

## Sullivan County

### **Type of meeting: Board of Commissioners Special Public Meeting Minutes**

**Date/Time:** Tuesday, May 27, 2008; 3:30 PM

**Place:** Remington Woodhull County Complex, 14 Main Street, 1<sup>st</sup> Floor Commissioners Conference Room

**Attendees:** Commissioners Jeffrey Barrette – *Chair*, Bennie Nelson – *Vice Chair* (arrived later) and Ethel Jarvis – *Clerk*; Greg Chanis – *Interim County Administrator*; DOC Superintendent Ross Cunningham; SCHC Administrator Ted Purdy; County High Sheriff Michael Prozzo; and Sharon Johnson-Callum (minute taker).

**Public attendees:** State/County Delegate Larry Converse and Aaron Aldridge – *Eagle Times Staff Reporter*

**3:42** The Chair, Commissioner Barrette, opened the meeting. All recited the *Pledge of Allegiance*. The Chair decided to go out of order on the agenda.

*3:44 Commissioner Nelson entered the room.*

#### **Agenda Item No. 4 Sheriff's Office OHRV Grant Renewal**

Sheriff Prozzo noted the OHRV grant was budgeted in FY 09 [Fund 24] for \$4,500 on both the revenue and expense sides. At this time he requested the Boards' permission to approve renewal and sign the necessary documents [Appendix A]. This represents funds to cover wages for a Deputy to perform the OHRV trail monitoring.

**3:46 Commissioner Jarvis moved to authorize Sullivan County High Sheriff Michael Prozzo Jr. to renew and sign the supplementary funding OHRV Wheeled Vehicle Contract with NH Fish & Game Dept and the Sheriff's Office; and for all Commissioners to sign the letter. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

#### **Agenda Item No. 5 NRCS WHIP Contract – Authorization / Signature**

Mr. Chanis read verbatim through the proposed memo, which would be signed by the Chair and Mr. Chanis. This memo would change signature authorization from the former County Manager to the current Interim County Administrator on any future documents required under the previously approved NRCS WHIP contract. [Appendix B]

**3:48 Commissioner Nelson moved to approve the Chair and Greg [Chains, Interim County Administrator] to sign the letter [to NRCS for the previously approved WHIP contract]. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**Agenda Item No. 1                      Review and Ratification of MS42 form with FY09 amendments**

Mr. Chanis distributed copies of the proposed MS42 form with a summary of four changes [Appendix C.1 - 7] the MS42 form included, and how the four changes changed the revenues and expenditures. Commissioner Jarvis requested the word "contingency" be replaced with "To Capital Reserve" on the MS42 line number 4915, where the amount of \$15,000 was logged. Commissioner Nelson concurred on the wording. After consulting with Ms. Violette, Account Clerk I, Mr. Chanis noted they are unable to change NH State wording on the form, but could type the word in beside their wording.

**3:55 Commissioner Nelson moved to approve the four changes Greg presented in the summary. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Mr. Chanis will alert the Delegation Executive Finance Committee that the Board officially amended the budget with those four changes and approved the MS42 form.

**4:00 Commissioner Nelson moved to have the Chair and Clerk sign the amended MS42 form. Commissioner Jarvis seconded the motion. There was no further discussion. A voice vote was taken. The motion carried, unanimously.**

**Agenda Item No. 2                      Coordinate Public Hearing Date for FY09 Proposed County Commissioners Budget with Delegation Chair, per RSA 24:23. Hearing depends on date MS42 is mailed from office.**

Commissioner Barrette will coordinate with Representative Franklin on the date of the FY09 Proposed Budget Public Hearing and let the Commissioners Office know the date for posting.

**Agenda Item No. 3                      DOC Community Corrections & Jail Project Review and Ratification**

It was noted there were copies of documents provided to them at a previous meeting, which included: a May 16<sup>th</sup> two page memo, time line, two page cost estimates, amortization estimates for two scenarios and a copy of the 4/28/08 Delegation minutes [See Appendix D.1 - 10]. Mr. Chanis pointed out they performed the research requested, have put it out to the public to engage their support, have cost estimates of construction based on 44 and 68 bed facilities, and were looking for approval to move forward. Mr. Chanis confirmed the amortization quotes were based on the first payment being made 12/1/2009, therefore, in FY10.

**4:10 Commissioner Nelson moved the County move forward with the 68-bed proposal. Commissioner Jarvis seconded the motion. Discussion: Commissioner Nelson noted the proposal would give the County the most "bang for the buck and, long term, lower recidivism and costs". Commissioner Barrette commended Mr. Cunningham on gaining**

**support from the community; and, the forward thinking - really looking at needs vs. what the Board was told was needed. He noted he's proud Sullivan County is moving in a direction others are watching, that they are on the cutting edge of things and need more good press - "hats off". A voice vote was taken. The motion carried, unanimously.**

**Agenda Item No. 6. Organizational Chart**

The group viewed the draft organizational chart [See Appendix E]. Commissioner Jarvis would like to see the Delegation on a level above the Commissioners on the chart. Commissioners Barrette and Nelson debated the comment, feeling they should be reflected on the same level. Mr. Chanis noted the County Attorney expressed interest at being part of these conversations. The group discussed various types of organizational charts based on whom the target audience would be. Commissioner Barrette requested Mr. Chanis to invite Mr. Hathaway to their next regular business meeting, June 3<sup>rd</sup>, to discuss the issue in Executive Session. The group tabled further discussions until 6/3/08.

*4:15 Sheriff Prozzo left the meeting.*

**Non Agenda Item Public Participation**

Mr. Purdy will be attending the Delegation meeting tomorrow and handed out copies of the financial revenue projection reports he would be distributing to the Delegates, which include: [See Appendix F.1 - 3]

- ◇ 08 Revenues - Financials: The standard format seen every month, which is distributed with the caveat statement that the report does not reflect full revenue postings. This report is as of today, going back to period April 1, 2008
- ◇ Revenue Projections: A format similar to one used previously
- ◇ 08 Revenues - Financials: A comprehensive view reflecting the net variance

*4:21 Mr. Aldridge left the meeting.*

Non Agenda Item ProShare Spreadsheet Status & Other Budget Figures

Mr. Purdy confirmed he had not received the ProShare spreadsheet from [NH State DHHS Commissioners' Office/Controller] Jim Fredyma. Mr. Chanis discussed amount budgeted, which includes retroactive monies - Mr. Chanis noted to keep in mind this does not include unpaid wages. Commissioner Barrette requested Mr. Chanis to have a specific number by their June 17<sup>th</sup> meeting. Mr. Chanis noted he'd have this by the June 3<sup>rd</sup> meeting.

Non Agenda Item DOC Community Corrections Facility / Jail Remodel Project Future Plans

Superintendent Cunningham noted he and Mr. Chanis will move forward with the Community Corrections Facility / Jail Remodel project to speak at the Delegation meeting schedule for tomorrow [5/27/08 8:30 AM, Newport] to discuss the status and process.

Representative Converse noted he had no questions or comments.

**Agenda Item No. 7 Meeting Minutes Review**

Agenda Item No. 7.a. March 28, 2008 through April 24<sup>th</sup> FY09 budget review meetings with Commissioners & Department heads

**4:30 Commissioner Jarvis moved to accept the 3/28/08 through 4/24/08 FY09 budget review minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 7.b. April 29, 2008 3 PM Meeting Minutes

Commissioner Jarvis requested Mr. Chanis or Ms. Johnson-Callum follow up with Supt. Cunningham on the status of the DOC THU data request made during the April 29<sup>th</sup> meeting.

