

MINUTES
Cheshire County Executive Committee Meeting
2001 Commissioners' Proposed Budget Review
Monday, January 8, 2001 9:00 AM
33 West Street, Keene, NH

PRESENT: Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Fairbanks, Meader, Mitchell, Irene Pratt, Russell, Zerba; Administrator Wozmak; Finance Director Trombly; Treasurer DeYoung; Wendy Putnam; Superintendent Van Wickler, Ex. Assistant Vitale; Lauren Bressett, Cooperative Extension; Jeff Porter, Russ Calkins, Debbie Henman - Conservation District

ABSENT: Representative Emerson

Meeting called to order at 9:00 AM.

Chairman Pratt gave an overview of the budget process to the new members of the Executive Committee.

Commissioner Martin introduced the county employees present and Commissioner Davis gave an overview of the budget. There was some discussion about the self-insurance program. Rep. Avery asked if we have cap protection, and Commissioner Martin stated that we do.

Representative Avery asked about meetings that take place in Concord and whether the representatives are compensated for attendance. Administrator Wozmak reviewed the statutes and found that RSA 24:9 – ee states that members of the delegation "are not entitled to receive any compensation or mileage for attending such meetings when such meetings are held at the state house in Concord on a legislative day."

Chairman Pratt stated that it was his understanding that it was the responsibility of the delegation to redistrict itself and could make recommendations on redistricting. Representative Avery stated that he believed that one person from each party would be assigned to this committee. Chairman Pratt asked whether there should be a line item in the budget to cover hiring a cartographer in order to present the lines to the state that we have determined to be fair and responsible. Chairman Pratt requested Commissioner Davis to determine possible costs for this cartography. Commissioner Martin stated that he thought that this expense was a state cost and not a county budget item.

Representative Mitchell moved that someone from the Executive Committee research this issue and return to the Executive Committee with the information needed, Representative Avery seconded, voted unanimously.

Delegation 4110.00.00 Representative Avery moved that the Delegation budget be tentatively accepted, seconded by Representative Richardson, voted unanimously.

Commissioners 4130.00.00 Representative Pratt questioned the postage line item going down, in light of the postage increase. Administrator Wozmak stated that the line item is being refined each year, as we maintain records of the costs. Representative Avery brought to attention the health insurance increase. Finance Director Trombly stated that the increase is a result of shifts in personnel and health insurance choices. **Representative Avery moved that the Commissioners budget be tentatively accepted, seconded by Representative Royce, voted unanimously.**

General County 4199.00.00 Commissioner Martin gave a general description of the Safety Officer's duties, in response to Representative Fairbanks request.

There was discussion on the telecommunications line, which is the teleconferencing with the court system and the county jail.

Representative Avery moved that the General County budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.

Finance 4150.00.000 Finance Director Trombly gave an overview of the finance budget changes. **Representative Avery moved that the Finance budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Treasurer 4150.00.00 Chairman Pratt welcomed Treasurer DeYoung. There was discussion about the treasurer's budget. **Representative Avery moved that the Finance budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Personnel 4155.00.00 The budget was reviewed. **Representative Avery moved that the Personnel budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.**

Computer Operations 4152.00.00 The computer budget was reviewed. The Executive Committee requested back up information on the computer operations position. This information is contained in the September 22 and November 8 Commissioner minutes. **Representative Avery moved that the Computer Operations budget be tentatively accepted, seconded by Representative Mitchell, motion approved with one nay vote.**

Department of Corrections 4230.00.00 Superintendent Van Wickler gave an overview of the Department of Corrections budget. Representative Irene Pratt asked what would happen in the event an inmate has a serious medical incident in the middle of the night. The Superintendent stated that Westmoreland Rescue are called and they stabilize until Keene Rescue arrives, and Keene Rescue brings them to the medical center.

There was discussion about the telephone system, the revenue from the telephone system, and inmate use of telephones.

Representative Richardson asked how many people are involved in the GED program, and Superintendent Van Wickler stated that only two to four GEDs were issued in 2000. Superintendent Van Wickler reviewed some of the inmate programs. **Representative Mitchell made a motion to put back the \$2000 to line item 4230.19.36 Outside Services, seconded by Representative Zerba.** There was discussion on the motion. Chairman Pratt called for the question to be moved. The vote was by show of hands. There were three votes to add back the \$2000, and six votes opposed. The motion was defeated by a vote of 6 to 3.

Representative Avery moved that the Department of Corrections budget be tentatively accepted, seconded by Representative Russell, voted unanimously.

Representative Avery stated that since there are several new representatives, he would try to arrange a time when new members can tour the jail.

Cooperative Extension 4611.00.00 Commissioner Martin gave an overview of the county's contractual support with UNH Cooperative Extension. Commissioner Martin also advised the committee that Commissioner Lynott is the commissioner representative to the UNH board.

Lauren Bressett gave an overview of the Cooperative Extension staffing and the budget to the committee. **Representative Royce moved that the UNH Cooperative Extension budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.**

Conservation District 4619.03.00 Jeff Porter gave an overview of the Conservation District. He stated that their request was for \$27,000 for the district manager's salary. **Representative Royce moved that the amount be changed from \$29,000 to \$27,000 for the staff and the Conservation District budget be tentatively accepted, seconded by Representative Mitchell. There were eight votes for the motion, one opposed, motion passed.**

The meeting was suspended and will reconvene at Maplewood Nursing Home on January 22 at 9:00 AM.

(Signed by the Clerk, Jan. 2001)

Barbara Hull Richardson, Clerk

MINUTES
Cheshire County Executive Committee Meeting
2001 Commissioners' Proposed Budget Review
Monday, January 22, 2001 9:00 AM
Maplewood Nursing Home, Westmoreland, NH

PRESENT: Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, Russell, Zerba; Rep. Espieffs, Delegation; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Jim Beeler, MNH Administrator; Virginia Royce, DNS; Dave Putnam, Farm Manager; Barry King, Facilities Manager; Steve Pinard, Supervisor.

EXCUSED: Representative Avery

Chairman Pratt called the meeting to order at 9:00 AM.

Maplewood Nursing Home Administrator Beeler briefly explained changes in the budget in order to remain level funded. He also distributed a handout of personnel changes made. The MNH administration budget was reviewed and discussed.

Insurance 4411.93.00 - Administrator Beeler advised the committee that the insurance company informed him of an insurance increase of \$5855. **Representative Zerba moved that \$5855 be added to the \$17,821 insurance line totaling \$23,676, motion seconded by Representative Fairbanks, voted unanimously. Representative Royce moved that the MNH administration budget be tentatively accepted as amended, seconded by Representative Richardson, voted unanimously.**

Quality Improvement 4412.00.00 Budget was reviewed and Administrator Beeler noted that the major change is the increase in the cost of vaccinations. **Representative Royce moved that the MNH Quality Improvement budget be tentatively accepted , seconded by Representative Russell, voted unanimously.**

Nurse Practitioner 4413.00.00 Budget was reviewed. **Representative Royce moved that the MNH Nurse Practitioner budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.**

Dietary 4415.00.00 There was discussion on the budget. **Representative Royce moved that the MNH Dietary budget be tentatively accepted as amended , seconded by Representative Mitchell, voted unanimously.**

Nursing 4416 Representative Zerba asked how reductions were accomplished in the nursing budget. Administrator Beeler stated that they reduce the number of people filling a shift. There was further discussion about the nursing department budget.

Representative Mitchell made a motion to table the nursing budget review at this time and readdress it at the next meeting to enable members to review other counties nursing budgets, motion seconded by Representative Meader. After discussion, a hand vote was taken and the motion was defeated 7 – 3.

Administrator Beeler requested that line item 4416.36.03, CNA Class Supplies, be restored by \$2730. **Representative Russell moved to restore 4416.36.03 by \$2730, seconded by Representative Richardson, voted unanimously.**

Representative Royce moved that the MNH Nursing budget be tentatively accepted as amended , seconded by Representative Russell, voted unanimously.

T.L.C. Unit There was discussion regarding the FTE's and per diem in the budget and where the funds are actually expended. **Representative Royce moved that the MNH TLC Unit budget be tentatively accepted , seconded by Representative Fairbanks, voted unanimously.**

Laundry and Linen – 4418 Administrator Beeler explained that the supervisor for Laundry and Linen and Housekeeping is one individual, therefore the salary is split between the two departments. **Representative Royce moved that the MNH Laundry and Linen budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Housekeeping – 4419 Budget was reviewed and there were no questions on this budget. **Representative Royce moved that the MNH administration budget be tentatively accepted as amended, seconded by Representative Richardson, voted unanimously.**

Activities – 4424 The budget was reviewed. **Representative Royce moved that the MNH Activities budget be tentatively accepted, seconded by Representative Meader, voted unanimously.**

Social Services – 4423 Budget was reviewed. **Representative Royce moved that the MNH Social Services budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Occupational Therapy – 4424 Administrator Beeler noted that the only significant change is in line item 4424.02.02 Speech Therapist, which went from a contract line item to a part time position. **Representative Royce moved that the MNH Occupational Therapy budget be tentatively accepted, seconded by Representative Richardson, voted unanimously.**

Physical Therapy – 4425 Budget was reviewed. **Representative Royce moved that the MNH Physical Therapy budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Miscellaneous Services for Residents – 4426 Administrator Beeler recommended that \$20,000 be deleted from 4426.29.24 Outside Services. **Representative Zerba moved that the \$20,000 be eliminated from this expense line, and from revenue, Representative Royce seconded, voted unanimously.**

Representative Royce moved that the MNH Miscellaneous Services for Residents budget be tentatively accepted as amended, seconded by Representative Russell, voted unanimously.

