

Sullivan County NH

Type of meeting: Board of Commissioners Special Meeting Minutes
Date/Time: Thursday - May 27, 2010; 3 PM
Place: Remington Woodhull County Complex, County Administration Buildings, 1st Floor, Commissioners Conference Room - 14 Main Street Newport NH 03773

Attendees: Commissioners Bennie Nelson – *Vice Chair* and Ethel Jarvis – Clerk; Greg Chanis – County Administrator; Superintendent Ross L. Cunningham – Department of Corrections. Absent from meeting: Commissioner Jeff Barrette.

3:15 As the Chair was unable to make the meeting, the Vice-Chair, Bennie Nelson, stepped in as Acting Chair and opened the meeting.

Agenda Item No. 1. MS-46 Form

Board members present and County Administrator reviewed the May 27th, 2010 11:45 AM e-mail from Dodi Violette, which recapped the difference between the motion the Board based on 4/30/10, and the MS-46 final form [Appendix A 1.-6.]. Ms. Chanis apologized for the necessity of meeting again regarding the MS-46 form; noting the variance pertained to transfers; he reviewed those transfers and explained the amount to be raised by taxes remains the same. Mr. Chanis presented a proposed motion [Appendix B] and added he spoke to Commissioner Barrette, via phone, just a few minutes ago, and Mr. Barrette approves of the action needed today.

3:22 Motion: to amend the original motion made on 4/30/2010 @9:25 AM, then amended May 6th @ 4:15 PM; and, approve the MS-46 Form attached illustrating the Sullivan County Proposed Budget FY '11 of Twenty-Nine Million, Three Hundred Eighty-Five Thousand One Hundred Thirteen Dollars (\$29,385,113) of revenue and expenses, with an amount to be raised by taxes of Thirteen Million, Five Hundred Seventy Two Thousand Eleven Dollars (\$13,572,011) Made by: Jarvis. Seconded by: Nelson. Voice vote: All in favor. Barrette was absent from the vote.

Agenda Item No. 2 DOC Superintendent's Report

Agenda Item No. 2.a. Request For Transfer of Funds

A 5/26/10 memo from Ross L. Cunningham to the County Administrator and Board was distributed along with a *Request For Transfer of Funds* form [Appendix C 1.-2.] reflecting transfers from:

1. Employee Salary line 10.600.10001 of \$50,000 to Medical line 10.600.14052
2. ET Buy Back line 10.600.10007 of \$1,200 to Vehicle Repair line 10.600.19084
3. Group Health line 10.600.11012 of \$2,000, to Maintenance line 10.600.19082, and
4. Group Health line 10.600.11016 of \$3,500 to Overtime line 10.600.1008

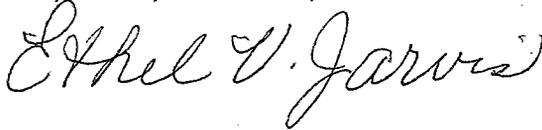
**3:25 Motion: to pass the transfer of funds requested, signed by Supt. Cunningham and County Administrator [on 5/26/10: transfers noted in preceding discussion].
Made by: Jarvis. Seconded by: Nelson.
Voice vote: All in favor. Barrette was absent from vote.**

Agenda Item No. 2.b. New Sign Package & Review of Sample Plaques
As an FYI, Mr. Chanis distributed copies of the proposed signage wording and sign color schemes – these are signs to be placed at the County Complex in Unity, due to the construction of the new Community Corrections Center. He also distributed copies of plaque samples.

Agenda Item No. 3. Public Participation
There was no public participation.

**3:46 Motion: to adjourn meeting.
Made by: Jarvis. Seconded by: Nelson.
Voice vote: All in favor.**

Respectfully submitted,



*Ethel Jarvis, Clerk
Board of Commissioners*

Date signed: 6-3-10

Appendix A.1.

