

County Delegation Meeting

CALL TO ORDER - Presiding Officer Bean

6:33pm @ County Complex on 3/29/23

QUORUM CALL - O'Hara

Roll Called - Quorum Present

Representative	Present	Absent
Bean	X	
Beaudoin	X	
Bordes	X	
Bogert	X	
Coker	X	
Comtois	X	
Dumais	X	
Harvey-Bolia	X	
Huot		X
McCarter	X	
Nagel	X	
O'Hara	X	
Ploszaj	X	
Smart	X	
St. Clair	X	
Terry	X	
Trottier	X	
Varney		X
Count	16	2

MOTION

Adopt agenda as presented by O'Hara, Second by Bordes

VOTE

Unanimously approved

(16-0)(*Huot arrived at 6:35 pm*)

MOTION

Approval of prior minutes for 3/6 by Bordes, Second by Trottier

VOTE

Unanimously approved (17-0)

MOTION

Approval of prior minutes of the Budget Review Committee for 3/13 by O'Hara, Second by Bordes

DISCUSSION

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Comtois objected to the minutes due to Bogert opening the meeting in regards to the meeting in which officers were elected was not publicly noted properly; Comtois is not a member of the subcommittee.

Bean stated that the meeting was to affirm the position that the subcommittee took at the prior meeting, which Bogert was elected at.

VOTE

Unanimously approved by the members of the subcommittee (7-0)

PUBLIC COMMENT

Mary McDonald of Meredith

Spoke in support of the funding to UNH CO-OP; to support food insecurity and the growth of the need for food safety throughout the state and in our county.

Mike Clifford of Laconia

Spoke in support of the funding to UNH CO-OP; to the support provided to 4-H for the experience provided to the youth and the growth in the trade.

Paul Lange of Belmont

Spoke in support of the budget; questioned why one of the 5 members who asked for an extension wasn't present (Comtois added that the member had surgery) and asked why the same member has not been to a county meeting for almost a year. Lastly, spoke to the fact that members used percentages to scare the public rather than using the actual cost of the budget when speaking to the public.

Skip Murphy of Gilford

Spoke in opposition to the budget; the process of the Budget Review Committee and made unsuitable comments to the chair.

Ronnie Abbott of Laconia

Spoke in support of the budget; thanked the Budget Review Committee for their time and hard work on the budget.

Donna Heap of Belmont

Spoke in support of the funding to Belknap County Conservation District; explained that every \$1 donated provides \$18 in services and products back to county constituents.

Hunter Taylor of Alton

Spoke in support of the budget; complemented the Budget Review Committee for the handling of "being dealt a bad hand" due to the low Fund Balance. Also spoke on how little the county tax impacts a taxpayer's actual tax.

Gregg Hough of Laconia

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Spoke in support of the budget; thanked all for their work on the budget and mentioned that "the county wants these services."

Joe & Diana Sack of Laconia (Read into the record by Bogert)

Spoke in support of the budget; funding will bring the county back for "reasonable levels of social and safety services and rebuild a prudent reserve fund [Fund Balance]."

Deborah & George Tall of Center Harbor (Read into the record by Bogert)

Spoke in support of the budget; "we were disturbed by those efforts by some, last year, to take a 'wrecking ball' to county institutions that we feel are important."

Prudy Veysey of Gilmanton (Read into the record by Bogert)

Spoke in support of the budget; "this budget will benefit many while still being fiscally responsible."

CBA for Sheriff's Department

Presentation and Discussion

Deb Shackett, the County Administrator, presented the cost items related to the CBA and spoke to the scale being closely similar to other departments.

O'Hara asked if the 1.5% & 5% on COLA increases were caps; Shackett confirmed that this was true.

Comtois asked why the county was going back to agreeing to COLA increases; Schakett stated that the compensation study showed that the reason we fell behind was due to not having COLA in our contracts.