Assisted Living – 4439 Administrator Beeler advised the committee that the LPN position for weekends has been eliminated and added to the CNA daytime. In addition, a CNA position has been changed to Assisted Living Administrator Assistant. **Representative Royce moved that the MNH Assisted Living budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

LTC Coordinator – 4442 The budget was reviewed. **Representative Royce moved that the MNH LTC Coordinator budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Facilities MNH– 4194 Facilities Manager King reviewed significant budget changes. Representative Richardson questioned whether the county is recycling and Manager King stated that we do not because costs almost double to recycle. **Representative Royce moved that the MNH Facilities budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Facilities HOC – 4194 Budget was reviewed. **Representative Royce moved that the HOC Facilities budget be tentatively accepted, seconded by Representative Emerson, voted unanimously.**

Facilities WWTP – 4194 Budget was reviewed. **Representative Royce moved that the Facilities WWTP budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Facilities WTP – 4194 There was discussion on the budget and water availability from the Connecticut River and wells. **Representative Royce moved that the Facilities WTP budget be tentatively accepted, seconded by Representative Meader, voted unanimously.**

Facilities Farm – 4194 The budget was reviewed. **Representative Royce moved that the Facilities Farm budget**

be tentatively accepted, seconded by Representative Zerba, voted unanimously.

Facilities Courthouse – 4194 Supervisor Pinard gave an overview of the budget. **Representative Royce moved that the Facilities Courthouse budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Facilities Administration Building – 4194 Representative Royce moved that the Facilities Administration budget be tentatively accepted, seconded by Representative Mitchell, voted unanimously.

Farm – 4301 Farm budget overview was given by Dave Putnam. **Representative Royce moved that the Farm budget be tentatively accepted, seconded by Representative Mitchell, a hand vote was taken, nine in favor, one opposed, motion passed.**

Fourth quarter budget was distributed to the Executive Committee, to be reviewed next week.

The meeting was suspended at 12:10 PM, and will reconvene at 33 West Street on January 29 at 9:00 AM.

Signed at February 12, 2001 meeting

Barbara Hull Richardson, Clerk

MINUTES
Cheshire County Executive Committee Meeting
2001 Commissioners' Proposed Budget Review
Monday, January 29, 2001 9:00 AM
33 West Street, Keene NH

PRESENT: Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, Russell, Zerba; Rep. Espieffs, Delegation; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Human Services Director Barber; Register of Deeds Hubal; County Attorney Heed; Paul Szoc, FMA; Fire Chief Black, Peterborough.

Chairman Pratt called the meeting to order at 9:04 AM.

Human Services Commissioner Martin introduced Mimi Barber. She distributed a memo that included revisions to the budget, which will be addressed when that section is reviewed.

Aid to Permanently Disabled – 4441-55 Director Barber has requested that this amount be decreased from \$370,000 to \$365,000.

Intermediate Nursing Care – 4441-56 Director Barber has requested that this amount be increased by \$171,000 to \$3,076,000. This line item covers 329 individuals.

Related Health Costs – 4441.56.01 Director Barber has requested that this amount be increased by \$23,000 to \$1,014,000.

Board and Care of Children 4441.58 Director Barber has requested that this amount be increased by \$168,000 to \$955,100. This is due to the increased number of children to be cared for.

Payroll – Staff 4441.03 There was discussion on the increase for the secretarial position from part time to full time.

Representative Royce moved that \$357,000 be added to the four categories, as requested, seconded by Representative Richardson, voted unanimously.

Representative Royce moved that the Human Services budget be tentatively accepted as amended, seconded by Representative Russell, voted unanimously.

Registry of Deeds – 4193 Register Hubal advised the committee that because a cash register has broken and cannot be repaired, \$2000 needs to be added to the budget on the equipment purchase line. **Representative Avery moved to amend the equipment purchase line adding \$2000 , Representative Fairbanks seconded, voted unanimously.**

Representative Avery moved that the Deeds budget be tentatively accepted as amended, seconded by Representative Mitchell, voted unanimously.

County Attorney – 4123 Attorney Heed gave an overview of the budget. He requested that \$400 be added to the Equipment Purchase line for a Dictaphone. **Representative Avery moved that the budget be amended to include \$400 for a Dictaphone, seconded by Representative Zerba, voted unanimously.**

Representative Avery moved that the County Attorney budget be tentatively accepted as amended, seconded by Representative Fairbanks, voted unanimously.

Victim Witness 4124 The budget was reviewed. **Representative Avery moved that the Victim Witness budget be tentatively accepted, seconded by Representative Pratt, voted unanimously.**

Prosecutor Grant 4125 The budget was reviewed. **Representative Royce moved that the Prosecutor Grant budget be tentatively accepted, seconded by Representative Russell, voted unanimously.**

Medical Examiner 4192 The budget was reviewed. **Representative Avery moved that the Medical Examiner budget be tentatively accepted, seconded by Representative Pratt, voted unanimously.**

Fire Mutual Aid 4219 Paul Szoc gave an overview of the FMA budget. He distributed a breakdown of the training costs. He is requesting an additional \$5000 for Training, item 4219.19. **Representative Avery moved that line 4219.19 be amended by an increase of \$5000 to \$15,000, seconded by Representative Russell, voted unanimously.**

There was discussion on the radio shop line item and that there is an income line that offsets the expense line.

Representative Avery moved that line 4219.82.01, Radio Repair Shop, be increased by \$75,000 and the revenue line also be increased by \$75,000. Representative Meader seconded, voted unanimously.

Commissioner Martin stated that there would be no impact on the budget.

Paul Szoc requested the addition of a capital improvement project at \$350,000. There was discussion about the absence of details as to how the capital funds would be spent and what effect, if any, there would be on the operating budget. Mr. Szoc stated that he did not have the details as they were still working things out. Rep. Avery asked what part of any additional funds would be covered by towns served that are outside of Cheshire County. Mr. Szoc said that he had not considered that at this time, but was trying to make an initial presentation to the Executive Committee just to have the money included in the budget. Chairman Pratt said a better explanation was necessary and that he should indicate exactly what the money would be used for before it could be included for appropriation and to provide those details to the Commissioners. After the Commissioners have reviewed the proposal, it could then be presented to the committee on February 12. **Representative Avery moved that the FMA budget of \$931.938 be tentatively accepted as amended, seconded by Representative Royce, voted unanimously.**

FOURTH QUARTER BUDGET REVIEW

Commissioner Martin gave an overall view of the budget. We are presently \$510,000 under in expenditures and \$600,000 under in revenue, leaving a \$150,000 deficit.

Page 19 Chairman Pratt asked about the repair expenditures. The Farm expense was the silo damage, which has been covered by insurance, except for \$1000 deductible. The Waste Water Treatment Plant expense is probably from damage done in 1999 and expenses carried over to 2000. Equipment repairs is for the microwave repairs.

Page 40 and 23 Representative Mitchell questioned the overtime lines. Commissioner Martin stated that there is a saving in the FTE line because of vacancies that are covered by overtime.

Page 6 Line 4123.37 is over budget and that amount should be adjusted to 4123.39. Chairman Pratt questions whether there has been any discussion with the city about capital improvements related to Mutual Aid.

There was a question on 4123.37 and that money was misposted and will be posted to the correct line of 4123.39, and be within budget.

The meeting was suspended at 12:00 PM, and will reconvene at 33 West Street on February 5 at 9:00 AM.

Signed at February 12 meeting

Barbara Hull Richardson, Clerk

MINUTES
Cheshire County Executive Committee Meeting
2001 Commissioners' Proposed Budget Review
Monday, February 5, 2001 9:00 AM
33 West Street, Keene NH

PRESENT: Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, Zerba; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Sheriff Foote; Anita Coll, HCS; Liz Sayre, Womens Crisis Services; Sharon Mangones, Monadnock Substance Abuse; Mindy Cambiar, Community Kitchen; Bob Mallat, Keene Senior Center; Alan Green, MDS.

ABSENT: Representative Russell

Chairman Pratt called the meeting to order at 9:00 AM.

Commissioner Martin noted that an outside agency form has been distributed to the committee. He reviewed the form and how it was prepared, and requested feedback from the committee on the form. The Commissioners will look into adding more detail about outcome of the work done by the nonprofits. Commissioner Davis distributed and reviewed an outside agency summary form. There was some discussion on the agency programs and what services are included.

Commissioner Martin stated that the Commissioners were requesting to be excused from the meeting to enable them to meet and discuss alternative sentencing. Chairman Pratt stated that since there were no objections to the Commissioners leaving but asked them to return to the meeting at the time of the Sheriff's budget review.

Outside Agencies - 4450

HCS Anita Coll reviewed the outreach program and the homemaker/home health aide program funded by the county. Chairman Pratt requested that a copy of the HCS consolidated budget be supplied to the committee. **Representative Avery moved that the HCS budget be tentatively approved, seconded by Representative Mitchell, voted unanimously.**

Women's Crisis Services Liz Sayre gave an overview of the program and their office locations, the Cheshire County Courthouse and in Jaffrey. **Representative Royce moved that the Women's Crisis Center budget be tentatively approved, seconded by Representative Avery, voted unanimously.**

Monadnock Substance Abuse Sharon Mangon gave an overview of services given by Monadnock Substance Abuse, and distributed an Acting Out program data form to the committee. **Representative Avery moved that the Monadnock Substance Abuse budget be tentatively approved, seconded by Representative Mitchell, voted unanimously.**

Community Kitchen Mindy Cambiar reviewed the budget and updated information given previously because at the time the funding request was made, the complete years numbers were not available. **Representative Avery moved that the budget be increased by \$3000, to a total of \$10,000, seconded by Representative Mitchell, voted unanimously. Representative Avery moved that the amended budget be approved as amended, Representative Mitchell seconded, voted unanimously.**

Keene Senior Center Bob Mallat gave an overview of the program. Representative Royce requested a breakdown of the number of individuals served from each town. Chris Callahan will provide this list to the committee. **Representative Royce moved that the Senior Center budget be amended by increasing the budget by \$3000, to a total of \$8000, Representative Mitchell seconded, voted unanimously. Representative Royce moved that the amended budget be tentatively accepted, Representative Mitchell seconded, voted unanimously.**

Monadnock Developmental Services Alan Green presented an overview of the MDS program to the committee. **Representative Irene Pratt moved that the MDS budget be increased to \$30,000, seconded by Representative Richardson.** After discussion, a hand vote was taken and the motion was defeated. **Representative Avery moved that the MDS budget be increased to \$20,000, seconded by Representative Emerson.** After discussion a hand vote was taken and the motion passed six in favor, 4 opposed, motion was passed. **Representative Royce moved that the amended MDS budget be tentatively approved, seconded by Representative Avery, voted unanimously.**

Sheriff – 4211 The Sheriff presented an overview of his budget requests. He described a criminal justice grant that will provide \$419,000 for transmission equipment for an integrated radio system, with the county paying \$100,000 for installation costs over a two year period. Nine portable radios will be provided to the county. This program will give Cheshire County a digital coverage communication system. Representative Avery stated that he felt that we ensure that we have the best police dispatching available and the change to digital would have to be done sooner or later. The Sheriff was asked if his present facilities are sufficient for this communication increase, and he stated that it is.

