

## EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
Monday October 15, 2012

PRESENT: Representatives Bulis, Gionet, Ladd, Townsend, Brosseau, White and Almy, Commissioners Cryans and Ahern, Executive Director Clough, and Bookkeeper Kristen Murray, who kept the minutes.

EXCUSED: Representatives Aguiar and Sova.

OTHERS: Cooperative Extension Office Administrator Deb Maes and Harold Brown

Chairman Bulis called the meeting to order at 9:32 AM with the Pledge of Allegiance led by retiring Representative Charles Brosseau.

Rep. Bulis noted that the minutes from the September 17th meeting needed to be approved and asked if anyone had any changes or edits for the minutes dated September 17th. None were noted.

Rep. Almy moved to approve the September 17<sup>th</sup> Executive Committee minutes; it was seconded by Rep. Brosseau. Rep. White abstained and the rest were in favor.

Rep. Almy had a few remarks before meeting with Cooperative Extension Office Administrator Maes. Rep. Almy informed the Committee that she had read the UNH Memorandum of Understanding (MOU) and signed it (6) years ago. Rep. Almy also informed the committee that she had spoken with Supt. Libby and he speculated that the reason so few inmates are in the electronic monitoring program, is because many of them are participating in the Drug Court program.

### Cooperative Extension Office Administrator Maes Met with the Committee:

Deb Maes re-presented the Memorandum of Understanding between the University System of New Hampshire and Grafton County Convention and Commissioners for the Executive Committee's approval. Administrator Maes requested signatures from Commissioner Cryans and Rep. Bulis. Rep. Gionet inquired about the report that was referenced within the MOU and Administrator Maes stated that it was the reorganization report that she shared with the Committee in January. Rep. Bulis asked if there were any further questions.

With no further questions, Rep. Townsend made a motion to approve the MOU and authorize the Chairman to sign. The motion was seconded by Rep. Gionet. All were in favor.

### TREASURER'S REPORT:

ED Clough gave the report in Treasurer Elliott's absence. ED Clough stated that \$750,000 had been borrowed at the start of October and anticipated that borrowing again wouldn't be necessary until November. Referencing the Cash Management Report, Rep. Almy asked ED Clough what the column "Transfers Out" represented. ED Clough advised that Grafton County has a couple CDARS accounts at WGSB comprised of money left over from Jail project accounts. ED Clough stated that these money's pass through the General Fund and out. Rep. Ladd inquired as to how much the TAN was. ED Clough stated that it was a line of credit up to 5 million. Rep. Bulis asked if there were any additional questions on the Treasurers Report.

Rep. Townsend moved to accept the Treasurer's Report and Rep. Brosseau seconded the motion. All were in favor.

#### COMMISSIONERS' REPORT:

Commissioner Cryans offered his thanks to everyone for there service. Commissioner Cryans then offered a report on the Biomass construction which he stated began last week. Commissioner Cryans informed the Committee that the ground breaking ceremony would be tomorrow, Tuesday October, 16<sup>th</sup> at 11am. Commissioner Cryans stated that the Biomass plant has a tentative completion date of July 1<sup>st</sup>. Commissioner Cryans informed the Committee that the County's claim for the first lightning strike on the Nursing Home was being processed and that the County should be receiving payment soon. Commissioner Cryans advised the Committee that October 22<sup>nd</sup> and 23<sup>rd</sup> are the dates of the Annual NHAC Conference that it will be held in North Conway. Commissioner Cryans informed the Committee that tax bills will be going out at the end of October. Commissioner Cryans stated that the Attorney's office had hired an Assistant County Attorney and an Office Assistant and that their office renovation was close to completion. Rep. Bulis asked if there had been any movement in regards to the old jail. Commissioner Cryans advised that there had not been, but that the next meeting is to be held November 30<sup>th</sup> at 2pm.

Rep. Bulis asked if Commissioner Cryans had any information about the costs of abatement at the old Jail. ED Clough stated that they had received a hazardous materials removal quote of \$5000-\$7000.

Rep. Bulis stated he felt that the Committee should approve mileage for those attending the biomass ground breaking.

Rep. White moved to approve mileage for the Delegation for those attending the Biomass ground breaking; it was seconded by Rep. Almy. All were in favor.

Rep. Ladd inquired about the second lightening strike and who the County used to determine if it was one strike or two. ED Clough advised that the adjustor was sent by the County's insurance provider, Primex. Rep. Ladd inquired about the insurance reimbursement amount. ED Clough stated that after the County's \$1000 deductible, the payment would be \$10,982.33.