**4:32 Commissioner Nelson moved to approve the 4/29/08 public meeting minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 7.c. April 29, 2008 4:16 PM Executive Session Meeting Minutes

Mr. Chanis noted he was unable to find any document indicating a "cap" on payments to Genesis. Commissioner Jarvis and Barrette noted they had documents at home indicating there was a 4% cap. Mr. Chanis pointed out that document does not indicate a specific monetary cap, but indicates 4% of net revenues. Commissioner Barrette recalls a verbal statement it would be capped at \$450,000 and concurred he was unable to find anything in writing.

**4:34 Commissioner Nelson moved to approve and release the April 29, 2008 4:16 PM Executive Session meeting minutes. Commissioner Jarvis seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Commissioner Nelson requested Mr. Chanis to follow up with Mr. Hathaway on the opinion letter.

Agenda Item No. 7.d. April 29, 2008 4:42 PM Executive Session Per RSA 91.A.3.II.e.

**4:35 Commissioner Jarvis moved to approve and unseal April 29, 2008 4:42 Executive Session meeting minutes. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

Agenda Item No. 7.e. May 9, 2008 Special Meeting Minutes

**4:39 Commissioner Nelson moved to accept the 5/9/08 special meeting minutes. Commissioner Jarvis seconded the motion. There was no**

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

Mr. Chanis confirmed he has received no contact from NH State DRA.

Agenda Item No. 7.f.                      May 9, 2008 8:34 AM Executive Session Minutes

**4:40 Commissioner Jarvis moved to accept the 5/9/08 8:34 a.m. minutes and keep them sealed until negotiations are finalized. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried, unanimously.**

**4:41 Commissioner Jarvis moved to adjourn meeting. Commissioner Nelson seconded the motion. There was no discussion. A voice vote was taken. The motion carried unanimously.**

Respectfully submitted,



Ethel Jarvis, Clerk  
Board of Commissioners

EJ/s.j-c.

Date signed: 6-03-08



## **Sullivan County NH Board of Commissioners**

**Tuesday, May 27, 2008, 3:30 PM**

(Meeting Reconvened from May 20<sup>th</sup>  
to discuss tabled items)

### **Revised - AGENDA**

Place: Newport NH – 14 Main Street  
Remington Woodhull County Complex  
Commissioners Conference Room - 1<sup>st</sup> Floor

- 3:30 PM
- Agenda 1. Review and Ratification of MS42 form with FY09 amendments
  - Agenda 2. Coordinate Public Hearing Date for FY09 Proposed County Commissioners Budget with Delegation Chair, per RSA 24:23. Hearing depends on date MS42 is mailed from office.
  - Agenda 3. DOC Community Corrections & Jail Project Review and Ratification
  - Agenda 4. Sheriff's Office OHRV Grant Renewal
  - Agenda 5. NRCS WHIP Contract – Authorization / Signature
  - Agenda 6. County Organizational Chart Review & Ratification
  - Agenda 7. Meeting Minutes Review
    - a. Mar. 28, 2008 – April 24<sup>th</sup> FY 09 Budget Review Meetings with Commissioners & Dept Heads
    - b. Apr. 29, 2008 Public Meeting Minutes
    - c. Apr. 29, 2008 4:16 PM Exec. Sess. Per RSA 91.A.3.II.c, d and e Meeting Minutes
    - d. Apr. 29, 2008 4:42 PM Exec. Sess. Per RSA 91.A.3.II.e
    - e. May 9, 2008 Special Meeting Minutes
    - f. May 9, 2008 8:34 AM Executives Session Minutes
  - Agenda 8. Other old or new business
  - Agenda 9. Adjourn Meeting

Times reflected on the agenda, other than the start time, are approximate times and depend on the level of participation/discussion for each issue.



APPENDIX A

# SULLIVAN COUNTY

*Serving the communities of:*

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,  
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

May 27, 2008

**Commissioners Office**  
14 Main Street  
Newport, NH 03773  
Tel. (603) 863-2560  
Fax. (603) 863-9314  
E-mail: [commissioners@sullivancountynh.gov](mailto:commissioners@sullivancountynh.gov)

**County Manager**  
14 Main Street  
Newport, NH 03773  
Tel. (603) 863-2560  
Fax. (603) 863-9314  
E-mail: [manager@sullivancountynh.gov](mailto:manager@sullivancountynh.gov)

**Dept. of Corrections**  
103 County Farm Rd.  
Claremont, NH 03743  
Tel. (603) 542-8717  
Fax. (603) 542-4311  
E-mail: [doc@sullivancountynh.gov](mailto:doc@sullivancountynh.gov)

**Facilities &  
Operations Dept.**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext 230  
Fax. (603) 542-2829  
E-mail: [facilities@sullivancountynh.gov](mailto:facilities@sullivancountynh.gov)

**Human Resources**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext. 286  
Fax. (603) 542-9214  
E-mail: [humanresources@sullivancountynh.gov](mailto:humanresources@sullivancountynh.gov)

**Human Services**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511 Ext 210  
Fax. (603) 542-9214  
E-mail: [humanservices@sullivancountynh.gov](mailto:humanservices@sullivancountynh.gov)

**Sullivan County Health Care**  
5 Nursing Home Dr.  
Claremont, NH 03743  
Tel. (603) 542-9511  
Fax. (603) 542-9214  
E-mail: [nursinghome@sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

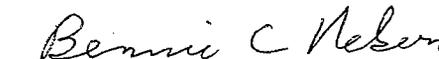
NH State Fish & Game  
Attn: Lee Perry, Executive Director  
11 Hazen Drive  
Concord NH 03301-6500

Dr. Mr. Perry:

The Sullivan County Board of Commissioners, on this 27<sup>th</sup> day of May 2008, authorize the Sullivan County High Sheriff, Michael L. Prozzo Jr., to renew and sign the supplementary funding OHRV Wheeled Vehicle Contract, with New Hampshire Fish and Game Department and the Sheriff's Office. Authorization for the original contract was previously granted during our Board meeting held June 6, 2006.

  
\_\_\_\_\_  
Jeffrey Barrette, Chair  
Board of Commissioners

Date: 5/27/08

  
\_\_\_\_\_  
Bennie C. Nelson, Vice Chair  
Board of Commissioners

  
\_\_\_\_\_  
Ethel Jarvis, Clerk  
Board of Commissioners



APPENDIX B.

# SULLIVAN COUNTY

*Serving the communities of:*

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,  
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

**Commissioners Office**

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**County Manager**

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Fax. (603) 863-9314  
E-mail: [manager@  
sullivancountynh.gov](mailto:manager@sullivancountynh.gov)

**Dept. of Corrections**

103 County Farm Rd.  
Claremont, NH 03743  
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sullivancountynh.gov](mailto:doc@sullivancountynh.gov)

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**Operations Dept.**

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sullivancountynh.gov](mailto:facilities@sullivancountynh.gov)

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Fax. (603) 542-9214  
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sullivancountynh.gov](mailto:humanresources@sullivancountynh.gov)

**Human Services**

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Claremont, NH 03743  
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E-mail: [humanservices@  
sullivancountynh.gov](mailto:humanservices@sullivancountynh.gov)

**Sullivan County Health Care**

5 Nursing Home Dr.  
Claremont, NH 03743  
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Fax. (603) 542-9214  
E-mail: [nursinghome@  
sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

May 27, 2008

United State Department of Agriculture  
NRCS Natural Resources Conservation Service  
11 Industrial Park Drive  
Walpole NH 03608

Re: Sullivan County / NRCS WHIP Contract; August 25, 2005

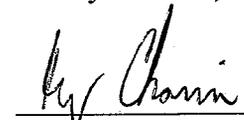
Dear Sirs:

We understand, through Mr. Chuck Hersey, due to the change in County Manager personnel, from Ed Gil de Rubio (who resigned 12/31/07) to Greg Chanis, our current *Interim County Administrator*, you have requested the Board to authorize Mr. Greg Chanis, as *Interim County Administrator*, to sign any future papers necessary for the NRCS WHIP contract reviewed and discussed at the February 15, 2005 meeting.