The Sheriff also advised the committee regarding the courthouse security assessment that resulted in security recommendations (cameras, county attorney enclosures, sallyport, etc.) A request will be forthcoming from the sheriff's office.

Representative Avery moved to amend line 4211.97 by \$50,000 from \$66,803 to \$116,803, for half the allocation required for the communications grant, seconded by Representative Fairbanks, voted unanimously.

Representative Royce moved that the sheriff's budget be tentatively approved as amended, seconded by Representative Avery, voted unanimously.

The meeting was suspended at 12:10 PM and will reconvene on Monday, February 12, 2001 at 9:00 AM.

Minutes signed in February 2001

Barbara Hull Richardson, Clerk

MINUTES
Cheshire County Executive Committee Meeting
2001 Commissioners' Proposed Budget Review
Monday, February 12, 2001 9:00 AM
33 West Street, Keene NH

PRESENT: Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, Russell, Zerba; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Superintendent Van Wickler; Barry King, Facilities Manager; MNH Administrator Beeler; Computer Coordinator Putnam; John McPeake, PhD, The Dublin Group, Behavioral Health Consultants, Inc.; Jan Manwaring, Phoenix House; Doug Iosue, MFS; Bruce Weschler, Chief Keene District Probation Office; Paul Szoc, FMA, Fire Chief Black, Peterborough

Chairman Pratt called the meeting to order at 9:00 AM.

Commissioner Martin clarified the issues still needing to be reviewed and approved. There was discussion over areas that have increased and the need for the increases in the budget from last year. Representative Pratt, and other, spoke at length about the prospect of what is currently a 15% increase in taxes to be raised, even though the overall budget is up only 3.4%. Chairman Pratt pointed out that there were many statutory factors that resulted in the increases in human services, people living longer, better medical care and social problems, etc. and that the county is legally obligated to pay for these services. Commissioner Martin suggested that the "To Be Presented" list, excluding Alternative Sentencing, be reviewed at this time, before making a motion on the budget.

Conservation District There is a request for an increase of \$2000 for the District Manager health insurance, increasing their budget to \$29,000. **Representative Avery moved that we tentatively accept the increase of \$2000, seconded by Representative Emerson, voted unanimously.**

MNH – Legal Line An increase of \$15,000 is to be added to the MNH Administration legal line to anticipate legal costs. **Representative Royce moved to tentatively accept the increase in legal fees of \$15,000 and that \$15,000 be transferred from Capital Reserves, Representative Zerba seconded, voted unanimously.**

TLC – P/R LPN Administrator Beeler requested that the amount of \$6000 be reduced from the nursing line, 4416, rather than 4417. **Representative Royce moved that the \$6000 reduction be taken from the nursing line, 4416, rather than TLC 4417, be tentatively accepted, seconded by Representative Richardson, voted unanimously.**

Unemployment Compensation Expense There is an overall reduction in unemployment rates according to the calculations submitted by Director Trombly. **Representative Royce moved that the reduction of \$16,000 in unemployment expense be tentatively accepted, Representative Russell seconded, voted unanimously.**

Interest Income Reduction in interest income due to declining interest rates. **Representative Avery moved to tentatively accept the interest income reduction, seconded by Representative Russell, voted unanimously.**

Nonpublic Session – At 10:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c), **Representative Irene Pratt moved to go into nonpublic session** to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. **The motion was approved upon a voice vote of Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Royce and Zerba (Representative Russell absent for vote).** As a result of the deliberations in nonpublic session, a decision was reached and a unanimous vote taken to change the grade of the Commissioners secretary from Grade 6 to Grade 8, effective upon passage of the 2001 budget. **The Representatives voted unanimously to return to public session at 10:05 AM.**

Nonpublic Session – At 10:00 AM, pursuant to RSA 91-A (II) (a), (b) and (c), **Representative Avery moved to go**

into nonpublic session to discuss the dismissal, promotion or compensation of a public employee or the disciplining of such employee, without that employee having requested an open meeting. **The motion was approved upon a voice vote of Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, Irene Pratt, John Pratt, Richardson, Royce and Zerba (Representative Russell absent for vote.** As a result of the deliberations in nonpublic session, a decision was reached and a unanimous vote taken to give a one step increase to the Facilities Manager effective upon passage of the 2001 budget, and to provide funds in the amount of \$2500 for facilities staff for supervisory compensation. **The Representatives voted unanimously to return to public session at 10:11 AM.**

DOC Outside Services Representative Royce moved that we tentatively accept the reduction of \$385 from DOC expenses for web site hosting, which is no longer required, seconded by Representative Meader, voted unanimously.

Commissioner's Alternative Sentencing Proposal Commissioner Martin gave an overview on the alternative sentencing program according to the focus paper prepared by Administrator Wozmak. This program would hire Dr. McPeake to develop a pilot project for alternative sentencing. The difference between the Commissioner's proposal and the alternative sentencing program proposed by Jan Manwaring is that the Commissioner's proposal is on a smaller scale. This new proposal will have a case manager who will review and recommend referrals to services that are already available in the community when working with offenders. Chairman Pratt asked if the county attorney and the judges have been included in this new program. Commissioner Martin stated the judges are included in a committee discussing alternative sentencing. Commissioner Martin state that the Commissioners feel that the judges are an important aspect of the programs success and they believe that the judges presence on the alternative sentencing committee is an indication of their future cooperation. Dr. McPeake gave an overview of alternative sentencing and the benefits of it. The program proposed would work with a case manager who would coordinate what services are available within the community. This pilot program would initially serve 30-40 offenders.

Alternative Sentencing Program proposal, presented by Jan Manwaring, Phoenix House; Doug Iosue, Monadnock Family Services, and Bruce Weschler, Chief Keene District Probation Office. Jan Manwaring gave a brief overview of the program and its history in New Hampshire. The proposal includes two Phoenix House case managers, 1.5 in Keene and .5 in Jaffrey, meeting with individuals in the courts. Bruce Weschler stated that probation would assist Phoenix House with assessments of the individuals, insuring their compliance to the programs that they are assigned. MFS would serve offenders of domestic violence (a 24 week program) in addition to psychiatric services. Jan Manwaring stated that she expected this program to cover 120 people for a full year, 50 in program one, 50 in program two, and 20 in Kick Start. Chairman Pratt thanked the individuals who presented their program to the committee.

FMA Paul Szoc stated that FMA was not ready to proceed in presenting their request of \$350,000 for capital improvements. He does wish to present a concern he has to the committee. He stated that there is a dispatch concern with the police of Cheshire County and the fact that there is not a dedicated individual for police calls. He would like to work to improve the system. He distributed a proposal for a position at FMA which would be dedicated to police dispatching. He is not able to provide a dedicated individual to this duty. His proposal would include 2.4 FTE's of personnel added to their staff, who would be available for high activity periods. He has requested approval for FMA to the use of a SPOTS terminal from the state police. He has had some problems with the police department and has been trying to resolve. Paul was thanked for his presentation. **Representative Avery moved that no additional action be taken on FMA request for \$81,000, seconded by Representative Mitchell, voted unanimously.** Chairman Pratt stated that the FMA proposal needs significant assistance in order to clarify their request.

Representative Avery moved that we table the alternative sentencing program presented by the Commissioners to prepare a more comprehensive plan for their trial program, Representative Emerson seconded, voted unanimously.

COLA There was some discussion about previous years COLA rates. **Representative Irene Pratt moved that the 2.5% COLA be tentatively accepted as presented, seconded by Representative Richardson, voted unanimously.**

Computer Operations Wendy Putnam review the request for \$1200 for two printers, which had inadvertently been omitted from the budget. **Representative Avery moved that the increase if \$1200, which will be offset by capital reserves be tentatively approved, Representative Emerson seconded, voted unanimously.**

Power Line Break To repair the break in the power line will cost \$41,000. This line will be an overhead line. **Representative Royce moved that \$41,000 be added to the budget for repairs, Representative Zerba seconded, voted unanimously.**

Farm Baler Commissioner Davis explained the request for a reallocation of the baler funds towards the mixer wagon. **Representative Mitchell moved that the reallocation of funds for the wagon be tentatively approved, seconded by Representative Avery, voted unanimously.**

The Commissioners' proposed capital requests were reviewed.

Representative Avery moved that the previous motion regarding the baler/wagon be rescinded, seconded by Representative Mitchell, voted unanimously. The Commissioners clarified their request. The \$3800 for the baler and the \$11,000 for a wagon be allocated for a mixer wagon. **Representative Avery moved that \$14,800 be allocated for a mixer wagon, Representative Royce seconded.**

Representative Avery moved to accept the capital budget requests of \$301,990.00, with changes, be tentatively approved, Representative Fairbanks seconded, voted unanimously.

Representative Royce moved that the Executive Committee meet again on March 5 at 9:00 AM to complete budget review, seconded by Representative Richardson, voted unanimously.

The committee will review any cuts suggested by the Commissioners that might ease the impact of such a significant increase in taxes to be raised. Also at the next meeting, a Commissioners will submit a presentation on the alternative sentencing in response to the request for additional explanation of how the Commissioners' Pilot Project would operate. Finally, Chairman Pratt asked Mr. Wozmak to find out the increases in taxes to be raised that are being considered in the other counties. These matters will be considered at the March 5th meeting.

