GRAFTON COUNTY

3855 Dartmouth College Hwy * North Haverhill, NH 03774

Annual Report
Fiscal Year 2013
July 1st, 2012 ~ June 30th, 2013

ANNUAL REPORT

OF THE
GRAFTON COUNTY
COMMISSIONERS

TOGETHER WITH THE REPORTS FROM

The

CONSERVATION DISTRICT
COUNTY ATTORNEY
HUMAN RESOURCES
NURSING HOME
SHERIFF'S DEPARTMENT
TREASURER & AUDITORS
UNH COOPERATIVE EXTENSION
CORRECTIONS
DRUG COURT
HUMAN SERVICES
REGISTRY OF DEEDS
INFORMATION TECHNOLOGY
DEPARTMENT OF MAINTENANCE

FOR THE FISCAL YEAR COVERING
JULY 1, 2012 ~ JUNE 30, 2013

Dedication of the Annual Report

The Grafton County Commissioners

Districts 1, 2 & 3 have each chosen people whom they feel have made a large impact within the County. It is with great honor that this Annual Report is dedicated to them

Meredith & Doug Smith

Enfield, NH

Nominated By: Commissioner Michael Cryans, Dist. 1

Dianne L. Rappa

Bath, NH

Nominated By: Commissioner Raymond Burton, Dist. 2

Peter & Pam Martin

Plymouth, NH

Nominated By: Commissioner Martha Richards, Dist. 3

Meredith and Doug Smith of Enfield, NH have worked passionately to improve their town. Doug was an incorporator and the first President of the Enfield Village Association (EVA). The EVA was founded in 2000 with the goal of revitalizing Enfield's historic downtown, and for the past (13) years, Meredith and Doug have dedicated their time and passion to the improvement of Enfield.

In 2001, the town of Enfield overwhelmingly voted in favor of establishing a Heritage Commission for the express purpose of preserving and protecting resources with historic value. Not surprisingly, Meredith Smith was appointed chair.

The New Hampshire Main Street project was soon to follow, which had a goal to continue downtown revitalization. In 2011 Enfield Village received a National Historic District designation followed by a New Hampshire Historic District designation.

Doug spent much of his time writing grants and soliciting funds to make these projects work, while Meredith was asked to Chair the festivities surrounding the Mascoma Lake Bridge opening and, this past July resurrected the "Old Home Day" which had not been held for many years. Meredith and Doug have been active in the Shaker Museum and the Shaker Bridge Theater. Doug has served as President and Treasure respectfully of these two entities.

For all of these effects and many more, the Grafton County Board of Commissioners are proud to dedicate this year's Annual Report to Meredith & Doug Smith

Meredith & Doug Smith

Dianne L. Rappa of Bath, NH has at this early point in her life been involved with a host and long list of activities both at the town and regional level. She and her Husband Tom have two sons who both graduated from UNH.

Her local community involvement started in 1979 as District Manager of the Mountain Lakes Community on both the Haverhill & then Bath Master Plan Committees. She served as Bath Selectman, in 1986-87, on the Bath Covered Bridge Committees, forming the Bath Village District Water Company, 1986-98 Swiftwater Covered Bridge committee, Bath School Building Committee 1987-89, Horse Meadow Senior Citizens Planning committee. She has served as a Bath Town Planning Board member since ‘82, Vice Chair and now Chair since ’92. She is also a founding member of the Friends of Bath Public Library.

Her regional and state wide impact has been as Executive Director/CEO of the North Country YMCA. She retired from that post in 2012. She currently serves on the NH Governor's Council on Physical Activity & Health --which she helped set up in ‘92 and is Executive Director of the NH Association for Health, Physical Education, Recreation and Dance.

