and still be under budget with expenses.

Agenda Item No. 1.b. FY '13 Audit Info

The FY '13 Preliminary Audit is scheduled for Jun 10th -12th, with final audit Aug 5th -9th.

Agenda Item No. 1.c. FY '14 Budget Process Update

Mr. Chanis distributed a spreadsheet [Appendix A]: items in blue highlight represent items that came to the County Manager's attention since the Board last met. Anticipated taxes to be raised would be \$411,956, for total budget of \$29,348,549. This would be a 2.6% increase in taxes.

3:14 Motion: to approve the Sullivan County Commissioners Proposed Fiscal Year 2014 Budget with revenues and expenses in the amount of Twenty Nine Million, Three Hundred Forty Eight Thousand and Five Hundred Forty Nine Dollars (\$29,348,549), with an amount to be raised in taxes of Fourteen Million, Three Hundred Four Thousand and Thirty Dollars (\$14,304,030). Made by: Jarvis. No second at this time as the Chair tabled the motion until Commissioner Nelson was present [See 3:30 for rest of action to motion].

Agenda Item No. 1.d. Biomass Project Update

Digging is going on today at the biomass facility site in Unity. A local contractor, Pine Hill Construction, was hired to perform the excavating - County shopped around quite aggressively for the vendor to perform this task; Pine Hill Construction sub contracted concrete work to Nichols. The official ground breaking will be May 21st at 2PM. As the County now knows they can produce thermal REC's, they are finalizing the design of the ash removal process. They will have a PowerPoint and Commissioners Office staff created a

brochure for the project. The County received a phone call from a Unity Select Board member who heard there would be 75 trucks, per day, coming in and out of the facility and expressed concern about the road usage, as it's a town road. That was misinformation, as the County anticipates, based on demand, 90-100 trucks **per year** – in winter they may receive two a week. The County website is being updated with the latest biomass construction pictures.

Agenda Item No. 2. Commissioners' Report

Agenda Item No. 2.a. Old business

No old business reported.

Agenda Item No. 2.b. New business

The group reviewed an April 18, 2013 United Way of Sullivan County letter [Appendix B] to Jane Coplan, Program Director at the Sullivan County Department of Corrections (DOC), regarding a grant awarded for the DOC GED TRAILS program.

3:24 Motion: to approve [the County accepting] the grant of \$3,500 from United Way of Sullivan County. Made by: Barrette. Seconded by: Jarvis. Voice vote: All in favor. Comm. Nelson was absent from the vote.

Agenda Item No. 2.b.ii. Review Draft Credit Card Policy

A draft County credit card policy was distributed. There was one area that required feedback from the Board. Members reviewed the section. The Chair feels the request to add language was reasonable. Chanis confirmed he'd work on adding the language and will have a final version for review and approval at the May 21st meeting.

Agenda Item No. 3. Public Participation

There was none.

3:28 Commissioner Nelson joined the meeting in progress.

Agenda No. 2.b.iii Commissioners' Report: New Business

The Chair asked, in an effort to be more accessible to Delegation members to attend meetings, would they consider moving the meetings to Mondays. Board members concurred – this will be effective with the June 3rd meeting.

3:30 The Chair requested the Vice Chair to review the tabled motion made at 3:14 p.m. by Commissioner Jarvis. The motion was seconded by Commissioner Nelson. Voice vote: All in favor.

Upcoming Events *Telling My Story*

The invitation to *Telling My Story Final Performance* [Appendix C] was distributed. This event is a collaboration with Dartmouth students and the male inmate population at the County DOC. Performances are scheduled for Thu May 9th & Fri May 10th @ 6:00 PM, RSVP.

Agenda Item No. 4. Meeting Minutes Review

Agenda Item No. 4.a. Feb. 19th 4:30 Executive Session (Review only / already permanently sealed)

Mr. Chanis does not have minutes in typed format.

Agenda Item No. 4.b. April 15th 3PM Public Meeting Minutes

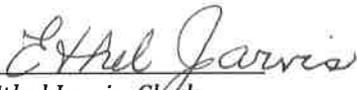
3:54 Motion: to accept the April 15th 3PM Public meeting minutes as printed. Made by: Nelson. Seconded by: Jarvis. Voice vote: All in favor.

Agenda Item No. 4.c. April 22nd 3PM Special Meeting Minutes

3:55 Motion: to accept the April 22nd 3PM Special budget review meeting minutes as printed. Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor.

3:36 Motion: to adjourn the meeting. Made by: Jarvis. Seconded by: Nelson. Voice vote taken: All in favor.