The delegation meeting is scheduled for Monday, March 19 at 7:00 PM in the Jury Assembly Room at the courthouse. The purpose will be to adopt the Executive Committee's Proposed Budget for 2001 and to discuss any other business that comes before the delegation.

The meeting was suspended at 1:50 PM and will reconvene on Monday, March 5, 2001 at 9:00 AM.

Signed February 16, 2001

Barbara Hull Richardson, Clerk

MINUTES
Cheshire County Executive Committee Meeting
2001 Commissioners' Proposed Budget Review
Monday, March 12, 2001 12:00 Noon
33 West Street, Keene NH

PRESENT: Chairman Pratt, Vice Chairman Royce, Clerk Richardson, Representatives Avery, Meader, Zerba; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Treasurer DeYoung; Superintendent Van Wickler; Computer Coordinator Putnam; Farm Manager Putnam; Paul Szoc, FMA

EXCUSED: Representatives Emerson, Fairbanks, Mitchell, Russell and Irene Pratt

Chairman Pratt called the meeting to order at 12:25 PM.

Treasurer DeYoung requested that the interest on the tax anticipation note be increased from \$180,000 to \$207,000 due to the increased rate (5 percent) in obtaining the TAN. **Representative Royce moved that we increase the line item 4723.91 by \$27,000 from \$180,000 to \$207,000, Representative Avery seconded, voted unanimously.**

Alternative Sentencing

During a discussion with the courts after the tour this morning, the delegation was assured by Judge Mangones of Superior Court that they intend to work very closely with this program if it goes forward. Chairman Pratt suggested that there be two members of the committee who would keep up with the progress of the program and keep the committee updated. Commissioner Martin suggested that since the Executive Committee meets on a quarterly basis to review the budget, that it would be a time for the committee to request updates.

Representative Meader moved that \$116,675 be added to line item 4619.03.00 Alternative Sanctioning, Representative Zerba seconded. The motion was passed with a hand vote of five in favor and one opposed.

Jail Study Report

Representative Batchelder gave an overview of how the Jail Study Committee came to their recommendation to go ahead with a new building at a cost of \$8.25 million. Administrator Wozmak stated that the committee had discussed alternate uses for the present jail building, which is included in the jail study minutes. This included archival record site for towns or leasing the site to the state for female inmates. **Representative Avery made a motion to raise and appropriate a sum not to exceed \$8.25 million (\$8,250,000.00) to finance the design, construction and equipping of a county correctional facility in Westmoreland, on a county owned site to be determined as part of the design process, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended, to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action or pass any other vote relative thereto. Representative Zerba seconded, voted unanimously.**

Fire Mutual Aid

Paul Szoc reviewed the FMA proposal for the committee. Representatives Avery and Pratt stated that since the committee just approved an increase in the budget for the Sheriff's Department and they feel that they cannot support both requests if they are not coordinated, and they do not feel that there has been good coordination thus far. Representative Avery recommended that the FMA subcommittee sit down together with the chiefs and the police and work out the program. **Representative Avery moved that the FMA proposal be tabled, Representative Zerba seconded, voted unanimously.**

Budget

Commissioner Martin reviewed the summary of changes for the committee, explaining the proshare funds. The auditor suggests that we not add the \$350,000 to the revenue, but roll back human services to the original figures.

Representative Avery moved that based on the suggested changes, we roll back the Human Services line by \$357,000 and not use the proshare funds of \$350,000, seconded by Representative Richardson, voted unanimously.

Representative Avery moved that total Expenses be reduced by \$342,325, Representative Royce seconded. During discussion Representatives Pratt and Richardson opposed the motion as the Executive Committee increased the outside agency funds, that they would continue to support this increase. Commissioner Martin suggested that the commissioners support level funding because they felt it would not affect the services the agencies provide. **Motion called to question and failed with a hand vote of three for and three against. Representative Avery moved that the amounts for the outside agencies, recommended by the Executive Committee be reduced by 50%, Representative Zerba seconded, hand vote was five for and one against.**

Representative Zerba moved to increase interest income line 3502.00.00 by \$21,000, seconded by Representative Avery, voted unanimously.

Representative Royce moved to accept the approve the revenue account 3111.00.00 taxes to be raised in the amount of \$9,735,955.00, seconded by Representative Zerba seconded, voted unanimously. The budget rate increase is 9.97%.

Representative Avery moved to approve the 2001 county budget in the amount of \$21,829,376, seconded by Representative Zerba, a roll call was taken and the motion was voted unanimously.

Chairman Pratt thanked the Commissioners and staff members for their work during the budget process.

Representative Royce commended the chair for well run meetings and for the committee's work.

There was discussion on the Jaffrey Court bond issue, which is pending. Issue will be clarified and then discussed at delegation meeting on March 19,2001. Meeting adjourned at 1:58 PM.

Signed on March 19, 2001

Barbara Hull Richardson, Clerk

MINUTES
Cheshire County Delegation
Public Hearing
Monday, March 19, 2001a, 7:00 PM
Jury Assembly Room, 12 Court St.
Keene, NH 03431

PRESENT: Representatives Allen, Avery, Edwards, Emerson, Espieffs, Fairbanks, Manning, McGuirk, Meader, Mitchell, John Pratt, Richardson, Royce, Weed, Zerba; Commissioners Martin and Davis and Lynott; County Administrator Wozmak; County Finance Director Trombly, Nursing Home Administrator Beeler, Facilities Manager King, Carl Jacobs, Farm Manager Putnam, Sheriff Foote, HOC Superintendent Van Wickler, Sgt. Hank Colby, Inmate Program Coordinator, Capt. Scott Hagar, Lt. Steve Stewart, Sgt. Jon Guyette, HOC Ex. Assistant Vitale, Computer Coordinator Putnam, County Attorney Heed, Terry Warren, Secretary to the Commissioners.

ABSENT: Representatives Batchelder, Burnham, DePecol, Hunt, Irene Pratt, Roberts, Russell, Smith

Chairman Avery called the meeting to order at 7:00 PM. There was a moment of silence in memory of Bernard Lambert. Chairman Avery advised the delegation regarding the health issues of Representatives Irene Pratt and Russell.

It was determined that a quorum was present.

Chairman Avery called Stillman Rogers up to accept a Declaration from the State of New Hampshire House of Representatives recognizing him for the 22 years of service as Clerk of the Cheshire County Superior Court. Stillman Rogers thanked the delegation for the honor of receiving this declaration and invited the delegation to come in to see how the court runs at any time.

Public Hearing on the House of Corrections Bond issue now in session.

Commissioner Martin spoke to the motion on the jail bond. He reviewed the motion approved by the Executive Committee and the Jail Study Committee, to put before the delegation a bond issue to raise and appropriate a sum not to exceed \$8.25 million (\$8,250,000.00) to finance the design, construction and equipping of a county correctional facility in Westmoreland, on a county owned site to be determined as part of the design process. Commissioner Martin reviewed some of the problems at the jail which included overcrowding, usually 100 percent over its design capacity, which affects the safety and management of inmates. Limited space for programs results in the programs being underutilized. Commissioner Martin reiterated the Commissioners willingness to accept input from the community. He advised those present that the Commissioners are committed to not exceeding 10 federal inmates at the jail, the expansion is to address the present overcrowding, not for housing federal prisoners. He thanked the Jail Study Committee for their time looking into this. The committee included Representatives Mitchell, Manning, Weed, Batchelder, Irene Pratt, Richardson, Fairbanks, Bruce Clement of UNH Cooperative Extension and Russ Austin, Selectman of Westmoreland. Representatives Mitchell, Richardson, *and Manning*, as members of the Jail Study Committee, stated their support of this motion.

Chairman Avery invited members of the public to speak on the issue.

1. George Nitschelm – Resident of Westmoreland - stated that he felt the committee consider another location, more isolated and he is concerned about the impact on the Heritage River designation and the effect on land values by moving the jail closer to his house. He also stated that the committee should get more public comment. Commissioner Martin addressed the questions and stated that other land has been looked into and that we do not own any land usable for the jail, other than Westmoreland, and additional costs would be incurred if we had to purchase land. Representative Mitchell gave Mr. Nitschelm an overview of the process that has occurred since the jail expansion was first brought up. He explained that the new recommended site

is actually further away from the more residential area of Westmoreland. Mr. Nitschelm questioned whether town zoning is considered when determining a site. Chairman Avery stated that the county is exempt from zoning ordinances.

2. Fran Laurent – Resident of Westmoreland - questioned how we can ask for the money before we have plans or know where we will build the jail and was also concerned about what would happen with the old jail if a new facility is built.
3. Charlotte Stone – Resident of Westmoreland - stated that another location would obviously be better, away from roads, rivers and railroads. She had a relative in the 60's who got her chin shot off by an inmate.
4. Liz Sayre – Women's Crisis Services – addressed the lack of space at the jail for inmate programs for the inmates, which will help them function more effectively when they are released.
5. Tim Thompson - Resident of Westmoreland – asked if we sell space because he believed that crime was declining and therefore do not need additional space. He also asked if we are looking into dealing with the issues in another way that is more effective. Commissioner Martin stated that the population of the county is increasing and that the jail population is not declining. Chairman Avery spoke to the fact that the county is looking into alternative sentencing. Commissioner Martin stated that the commissioners are pursuing alternative sanctions and are working with the county attorney, court system and the judges, in addition to providers of services.
6. John Harris thinks we should move forward slowly and prudently, answering the questions about size and purpose and asked how will the old facility be used. He suggested that \$50,000 be used to look at a site and \$50,000 for drawings rather than the whole amount being approved. Commissioner Martin stated that the Jail Study Committee had approved the go ahead and the Commissioners would not continue to go forward without bringing drawings and additional information before the delegation and public.
7. Jack Laurent spoke to the fact that he had no problem with the jail but felt that it would make it easier to look at blueprints.
8. Representative Peter Allen spoke to the good management he has witnessed at the jail.
9. Russ Austin Resident of Westmoreland – he stated that he believes something should be done, but has some site concerns.
10. Rebecca Carroll of Walpole spoke to the need for inmate programs, particularly those that provide alternative education programs for inmates who are not in the school system
11. Gwen Mitchell – Resident of Westmoreland - needs more information on the plan. She believes transportation and services (fire, police) are a problem and asked about zoning requirements.
12. Representative Dana Edwards – Stated that he believes we need to have this jail. He has some concerns and feels that there are questions yet to be answered.
13. Karen Leduc – Resident of Westmoreland – urged the committee not to vote for the jail bond. She feels that a jail now is an unfair burden on the taxpayers given the educational crisis.
14. Walter Derjue – Resident of Westmoreland – related a story of when he gave an inmate a ride home.
15. Representative Judson Dexter asked what a study would cost. Commissioner Martin stated that it would cost between \$100,000 to \$500,000.
16. Representative Peter Espiefs asked what is the projected life of the jail would be and Commissioner Martin

stated that it would be 5-10 years.