Please consider this letter formal notification that this authorization was granted during today's meeting. Below is signature verification from the Board Chair, Jeffrey Barrette, and Mr. Greg Chanis, Interim County Administrator.

Sincerely,  
Sullivan County Board of Commissioners

 5/27/08  
Jeffrey Barrette, Commissioner Chair

 5/27/08  
Greg Chanis, Interim County Administrator

Cc: County Forester, Chuck Hersey  
Files

Proposed Changes to Sullivan County Commissioner's  
Proposed FY09 Budget  
5/27/08

1. Remove \$835,000 from expense line 10.998.00000 (Prior Year Deficit)  
Add \$835,000 to revenue line 40.097.06060 (Contra Revenue)
2. Change Expense line (Transfer out Capital) 40.997.15993 from \$491,000 to \$258,000.
3. Change Revenue line 10.997.05993 (Transfer In Capital) from \$491,000 to \$258,000
4. Change expense lines associated with retirement costs to amounts detailed in attached schedule.

The net effect of these changes will decrease both total proposed revenues and expenditures by \$1,101,399, with the new total being \$27,312,157. The amount to be raised by taxes will decrease \$33,399.00, with the new total being \$13,671,124.00

## APPENDIX C.2.

COMMISSIONERS FY09 REVISED RETIREMENT AMOUNTS  
MAY 27, 2008

Account	Description	Comms. Revised 09 Retirement Accounts
10.400.11013	RETIREMENT	\$15,167.00
10.403.11013	RETIREMENT	\$7,726.00
10.405.11013	RETIREMENT	\$3,980.00
10.406.11013	RETIREMENT	\$1,888.00
10.410.11013	RETIREMENT	\$25,689.00
10.411.11013	RETIREMENT	\$4,102.00
10.440.11013	RETIREMENT	\$23,154.00
10.460.11013	RETIREMENT	\$2,892.00
10.475.11013	RETIREMENT	\$5,822.00
10.490.11013	RETIREMENT	\$0.00
10.491.11013	RETIREMENT	\$0.00
10.520.11013	RETIREMENT	\$8,338.00
10.600.11013	RETIREMENT	\$171,789.00
10.700.11013	RETIREMENT	\$0.00
22.420.11013	RETIREMENT	\$16,372.00
24.345.11013	RETIREMENT	\$239.00
24.545.11013	RETIREMENT	\$0.00
24.645.11013	RETIREMENT	\$493.00
24.646.11013	RETIREMENT	\$350.00
24.647.11013	RETIREMENT	\$443.00
24.745.11013	RETIREMENT	\$0.00
24.945.11013	RETIREMENT	\$0.00
24.946.11013	RETIREMENT	\$0.00
24.947.11013	RETIREMENT	\$0.00
24.953.11013	RETIREMENT	\$4,090.00
24.955.11013	RETIREMENT	\$3,908.00
30.520.11013	RETIREMENT	\$0.00
30.550.11013	RETIREMENT	\$0.00
30.555.11013	RETIREMENT	\$0.00
40.492.11013	RETIREMENT	\$7,662.00
40.500.11013	RETIREMENT	\$14,878.00
40.520.11013	RETIREMENT	\$0.00
40.530.11013	RETIREMENT	\$65,333.00
40.540.11013	RETIREMENT	\$334,943.00
40.550.11013	RETIREMENT	\$29,307.00
40.555.11013	RETIREMENT	\$2,893.00
40.560.11013	RETIREMENT	\$17,247.00
40.570.11013	RETIREMENT	\$33,287.00
40.591.11013	RETIREMENT	\$0.00
40.592.11013	RETIREMENT	\$0.00
40.593.11013	RETIREMENT	\$18,704.00
40.594.11013	RETIREMENT	\$7,353.00
	<b>Total</b>	<b>\$828,049.00</b>

# BUDGET AND STATEMENT OF APPROPRIATIONS AND ESTIMATE OF REVENUE - COUNTY

For: Sullivan County

DATE OF CONVENTION: \_\_\_\_\_ Fiscal Year Ending: Proposed FY09 Commissioners Budget

Mailing Address: 14 Main Street Newport, NH 03773

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

Per REV rule 2208.01, use this form to prepare the county budget for delivery to each member of the board of selectmen or mayor for each city within the county, and to the Secretary of State as required by RSA 24:21-a. This form is also to be used to report the voted appropriations, as required under RSA 24:24, to the Secretary of State and to the Commissioner of the Department of Revenue Administration no later than 30 days after adopting the budget or supplemental appropriation.

## CERTIFICATE OF VOTE

This is to certify that the appropriations entered on this form are those voted by the county convention.

  
Chairman

  
Clerk

This form can be downloaded from our website: [www.state.nh.us/revenue](http://www.state.nh.us/revenue)

FOR DRA USE ONLY

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

APPENDIX C.4.  
SULLIVAN

MS-42

1	2	3	4	5	6
Acct.#	APPROPRIATIONS OR EXPENDITURES	Appropriations Previous FY'08	Expenditures to 03/31/08	Proposed Budget FY'09	Appropriations Voted For Ensuing Year
		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
4110	County Convention Costs	12,100.00	6,534.55	12,100.00	
4120	Judicial				
4122	Jury Costs				
4123	County Attorney's Office	451,359.00	306,534.84	471,431.00	
4124	Victim Witness Advocacy Program	63,031.00	58,688.77	65,236.00	
4130	Executive	407,732.00	283,893.49	448,966.00	
4150	Financial Administration				
4151	Treasurer	7,273.00	5,051.87	7,014.00	
4153	Other Legal Cost:Prior Yr. Deficit				
4155	Personnel Administration	90,782.00	72,984.40	91,740.00	
4191	Planning and Zoning for Uninc.Places				
4192	Medical Examiner	9,000.00	5,860.99	11,000.00	
4193	Register of Deeds	450,250.00	293,387.74	380,221.00	
4194	Maintenance of Gov't Bldgs	218,976.00	279,512.55	199,650.00	
	Other(specify)Audit,HR,DA,WF,FG	213,099.00	232,726.01	609,952.00	
<b>PUBLIC SAFETY</b>					
4211	Sheriff's Department	642,203.00	452,336.42	639,500.00	
4212	Custody of Prisoners				
4214	Sheriff's Support Services				
4219	Other Public Safety/Sher.Grants	189,641.00	149,983.39	215,869.00	
<b>CORRECTIONS</b>					
4230	Corrections	2,881,479.00	1,978,431.85	3,222,276.00	
4235	Adult Probation and Parole				
4300	County Farm Expense	8,200.00	2,829.71	8,000.00	
<b>COUNTY NURSING HOME</b>					
4411	Administration	1,290,206.00	728,816.55	1,022,491.00	
4412	Operating Expense	12,367,604.00	9,207,957.75	10,000,313.00	
4439	Other Health-Long Term Care		3,000.00	0.00	
<b>HUMAN SERVICES</b>					
4442	Direct Assistance	3,840,828.00	3,158,129.00	4,941,124.00	
4443	Board and Care of Children	522,330.00	283,065.12	0.00	
4446	Diversion Program	164,323.00	110,037.25	169,334.00	
4447	Special Outside Services	179,000.00	89,000.00	190,138.00	
	Other (Specify)				
<b>COOPERATIVE EXTENSION</b>					
4611	Administration	238,918.00	171,954.11	244,146.00	
4619	Other Conservation	61,362.00	48,064.20	46,333.00	
4650	Economic Development				