Dodi Violette

From: "Dodi Violette" <dodi@sullivancountynh.gov>
To: "Dodi Violette" <dodi@sullivancountynh.gov>
Sent: Thursday, May 27, 2010 11:45 AM
Subject: New MS46 Changes Email
Good Morning Commissioners:

Sharon just told me that you did not approve the MS46 at yesterdays meeting as you originally voted the budget at \$28,737,243 and Greg has calculated as \$29,385,113. A difference of \$647,870.

The reason for this is that you added \$10,000 into County Grant Line and Greg also actually calculated the Transfer amounts in the General Fund and Enterprise fund in both revenue and expenditures.

10997-05993 Transfer in Capital \$496,600 (Revenue)
10997-05996 Transfer in Accounting \$72,610 (Revenue)
10997-05997 Transfer in Human Resources \$68,660 (Revenue)
10490-09086 ARRA-FMAP-REFUND \$10,000- (Revenue)
Total Revenue Increase \$647,870

10861-15062 Community Transportation \$10,000 (Expenditures)
40997-15993 Transfer out Capital \$496,600. (Expenditures)
40997-15996 Transfer out Accounting \$72,610 (Expenditures)
40997-15997 Transfer IN? Human Resources \$68,660 (Expenditures)
Total Expenditure increase \$647,870

Sharon has indicated that you will meet next Thursday to review once again. Should you have further questions please do not hesitate to call, and if I cannot answer Greg should be back on Wednesday to further explain.

Thank you,

Dodi Violette
Sullivan County Commissioners Office
14 Main Street
Newport, NH 03773

Phone: 603.863-2560 x 102
Fax: 603.863-9314
email: dodi@sullivancountynh.gov
web: www.sullivancountynh.gov

"All Day, Every Day, We Make Life Better"

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5/27/2010

PROPOSED BUDGET AND ESTIMATE OF REVENUE - COUNTY

For: SULLIVAN County

DATE OF CONVENTION: TBA Fiscal Year Ending: Proposed FY'11 Commissioners Budget

Mailing Address: 14 Main Street, Newport, NH 03773

Phone #: 603-863-2560 Fax #: 603-863-9314 E-Mail: commissioners@sullivancountynh.gov

Prepared by: Dodi Violette, Account Clerk I

Use this form to prepare the county budget for delivery to each member of the county convention who will be in office on the date of appropriation vote and to the chairman of the board of selectmen or mayor for each city/town within the county, and to the Secretary of State as required by RSA 24:21-a.

COMMISSIONERS

Please sign in ink.

This form is available on our website: www.nh.gov/revenue

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)271-3397

1	2	3	4	5
Acct.#	APPROPRIATIONS OR EXPENDITURES	Appropriations Previous Fiscal Year 10	Expenditures to 3/31/2010	Proposed Budget FY'11
GENERAL GOVERNMENT		xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
4110	County Convention Costs	6,600.00	191.40	5,500.00
4120	Judicial			
4122	Jury Costs			
4123	County Attorney's Office	454,060.00	311,163.14	476,780.00
4124	Victim Witness Advocacy Program	67,255.00	47,259.18	69,356.00
4130	Executive	429,344.00	300,573.05	408,466.00
4150	Financial Administration			
4151	Treasurer	7,817.00	4,666.49	7,559.00
4153	Other Legal Costs			
4155	Personnel Administration	84,598.00	139,107.55	0.00
4191	Planning and Zoning for Uninc.Places			
4192	Medical Examiner	9,000.00	3,474.09	9,000.00
4193	Register of Deeds	347,127.00	250,696.57	335,839.00
4194	Maintenance of Government Bldg.	205,354.00	139,761.85	205,083.00
	Other (specify) Audit, HR,DA,WF,FG	655,699.00	603,361.26	855,088.00
PUBLIC SAFETY		xxxxxxxxxx		
4211	Sheriff's Department	633,317.00	440,232.95	655,854.00
4212	Custody of Prisoners			
4214	Sheriff's Support Services			
4219	Other Public Safety	212,965.00	180,430.74	254,600.00
CORRECTIONS		xxxxxxxxxx		
4230	Corrections	3,356,306.00	2,318,156.15	3,562,741.00
4235	Adult Probation and Parole			
4300	County Farm Expense	12,000.00	1,280.19	12,000.00
COUNTY NURSING HOME		xxxxxxxxxx		
4411	Administration	1,195,330.00	730,085.99	1,239,785.00
4412	Operating Expense	10,541,059.00	8,280,839.44	13,329,018.00
4439	Other Health			
HUMAN SERVICES		xxxxxxxxxx		
4442	Direct Assistance	4,775,941.00	3,071,241.99	4,941,360.00
4443	Board and Care of Children	0.00	(33.63)	0.00
4446	Diversion Program	76,500.00	0.00	0.00
4447	Special Outside Services	164,250.00	95,375.00	194,750.00
	Other (Specify)			