Respectfully submitted,


Ethel Jarvis, Clerk
Board of Commissioners

EJ/sjc

Date minutes approved:

5-21-13



Monday May 6th, 2013
Sullivan County NH, Board of Commissioners

Business Meeting
AGENDA – Revised Agenda

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

- 3:00 PM – 3:20 PM 1. County Manager's Report, *Greg Chanis*
- a. FY '13 Financial Update
 - b. FY '13 Preliminary Audit Jun 10th –Jun 12th and Audit Aug 5th – Aug 9th
 - c. FY '14 Budget Process Update: vote on Commissioners Proposed FY '14 Budget
 - d. Biomass Project Update
 - e. Any other old or new business
- 3:20 PM – 3:40 PM 2. Commissioners' Report
- a. Old Business
 - b. New Business
 - i. United Way of Sullivan County Funding of \$3,500 for DOC Inmate GED TRAILS program –motion to accept funds
 - ii. Review Draft Credit Card Policy
- 3:40 PM – 3:55 PM 3. Public Participation
- 3:55 PM – 4:00 PM 4. Meeting Minutes Review
- a. Feb. 19th 4:30 Executive Session (Review only / Already Permanently Sealed)
 - b. Apr. 15th 3:00 PM Public Meeting Minutes
 - c. Apr. 22nd 3:00 PM Special Meeting Minutes
- 4:00 PM 5. Adjourn meeting



Upcoming Events / Meetings

APRIL 2013
National County Government Month
Smart Justice Creating Safer Communities

- Apr. 27th Sat.** **Prescription Drug Take Back Day**
- **Time:** **10:00 AM – 2:00 PM**
 - **Place:** 14 Main Street Newport
 - 145 Broad Street Claremont
 - 2 Claremont Road, Charlestown
 - 300 Route 10 South, Grantham
 - 9 Sargent Road, Sunapee
 - 5 Halfmoon Pond Road, Washington
- May 2nd Thu.** **Grant Program Director and Fiscal Agent meeting**
- **Time:** **9:00 AM**
 - **Place:** Newport, NH – 14 Main St., Commissioners Conference Room, 1st Floor
- May 3rd Fri.** **S.C. Conservation District Business Meeting / Plant Order Pick Up Day at Log Cabin Nursery**
- **Place:** Claremont, NH – Log Cabin Nursery
- May 15th Wed.** **Public Health RCC Meeting**
- **Time:** **9:00 AM**
 - **Place:** Newport, NH – 14 Main Street, Commissioners Conference Room, 1st Floor
- May 21st Tue.** **County Commissioners Meeting**
- **Time:** **3:00 PM Regular Business Meeting**
 - **Place:** Unity, NH – 5 Nursing Home Drive, Sullivan County Health Care Facility, Frank Smith Living Room – 1st Floor

**FY 2014 Budget Adjustments
Commissioners Budget Review
Distributed May 6, 2013**

County Manager Draft Budget as Printed			Revenue	Expense	\$ Change in Taxes Raised	% Change in Taxes Raised
			28,296,349	29,896,089	1,599,740	11.52%
Revisions	Page	Account				
Increase \$15,000 to Deeds Revenue	R6	22.420.02011	15,000		1,584,740	11.40%
Reduce Human Resources Advertising \$1,500	57	10.520.12031		(1,500)	1,583,240	11.39%
Reduce Facilities general Supplies \$2,900	141	40.550.13032		(2,900)	1,580,340	11.36%
Reduce Cooperative Extension Contract Expense \$14,993	41	10.475.12029		(14,993)	1,565,347	11.26%
Remove Cooperative Extension Capital \$5,000	46	10.483.21097		(5,000)	1,560,347	11.22%
Reduce Fund Balance Revenue to offset above \$5,000	R2	10.100.09090	(5,000)		1,565,347	11.26%
Reduce 40500 overtime	120	40.500.10008		(1,000)	1,564,347	11.25%
Reduce Health Insurance in 40500 for 'Retired Employee' by \$ 7,735	121	40.500.11012		(7,735)	1,556,612	11.19%
Reduce for duplicate x-ray certificate \$145	124	40.500.13037		(145)	1,556,467	11.19%
Increase Proshare Revenue \$500,000	R12	40.097.05038	500,000		1,056,467	7.60%
Reduce Human Service Exp. Per Hoise Budget (HCBC) \$100,000	49	10.490.15052		(100,000)	956,467	6.88%
Reduce Human Service Exp. Per House Budget (INC) \$100,000	50	10.490.15056		(100,000)	856,467	6.16%
Use of Fund Balance to Offset taxes	R2	10.100.09090	400,000		456,467	3.28%
Final Adjustment for Health Insurance Rates		Various		(25,000)	431,467	3.10%
Reduce Attendance Bonus Dept. of Corrections \$10,000	59	10.600.10001		(10,000)	421,467	3.03%
Increase Proposed Grant Funding Amount \$7,750	72-74	10.861. various		7,750	429,217	3.09%
Change RX Plan		Various		(15,000)	414,217	2.98%
Reduce Capital Project Total \$205,500		Various		(205,500)	208,717	1.50%
Reduce Revenue from Fund Balance to offset Capital Reduction \$205,500	R2	10.100.09090	(205,500)		414,217	2.98%
Add Sugar House Lease Revenue \$500	R1	10.100.08058	500		413,717	2.98%
Adjust Fund 40 Revenue to Match DOC meals expense (+ \$887)	R12	40.097.05034	887		412,830	2.97%
Reduce Treasurer Contract Expense \$290	7	10.401.12029		(290)	412,540	2.97%
Small adjustments in Fund 24 to correct errors		Various		104	412,644	2.97%
Reduce Newport Share of Court House Lease \$873	38	10.460.12022		(873)	411,771	2.96%
Miscellaneous adjustments to Elected officials salaries		Various		185	411,956	2.96%
Miscellaneous Revenue adjustments to Fund 24 (Grants)		Various	(65,643)		477,599	3.43%
Miscellaneous Expense Adjustments to Fund 24 (Grants)		Various		(65,643)	411,956	2.96%
Add Tax Revenue to Balance Budget (10.100.04000)			411,956			
Commissioners Proposed Fiscal 2014 Budget			29,348,549	29,348,549		