One of her main goals throughout her life so far is to have affordable physical activity promoting healthy lifestyles for all ages in the North Country of which she has been teaching classes since ’82
In 1999 the Pine Grove Grange presented Dianne with the

Community Service Award which stated “Dianne has a towering interest in recreation and physical fitness. She recognizes that a healthy, active community empowers its citizens and enriches them. Her wide community and regional interests combines all elements of enlightened service and community building skills in a dynamic willingness and talent to "GET IT DONE”. The Grafton County Board of Commissioners are honored to dedicate this annual Report to Dianne L. Rappa.

Dianne L. Rappa

To talk about a couple's passion and dedication to a cause in the Plymouth and Pemi Baker region brings to mind this couple. Though retired from aviation and counseling careers, when confronted with the possibility of the controversial Northern Pass project and its 135' high towers crossing their magnificent view, Pam and Peter obsessively took on fighting this project. Though they're now on an alternative route for the towers, the Martins have been steadfast in their near daily pursuit of communicating, educating, soliciting, attending numerous legislative hearings, debating, and standing up for the thousands of us potentially affected by the Northern Pass project. They have diligently researched every facet of this project so that they can speak articulately and knowledgeably about it and have been called into many different forums to do just that! Their personal resources have also been generously put into their fight to stop the project.

They are admired for their tenacity and perseverance to this cause and have undoubtedly inspired many others to rise up and become strong opposition members also. They are to be commended for their tireless work for the past three years as it has made a difference …there are no Northern Pass towers built…yet. Their work will continue, I am sure, in their steady, efficient and organized way. Thousands of us are indebted to them for the difference they have made in this fight to maintain our beautiful vistas and home values in New Hampshire, especially in Grafton County.

Thank you Peter & Pam!

Peter & Pam Martin

Grafton County

A Year of Important Events in Pictures

GRAFTON COUNTY BIOMASS PLANT GROUND BREAKING CEREMONY OCTOBER 16TH, 2013

L to R: Jules Chateau (Architect from Banwell Architects), Superintendent Jim Oakes, Representative Lyle Bulis, Executive Director Julie Clough, Commissioner Mike Cryans, Former Commissioner Martha Richards, Commissioner Ray Burton, Commissioner Omer C. Ahern Jr. and Chuck Henderson from Senator Jeanne Shaheen's Office all grabbed a shovel of dirt to commemorate the ground breaking event for the new biomass project.

GRAFTON COUNTY BIOMASS PLANT
RIBBON CUTTING CEREMONY
JUNE 12TH, 2013

L to R: Matthew Miskoe (MacMillin), Jules Chatot (Banwell Architects), Commissioner Burton, Cryans & Richards & Maintenance Supt. Jim Oakes

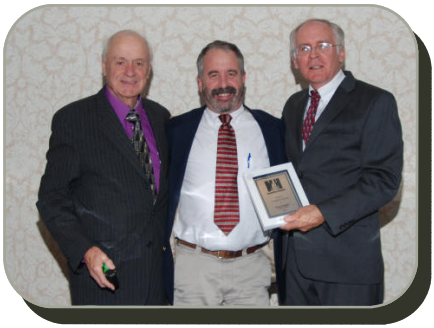
Commissioner Burton gives the opening remarks

IN JULY 2013 THE 115 YEAR OLD DEPARTMENT OF CORRECTIONS WAS DEMOLISHED

NEW HAMPSHIRE ASSOCIATION OF COUNTIES AWARD WINNERS

Mary Brooks was recognized as the County Nursing Home Employee of the Year

Sabra Carroll wins County Attorney Employee of the year.