MOTION

Approval of cost items related to CBA by Bordes, second by Coker.

VOTE

The motion passed 15-2; Troitter declared a conflict and voted.

Budget Review Committee Presentation

Bogert presented the budget, see attached slides.

MOTION

Approval of the recommended budget by the Budget Review Committee by Bordes second by O'Hara

- Operation budget of \$33,108,862
 - Amended \$33,058,862
- Revenue budget of \$12,391,810
- ARPA budget of \$1,003,420

DISCUSSION

Comtois made comments about how the presentation was done differently than prior years

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Terry asked for clarity on the interest related to debt services; Shackett clarified that the interest is related to bonds needed to run the county till the county receives tax payments from the municipalities.

AMENDMENT TO MOTION

Bean motioned to amend the motion by reducing the "full-time wages" in the Sheriff's Department by \$50,000, second by Harvey-Bolia.

DISCUSSION ON AMENDMENT

Bogert stated that the Sheriff had retirements that we needed to account for but the costs came in lower than expected.

VOTE

Accepted as a friendly amendment.

AMENDMENT TO MOTION

Comtois motioned to amend the motion by reducing the county convention meetings by \$1,500, second by Ploszaj.

DISCUSSION ON AMENDMENT

Comtois spoke to the motion that if the change is agreed to then another vote could be taken later to lower our county meeting pay from \$20 to \$0.

Question was posed about the legal requirements to pay the body; it was clarified that the RSA states we can not exceed \$25 per meeting.

O'Hara commented about the minimal impact that the change would have on the taxpayer but would agree to the change of pay but not the change to the budget.

St. Clair commented that we can reduce the cost to the county by having less meetings rather than the minimal change.

VOTE

Bordes and O'Hara disapproved the amendment to their motion; amendment failed 5-11 (Bogert was out of the room).

DISCUSSION (cont.)

Comtois commented that some public sector employees do not have dental; Schakett explained that the commission wanted to use it to retain employees and that the Budget Review Committee lowered the cost to the county by applying the same split as applied to health care (90%-10%; county-employee).

St. Clair asked if the Sheriff's Department, Nursing Home, and Commissioners were "okay" with the budget; all confirmed they were.

AMENDMENT TO MOTION

Comtois motioned to amend the motion by reducing the auditing by \$5,000, second by Terry (for discussion).

DISCUSSION ON AMENDMENT

Comtois spoke to the amendment by comparing the contract for the audit and the difference in the line; Shackett explained the difference and Comtois withdrew her amendment.

DISCUSSION (cont.)

Comtois questioned if we could use ARPA for new equipment related to server switches; Shackett stated that there was no more ARPA to appropriate.

AMENDMENT TO MOTION

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Comtois motioned to amend the motion by moving \$25,000 from new equipment to ARPA; failed due to no second.

AMENDMENT TO MOTION

Comtois motioned to amend the motion by reducing the ARPA expenses for \$25,000, second by Ploszaj.

DISCUSSION ON AMENDMENT

Comtois spoke to the motion that this would be to eliminate "premium pay" for all employees besides the Nursing Home employees which would allow us to move the server switches to ARPA

Bordes stated that this would tell the public that we are putting server switches over the employees.

VOTE

Bordes and O'Hara disapproved the amendment to their motion; amendment failed 1-11-3.

MOTION TO CALL THE QUESTION

Coker motioned to call the question, second by Bordes.

CLERK NOTE (FROM PLOZAJ)

"Due to the passing of the motion "To Move the Question" not all Delegates had the opportunity to address their district's constituent input on the budget. I had planned to address some line items and the budget that were concerns of residents of New Hampton and how the UNHCO-OP and BCCD assist the work of the Center Harbor Conservation Commission."

VOTE ON CALLING THE QUESTION

15-2

VOTE ON MAIN MOTION AS AMENDED

12-4-1 (roll called) Troitter and Coker declared a conflict and voted.