APPENDIX C.5.  
SULLIVAN

MS-42

1	2	3	4	5	6
Acct.#	APPROPRIATIONS OR EXPENDITURES	Appropriations Previous FY'08	Expenditures to 03/31/08	Proposed Budget FY'09	Appropriations Voted For Ensuing Year
<b>DEBT SERVICE</b>		<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
4711	Principal Long-Term Bonds/Notes	0.00			
4721	Interest Long-Term Bonds/Notes				
	Other (Specify)-INT. ON RAN	80,000.00	105,234.17	105,000.00	
<b>INTERGOVERNMENTAL TRANSFERS</b>				<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
4800	Intergovernmental Transfers	0.00	200,795.03	0	
<b>CAPITAL OUTLAY</b>				<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
4901	Land and Improvements	615,500.00	245,950.83	10,000.00	
4902	Machinery				
4903	Buildings			441,630.00	
4904	Improvements Other than Bldg.			68,000.00	
<b>INTERFUND OPERATING TRANSFERS</b>				<b>XXXXXXXXXX</b>	<b>XXXXXXXXXX</b>
4912	To Special Revenue Fund				
4913	To Capital Projects Fund				
4914	To Proprietary Funds	2,310,414.00	1,188,292.47	3,675,693.00	
4915	To Capital Reserve Funds(Contingency)	15,000.00		15,000.00	
4916	To Fiduciary Funds				
	<b>TOTAL APPROPRIATIONS</b>	27,330,610.00	19,669,053.06	27,312,157.00	.

1		2		3		4		5	
SOURCES OF REVENUES		Estimated Revenue Previous FY'08		Actual Revenue to 3/31/08		Estimated Revenue Ensuing FY'09			
Acct.#		XXXXXXXXXX		XXXXXXXXXX		XXXXXXXXXX			
<b>ASSESSMENTS/TAXES</b>									
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		0.00		1,244.00		1,244.00		1,244.00
3187	Payments in Lieu of Taxes								
3189	Other Taxes--PRIOR YEAR SURPLUS								
3191	Penalties on Delinquent Municipal Assessments								
3200	Licenses, Permits, and Fees								
<b>REVENUE FROM THE FEDERAL GOVERNMENT</b>									
<b>REVENUE FROM THE STATE OF NH</b>									
3351	Shared Revenue for Unincorporated Places								
3352	Incentive Funds		164,323.00		117,996.84				169,334.00
3354	Water Pollution Grants----								
3355	Housing and Community Dev.----PROSHARE		743,527.00		118,113.50				500,000.00
3356	State & Fed. Forest Land Reim. in Unincorporated Places								
3359	Other (Specify)--VW, Extradition, & State grants		214,474.00		182,899.80				353,433.00
3379	INTERGOVERNMENTAL REVENUES								
<b>REVENUES FROM CHARGES FOR SERVICES</b>									
3401	Sheriff's Department		327,875.00		237,605.01				359,290.00
3402	Register of Deeds		450,000.00		334,081.72				425,000.00
3403	County Corrections		90,000.00		50,261.96				95,000.00
3404	County Nursing Homes		13,089,564.00		8,324,270.61				11,018,379.00
3405	County Farm		0.00		650.00				8,150.00
3407	Maintenance Department								
3409	Other (Specify)---H.S. Juv.Xports& Parental		0.00		11,145.16				0.00
<b>REVENUE FROM MISCELLANEOUS SOURCES</b>									
3501	Sale of County Property								
3502	Interest on Investments		20,000.00		9,457.97				6,500.00
3503	Rents of Property		190,583.00		154,652.60				190,258.00
3508	Contributions and Donations								
350	Other (Specify)----MISC.		1,000.00		23,299.98				0.00
350	Other (Specify)---INS. REFUNDS		2,700.00		-				0.00
<b>OTHER FINANCIAL SOURCES</b>									
3912	Transfer from Special Revenue Funds		75,322.00		249,611.03				0.00
3913	Transfer from Capital Projects Funds								0.00





# SULLIVAN COUNTY

*Serving the communities of:*

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,  
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

Friday, May 16, 2008

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Re: Community Corrections Center / Jail Renovation Project  
Update

Commissioners,

We are writing today to provide you with an update on the Community Corrections Center/Jail Renovation project. On February 15, 2008, the Commissioners unanimously supported a motion authorizing the Superintendent of the Department of Corrections and the Interim County Administrator to continue developing plans for the construction of a Community Corrections Center and significant infrastructure improvements at the existing correctional facility. It was our understanding the focus of our continued work on this project would be in the following areas: 1) educating and seeking support from the public, 2) educating and seeking support from the County Delegation and 3) further refinement of the time line and proposed cost estimates for both the construction and financing of the project. The following is a summary of our progress in these three areas:

## 1. Public Education/Support

Supt. Cunningham, John Gramuglia and Greg Chanis (individually and/or as a group) conducted the following presentations to educate the public regarding the CCC/Jail Upgrade project. Meeting dates and participants were as follows:

3/03/08	Judge Cardello
3/04/08	Judge Yazinski (Forum included 30 participants)
3/11/08	Criminal Justice Coordinating Committee - received full endorsement
3/13/08	Judge Arnold
4/08/08	Newport Revite Committee
4/09/08	Sullivan County Towns and City, Select Board and City Council members
4/28/08	Sullivan County Delegation
4/30/08	Town of Sunapee public meeting
5/06/08	Claremont Police Chief Scott (to plan presentation to Claremont City Council)
5/07/08	Main Street Claremont/Community Services Committee

All meetings and presentations were received in a positive manner. There were a few questions, which were addressed immediately. Handouts of the presentation were also posted in the Newport Public Library. We have received full endorsement and support from the judges and Criminal Justice Coordinating

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Committee members and have had terrific feedback from the community committees that we met with.

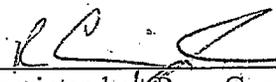
**2. County Delegation Education/Support**

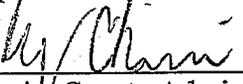
On April 28, 2008, a meeting of the Sullivan County Delegation was held for the specific purpose of presenting the Community Corrections Center/Jail Renovation project proposal. The Delegation was given a detailed presentation, which included supporting comments by Newport District Court Judge Bruce Cardello, Sullivan County Attorney Marc Hathaway, and Sullivan County Sheriff Mike Prozzo. After hearing the presentation and asking many questions, the Delegation voted unanimously in favor of a motion, which supports the project in principle and encourages the County Commissioners to continue work on the project. We have included a copy of the draft minutes from meeting.

**3. Project Timeline/Cost Estimate**

Attached is an updated timeline for the project. It is based on the assumption that final approval for the project is obtained by July 2008. In addition, we have attached an updated cost estimate for both the upgrades to the existing facility and construction of a Community Corrections Center. We have included estimates for two (2) scenarios. The first would be a 44-bed facility and the second would be a 68-bed facility.

In closing, we feel the comprehensive assessment process Sullivan County has gone through during the past several years has clearly identified areas of deficiencies, particularly in regards to infrastructure and overcrowding. We believe the proposed plan addresses not only these deficiencies, but takes a progressive approach towards inmate treatment in the hopes of reducing recidivism. We feel strongly that this approach will be the most cost effective and efficient way for the Sullivan County Department of Corrections to operate in the future. We urge the Sullivan County Board of Commissioners to support this project.