Rep. Gionet moved to accept the Commissioners report, Rep. Brosseau seconded the motion. All were in favor.

EXECUTIVE DIRECTOR'S REPORT:

ED Clough informed the Committee that she had received and reviewed the draft financial statements for the FY12 audit and that she expected final reports to be available soon. ED Clough stated that she would make those statements available for everyone and that they would also be printed in the annual report. Rep. Bulis asked if in the past the report had been published on the web and ED Clough stated that it had not, but that it had always been available in the annual report, which is available on line.

ED Clough reviewed the new jail project. ED Clough discussed the guaranteed maximum price construction expense of \$29,752,833 and the estimated owner costs of \$4,223,462 that resulted in a total estimated re-design cost of \$33,976,296. ED Clough then reviewed the final anticipated construction and owner costs of \$27,792,549.64 and \$3,425,122.05 respectively and the resulting anticipated under budget cost of \$2,758,624.31. ED Clough then reviewed the reconciliation of the jail bond funds that the County has had for approximately (2 ¼) years. ED Clough informed the Committee that the remaining funds are currently sitting in WGSB with \$3,267,487.94 in CDARS and \$250,075.56 in a money market. ED Clough advised the Committee that there were some additional September invoices that needed to be reconciled out of the jail budget, but that there are \$3,064,657.37 jail project funds remaining. ED Clough informed the Committee that of the remaining jail project funds, \$2,321,382.30 have been committed to the biomass plant leaving a balance of \$743,275.07 in uncommitted bond funds. ED Clough advised the Committee that the remaining funds need to be recommitted by the Delegation prior to April 2013. ED Clough informed the Committee that throughout the jail project which has been underway since 2006, the total amount of money spent is a little over 33 million, which is a very positive outcome. Rep. Almy asked if the total remaining funds that needed to be recommitted by April 2013 had any kind of stipulation that they be used on something to do with the jail project. ED Clough advised that there was no stipulation and that the remaining bond funds could be used for anything and that she believed that they could also be used to make a Bond payment. Rep. Bulis stated his understanding to be that the Delegation could choose to use the money for anything bondable or to have it go towards the debt service payment. Rep. Ladd asked ED Clough if there were any remaining expenses estimated or otherwise that have not been included and are still to come on the jail project. ED Clough stated that to the best of her knowledge there were no additional costs to expect. Rep. Bulis asked if there were any additional questions regarding the ED expense report. There were none.

ED Clough informed the Committee that the Nursing Home census was (133) and the Jail (119) with (3) participating in electronic monitoring and (16) participating in the Drug Court Program. ED Clough proceeded to discuss the monthly variance and prorated reports. ED Clough reviewed the monthly variance for revenue stating that there were a few departments under revenue at this point, but she was only concerned with the farm.

ED Clough stated that the farm stand did not do well and that of the \$65,000 in revenue budgeted, only \$36,000 had been received as of September close. ED Clough attributed the loss in revenue to the farm stand and the decline in milk prices. ED Clough stated that she expected the interest revenue to adjust in December with the receipt of County tax money. ED Clough stated that she expected other revenue lines to straighten out as the year progressed. ED Clough discussed the expense variance, attributing the red in most departments to a third payroll that skewed the figures as well as large July service contracts and the August property liability payment. Rep. Gionet stated that there is an annual Windy Ridge excursion that generally finishes with a trip to the Grafton County farm stand for pumpkins, but that there were no pumpkins for purchase this year. ED Clough advised Rep. Gionet and the Committee that the Farm had had a bad pumpkin year and that according to the Farm Manager, the pumpkins got weedy and that combined with weather resulted in a failed crop. Rep. Ladd asked ED Clough if the farm stand produce that the Jail uses is counted as revenue for the Farm. ED Clough stated that it is not, but that the transactions were recorded and could be tracked. Rep. Ladd asked if the expense of having meat packaged at PT Farm was the farms or the jails. ED Clough informed the Committee that, as of yet that had not happened and she was unaware of how that would be handled if it did in the future. ED Clough informed the Committee that the jail does produce an annual report to account for the transactions between the Farm and the Jail. Rep. Almy inquired about the availability of a local meat processing plant. ED Clough confirmed that PT Farm is a local processing plant in North Haverhill. Rep. Ladd stated that it was one of only two in the state. Rep. Bulis asked if there were any additional questions or concerns regarding the monthly variance report. There were none.