Blue highlighted items

April 18, 2013

Jane Coplan, Program Director
Sullivan County Department of Corrections
103 County Farm Road
Claremont, NH 03743

Dear Jane:

United Way of Sullivan County is pleased to announce that the Board of Directors and Allocations Committee have agreed to contribute \$3,500.00 towards enhancing your program focused on obtaining GED's for TRAIL's program participants.

We look forward to working with you and your staff on this very worthwhile program and hope that our contribution will assist you as you continue your work. The effective date of the proposal will be June 1, 2013 and continue until May 30, 2014. At that time, we will consider funding for another year.

Thank you for providing this exceptional service to those who are truly benefiting from their involvement.

Sincerely,

Dawn M. Ranney, Executive Director
United Way of Sullivan County

Telling My Story

Final Performance

**Thursday, May 9th and Friday, May 10th at 6m at the
Sullivan County House of Corrections, Unity, NH**



Dear Friends,

We would like to extend an invitation for you to join the students of Dartmouth College's MALS 364/ WGST 66.5 "Telling Stories for Social Change" along with the male inmates of Sullivan County House of Corrections, for a collaborative and original end of term performance.

This community-based learning course, co-taught by Pati Hernandez and Francine A'ness, offers students the unique opportunity to study our increasingly elusive, ever-growing incarceration system from two distinct perspectives, theoretical and practical. Students have focused on the issues prisoners face both inside and outside prison; incarceration, rehabilitation, and transition, while simultaneously exploring facilitation with critical analysis and self-reflection on the effectiveness of community-based learning and performance in rehabilitation. We would like you to join us in the culmination of this course – the creation and performance of an original production that focus on the voices of inmates.

The performance is scheduled for **THURSDAY, MAY 9TH** and **FRIDAY, MAY 10TH** at 6 pm, located at the **Sullivan County House of Corrections** in Unity, NH.

IMPORTANT: If you would like to attend, please provide the names of those attending as well and which performance you are requesting, to: Julia and Jill (our TAs) at tellingmystory13@gmail.com by **Monday, May 6th**. Once the e-mail has been processed, they will send a confirmation e-mail. (Please note that your name must be on the list as having confirmed your attendance in order for you to be admitted. Due to the limited number of seats, please only sign up if you are positive you can attend. First come, first serve.) In your RSVP email, please let the TAs know if you require transportation. We will have arrangements to facilitate transportation to those who will need it.

If you are able to join us...

- Please arrive at the facility at 5:30 pm so you have time to check in and find a seat (it is 1 hour from Dartmouth, so we can meet as a group on campus beforehand – details to come).
- Bring only a photo ID and car keys, leave everything else in your car i.e. cell phone, purse, etc.
- Please abstain from chewing gum and wearing revealing clothing.

Directions: Head west on New Hampshire 10A W/W Wheelock St toward Mass Row Continue to follow W Wheelock St Entering Vermont. Continue onto Trescott Rd/Vermont 10A W. Turn right to merge onto I-91 S. Take exit 8 for VT-131 toward VT-12/US-5/Ascutney/Windsor. Continue onto VT-12 S Entering New Hampshire. Continue straight onto NH-12 S/Main St/Old Bridge Rd Continue to follow NH-12 S. Turn right at Broad St/Tremont St Continue to follow Broad St. Slight left at Chestnut St. Continue onto Chestnut St Exn. Continue onto 2nd New Hampshire Turnpike. Continue onto County Farm Rd. Arrive at Sullivan County Jail House.

Address:

Sullivan County House of Corrections
103 County Farm Road
Claremont, NH 03743-7302
Tel: (603) 542 8717

We hope to see many of you at the performance,

Pati Hernandez and Francine A'ness.

**“Nobody knows nothing. Nobody knows everything”
—Paulo Freire**

**“Democracy has to be born anew every generation, and education is its midwife.”
—John Dewey**