  
\_\_\_\_\_  
Superintendent Ross Cunningham

  
\_\_\_\_\_  
Interim County Administrator Greg Chanis

Enc. |

	June 08	July 08	Aug 08	Sept 08	Oct 08	Nov 08	Dec 08	Jan 09	Feb 09	Mar 09	Apr 09	May 09	June 09	July 09	Aug 09	Sep 09	Oct 09	Nov 09	Dec 09	Jan 10	Feb 10	March	April 10	May 09	June 10	
Project Approval by delegation	█																									
FY 09 Operating Budget Approved	█																									
Phase 1 (FY09) Staffing Increase		█						█																		
Financing arranged for project		█	█																							
Security/Rec. Yard upgrade		█	█	█	█	█	█	█																		
HVAC/Roof Upgrade to existing jail		█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
RFP for Design/Build Services		█	█	█																						
Design work on project					█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
Site work/Construction Process											█	█	█	█	█	█	█	█	█	█	█	█	█	█	█	█
First Bond/Loan Payment due (FY10)																				█						
Phase 2 (FY10) Staffing increase													█													
Community Corrections Center Opens																										█

<b>Estimated Construction Costs of Community Corrections Center @68 Beds</b>		
New Building @ 14,500 gsf X \$200/sf	2,900,000	
Site Work Allowance	500,000	Site work includes extension of existing roads, new parking, utility connections (sewer, water, electric), storm water retention and discharge, signage and landscaping.
Contingency for Design, overhead and profit, insurance, and escalation. Total contingency factor = 1.47 compounded. (1.47 X 2,700,000)	4,998,000	
Contingency for legal fees, survey testing, furniture, telephone, data and video/soft security equipment. Total contingency factor = 1.12 compounded. (1.12 X 4,998,000)	5,597,760	
Estimated Costs of Upgrades to existing correctional facility	1,470,630	
<b>Total Estimated Project Cost @ 68 beds</b>	<b>7,068,7390</b>	

#### FY09/10 Budget for Community Corrections/Jail Staffing

<b>Staffing Plan for FY09</b>		
4 Corrections Officers to staff THU24/7	195,956	Commissioners only approved 1.5 FTE's in their FY)( Proposed Budget
Corporal -- Booking Officer	56,177	
Part-time Corrections Officer for Jail	20,692	
Part-time Secretary for CCC	16,170	
Clinician	69,426	Commissioners funded half pending review in November
Total addition to salary & benefits	\$358,421	
<b>Staffing Plan for FY10</b>		
4.5 Corrections Officers	227,063	Positions not added in FY09 will be added to these numbers. 2.5 FTE's total
Clinician	69,426	
Total addition to salary & benefits	\$296,489	

<b>UPGRADES TO EXISTING CORRECTIONAL FACILITY</b>		
<b>Project Description</b>	<b>Estimated Cost</b>	<b>Source of Estimate</b>
Roofing w/ insulation	200,000	2 Vendor quotes
HVAC system overhaul	480,000	WV Engineering Proposal
Buildings to house HVAC	60,000	In House Estimate
Heating system radiation & piping	240,000	WV Engineering Proposal
Proper venting of bathrooms	40,000	WV Engineering Proposal
Replacement of pneumatic controls	42,000	WV Engineering Proposal
Sprinkler system for building	190,000	2 Vendor quotes
<b>Security system (elec. doors, new panels)</b>	<b>180,000</b>	2 Vendor quotes
<b>Recreation yards</b>	<b>20,000</b>	2 Vendor quotes
<b>Replace lighting in Unit 1</b>	<b>9,000</b>	In House estimate
<b>Total Estimated Cost for Upgrades</b>	<b>\$1,470,630</b>	

**Note: Bold items above are included in the Commissioners Proposed FY09 Budget**

<b>Estimated Construction Costs of Community Corrections Center</b>		
<b>@44 Beds</b>		
New Building @ 11,000 gsf X \$200/sf	2,200,000	
Site Work Allowance	500,000	Site work includes extension of existing roads, new parking, utility connections (sewer, water, electric), storm water retention and discharge, signage and landscaping.
Contingency for Design, overhead and profit, insurance, and escalation. Total contingency factor = 1.47 compounded (1.47 X 2,700,000)	3,969,000	
Contingency for legal fees, survey testing, furniture, telephone, data and video/soft security equipment. Total contingency factor = 1.12 compounded. (1.12 X 3,969,000)	4,445,280	
Estimated Costs of Upgrades to existing correctional facility	1,470,630	
<b>Total Estimated Project Cost @ 44 beds</b>	<b>5,915,910</b>	

## AMORTIZATION SCHEDULE

Principal	Loan Date	Maturity	Loan No	Coll / Coll	Account	Officer	Initials
\$5,900,000.00	07-30-2006	12-30-2019					

References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "\*\*\*\*" has been omitted due to text length limitations.

**Borrower:** Sullivan County**Lender:** Lake Sunapee Bank, fsb  
P.O. Box 29  
9 Main Street  
Newport, NH 03773Disbursement Date: July 30, 2008  
Interest Rate: 4.500Repayment Schedule: Construction Permanent  
Calculation Method:  
Construction Phase: 365/365 U.S. Rule  
Permanent Phase: 30 /360

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
<b>TOTALS:</b>		0.00	0.00	0.00	
1	12-30-2009	188,395.89	188,395.89	0.00	5,900,000.00
<b>2009 TOTALS:</b>		188,395.89	188,395.89	0.00	
2	12-30-2010	745,635.05	265,500.00	480,135.05	5,419,864.95
<b>2010 TOTALS:</b>		745,635.05	265,500.00	480,135.05	
3	12-30-2011	745,635.05	243,893.92	501,741.13	4,918,123.82
<b>2011 TOTALS:</b>		745,635.05	243,893.92	501,741.13	
4	12-30-2012	745,635.05	221,315.57	524,319.48	4,393,804.34
<b>2012 TOTALS:</b>		745,635.05	221,315.57	524,319.48	
5	12-30-2013	745,635.05	197,721.20	547,913.85	3,845,890.49
<b>2013 TOTALS:</b>		745,635.05	197,721.20	547,913.85	
6	12-30-2014	745,635.05	173,065.07	572,569.98	3,273,320.51
<b>2014 TOTALS:</b>		745,635.05	173,065.07	572,569.98	
7	12-30-2015	745,635.05	147,299.42	598,335.63	2,674,984.88
<b>2015 TOTALS:</b>		745,635.05	147,299.42	598,335.63	
8	12-30-2016	745,635.05	120,374.32	625,260.73	2,049,724.15
<b>2016 TOTALS:</b>		745,635.05	120,374.32	625,260.73	
9	12-30-2017	745,635.05	92,237.59	653,397.46	1,396,326.69
<b>2017 TOTALS:</b>		745,635.05	92,237.59	653,397.46	
10	12-30-2018	745,635.05	62,834.70	682,800.35	713,526.34
<b>2018 TOTALS:</b>		745,635.05	62,834.70	682,800.35	
11	12-30-2019	745,635.03	32,108.69	713,526.34	0.00
<b>2019 TOTALS:</b>		745,635.03	32,108.69	713,526.34	
<b>TOTALS:</b>		7,644,746.37	1,744,746.37	5,900,000.00	

**NOTICE:** This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

**APPENDIX D.7.  
AMORTIZATION SCHEDULE**

Principal	Loan Date	Maturity	Loan No	Call Coll	Account	Officer	Initials
\$7,100,000.00	07-30-2008	12-30-2019					
References in the boxes above are for Lender's use only and do not limit the applicability of this document to any particular loan or item. Any item above containing "****" has been omitted due to text length limitations.							