ED Clough proceeded to discuss the prorated expense report stating that the first quarter of FY 13 finished over revenue and under expended. ED Clough advised the Committee that the unassigned fund balance of \$1.6 million did not include the \$3 million set aside in an uncommitted account as surplus to reduce taxes. ED Clough proceeded with the over expended line items report. ED Clough informed the Committee that (3) of the line items were over-expended as a result of posting errors and would be corrected. ED Clough advised the Committee that the maintenance and plant operation lines were over-expended as a result of the lightning damages and that the insurance refund checks will go back to both those lines. ED Clough stated that the Surcharge account for Deeds was over-expended on the reports but that was an accounting issue that needs to be corrected. ED Clough stated that the Nursing Home had used \$75,000 in contracted nursing services in the first quarter. ED Clough informed that Committee that the Commissioners had received a turn over report from HR and that the Nursing Home and HR were doing some in-depth research on how to reduce the turn-over. Rep. Bulis asked ED Clough if she had any numbers regarding the turn-over. ED Clough stated that she did not have her turn-over report with her, but that she believed the Nursing Home turn-over rate to be around 26.3% with Licensed Nursing Assistants and Dietary employees comprising majority. Rep. Bulis asked why there were so many in Dietary. Rep. White stated he thought the numbers in Dietary were something you expect. ED Clough concurred with Rep. White, adding that Dietary employs many part-timers. Rep. Gionet asked if there was a long line of people waiting for positions in Dietary. ED Clough advised that staffing Dietary was not a concern. Rep. Almy stated that years ago not enough people were trained as nurses

to replace retiring nurses, and more recently there was a huge effort to catch up. Rep. Almy then stated the recession hit and there was a surplus of nurses, but that young people do not like working in nursing homes. Rep. Almy inquired about whether or not there was a program to train nurses from existing staff at Grafton County. ED Clough advised that Grafton County did not have a program, but educational assistance is offered to employees. Commissioner Cryans offered to pass around Commissioner Ahern's copy of the turn-over report. Rep. Bulis requested that the report please be sent to the Committee electronically.

Rep. Ladd asked ED Clough if she was working on a policy where transfers could be done throughout the year instead of at the end. ED Clough advised that she is currently transferring to cover over-expenses on a monthly basis. Rep. Ladd stated he felt that was good and thanked ED Clough.

Rep. Bulis asked if ED Clough would go over the tax apportionments. ED Clough stated that she had provided the Committee with a copy of the Tax Apportionment the County had received from the Department of Revenue Administration (DRA). ED Clough explained that the first (2) pages were the actual letter from DRA with the actual tax apportionment. ED Clough stated that the tax apportionments were based on figures provided by Grafton County to the DRA that represented what Grafton County needed to receive in taxes. ED Clough stated that the DRA used the County's figures and each towns reported equalized valuations to determine each communities County tax obligation. ED Clough continued with an explanation of a spreadsheet that listed each community, what their prior year taxes were, what their current year taxes were and the net increase or decrease to those amount in both dollars and percentages. ED Clough stated she felt the spreadsheet really demonstrated how a County tax increase of 7.34% meant nothing to any one particular community because some increased as much as 18% while others went down. Rep. Almy asked if the rate differences related to town assessments for equalized valuation. ED Clough replied that the rates would include any adjustments that were the result of re-evaluation as it is the town's responsibility to report there equalized valuations to the DRA. Rep. Bulis asked if there were any additional questions regarding the ED's report. There were none.

Rep. Brosseau moved to accept the Executive Director's report which was seconded by Rep. Almy. All were in favor.

### **COMMITTEE DISCUSSION**

Rep. Bulis inquired if there was any old business. ED Clough stated that at the previous Committee meeting there had been a discussion about implementing a policy to govern grant application and acceptance. ED Clough distributed copies of a grant writing policy that the Commissioners adopted for the Committee members to review. ED Clough stated that the policy took into account procedures that the Commissioner's were already following as well as requests made by Rep. Ladd and the Committee. ED Clough also provided a listing of current grants administered by Grafton County as well as the quarterly grant report for FY13. ED Clough stated that often times grant dates do not end with the fiscal year, so they are carried forward or expended over several fiscal years. ED