1	2	3	4	5
Acct.#	SOURCES OF REVENUES	Estimated Revenue Previous Fiscal Year 10	Actual Revenue to 3/31/2010	Estimated Revenue Ensuing Fiscal Year 11
ASSESSMENTS/TAXES		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3110	Property Taxes Levied for Unincorporated Places			
3120	Land Use Change Taxes for Unincorporated Places			
3180	Resident Taxes for Unincorporated Places			
3185	Yield Taxes for Unincorporated Places			
3186	Payments in Lieu of Taxes for Unincorporated Places			
3187	Payments in Lieu of Taxes			
3189	Other Taxes			
3191	Penalties on Delinquent Municipal Assessments			
3200	Licenses, Permits, and Fees			
		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3319	REVENUE FROM THE FEDERAL GOVERNMENT			
REVENUE FROM THE STATE OF NH		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
3351	Shared Revenue for Unincorporated Places			
3352	Incentive Funds	76,500.00	0.00	0.00
3354	Water Pollution Grants			
3355	Housing and Community Development: PROSHARE	500,000.00	0.00	575,000.00
3356	State & Fed. Forest Land Reim. in Unincorporated Places			
3359	Other (Specify) VW, Extradition, & State Grants	401,402.00	876,828.35	861,692.00
3379	INTERGOVERNMENTAL REVENUES			
REVENUES FROM CHARGES FOR SERVICES		XXXXXXXXXX		XXXXXXXXXX
3401	Sheriff's Department	362,074.00	277,550.60	407,394.00
3402	Register of Deeds	375,000.00	263,612.82	350,000.00
3403	County Corrections	95,000.00	34,671.55	65,000.00
3404	County Nursing Homes	12,211,389.00	9,010,067.43	12,479,614.00
3405	County Farm	14,650.00	19,474.15	0.00
3407	Maintenance Department			
3409	Other (Specify): H.S., Juv. Transports & Parental	0.00	146.00	0.00

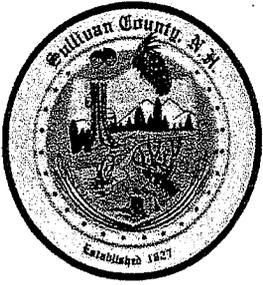
1	2	3	4	5
Acct.#	SOURCES OF REVENUES	Estimated Revenue Previous Fiscal Year 10	Actual Revenue to 3/31/2010	Estimated Revenue Ensuing Fiscal Year 11
REVENUE FROM MISCELLANEOUS SOURCES		xxxxxxxxxx	xxxxxxxxxx	xxxxxxxxxx
3501	Sale of County Property			
3502	Interest on Investments	13,500.00	21,442.27	17,500.00
3503	Rents of Property	196,297.00	163,095.40	200,187.00
3508	Contributions and Donations			
350_	Other: CONTRA REV TO REDUCE PRIOR YR DEFICIT	(1,000,000.00)		
350_	0	0.00	4,059.75	0.00
OTHER FINANCIAL SOURCES		xxxxxxxxxx		xxxxxxxxxx
3912	Transfer from Special Revenue Funds	0.00		
3913	Transfer from Capital Projects Funds	0.00		
3914	Transfer from Proprietary Funds	216,145.00	162,108.75	854,015.00
3915	Transfer from Capital Reserve Funds			
3916	Transfer from Trust and Agency Funds	2,700.00	1,886.84	2,700.00
3934	Proceeds from Long-Term Notes/Bonds(Jail Upgrade)	6,900,000.00	7,025,526.00	
	REVENUE SUBTOTAL	20,364,657.00	17,860,469.91	
	FUND BALANCE TO REDUCE TAX RATE			
	TOTAL REVENUES	20,364,657.00	17,860,469.91	15,813,102.00
	TAXES	12,956,180.00	12,956,180.00	13,572,011.00