**Borrower:** Sullivan County

**Lender:** Lake Sunapee Bank, fsb  
P.O. Box 29  
9 Main Street  
Newport, NH 03773

**Disbursement Date:** July 30, 2008  
**Interest Rate:** 4.500

**Repayment Schedule:** Construction Permanent  
**Calculation Method:**  
Construction Phase: 365/365 U.S. Rule  
Permanent Phase: 30 /360

Payment Number	Payment Date	Payment Amount	Interest Paid	Principal Paid	Remaining Balance
<b>TOTALS:</b>		0.00	0.00	0.00	
1	12-30-2009	226,713.70	226,713.70	0.00	7,100,000.00
<b>2009 TOTALS:</b>		226,713.70	226,713.70	0.00	
2	12-30-2010	897,289.64	319,500.00	577,789.64	6,522,210.36
<b>2010 TOTALS:</b>		897,289.64	319,500.00	577,789.64	
3	12-30-2011	897,289.64	293,499.47	603,790.17	5,918,420.19
<b>2011 TOTALS:</b>		897,289.64	293,499.47	603,790.17	
4	12-30-2012	897,289.64	266,328.91	630,960.73	5,287,459.46
<b>2012 TOTALS:</b>		897,289.64	266,328.91	630,960.73	
5	12-30-2013	897,289.64	237,935.68	659,353.96	4,628,105.50
<b>2013 TOTALS:</b>		897,289.64	237,935.68	659,353.96	
6	12-30-2014	897,289.64	208,264.75	689,024.89	3,939,080.61
<b>2014 TOTALS:</b>		897,289.64	208,264.75	689,024.89	
7	12-30-2015	897,289.64	177,258.63	720,031.01	3,219,049.60
<b>2015 TOTALS:</b>		897,289.64	177,258.63	720,031.01	
8	12-30-2016	897,289.64	144,857.23	752,432.41	2,466,617.19
<b>2016 TOTALS:</b>		897,289.64	144,857.23	752,432.41	
9	12-30-2017	897,289.64	110,997.77	786,291.87	1,680,325.32
<b>2017 TOTALS:</b>		897,289.64	110,997.77	786,291.87	
10	12-30-2018	897,289.64	75,614.64	821,675.00	858,650.32
<b>2018 TOTALS:</b>		897,289.64	75,614.64	821,675.00	
11	12-30-2019	897,289.58	38,639.26	858,650.32	0.00
<b>2019 TOTALS:</b>		897,289.58	38,639.26	858,650.32	
<b>TOTALS:</b>		9,199,610.04	2,099,610.04	7,100,000.00	

**NOTICE:** This is an estimated loan amortization schedule. Actual amounts may vary if payments are made on different dates or in different amounts.

DRAFT

Type of Meeting:  
Date / Time:  
Place:

Sullivan County NH  
Sullivan County Full Delegation  
April 28, 2008 / 9:00 am  
Newport County Complex

Participants:

Representatives: Peter Franklin (Chair), Ray Gagnon (Vice-Chair) Ellen Nielsen (Clerk), John Cloutier, Larry Converse, Brenda Ferland, Sue Gottling, Matthew Houde, Arthur Jillette, and Carla Skinder  
County Commissioners: Ethel Jarvis; Ben Nelson  
Other Elected Officials and County Employees: Michael Prozzo, County Sheriff; Marc Hathaway, County Attorney; Bruce Cardello, District Court Judge; Greg Chanis, Interim County Manager; Ross Cunningham, Corrections Supervisor; John Gramuglia, Director of Treatment Program  
Public Participant: Tom Connair  
Press: Aaron Aldridge from the *Eagle-Times*

The meeting was called to order by the chair, Rep. Franklin, at 10:05 am.

Agenda Review:

The order of the agenda was changed in order that Judge Cardello might address the delegation before the Newport District Court session began, and that the Department of Corrections presentation might follow directly after Judge Cardello.

Judge Cardello's Remarks:

Newport District Court Judge Bruce Cardello spoke in support of the Corrections Department proposal to create a new treatment program facility and upgrade the existing county jail facility. He pointed out that a residential treatment program will reduce recidivism and will eventually reduce the jail population because a large proportion of the inmates go to jail or return to jail because of substance abuse or mental health issues. He said that we cannot afford to build a new jail, nor can we afford to do nothing. Judge Cardello believes the proposed program makes sense on both a financial and a human level.

Department of Corrections Presentation:

Mr. Cunningham, Mr. Gramuglia, Mr. Chanis, Sheriff Prozzo and Attorney Hathaway participated in a detailed presentation which lasted more than an hour. Members of the delegation were provided with several handouts and will be emailed copies of the Power Point presentation outline. Since all of the detailed information already is available to the delegation and the public in printed and electronic form, the presentation will be summarized briefly in these minutes:

For years, the Sullivan County Department of Corrections has been faced with trying to house increasing numbers of inmates in an aging, inadequate and unsafe county jail facility. One option the county commissioners have been exploring for several years is building a new jail at a cost of between 30 million and 45 million dollars. Another option is to continue using the existing jail, and possibly to make some repairs to the physical plant which would address some of the safety issues, but not the overcrowding. Now the Department of Corrections is proposing a third option, which combines repairs to the old jail with building a new 68-bed facility which will be used as a transitional housing unit and a treatment center which will house a 90 day substance-abuse treatment program. The cost of the repairs and new construction will be about 7 million dollars. In addition, some new staff will be hired to operate the treatment program. The treatment and community re-entry services will be available to both male and female inmates. Because 80% to 90% of people sentenced to the county jail have substance abuse issues, and because many of them are back in jail due to violations of probation, etc. and appear to be caught up in a cycle of crime and recidivism, it seems likely that an effective treatment/rehabilitation program will reduce the number of inmates, reduce the crime rate and save the

taxpayers' money in the long run. This proposal is the product of a year of work by a committee which includes one member of the delegation, Rep. Gagnon:

The delegation's response to the corrections proposal was generally positive. Rep. Skinder pointed out that if we do not at least repair the existing facility; the county could be vulnerable to a large lawsuit because there is no sprinkler system and no way to release prisoners rapidly in the event of a fire. There were questions about how much the project will cost and how it will be financed. The corrections staff and Mr. Chanis explained that they think it will be cheaper to ask for bids on designing and building the new facility rather than hiring an architect and then putting the building project out to bid, and that, given the present low interest rates, borrowing the money rather than issuing bonds might be a less expensive way to finance the project. Several representatives wanted to know what the Department of Corrections and the commissioners needed from the delegation at this time. Mr. Cunningham said that at this point the corrections committee was asking for the delegation's reaction and for approval to continue with planning, and was not asking for a final commitment to borrow money for construction. Although some money may be spent during the planning process, the project, if approved, would not be part of the fiscal 2008-2009 budget. Rep. Franklin said that he feels the delegation could not approve such a project without much more information about the details—for example; will the new facility have a basement? Mr. Cunningham said that timing is everything and that the delegation's approval of the concept is needed so that the planning can continue. Rep. Nielsen said that the county appears to have three choices: to build a new jail at a cost of up to 40 million dollars, to encourage the corrections committee and the commissioners to continue working on the proposed project, or to do nothing. (At this point, Rep. Franklin had to leave, and Rep. Gagnon took over as acting chair.)

*After more discussion, Rep. Ferland offered a motion, seconded by Rep. Skinder:*

*That the commissioners continue with the plans for the new treatment facility and upgrades to the House of Corrections.*

*After some questions about whether or not this motion would lock the delegation into a financial commitment for the 2008 budget, and after hearing from Mr. Cunningham about several presentations to the community, all of which received favorable receptions, Rep. Houde offered a friendly amendment to the motion, seconded by Rep Skinder:*

*That the delegation supports the concept of the project and the work done on the proposal to date and encourages further outreach to the community, recognizing that no financial commitment or final decision is made by this vote.*

*A roll call vote was requested by several representatives. The motion passed with a vote of 9-0, with representatives voting as follows: YES—Cloutier, Converse, Ferland, Gagnon, Gottling, Houde, Jillette, Nielsen and Skinder. NO—none*

#### Public Participation:

Tom Connair, the attorney who represented the city of Claremont in the Claremont lawsuit regarding public school funding, had requested to participate in the meeting. Mr. Connair warned the delegation that the proposal to amend the NH Constitution, which is currently being considered by the Democratic leadership of the House and Senate, could have the effect of taking the fundamental right to an education out of the constitution. He pointed out that previous efforts to allow targeted aid (such as the Augenblick formula) did not work because the legislature simply did not appropriate sufficient funding. Mr. Connair warned that if the state is not required to fund adequacy for every town, the end result may be that it will not fund adequacy for any town, since there is always a fiscal emergency. He urged Sullivan County representatives to be skeptical of any constitutional amendment, because even if it seems to promise increased funding for their districts in the short run, in the long run, local taxpayers might pay a greater share of the cost of education. Mr. Connair handed out a newspaper op-ed article explaining his ideas in more detail.