Representative	Yea	Nay	Abstain
Bordes	X		
Beaudoin	X		
Bogert	X		
Coker	X		
Comtois		X	
Dumais	X		
Harvey-Bolia	X		
Huot	X		
McCarter		X	
Nagel	X		
O'Hara	X		
Ploszaj		X	
Smart		X	
St. Clair	X		
Terry			X
Trottier	X		
Bean	X		

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Count	12	4	1
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MOTION

Comtois motioned to set transfer authority at \$5,000 between departments – the advance approval of the Executive Committee of the Belknap County Delegation, also known as the Belknap County Convention, shall be required prior to any transfer between departments in the approval and adopted county budget in an amount of \$2,500 (the "Limitation Amount") or more in any one instance, or in any series of substantially similar transfer within a 90-day period aggregating or exceeding such Limitation Amount. Any purported transfers in violation of the foregoing policy shall be null and void, second by Terry.

DISCUSSION

Clarity was made on past practice and what would happen if this motion failed.

VOTE

Motion passed 13-3.

MOTION

O'Hara motioned to adjourn, second by Bordes.

VOTE

Motion passed 15-1

Adjourn 9:07 pm; next meeting is at the call of the chair.

Submitted,




Travis J. O'Hara

Belknap County Delegation Clerk

2023 Belknap County Budget

February 2023

Reviewed and Updated by the Belknap County Delegation
Budget Committee



2023 Belknap County Budget

The Belknap County Delegation at its meeting on January 10, 2023 created the Budget Review Committee by a vote of 10 to 4.



Committee Members of the County Delegation

Members:

Chairperson: Rep. Steven Bogert

Vice Chair: Rep. Mike Bordes

Clerk: Rep. Matt Coker

Rep. Harry Bean

Rep. Julia Harvey-Boulia

Rep. David Huot

Rep. Travis O'Hara

County Team

Commissioner: Chairperson Peter Spanos

Commissioner: Stephen Hodges

Commissioner: Glen Waring


County Administrator: Debra Shackett

Finance Director: Lori Sharp



2023 Belknap County Budget

The Budget Review Committee was tasked with meeting with each Department Head and reviewing budget requests line by line.



2023 Committee Meeting Dates

January 19th, 2023

February 1st, 2023

February 8th, 2023

February 15th, 2023

March 13th, 2023



Impact on Property Taxes

	<u>2020 Budget</u>		<u>2021 Budget</u>		<u>2022 Budget</u>		<u>2023 Budget</u>		<u>2023 Budget</u>	
Expenses	30,829,837	2.76%	31,648,039	2.65%	31,378,388	-0.85%	33,446,876	6.59%	33,108,862	6%
ARPA					5,277,782		793,920		1,003,420	
Revenues	15,168,250	3.48%	15,502,730	2.21%	13,792,141	-11.03%	12,336,810	-10.55%	12,391,810	-10%
ARPA					5,277,782		793,920		1,003,420	
Plus FB used	891,080		3,000,000		2,000,000	-33.33%	-	-100%	-	-100%
	<u>16,059,330</u>	5.43%	<u>18,502,730</u>	15.21%	<u>15,792,141</u>	-14.65%	<u>13,130,730</u>	-17%	<u>13,395,230</u>	-15%
Prop. Taxes	<u>14,770,507</u>	0.00%	<u>13,145,309</u>	-11.00%	<u>15,586,247</u>	18.57%	<u>21,110,066</u>	35.44%	<u>20,717,052</u>	33%

IMPACT

COMMITTEE RECOMIDATION; \$33,108,862

Breakdown is about \$1.44 per thousand dollars of assessed value.

\$300,000 home would see and increase of about \$107 per year.