Chairman Avery asked if there were any new or additional public comments. Hearing none, he closed the Public Hearing at 8:20 PM.

Signed March 2001

Barbara Hull Richardson, Clerk

MINUTES
Cheshire County Delegation Meeting
Monday, March 19, 2001b, 8:35 PM
Jury Assembly Room, 12 Court St.
Keene, NH 03431

PRESENT: Representatives Allen, Avery, Edwards, Emerson, Espieffs, Fairbanks, Manning, McGuirk, Meader, Mitchell, John Pratt, Richardson, Royce, Weed, Zerba; Commissioners Martin and Davis and Lynott; County Administrator Wozmak; County Finance Director Trombly, Nursing Home Administrator Beeler, Facilities Manager King, Carl Jacobs, Farm Manager Putnam, Sheriff Foote, HOC Superintendent Van Wickler, Sgt. Hank Colby, Inmate Program Coordinator, Capt. Scott Hagar, Lt. Steve Stewart, Sgt. Jon Guyette, HOC Ex. Assistant Vitale, Computer Coordinator Putnam, County Attorney Heed, Terry Warren, Secretary to the Commissioners.

ABSENT: Representatives Batchelder, Burnham, DePecol, Hunt, Irene Pratt, Roberts, Russell, Smith

Chairman Avery called the meeting to order at 8:35 PM.

Representative Mitchell made a motion to raise and appropriate a sum not to exceed \$8.25 million (\$8,250,000.00) to finance the design, construction and equipping of a county correctional facility in Westmoreland, on a county owned site to be determined as part of the design process, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended, to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action or pass any other vote relative thereto. Representative Espieffs seconded.

Representative Royce moved to *amend* the above motion to state that the County Delegation vote to raise and appropriate a sum not to exceed *Five Hundred Thousand (\$500,000.00) to finance the design of a county correctional facility, on a site to be determined as part of the design process, such sum to be raised through the issuance of bonds or notes pursuant to the provisions of RSA 28 and RSA 33, as amended, to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof, and to take any other action or pass any other vote relative thereto, seconded by Representative Edwards.*

A roll call vote was taken on the amendment to the motion and passed 14 in favor and 2 against. The votes against the amendment were cast by Reps. Allen and Weed. The motion passed. A roll call vote was taken on the motion, as amended. The amended motion passed unanimously on a roll call vote 16-0.

The meeting was turned over to Executive Committee Chairman Pratt. He stated that the budget represents an increase in the existing budget of \$360,000 from the 2000 budget, a total of 1.7 %. This increase is made up of an increase in the Human Services budget, an addition of the Alternative Sanctioning budget of \$116,875.

Administrator Beeler addressed the decreased expense and revenue and gave an overview of SB409.

Susan Ashworth from HCS requested that the delegation restore in 2001 the amount cut from the 2001 budget.

Representative Weed asked what affect the school funding is having on the county. Commissioner Martin stated that we are paying 5% interest on our TANS, which is about 1% more than we usually pay. This has added \$27,000 for the interest, but we are receiving \$21,000 in interest for the first month because we are not yet using the funds. This results in an impact of \$6,000 on the budget.

Representative McGuirk raised again his long standing criticism of the farm and asked that this operation be looked at for its cost-effectiveness.

Representative Pratt moved that we increase the salary line for Register of Deeds to correct a printing error, from \$37,400 to \$38,170, seconded by Representative Royce, voted unanimously.

Representative Espiefs moved to approve the Executive Committee budget in the amount of \$21,830,146.00, seconded by Representative Fairbanks, voted unanimously.

Representative Fairbanks moved to approve the revenue account #3111.00.00 taxes to be raised, in the amount of \$9,736,725.00, Representative Emerson seconded, voted unanimously.

Representative Royce gave an overview of the funding with the Jaffrey courthouse. The state will fill in the gap until the Galway situation is resolved.

Representative Pratt thanked the members of the Executive Committee for their work for the last three months.

There being no further business, the meeting ended at 9:24 PM.

Signed March 2001

Barbara Hull Richardson, Clerk

MINUTES
Cheshire County Executive Committee Meeting
First Quarter 2001 Budget Review
Monday, May 14, 2001 10:00 AM
33 West Street, Keene NH

PRESENT: Chairman Pratt, Vice Chairman Royce, Representatives Avery, Fairbanks, Pratt, Mitchell, Emerson, Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Steve Boscarino, A/R Supervisor, Administrator Beeler, Superintendent Van Wickler; County Attorney Heed, Asst. County Attorney Cleary, Victim Witness Coordinator Horn, Manager King

EXCUSED: Representative Irene Pratt

Chairman Pratt called the meeting to order at 10:00 AM for review of the first quarter's budget.

Commissioner Martin reviewed some of the areas in the first quarter that is over budget because of dues and memberships that are due in the beginning of the year. Other than those particular items, there is nothing significant in the budget to note. It was noted that the excellent attendance of the delegation at the meetings might require an increase in the budget for next year.

Chairman Pratt asked about whether there were any items to be addressed.

Commissioner Martin brought before the Executive Committee the fact that the purchase of the mixer wagon was \$800 over amount budgeted, and the manure spreader was \$5000 under the amount budgeted. Representative Royce moved that \$800 be moved from the capital outlay funds to the mixer wagon, Representative Fairbanks seconded, voted unanimously.

Chairman Pratt questioned page 2, item 3404.02 was running under budget, Administrator Beeler stated that it is a result of people shifting to Medicaid. Administrator Beeler noted that Assisted Living is 4% over budget.

Representative Royce noted that on page 49, 4424.02.01, Speech Therapist has 100% remaining. Administrator Beeler noted that the position has not been filled.

Representative Fairbanks noted that on page 31, outside agencies is at 100% remaining. Commissioner Martin stated that because of the Galway decision, expenditures for outside agencies are being sent out in smaller disbursements, according to payment schedules they have agreed.

Representative Royce asked what is happening with the jail study. Commissioner Martin stated that the jail study has not moved forward at this time because of financial restrictions due to the Galway decision, but we have placed an advertisement in the paper for a case manager for the alternative sentencing program.

Chairman Pratt asked each Department Manager what is happening in their departments.

Sheriff's Office Sheriff Foote stated that with the ban on spending lifted, two cars were ordered and new personnel hired. The equipment for the radio project is in process and some departments already have their equipment.

County Attorney's Office Attorney Heed stated that they are on budget for most lines, but he expects that they will be over on office supplies, postage and travel.

The victim witness coordinator stated that she is working more aggressively with victims, and has been working in the district courts, resulting in an increase in work. A grant has been applied for that requires the approval of the Commissioners and the Delegation. The grant is to extend the Americorp position working in Victim Witness. Representative Avery asked about the number of cases they are involved. Lyndi Horn replied that two years ago they

had 162 cases, and now she has over 50 felony victims so far this year, in addition to Sara McKenzie-Hoskins, the assistant to Lyndi, having 50 domestic violence cases.

Bill Cleary addressed some of the issues facing victims, which are being addressed by the Victim Witness Coordinator. He requested approval of the grant to extend the Americorp position. Representative Royce asked if we are involved in Hillsborough cases at the Jaffrey District Court, and Attorney Cleary stated that we are not. Representative Mitchell asked how many of the women and men are coming through the Women's Crisis Services. Attorney Cleary stated that most references come from the police and they offer Women's Crisis Services if needed.

A motion regarding the grant will be prepared for the Delegation vote.

Facilities Manager King stated that the overtime line is over budget because of the weather conditions and the derailment, which is expected to be refunded from FEMA and the railroad. The gasoline line is over budget but he is looking into purchasing gasoline as part of a group. Representative Royce thanked Manager King and Carl Jacobs for the new lighting at the courthouse.

Maplewood Nursing Home Administrator Beeler stated that they are over budget \$5000.

Department of Corrections Superintendent Van Wickler stated that the pharmacy is over budget because of increased costs from \$5000 to \$7000 a month. He stated that 15% of the population have serious mental health issues. They are also averaging 15 female inmates, with a total of 99. He urged the committee to go forward on the jail study. Representative Royce asked how many inmates do we house for Vermont. Superintendent Van Wickler stated that it is about 12 to 15 inmates a year. Representative Avery asked about the progress on the alternative sentencing program. Administrator Wozmak stated that we have just advertised for the case managers position.

The Superintendent stated that in January 2001, a RSA was passed allowing the use of electronic monitoring on the county level. He expects renewed interest in its use, although it can be used only in the right cases. Attorney Heed stated that he felt in the right circumstances it is a viable option.

Chairman Pratt asked if there is a timeline for the jail study, which includes informing the residents of Westmoreland. Commissioner Martin stated that there is no timeline but that he had invited one of the selectmen to serve on the Jail Study Commission and conducted an informational meeting for residents on February 25, 2000 at the Westmoreland Elementary School.

Finance Director Trombly stated that the audit expenses are spent at the beginning of the year, so that line item appears to be over budget.

Chairman Pratt moved that the commissioners, staff and department managers be commended for their work in maintaining the budget lines, Representative Avery seconded, voted unanimously.