(At this point, Rep. Houde had to leave, and only eight representatives remained.)

Minutes of October 29, 2007 and December 10, 2007:

Copies of minutes for the delegation meetings of October 29, 2007 and December 10, 2007 were made available. The auditors had requested several corrections of the minutes for October 29, and after these corrections were made, *Rep. Converse moved that the amended minutes be approved and Rep. Gottling seconded the motion. The minutes of October 29, 2007 were approved by a unanimous voice vote.* Rep. Ferland and Rep. Skinder had not been present at the meeting of December 10, 2007 and were not able to participate in a vote approving those minutes. Since there was not a quorum, the minutes of December 10, 2007 could not be approved. These minutes will be reviewed at the next delegation meeting.

Old Business:

Rep. Ferland said that she would be sending out a schedule for the Executive Finance Committee meetings. Rep. Nielsen, the delegation clerk, said that several representatives had requested that she attend all EFC meetings and take minutes which would be made available to all members of the delegation. However, the EFC meetings have been scheduled for Mondays and Fridays, and Rep. Nielsen usually works on those days as a substitute teacher. After some discussion, Rep. Ferland agreed that she or another member of the EFC could take brief minutes which recorded the decisions made during the meetings and post these minutes on the county website.

In a related issue concerning the clerk's duties, Rep. Cloutier said that he and Rep. Converse has sponsored a bill which would have allowed either the chair or the clerk or their designees to give notice of a delegation meeting. (Current law requires that the clerk do this. In practice, what normally happens is that the chair asks the clerk to arrange the meeting, and the clerk communicates with staff in the commissioners' office.) The ED&A committee amended the bill to say that the clerk or the clerk's designee should give notice of a delegation meeting.

New Business:

There was no pressing new business. The next steps will be for the EFC to work with the commissioners on the fiscal 2008-2009 county budget, and to report on their decisions to the rest of the delegation.

*Rep Ferland moved that the meeting be adjourned, and her motion was seconded by Rep. Cloutier. The motion carried with a unanimous voice vote.*

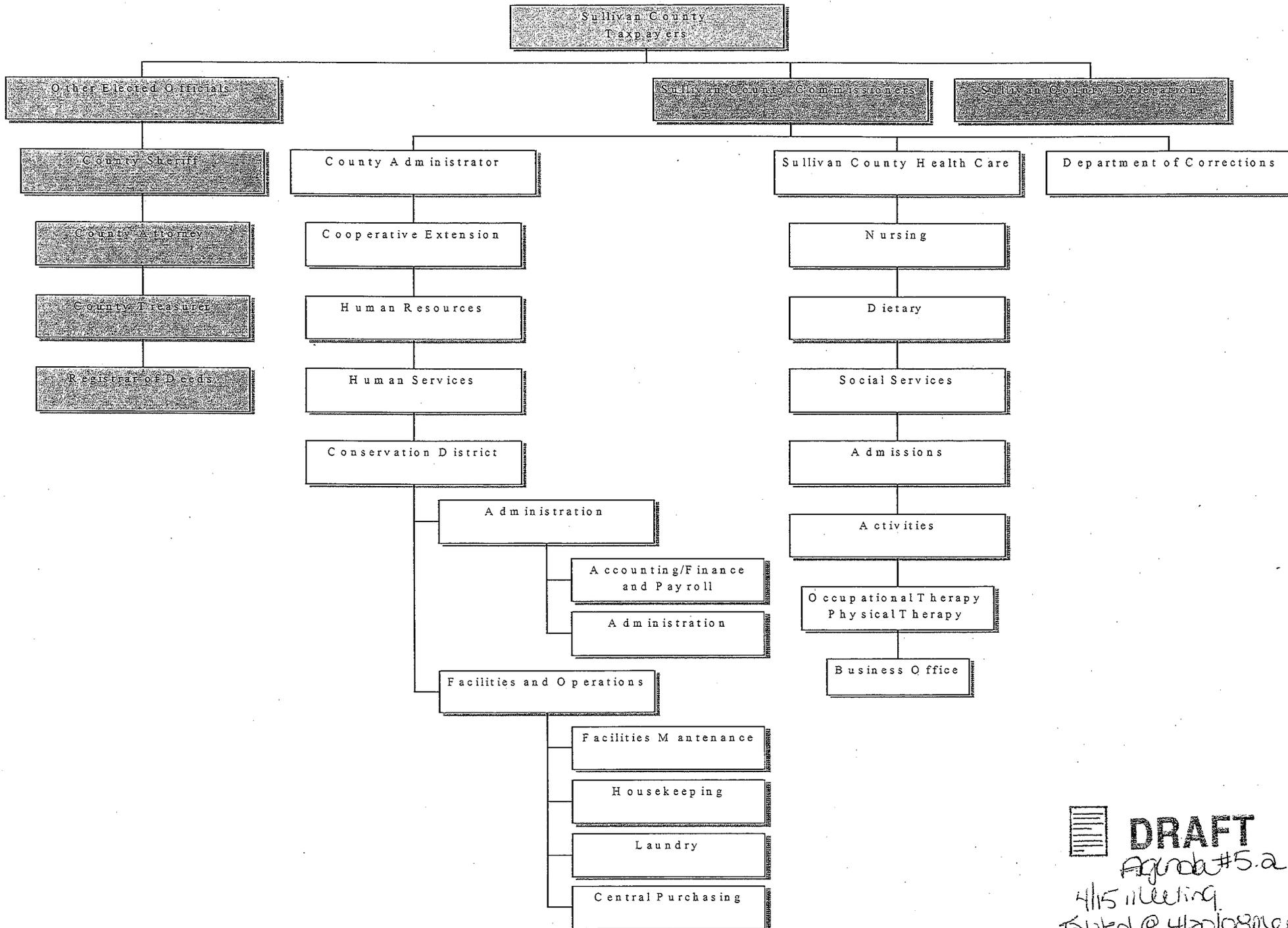
The meeting was adjourned by the acting chair, Rep. Gagnon, at 11:45 am.

Respectfully submitted,

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Ellen Nielsen, Clerk

APPENDIX E



**DRAFT**  
 Agenda #5.a

4/15 meeting  
 Tabled @ 4/20/08 meeting  
 Tabled to 5/20/08 meeting  
 Tabled to 5/27/08 meeting  
 Tabled to 6/3/08 meeting