County Convention

2022 Budget	\$	20,400
2023 Commission Recommendation	\$	5,450
2023 Committee Recommendation	\$	5,450

County Attorney

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
 - Savings of \$369
- Reduce professional development
 - Savings of \$300
- Books/journals/periodicals line
 - Increase of \$300

Commission Recommendation	\$ 1,194,021
Committee Recommendation	\$ 1,192,652

County Administration

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
 - Savings of \$105
- Eliminate NHAC Conference from Professional Development
 - Savings of \$750
- Make the referenced reductions

Reductions	Savings
Legal Services	\$2,500
Printing	\$ 100
Dues & Subscriptions	\$ 763
Meeting Recording	\$ 500
Total Savings	\$3,863

Commission Recommendation	\$435,889
Committee Recommendation	\$430,671



Information Technology

Recommendations

- Add on-site IT position
- Moved IT to ARPA Fund
- Savings of \$27,000

Commission Recommendation \$297,979

Committee Recommendation \$270,979



Finance Office

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
- Savings of \$105

Commission Recommendation \$ 319,881

Committee Recommendation \$ 319,776



Registry of Deeds

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
- Savings of \$105
- Reduce index/internet services by \$2,300
- Fixed error of \$1,800, was placed in the wrong line
- No savings

Commission Recommendation \$ 448,988

Committee Recommendation \$ 446,383



County Maintenance

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
 - Savings of \$76
- Eliminate Contracted cleaning services
 - Savings of \$4,320
- Eliminate New Equipment requests*
 - Savings of \$6,100
- Make references reductions

Electricity Line	\$	13,000
Grounds & Landscaping	\$	975
General Operating Supplie	\$	1,500
New Equipment	\$	6,100
Building Improvements*	\$	8,750
Other Improvements	\$	9,700
Total Savings	\$	40,025

Commission Recommendation \$ 879,821

Committee Recommendation \$ 835,400

**Please note, New Equipment Requests and Building Improvements were moved to ARPA.*

Unanticipated Expenditures

No Recommended Changes

Commission Recommendation \$ 200,000

Committee Recommendation \$ 200,000

Sheriff's Department

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
 - Savings of \$105
- Increase full-time wages line by \$50,000 to cover a mandatory retirement payout of ~\$100,000. *The budget draft date is unknown*
- Reduce P/T Dispatcher by one position
 - Savings of \$10,000
- Telecommunications line increase of \$5,148. *Increase offset by reductions in other lines. Net increase or Decrease of \$0
- Reduced vehicles/lease line. Cruiser was moved to ARPA
 - Savings of \$20,00

Commission Recommendation \$ 2,956,655

Committee Recommendation \$ 2,976,550



Corrections Department

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
 - Savings of \$425
- Make referenced reductions

Reductions	Savings
Sick Bonus to Actual Cost	\$ 13,333
Temporary Inmate Housing	\$ 2,500
Dietary Services	\$ 16,087
Core Supplies	\$ 1,000
Program Cost	\$ 4,010
Training	\$ 2,370
Travel	\$ 2,000
Total Savings	\$ 41,300

Commission Recommendation \$ 5,638,288

Committee Recommendation \$ 5,596,562



Restorative Justice

Recommendations

- Reduce P/T by one position
 - Savings of \$22,525
- Reduce Payroll Tax
 - Savings of \$1,715
- Increase Vehicle maintenance & Repair Line
 - Increase of \$1,600

Commission Recommendation \$ 182,512

Committee Recommendation \$ 159,872



Health & Human Services

Recommendations

- DHHS- Nursing Home Care. No Change

Commission Recommendation \$ 7,707,120

Committee Recommendation \$ 7,707,120



Outside Agencies

Recommendations

UNH Co-Op Extension	\$	165,000
B.C. Conservation District	\$	50,000
L.R. Mental Health Center	\$	32,000
Community Action Program	\$	56,000
Commission Recommendation	\$	303,097
Committee Recommendation	\$	303,000

Debt Service

Recommendations

Professional Service	\$	9,000
Debt Service - Principal	\$	195,365
Debt Service - Interest	\$	421,961
Commission Recommendation	\$	626,326
Committee Recommendation	\$	626,326