Commissioner Davis invited the Executive Committee to the groundbreaking ceremony to be held on Friday, May 18.

Meeting adjourned at 11:05 AM.

Terry Warren, Clerk Pro Tem

MINUTES
Cheshire County Delegation
Public Hearing
Wednesday, June 27, 2001 11:30 AM
House Chambers, State House
Concord, NH

PRESENT: Representatives Allen, Avery, Batchelder, Burnham, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Hunt, Liebl, McGuirk, Meader, Mitchell, John Pratt, Richardson, Roberts, Royce, Smith, Weed, Zerba; County Administrator Wozmak; County Finance Director Trombly

ABSENT: Representatives DePecol, Irene Pratt

Chairman Avery called the meeting to order at 11:30 AM.

1. Representative Pratt moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount not to exceed \$500,000 to be used for a county-wide housing rehabilitation program which will make improvements to housing owned and/or occupied by low to moderate-income households; that the County will accept the grants if approved, and enter into a contract with the State of New Hampshire; and further that the County Commissioners are authorized to execute any documents that may be necessary for this project. Motion seconded by Representative Smith, voted unanimously.
2. Representative Meader moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for VOCA (Victims of Crime Act) Grant funds in an amount not to exceed \$52,000 to be used to fund the District Court Victim/Witness Advocate position; that the County will accept the grant if approved and enter into a contract with the State of New Hampshire; and further, that the County Commissioners are authorized to execute any documents that may be necessary for this project. Motion seconded by Representative Zerba, voted unanimously.
3. Representative Royce moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to execute an amendment to the Jaffrey-Peterborough District Lease Purchase Agreement with the State of New Hampshire to allow the State, under the existing Lease-Purchase Agreement, to make an additional payment to the County of \$100,000 to be used as a contingency fund to pay for unanticipated increases in the original contract price. Seconded by Representative McGuirk, voted unanimously.
4. Representative Mitchell moved that the Cheshire County Delegation amend the 2001 budget by the addition of \$422,481.00 in revenue known as the "Michigan Plan" or "Medicaid Enhancement Fund" or "The Proportionate Share Payment" or "PSP" or "Proshare" as follows:
 1. \$199,515 to Account 4441.56.00, Intermediate Nursing Care
 2. \$26,835 to Account 4441.56.01, Related Health Costs
 3. \$196,131 to Account 4441.58.00, Board and Care for Children

Seconded by Representative Zerba, voted unanimously.

5. Representative Fairbanks moved that the County Delegation amend the County 2001 Budget by adding to the Capital Expense budget \$5,000.00 for the purchase of a sanitizer (for Maplewood Nursing Home) provided that the purchase is budget neutral. Motion seconded by Representative Mitchell, voted unanimously.

6. **Representative Hunt moved that the Cheshire County Delegation authorize the Cheshire County Commissioners to apply for Community Development Block Grant funds in an amount not to exceed \$100,000 to be used for the renovation of two historic buildings and associated site work at Harper Acres, the Keene Housing Authority elderly housing complex in Keene, New Hampshire, that the County will accept the grant if approved, and enter into a contract with the State of New Hampshire, and further that the County Commissioners are authorized to execute any documents that may be necessary for this project. Motion seconded by Representative Weed, voted unanimously.**
7. Representative McGuirk reiterated his concern that the farm capital expenses and operating budget resulted in a \$40,000 loss and that he will be approaching the delegation at budget time to put money in the budget to perform a cost benefit study on the farm.

Chairman Avery asked if there were any other business to come before the committee. Hearing none, he closed the meeting at 12:30 PM.

Barbara Hull Richardson, Clerk

Signed by J. Wozmak for B. H. Richardson on July 9, 2001

MINUTES
Cheshire County Executive Committee Meeting
Second Quarter 2001 Budget Review
Monday, August 13, 2001 10:00 AM
33 West Street, Keene NH

PRESENT: Chairman Pratt, Representatives Avery, Emerson, Meader, Zerba; Commissioners Martin, Davis and Lynott; Administrator Wozmak; Finance Director Trombly; Administrator Beeler, Superintendent Van Wickler; Facilities Manager King

EXCUSED: Representatives Irene Pratt, Mitchell, and Richardson

Chairman Pratt called the meeting to order at 10:10 AM for review of the second quarter's budget.

Commissioner Martin gave an overview of the budget, indicating that overall we are in good shape. Revenue seems to be low at this time because of tax funds that will come in at the end of the year.

Delegation budget - is slightly over budget with 45% remaining, due to the number of meetings that are held in the beginning of the year but should even out by the end of the year. The Commissioners budget is slightly over with 49% remaining due to membership dues that were paid and printing costs at the beginning of the year.

Finance - postage seems to be over budget, but is probably the result of moving personnel down to the finance department and their use of postage. The Treasurer's budget is over at 35%. This is because of the extra legal fees associated with the bonding we have done, may be slightly over budget at the end of the year.

Personnel administration - budget is at 48% remaining, and this is due to recruitment and personnel supplies.

Facilities – The Courthouse is at 44% remaining, and this is attributable to the lighting project at the courthouse. However, we are expected to see savings this year of approximately \$1000 per month. We will be receiving about \$8000 in grant money towards this project, which has not been budgeted.

Contingency (page 21) – Due mainly to legal fees for a suit brought against the county by an ex-employee during training.

Assisted Living (page 30) – Approximately 45% remaining attributable to expense of having an employee assist the new administrator in Assisted Living at the beginning of the year.

Nursing (page 45) – is approximately \$129,000 over, with 47% remaining. This is a result of per diem and agency people filling in places where we are short staffed. The TLC unit looks as if it will be about \$41,000 surplus, which will help to offset the overage.

Human Services (page 31) – if trends continue, it will be under budget.

Outside Services (page 34) – Chairman Pratt asked why they have not paid out 50% of the budget at this time. Commissioner Martin stated that a payment schedule had been prepared and we are paying out as they requested. Chairman Pratt asked about the alternate sanctions and his concern why there is no activity on that program. Commissioner Martin stated that we have difficulty with the hiring process. We have had one search process and we are in a second cycle right now.

In addition, we cannot go out and bond the \$500,000 because our bond council cannot give us an unqualified legal opinion due to the unsettled motion for reconsideration on the property tax issue.

The NIC program held last week was one of the steps in the process. Commissioner Martin asked the committee if

they had any suggestions on going forward. Commissioner Martin stated that when the NIC report comes through, the report will be sent to the key leaders involved in the discussion. Representative Avery asked if there had been any input from anyone about the program. Administrator Wozmak stated that some residents of Westmoreland thought the process was good. Commissioner Martin stated that he didn't hear anything but positive input about the program. Superintendent Van Wickler stated that he was impressed by the amount of work completed by the NIC consultants and the information and feedback was specific to our community. Superintendent Van Wickler expressed his appreciation that the consultants confirmed that we are doing the best we can. Chairman Pratt stated that he was pleased to hear the positive comments expressed about the staff at the DOC, and the work done by Administrator Wozmak in putting together this program. Chairman Pratt expressed his concern that it is necessary for us to go forward as soon as the reports come in.

Commissioner Lynott spoke to the statement made by one member of the delegation about the people of Westmoreland feeling that they were left out of the loop. She stated that the Commissioners have maintained communication with the town by having a selectman on the Jail Study Committee meetings. Commissioner Martin stated that an information meeting was held at the elementary school and that at this time, there are no plans in the works and that we are not going forward without information meetings. Commissioner Martin stated that he understands that the people of Westmoreland have legitimate concerns, and the Commissioners recognize them, and we have tried to be good neighbors with them in the past and we are not going to change this in the future.

Administrator Wozmak stated that it would not be out of the question to borrow the half million with a qualified opinion, which would cause us to borrow at a greater cost, if you felt there was a priority to do so. On the other hand, the state treasurer has asked us, as a cooperative measure, to hold off until the legal issue is resolved. Administrator Wozmak stated that both the Bogart-Pulitzer Study and the present study would be used in the process to plan the needs of the jail. Commissioner Martin stated that the Commissioners are going on a jail tour in other counties to see their facilities. Representative Avery asked what the delegation is going to vote on in January. Commissioner Martin stated that their hands are tied because we cannot go out to the bond market at this time. Representative Zerba stated that a special meeting of the delegation would be necessary to discuss the jail.

DOC (page 25) – Chairman Pratt questioned that the medical and dental costs are over budget. Superintendent Van Wickler stated that the inmate medical costs were estimate and three inmate emergencies occurred, one totaling \$11,200, one for \$8700, and another for \$4600. These issues are unexpected and cannot be budgeted. Superintendent Van Wickler stated that a representative from Sullivan County would be sponsoring a bill next year that will allow the DOC to mandate a Medicaid rate for jails. The Superintendent will prepare data together for the delegations information.

Farm (page 36) - Chairman Pratt noted that capital improvement budget was \$19,000 and so far we have spent \$26,000. Director Trombly will look into it, noting that what it may be is expenditures hit the capital improvement farm line instead of capital outlay equipment line.

Treasurer (page 13) – Chairman Pratt asked about the overage on the legal costs. Director Trombly noted that it was due to the \$5,000,000 TANS done at the beginning of the year and we shouldn't see any additional legal costs associated with borrowing TANS.

Sheriff (page 23) – Chairman Pratt questioned that he notes that the report indicates that deputies and bailiffs is under budget, and does that indicate that the Sheriff is still understaffed. The Sheriff noted that when going to District Courts he is using deputies because he cannot find enough bailiffs to use. The court then pays the deputy's time. Regarding the bailiffs and district court, the Sheriff does not know how that is going to affect them.

Deeds (page 123A of Budget Book) – Commissioner Davis brought up a request from Facilities to use \$900 from the slanted counters allocation towards additional roller shelving. Representative Emerson moved that \$900 be used from slanted counters (20-11-01) towards purchasing roller shelving (20-10-01), Representative Meader seconded. Because there was not a majority present, the vote will be ratified by the next meeting of the committee.