BUDGET SUMMARY

Proposed Total Appropriations	29,385,113.00
Total Estimated Revenues	15,813,102.00
Proposed Amount to be Raised by Taxes	13,572,011.00

Motion:

To amend the original motion made on April 30th, 2010 @ 9:25AM, then amended May 6th @ 4:15 PM; and, approve the MS-46 Form (attached) illustrating the Sullivan County Proposed Budget FY '11 of Twenty-Nine Million, Three Hundred Eighty-Five Thousand One Hundred Thirteen Dollars (\$29,385,113) of revenue and expenses, with an amount to be raised by taxes of Thirteen Million, Five Hundred Seventy Two Thousand Eleven Dollars (\$13,572,011).



Sullivan County Department of Corrections
103 County Farm Rd
Claremont, NH 03743

Intra-Department Memorandum

From: Ross L. Cunningham

Date: 5/26/10

Subject: Transfer Request

At: DOC

To: Greg Chanis & Board of Commissioners

I am requesting to transfer \$50,000 from lines 10600.10001 to the medical line. We currently house several inmates whose pharmacy costs total \$4500 per month. The remaining inmates on medications total \$4400 for a monthly cost of \$8900 per month. We still have the dialysis inmate who continues treatment 3 times per week at a cost of \$910.00 per treatment.

I am estimating pharmacy costs for the remaining FY10 budget (May –June) to be \$ 17000 - \$18000

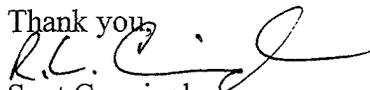
We have 1 inmate who receives dialysis treatment 3 times per week at a cost of \$910 per visit or \$2730 per week.

I am estimating remaining dialysis treatments for this inmate (May – June) at a cost of \$18,200.

As of 5/26/10, the balance in medical is \$9383 which will cover medical appointments, lab draws, ER visits, contracted Doctor and Psych fees for the remaining budget year.

The transfer of \$50,000 will cover the estimated pharmacy and dialysis treatments for the remaining budget year.

Thank you,


Supt Cunningham



Thursday May 27, 2010

Sullivan County NH, Board of Commissioners

Special Meeting – AGENDA

Location: Newport Remington Woodhull County Complex

14 Main Street, Newport NH 03773

- | | | |
|-------------------|----|--|
| 3:00 PM – 3:15 PM | 1. | MS-46 Form
Review and finalize the MS-46 Form (the MS-46 form includes: FY '11 Proposed County Budget, FY '10 Appropriations and FY '10 Expenditures/Revenues from 7/1/9 – 3/31/10) |
| 3:15 PM – 3:25 PM | 2. | DOC Superintendent's Report
a. Request For Transfer of Funds
b. New Sign Package & Review of Sample Plaques |
| 3:25 PM – 3:40 PM | 3. | Public Participation |
| 3:40 PM | 4. | Adjourn meeting |

Upcoming Events / Meetings:

- **May 28th Fri. Delegation: Executive Finance Committee Meeting**
 - **Time: 8:30 AM**
 - **Place:** Newport, 14 Main Street – 1st Floor Commissioners Conference Room

- **June 6th Thu. Next Board of Commissioners CDBG Hearing & Meeting**
 - **Time: 3 PM**
 - **Place:** Newport, 14 Main Street – 1st Floor Commissioners Conference Room

The times reflected on this agenda, other than the start time, are estimates. Actual time will depend on level of interest and participation.