General Fund Totals

2022 Budget	\$ 19,557,118
Commission Recommendation	\$ 21,196,027
Committee Recommendation	\$ 21,070,741



Nursing Home: Debt Service

Recommendations

Professional Service	\$	5,500
Debt Service - Principal	\$	9,635
Debt Service - Interest	\$	120,390
Commission Recommendation	\$	135,525
Committee Recommendation	\$	135,525

Nursing Home: Administration

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
 - Savings of \$215
- Increase Telecommunication Line – Phone service missed in commissioner budget
 - Increase of \$3,000
- Increase Software support line to fund support for the following:
 - Wander Guard (Safety device)
 - Nursing Call lights support software
 - Software to ensure regulatory compliance with staffing levels

Commission Recommendation	\$ 1,678,430
Committee Recommendation	\$ 1,667,761

Nursing Home: Maintenance

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
 - Savings of \$105
- Reduce electricity
 - Savings of \$20,260

Commission Recommendation	\$ 625,989
Committee Recommendation	\$ 605,624

Nursing Home: Rehabilitation Services

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
- Savings of \$158

Commission Recommendation	\$ 245,331
Committee Recommendation	\$ 244,473

Nursing Home: Dietary Department

Recommendations

- Maint. & Repair Increase of \$2,500

Commission Recommendation \$1,447,067

Committee Recommendation \$1,449,567

Nursing Home: Nursing Department

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
 - Savings of \$555
- Moved \$300,000 from Part-time wages to contracted nursing services
- This transfer created a reduction in the following lines:
 - Payroll Tax reduction of \$90,668
 - Retirement reduction of \$67,013

Commission Recommendation	\$ 6,461,058
Committee Recommendation	\$ 6,299,228



Nursing Home: Laundry Department

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
- Savings of \$53

Commission Recommendation	\$ 182,145
Committee Recommendation	\$ 182,092



Nursing Home: Housekeeping Department

Recommendations

- Separate dental Insurance from health insurance to reflect a 90% to 10% split between employee and employer
 - Savings of \$55
- Reduced one part-time position
 - Savings of \$25,935
- Reduced Payroll tax by \$3,460
- Increase overtime by \$7,500
- Added sick time incentive
 - Increase of \$552

Commission recommendation \$ 490,703

Committee Recommendation \$ 469,305



Nursing Home: Hairdressing

No Recommendations

Commission Recommendation	\$	31,251
Committee Recommendation	\$	31,251

Nursing Home: Total

2022 Budget	\$ 12,099,075
Commission Recommendation	\$ 12,250,849
Committee Recommendation	\$ 12,038,121

Operating Budget: Total

2022 Budget	\$ 31,656,193
Commission Recommendation	\$ 33,446,876
Committee Recommendation	\$ 33,108,862

Questions asked:

There were several questions and requests for information submitted prior to this meeting.

- New IT Coordinator position – this is a top priority supported by all department heads. This will provide much needed additional support. Currently provided as an extra duty and limited to available time found during the day. The need for assistance is much greater and requires someone dedicated to working with all departments on a full-time basis.
- ARPA funded projects – a list of all projects was requested and provided.
- Vacant positions – a list of vacant positions and how they were budgeted for was requested, as well as associated benefit information. Explanation of the information in the budget book was provided. On any given day the payroll & benefit projections can go up or down.
- Jail Population numbers – The total population was 68 and the total # of beds is 144. The budget was prepared assuming an average daily population of 70.
- ARPA Project #20 – detail for 2023 premium payments was requested and provided.
- Food Service contract – a copy was requested & provided.
- ARPA projects – annual operating expenses have not been recommended for funding with one-time ARPA funds.
- Financial Audit – a request for the contract was received and was provided.
- Utilities – contracts and agreements with utility companies was requested and provided.