Commissioner Lynott spoke to the overcrowding in the Deeds department and the need for increased space. She requested approval for expending \$1000 to get an engineer's report on the Latchis Building. If this report is favorable, the Commissioners will come back to request to amend the budget to transfer \$150,000 for a new roof and clean up of the building. Commissioner Martin stated that deeds is in a continual growth requiring increased space. The Commissioners have been approached by Cheshire Housing Trust regarding the building, and they feel that it is worth spending \$1000 to determine whether the building is sound for county use for expansion needs, not only for deeds but for the alternative sentencing program, and the county attorney's office. If we decided to go forward after the report is received, we would amend the budget, including the \$1000, for the additional funds. Chairman Pratt asked what is the purchase price of the building, Commissioner Martin stated that it is approximately \$30,000. Representative Avery moved that \$1000 be approved to have an engineers report on the Latchis Building, Representative Zerba seconded, voted unanimously.

Chairman Pratt commended the department managers for their work in maintaining the budget.

Meeting adjourned at 11:40 AM.

Terry Warren, Clerk Pro Tem

MINUTES
Cheshire County Delegation
Public Hearing
Tuesday, October 16, 2001 7:00 PM
Keene Public Library, Keene, NH

PRESENT: Representatives Allen, Avery, Batchelder, Burnham, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Liebl, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Roberts, Royce, Smith, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; County Finance Director Trombly; Register of Deeds Hubal; Terry Warren Executive Assistant to the Commissioners

ABSENT: Representatives DePecol, Hunt, Manning, Richardson, and Weed

Chairman Avery called the meeting to order at 7:00 PM

Representative Royce moved to authorize the Cheshire County Commissioners to enter into a real estate purchase agreement with the Cheshire Housing Trust and to purchase the Latchis Theater Building and property located on Lamson Street in Keene, New Hampshire, for an amount not to exceed \$30,000, and to expend an amount of money, not to exceed \$20,000, to make certain repairs to the Latchis Theater Building, motion seconded by Representative Espieffs.

Commissioner Lynott spoke to the motion of purchasing the theater purchase. The cost of purchase is \$30,000 and \$20,000 will be needed to shore up the building for the winter, according to the engineer's report. If the building is not purchased, Cheshire Housing Trust will have to tear the building down.

Representative Avery asked what plans the county has for the building. Commissioner Lynott stated that the building could be used for downtown offices and to satisfy the increasing space needs of the deeds department. We are paying to have our deeds books preserved, and there is no space to store them, other than on the floor. Additionally, we have a clinical case manager for the Alternative Sentencing Program, who cannot confidentially meet with clients because he does not have his own office.

Representative Royce asked how does this fit into the long range plan, are we thinking about Westmoreland and the County Jail and future space needs being met by putting county offices in Westmoreland? Commissioner Lynott stated that the County needs to maintain a downtown office.

Representative John Pratt asked what is the value of the property. Commissioner Lynott stated that it's value, as noted by the City of Keene, is \$130,000.

Representative Smith asked what is the square footage of the property. Administrator Wozmak stated that it is approximately 6000 square feet. There is steel framework in place to add concrete flooring.

Representative Dexter asked what are the plans for parking, as it is already a problem. Commissioner Martin stated that there was some discussion about creating parking on the first floor. There is also some space for potential parking.

Representative Liebl asked if there was a potential to move probation to the building. Commissioner Martin stated that the probation department is a state agency, not county.

Representative Roberts asked if there was any thought to expanding 33 West Street and putting a garage under an expansion. Commissioner Lynott stated that it was discussed.

Commissioner Lynott stated that we couldn't lose with the building because there is always the potential of selling it.

Representative Dexter asked where is the entrance to the building. Administrator Wozmak stated that the entrance to the building is on Lamson Street.

Representative Smith asked if there is a possibility to extend the 33 West building, why aren't we doing that. Commissioner Martin stated that we have to make a decision now about the Latchis building, because Cheshire Housing Trust does not have the money to shore it up and some decision about the building must be made now.

Representative Zerba asked if we are going to buy something and then spend the money to research its use. Representative Pratt stated that in the end, we could still sell the structure at a profit.

Commissioner Martin spoke to the committee about the county's long-term plan and the option of purchasing the building for county space needs.

Representative Avery stated that there is no other downtown building available.

Commissioner Martin stated that we would lose the option of use of the building if we don't proceed now.

Richard Daschbach spoke to why Cheshire Housing Trust put the property on the market. They originally intended to use the building for long term housing in the rear of the building. But they could not build units for low-income tenants, because of the high cost of renovating. The \$30,000 they will receive for the building will be used to replace the windows on the front of the building.

Representative Fairbanks asked if there were any estimates for the renovations. Commissioner Martin stated that if we had to take the time to obtain estimates, we would lose out on purchasing the building. The estimates will come later.

Representative Mitchell read the motion again, and roll call vote taken. The result of the roll call was eighteen votes approving the purchase, no votes against, passed unanimously.

Representative Meader moved to amend the 2001 Cheshire County Budget by adding \$50,000 for a new total of \$22,302,627.00, in order to purchase the building and property and to undertake certain repairs to the Latchis Theater building located on Lamson Street, Keene, NH by amending the following account lines:

Expense line 4130.29.00 (Comm. outside Svcs) increase by \$50,000 to \$57,047.00

Revenue line 3911.00.00 (Transfer Fm Fund Balance) Increase by \$50,000 to \$750,000.00.

Representative Emerson seconded.

Representative McGuirk asked that the first paragraph be reread. He then asked why repairs are not in the motion. Commissioner Martin stated that the money for repairs would be in the 2002 Budget.

A roll call vote was taken. The result of the roll call was eighteen votes approving the amendment to the budget, no votes against, voted unanimously.

Representative Pratt introduced Pam Slack from District 2, who will be sworn in next week.

There being no further business, the meeting was adjourned at 7:30 PM.

Terry Warren, Clerk Pro Tem

Minutes signed 10/31/01

MINUTES
Cheshire County Executive Committee
3rd Quarter Budget Review
Monday, November 5, 2001 10:30 AM
33 West Street, Keene, NH

PRESENT: Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Irene Pratt, Zerba; Commissioners Martin and Lynott; County Administrator Wozmak; County Finance Director Trombly; Superintendent Van Wickler; Manager Barry King; Attorney Peter Heed; Nursing Home Administrator Beeler, Terry Warren Executive Assistant to the Commissioners

ABSENT: Representatives Richardson and Royce; Commissioner Davis

Chairman Pratt called the meeting to order at 10:30 AM.

Two motions from the August 13 meeting were moved and ratified by the members. Representative Avery moved that \$1000 be approved to have an engineers report on the Latchis Building, Representative Zerba seconded, voice vote all in favor, vote unanimous.

Representative Emerson moved that \$900 be used from the slanted counters line (20-11-01) towards purchasing roller shelving (20-10-01), Representative Meader seconded, voice vote all in favor, vote unanimous.

Commissioner Lynott stated that there is a projected \$525,000 surplus, and a good portion of that is from Human Services and that it will under spent in the areas of INC and B & C Children.

Chairman Pratt welcomed Irene Pratt back to the Executive Committee after her illness.

Facilities

1. Rep. Irene Pratt asked about the budget balance on page 24, 4194.89.19. Manager King explained that some of the funds spent on the lighting changes at the Courthouse would be refunded from a grant.
2. Manager King stated that he would like an engineering study of MNH to see if a chiller would be appropriate for the building. The chiller would use the existing heating system for cooling by putting chilled water into the system. This study would cost about \$2700. In line 4900.97.51 there is a balance of \$2782, and he would like to transfer this to 4900.89.11. Representative Zerba made the motion to transfer \$2700 from 4900.97.51 to 4900.89.11, Rep. Mitchell seconded, voted unanimously.
3. Manager King stated that the only other high expense was from the winter storms and the train derailment. There is an ongoing discussion on funds to be returned.

HOC

1. Chairman Pratt commended Superintendent Van Wickler for the good job he did at the Westmoreland Selectman's meeting last week.
2. Superintendent Van Wickler stated that the only line over is the equipment repair. Revenue projections are exceeding expectations.
3. Chairman Pratt asked about staffing issues. Superintendent Van Wickler stated that he is down one position.
4. Chairman Pratt asked what the count has been, and Superintendent Van Wickler stated that the average has been in the mid/high 90's.

5. Peter Heed addressed the fact that the courts will be closed more often starting next year and this will undoubtedly affect the HOC population.

County Attorney

1. Attorney Heed addressed the fact that security is a concern at the courthouse and he is working with facilities for a more secure entrance to the attorney's office.
2. Chairman Pratt asked Attorney Heed if he has seen a difference since the ASP Clinical Case Manager has started. Attorney Heed stated that he has made four referrals.

MNH

1. Administrator Beeler stated that revenue at the end of September was \$58,000 under budget. Turnover has been fast, although we have a waiting list of 10-20 people.
2. Administrator Beeler stated that because of payroll timing, payroll is overstated by \$100,000.
3. Nursing and TLC is about \$38,000 over budget.
4. Rep. Avery asked how short they are on staffing. Administrator Beeler stated that the vacancies are down to about 14. The vacancies are being filled with higher cost positions, such as per diems.
5. Rep. Irene Pratt asked if wages compare with other facilities using RN's. Administrator Beeler stated that they are comparable with other nursing homes but not with hospitals. Rep. Irene Pratt stated that she is concerned with the per diem situation because the elderly may not be able to adjust to new faces. Administrator Beeler stated that the goal is not to use per diems.
6. Representative Irene Pratt advised the committee that Administrator Beeler was named Nursing Home Administrator of the Year by the New Hampshire Association of Counties.
7. Rep. Irene Pratt asked if there were any financial or other advantages or disadvantages now that there is no longer a pharmacy at the nursing home. Administrator Beeler stated that the cost is slightly more than an in house pharmacist, and there is not a pharmacist in the facility on a daily basis, but over all the service is good.

Farm

Commissioner Martin stated that the farm is projected to have approximately a \$5000 deficit.