APPENDIX F.1.  
Sullivan County

08 Revenues - Financials

From Date: 4/1/2008

To Date: 4/30/2008

Fiscal Year: 2007-2008

Include pre encumbrance

Print accounts with zero balance

Filter Encumbrance Detail by Date Range

Account Number	Description	07-08 GL Bud	Range To Date	YTD	Balance	Encumbrance	Budget Balance	% Bud
40.097.04008	INSURANCE REFUND	(\$5,000.00)	\$0.00	\$0.00	(\$5,000.00)	\$0.00	(\$5,000.00)	100.00%
40.097.05021	INCOME STATE WELFARE	(\$6,121,583.00)	(\$450,768.17)	(\$4,825,196.29)	(\$1,296,386.71)	\$0.00	(\$1,296,386.71)	21.18%
40.097.05022	INCOME FROM PRIVATE	(\$1,423,500.00)	(\$115,710.00)	(\$1,049,167.96)	(\$374,332.04)	\$0.00	(\$374,332.04)	26.30%
40.097.05023	PRIVATE INSURANCE REVENUE	(\$17,340.00)	(\$1,560.00)	(\$12,105.00)	(\$5,235.00)	\$0.00	(\$5,235.00)	30.19%
40.097.05024	CAFETERIA INCOME	(\$10,750.00)	(\$1,255.35)	(\$11,619.83)	\$869.83	\$0.00	\$869.83	-8.09%
40.097.05026	MISCELLANEOUS INCOME	(\$10,000.00)	\$0.00	(\$10,931.63)	\$931.63	\$0.00	\$931.63	-9.32%
40.097.05028	RENT INCOME	\$0.00	(\$300.00)	(\$300.00)	\$300.00	\$0.00	\$300.00	0.00%
40.097.05030	LAUNDRY REVENUE: SCNH	(\$65,000.00)	(\$6,257.38)	(\$51,943.66)	(\$13,056.34)	\$0.00	(\$13,056.34)	20.09%
40.097.05031	RESPITE CARE: PRIVATE	\$0.00	\$0.00	(\$6,240.00)	\$6,240.00	\$0.00	\$6,240.00	0.00%
40.097.05034	MEALS REIMBURSEMENT	(\$362,864.00)	(\$35,411.32)	(\$317,911.56)	(\$44,952.44)	\$0.00	(\$44,952.44)	12.39%
40.097.05037	RESPITE CARE: HCBC	(\$55,012.00)	(\$780.00)	\$1,057.16	(\$56,069.16)	\$0.00	(\$56,069.16)	101.92%
40.097.05038	PROPORTIONMENT SHARE FUND	(\$743,527.00)	\$0.00	(\$118,113.50)	(\$625,413.50)	\$0.00	(\$625,413.50)	84.11%
40.097.05039	MEDICAID ASSESSMENT	(\$1,619,690.00)	(\$393,343.83)	(\$1,254,426.69)	(\$365,263.31)	\$0.00	(\$365,263.31)	22.55%
40.097.05040	MEDICARE PART B PT REVENUE	(\$272,900.00)	(\$40,846.01)	(\$313,921.32)	\$41,021.32	\$0.00	\$41,021.32	-15.03%
40.097.05041	MEDICARE PART B OT REVENUE	(\$229,800.00)	\$0.00	(\$900.00)	(\$228,900.00)	\$0.00	(\$228,900.00)	99.61%
40.097.05042	MEDICARE PART B SPEECH REVENU	(\$13,100.00)	\$0.00	\$0.00	(\$13,100.00)	\$0.00	(\$13,100.00)	100.00%
40.097.05050	MEDICARE PART A: ROOM RATE RE	(\$2,878,025.00)	(\$144,417.15)	(\$1,653,656.31)	(\$1,224,368.69)	\$0.00	(\$1,224,368.69)	42.54%
40.097.05051	MEDICARE PART A: PT REVENUE	\$0.00	\$0.00	(\$28,000.00)	\$28,000.00	\$0.00	\$28,000.00	0.00%
40.097.06060	CONTRA REVENUE: SCHC	\$0.00	\$138.72	\$20,900.49	(\$20,900.49)	\$0.00	(\$20,900.49)	0.00%
	Fund: HEALTH CARE - 40	(\$13,828,091.00)	(\$1,190,510.49)	(\$9,632,476.10)	(\$4,195,614.90)	\$0.00	(\$4,195,614.90)	30.34%

## Revenue Projections

## Sullivan County Health Care

<b>FY07</b>	Medicaid	Private	Med A	Totals
Days in FY 07	41894	6992	4887	
Avg Census	114.78	19.16	13.39	147.32
<b>FY08</b>	Medicaid	Private	Med A	
Days YTD April08	31260	5534	3700	
Avg Census	102.49	18.14	12.13	132.77
Rev YTD thru April08	4,825,196	1,049,168	1,653,656	7,528,021
Avg Rate	154.36	189.59	446.93	
<b>Proj May - Jun</b>	Medicaid	Private	Med A	
Avg Census	96	21	12	129.00
Rate	150.91	195.00	420.00	
Res Days (61 days)	5856	1281	732	
Proj Rev for Period	883,729	249,795	307,440	1,440,964
<b>FY08 Proj Rev</b>	5,708,925	1,298,963	1,961,096	8,968,985
Budgeted Rev	6,121,583	1,423,500	2,878,025	10,423,108
<b>Difference</b>	<b>-412,658</b>	<b>-124,537</b>	<b>-916,929</b>	<b>-1,454,123</b>
Updated	05/27/2008			

APPENDIX F.3.

08 Revenues - Financials

Fiscal Year: 2007-2008

Sullivan County

From Date:

4/1/2008

To Date:

4/30/2008

Include pre encumbrance

Account Number	Description	07-08 GL Bud.	Range To Date	YTD	Projection	Net
40.097.04008	INSURANCE REFUND	(\$5,000.00)	\$0.00	\$0.00	\$0	(\$5,000)
40.097.05021	INCOME STATE WELFARE	(\$6,121,583.00)	(\$450,768.17)	(\$4,825,196.29)	(\$5,708,925)	(\$412,658)
40.097.05022	INCOME FROM PRIVATE	(\$1,423,500.00)	(\$115,710.00)	(\$1,049,167.96)	(\$1,298,963)	(\$124,537)
40.097.05023	PRIVATE INSURANCE REVENUE	(\$17,340.00)	(\$1,560.00)	(\$12,105.00)	(\$12,105)	(\$5,235)
40.097.05024	CAFETERIA INCOME	(\$10,750.00)	(\$1,255.35)	(\$11,619.83)	(\$13,944)	\$3,194
40.097.05026	MISCELLANEOUS INCOME	(\$10,000.00)	\$0.00	(\$10,931.63)	(\$13,118)	\$3,118
40.097.05028	RENT INCOME	\$0.00	(\$300.00)	(\$300.00)	(\$300)	\$300
40.097.05030	LAUNDRY REVENUE: SCNH	(\$65,000.00)	(\$6,257.38)	(\$51,943.66)	(\$65,944)	\$944
40.097.05031	RESPIRE CARE: PRIVATE	\$0.00	\$0.00	(\$6,240.00)	(\$6,240)	\$6,240
40.097.05034	MEALS REIMBURSEMENT	(\$362,864.00)	(\$35,411.32)	(\$317,911.56)	(\$381,494)	\$18,630
40.097.05037	RESPIRE CARE: HCBC	(\$55,012.00)	(\$780.00)	\$1,057.16	(\$1,348)	(\$53,664)
40.097.05038	PROPORTIONMENT SHARE FUND	(\$743,527.00)	\$0.00	(\$118,113.50)	(\$643,114)	(\$100,414)
40.097.05039	MEDICAID ASSESSMENT	(\$1,619,690.00)	(\$393,343.83)	(\$1,254,426.69)	(\$1,644,427)	\$24,737
40.097.05040	MEDICARE PART B PT REVENUE	(\$272,900.00)	(\$40,846.01)	(\$313,921.32)	(\$383,921)	\$111,021
40.097.05041	MEDICARE PART B OT REVENUE	(\$229,800.00)	\$0.00	(\$900.00)	(\$900)	(\$228,900)
40.097.05042	MEDICARE PART B SPEECH REVENUE	(\$13,100.00)	\$0.00	\$0.00	\$0	(\$13,100)
40.097.05050	MEDICARE PART A: ROOM RATE RE	(\$2,878,025.00)	(\$144,417.15)	(\$1,653,656.31)	(\$1,961,096)	(\$916,929)
40.097.05051	MEDICARE PART A: PT REVENUE	\$0.00	\$0.00	(\$28,000.00)	(\$33,600)	\$33,600
40.097.06060	CONTRA REVENUE: SCHC	\$0.00	\$138.72	\$20,900.49	\$20,900	(\$20,900)
	Fund: HEALTH CARE - 40	(\$13,828,091.00)	(\$1,190,510.49)	(\$9,632,476.10)	(\$12,148,537)	(\$1,679,554)