Clough asked if anyone had questions regarding the report. Rep. Almy asked ED Clough for a brief description of the grants listed. ED Clough provided information to the Committee regarding the individual grants. Rep. Almy inquired about the Community Development Block Grants and what grants were pass through only. ED Clough stated that the only pass-through grants were Community Development Block Grants. Rep. Almy pointed out that several of the Sheriff's grants were shared between the county and municipalities. Rep. Gionet asked if the County would continue to fund position/programs that were currently grant funded after the grants end. ED Clough stated that the County could chose or had chosen to pick up the expense of the Case Manager, Mental Health Court, and the Governor's Commission grant. Rep. Gionet asked for confirmation that this was not however obligatory. ED Clough confirmed that it was not. Rep. Ladd stated that he would like to review the policy they had been presented. Rep Ladd asked of the statement "Once the board has voted to approve the application" what board they were referring to. ED Clough stated that it was the Board of Commissioners. There was a discussion regarding whether the policy was for the Delegations consideration or the Commissioners. Rep. Bulis stated that it was for both and referenced a discussion at the previous Delegation meeting that requested the Executive Committee research a policy to govern grant administration. Rep. Bulis asked if the Commissioner's would be accepting of some changes to the language of the policy for future consistency. Rep. Ladd stated he felt the policy hit the mark and addressed what he had brought to discussion at the previous Committee meeting. Rep. Ladd also felt the question "Is this a function of Grafton County" included in the policy was great. Rep. White asked if the Committee was going to ask the Delegation to adopt the Policy. He stated that his point was if the County Convention adopted this policy then it could not be changed by the Commissioners. Rep Bulis state that was a point well made and taken. Rep. Ladd re-affirmed his support of the policy. Rep. Gionet stated he felt that a lot of the grants were from a pork barrel and questioned why or if we should apply for them if they are not budgeted for. Rep. Ladd stated he felt the policy established a process for future generations of Commissioners and that the Committee should take it to the Delegation. Rep. Almy asked if it was the intention of the Committee to take the policy to Delegation on re-organization or Budget day. Rep. White stated that the question before them was if we want to exercise our authority as a convention or if we want to defer that authority that is granted to us by statute to the Board of Commissioners however that composition may exist post November 6<sup>th</sup>. Rep Bulis stated that the resolution would solidify what the Commissioners are already doing. Rep. White stated correct. Rep. Almy stated that what she heard Rep. White saying was that Rep. Ladd should be prepared to make a motion at the organizational meeting that would agree with this particular policy so that it would be in place for the new Board of Commissioners and there would have to be a discussion if it was going to be changed by budget day. Rep. White remarked that that was exactly what he was saying. Rep. Bulis asked for a motion to that affect.

Rep. White made a motion to carry forward to the organizational meeting in December a proposed by-law addition that would affirm the Commissioners policy concerning grants. Rep. Almy seconded the motion. All were in favor.

Rep. Bulis inquired about new business. There was none.

Rep. Bulis inquired about Committee Reports. There were none.

Rep. Bulis stated that he wanted to discuss his impression of the Committees efforts in a difficult term that presented a (13), (13) split Delegation. Rep. Bulis listed a number of accomplishments including the execution of a performance audit and a Jail Study that was enhanced by a visit to Cheshire County. Rep. Bulis offered his congratulations to the Committee for work well done. Rep. Bulis stated that the stakes were high and the Committee was able to transcend its differences and work together. Rep. Bulis offered his most gratifying moment on the Committee to be when both Committee and the Delegation voted unanimously to pass the Fiscal 2012 Budget. Rep. Bulis stated that it was an honor and privilege to serve the Committee. Rep. Gionet complimented Rep. Bulis for his service. Rep. Almy offered a thank you to everyone for compromises and suggested the Committee set a date for organization day.

The Committee discussed setting the Delegation reorganization day for December 10, 2012 9:30am. Rep. Bulis stated that once the date was set, he would notify the Clerk of the House. Rep. Ladd requested copies of the Bi-Laws be provided at the organizational meeting.

Rep. Gionet moved that the Delegation reorganization day be set for December 10<sup>th</sup> at 9:30am. It was seconded by Rep. Brosseau. All were in favor.

Rep. Brosseau stated that it was an honor to have served with everyone.

Rep. Bulis addressed meeting attendee Harold Brown and asked if he had anything to add. Mr. Brown stated his opinion on the old jail to be that it should be torn down and that not a penny should be approved to do anything with it other than tear it down because it is nothing more than a cancer on the tax payers little finger. Mr. Brown offered his concerns about the Bond Commissioners charging a fee, stating that legally you cannot be charged a fee for your freedom. Mr. Brown also offered his opinion regarding acceptance and approval of grants. Mr. Brown stated that the Commissioners do not raise money, they spend it. Mr. Brown continued by stating that the obligation and authority is in this Committee to approve grants. Mr. Brown stated that all grants must be in the budget and any additions require supplemental appropriation by the Delegation. Mr. Brown stated he disapproved of grants 100%.

11:25 AM. With no further business and all in favor, the meeting was adjourned.

Respectfully submitted,

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Charles Sova, Clerk