Other Business

1. Chairman Pratt stated that in recognition of the events of September 11, has the county taken any steps for emergency planning. Commissioner Martin stated that we stand ready to work with any state or federal agencies. Rep. Pratt asked if there were any expenses that may be incurred, Commissioner Martin stated that there might be expenses with the sheriff's office.
2. Chairman Pratt stated some members of the committee received a package of material from a citizen of the county about a personnel issue. He stated that he has met with both parties involved to see what was being asked of the committee and what is involved. The evening before he had received a call requesting action from one of the parties, although both parties involved were not advised of this request. He suggests that a neutral third party be involved in the matter. Rep. Avery spoke to his role, by statute, on the personnel committee and that he felt that the Executive Committee was not authorized by statute to have any role in personnel matters. Further, Avery stated that if the delegation were to, by majority vote, investigate such a

matter, the full delegation and the chairman of the delegation would be responsible for such an action. Avery said that, since he did not receive what others apparently did, he was unclear of what the issues were. Rep. Mitchell advised the committee that he too was a member of the county personnel committee and that he felt the discussion was inappropriate in this setting. Both Representative Avery and Mitchell recused themselves from further discussion and left the meeting. Commissioner Martin stated that it is inappropriate for the executive committee to be involved as it is a personnel issue and should be handled in the way the statutes provide, which is to bring it before the personnel committee. Chairman Pratt questioned whether the committee has any responsibility in this case, and he will address it with the house counsel. Chairman Pratt reiterated his suggestion to bring the matter before a third party. Chairman Pratt asked if any members of the Executive Committee wished to ask any questions. Rep. Fairbanks commended Chairman Pratt for so effectively concealing the substance of the issue that he had no idea what he was talking about. Commissioner Lynott suggested that he seek the advice of house counsel before attempting to discuss the matter in public in this forum. Chairman Pratt asked if any members felt the need to continue the present discussion, there was no response from members to continue and the discussion ended.

There being no further business, the meeting was adjourned at 11:55 AM.

Terry Warren, Clerk Pro Tem

MINUTES
Cheshire County Delegation
Public Hearing
Monday, December 10, 2001a 7:00 PM
33 West Street, Keene, NH

PRESENT: Representatives Allen, Avery, Batchelder, Dexter, Edwards, Emerson, Espieffs, Fairbanks, Liebl, Manning, McGuirk, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Roberts, Royce, Slack, Smith, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Jim Beeler NH Administrator; Ellen DeYoung Treasurer; David Putnam Farm Manager; Barry King, Facilities Manager; Rick Van Wickler Superintendent of HOC; Peter Heed County Attorney; Sheriff Foote; Terry Warren Executive Assistant to the Commissioners

ABSENT: Representatives Burnham, DePecol, and Hunt

Chairman Avery called the meeting to order at 7:00 PM. A moment of silence was held in memory of Bill Rose, a former representative, who passed away on Saturday.

The Commissioners introduced themselves. Commissioner Martin had some information about the budget and the analysis sheet that was handed out to the members. Commissioner's proposed budget is at \$23,193,290. This is an increase of \$1,363,144 over last years budget, or 6.24% increase over the 2001 adopted budget. Taxes to be raised are \$10,639,077, an increase of \$902,352 or 9.27% over the 2001 adopted budget. The final figures are approximately \$2.3 million less than what was originally requested of the Commissioners. After deducting personnel related increases, and increases in the budget matched by revenues, proposed budget decreased by 1.15% over last years adopted budget.

There are three major areas of increase, the first concerns personnel increases, which is about \$200,000 of the increase. These include two correctional officers, a proposed shift differential, and the addition of a human resources person and assistant. Second is a health insurance increase of about \$200,000, with the county absorbing about \$165,000 of the increase, employees absorbing the balance. Third are the merit and COLA increases which total about \$350,000. In addition, the Latchis Theater development request is for \$40,000; and \$32,000 is budgeted for the Deeds budget for imaging. There is about \$83,000 less in interest income, which reflects the current interest rates. The proposed budget is essentially budget neutral for the farm. Commissioner Martin asked if there were any questions on the proposed budget.

Rep. Smith asked about the HR positions. Commissioner Martin stated that we presently have a payroll coordinator now and the positions requested are for a HR Director and an assistant.

Rep. Dexter asked why the proposed budget salary is higher than the department requested. Commissioner Davis stated that the COLA was not included.

Sy Creamer, a nurse from MNH TLC unit stated that she heard there were cuts in staffing, and were any new positions added for MNH. She stated that she requests that staff be added because paperwork and other work is not being completed and it is a safety issue. Commissioner Martin stated that the Commissioners did not cut any FTE's and that there will be opportunities to determine whether there will be additions or not, and there are no cuts as far as he knows.

Rep. J. Pratt questioned a \$63,000 cut in the sheriff's budget. Commissioner Martin stated that it reflects that there are no car payments for the fleet because the Sheriff doesn't need any new cars this year. Rep. Pratt asked if there is a schedule for automobile replacement and Sheriff Foote stated that there is a schedule, but this is an off year. Rep. Avery asked if we are putting money away for cars. Commissioner Martin stated that there is money in capital reserves, but not specifically for the sheriff's department.

Mr. Richard Daschbach questioned the Worker's Comp premium variances. Rep. Liebl stated that costs are determined by classification codes, and this accounts for the variable costs.

Rep. J. Pratt asked about the medical costs increase and how our self-insurance is working. Commissioner Martin stated that the Commissioners feel that if we were not self-insured, the increases would have been much greater. Rep. J. Pratt asked if there was a change in the benefit package, Commissioner Martin stated there was not a change in benefits.

Rep. McGuirk stated that he had been at the September 5 meeting at MNH, at which he requested the Commissioners to appropriate a sum of money for a private consultant for a benefit analysis of the farm. Commissioner Davis stated that UNH Cooperative Extension was contacted but they have declined to do this, but other organizations have been contacted and we are waiting a quote and it will be added to the budget when received. Rep. McGuirk requested to be put on schedule for the budget review for the farm.

Rep. Royce asked about the sale of wood and that the ten-month actual indicates no wood was sold, but the proposed budget shows the same figure. Commissioner Martin stated that wood sales start now, which would be reflected at the end of this quarter.

Rep. Dexter asked if the COLA and merit are contracted. Administrator Wozmak stated that the amount in the budget is just an estimate as to merit but that the COLA (Cost of Living) adjustment is a contracted or fixed amount.

Rep. Dexter asked about the Latchis costs originally quoted to secure the building and whether the \$40,000 in the budget is for this work. Commissioner Martin stated that the \$40,000 is for a study on how best to use the building.

Rep. Mitchell questioned page 133B indicates 15 security cameras for the courthouse, are these replacements or new cameras, and does this include monitors. Sheriff Foote stated that the cameras are a new addition to increase security at the courthouse, the monitors are included and will be in the sheriff's office with a Bailiff watching during court hours and cameras in the evening. Rep. J. Pratt asked if there is an offsetting revenue. The Sheriff stated that there is not, and Rep. J. Pratt asked if he would investigate if moneys are available with all the present security issues. The Sheriff agreed.

Mr. Daschbach asked about the Treasurer's budget request for travel in the amount of \$100 but was increased by the Commissioners to \$775.00. Commissioner Martin said that the increase would allow the Treasurer to attend the annual conference of NH counties.

Rep. Smith asked about legal expenses. Commissioner Martin stated that legal expenses would be from the capital reserve account and if needed, funds needed would be put before the Executive Committee. There is approximately \$20,000-30,000 in the capital reserve.

Rep. McGuirk asked for the balances of the capital reserve account. Commissioner Martin stated that it would be sent to the delegation.

Rep. Dexter asked about the cost of a replacement tub for the nursing home. Commissioner Martin stated that it is a special bathtub for residents who have difficulty with getting in and out of a standard bathtub. It has a patient lift to get residents in and out of the tub and, thus, is much larger than a normal tub.

Rep. Avery asked for nominations from the floor for the vacancy on the Executive Committee. **Rep. Fairbanks nominated George Liebl, seconded by Rep. Royce; Rep. J. Pratt nominated Pam Slack, seconded by Rep. Mitchell. A roll call vote was taken with a resulting vote of 12 votes for Pam Slack and ten votes for George Liebl. Rep. Slack was declared the new member of the Executive Committee.**

There being no further business, the meeting was adjourned at 7:45 PM.
Minutes signed on 12/21/01

Barbara Hull Richardson

MINUTES
Cheshire County Delegation
Executive Committee Meeting
Monday, December 10, 2001 7:30 PM
33 West Street, Keene, NH

PRESENT: Representatives Avery, Emerson, Fairbanks, Meader, Mitchell, John Pratt, Irene Pratt, Richardson, Royce, Slack, Zerba; Commissioners Martin, Davis and Lynott; County Administrator Wozmak; Jim Beeler NH Administrator; Ellen DeYoung Treasurer; David Putnam Farm Manager; Barry King, Facilities Manager; Rick Van Wickler Superintendent of HOC; Peter Heed County Attorney; Sheriff Foote; Terry Warren Executive Assistant to the Commissioners

Chairman J. Pratt called the meeting to order at 7:50 PM.

The first order of business is to authorize the Treasurer borrow in anticipation of taxes. **Rep. Fairbanks made a motion to authorize the treasurer, upon the authorization of the Cheshire County Board of Commissioners, to borrow in anticipation of taxes an amount not to exceed \$9.5 million dollars for the 2002 budget year, January 1, 2002 to December 31, 2002, seconded by Rep. Avery, voted unanimously.**

The schedule for the Executive Committee review of the budget was read. **Rep. Avery moved that the schedule, as printed, be accepted, Rep. Royce seconded, voted unanimously.**

Rep. McGuirk requested that the Executive Committee put him on the schedule for when the Farm Budget is reviewed so he can present his request to have a professional study completed on the farm. He will be put on the schedule for Monday, January 14, at 11:30.

There being no further business, the meeting was adjourned at 8:00 PM.

Minutes signed on 12/21/01

Barbara Hull Richardson