Brent Ruggles was awarded the County IT Employee of the Year

RECIPIENTS OF LAST YEAR'S ANNUAL REPORT

Dr. C. Everett Koop, Scott & Ellen King & Jan Kinder

SWEARING IN OF ELECTED OFFICIALS
JANUARY 2013

L to R: Back: Sheriff Doug Dutile Front: Rebecca Wyman Register of Probate, Bonnie Parker-Treasurer, Lara Saffo-County Attorney, Kelley Monahan-Register of Deeds, Judge Timothy Vaughan, Martha Richards -Commissioner, Mike Cryans-Commissioner and Ray Burton-Commissioner

In September of 2006, Grafton County introduced the Prescription Discount Card for all Grafton County Residents. The card can be used for Prescription medications by any resident who does not have any prescription coverage and is accepted at most all the pharmacies in the area including Vermont. The card is NO cost, No enrollment benefit that can also be used for pet medications that are purchased at a participating pharmacy.

Cards can be found at your local town hall, pharmacy or by calling the County at 603-

TABLE OF CONTENTS

Commissioners Report	1-4
Grafton County Elected & Appointed Officials	5
Grafton County Delegation	6
Grafton County Budget (Expenditures)	7
Grafton County Budget (Revenue)	8
Delegation Expenses	9
Grafton County Organizational Chart	10
Reports from the Departments	11
Treasurer's Report	12
Grafton County Attorney's Office– Report	13-15
Grafton County Sheriff's Department– Report	16-17
Sheriff's Department Activities Statistics	18-19
Human Services Report & Expenses by Town	20-21
Human Resources Report & Statistical Report	22-24
Registry of Deeds Report	25-28
Information Technology Report	29-31
Maintenance Report	32-35
UNH Cooperative Extension Report	36-38
Nursing Home Report	39-40
Department of Corrections Report	41-42
Drug Court Report	43
Conservation District Report	44-45
Farm Report	46
Delegation & Executive Committee Minutes	47-132
Auditor's Report	

Towns in Commissioners' Districts

1.) Enfield, Hanover and the City of Lebanon

2.) Bath, Benton, Bethlehem, Easton, Franconia, Haverhill, Landaff, Lincoln, Lisbon, Littleton, Lyman, Lyme, Monroe, Orford, Piermont, Sugar Hill, Warren, Wentworth and Woodstock

3.) Alexandria, Ashland, Bridgewater, Bristol, Campton, Canaan, Dorchester, Ellsworth, Grafton, Groton, Hebron, Holderness, Orange, Plymouth, Rumney, Thornton and Waterville Valley

COMMISSIONERS' REPORT
FISCAL YEAR 2013

We are pleased to present the following reports and financial statements for the period of July 01, 2012 – June 30, 2013. We share these reports with you, the people of Grafton County, so that you may have a better understanding of your County Government.

Financially, Grafton County finished fiscal year 2013 in good shape. Total Revenues came in above budget projections by $2,798,633. The total revenue received for the fiscal year was $37,115,933.15. Expenses were below budget estimates by $1,748,362. The total expended was $35,568,938.31 with $20,834,031 being raised in County taxes. The County received several unanticipated revenues that contributed to revenue receipts being so far over projections.

The budget process for FY 2014 resulted in a total budget of $37,953,466 which is an increase of 1.70% from last year. The total amount to be raised by taxes increased 1.16 % to $21,075,456. Included with this budget were several new positions including: a part time File Clerk at the County Attorney's Office, a part time Administrative Assistant for the new Juvenile Diversion program, a full time clerical position in the Sheriff's Department that is split with Dispatch, a full time Correctional Officer position at the Department of Corrections and a part time position in the Health Information Department at the Nursing Home. Employees of the County were given a 1.50% cost-of-living adjustment in fiscal year 2014 and there was a slight decrease (.01%) in the County's health insurance rates. A large part of the increase in the FY 2014 budget was a dramatic increase in the rates that the County pays to the NH Retirement System on behalf of our full time employees. Group I rates increased from 8.80% to 10.77% and Group II (Corrections and Sheriff's Deputies) rates increased from 19.95% to 25.30%.

The County Commissioners and Delegation both voted unanimously during fiscal year 2012 to construct a Biomass Heating plant for the County Complex. The Biomass Plant cost an estimated $2.7 million dollars to build. The County had a grant from the Department of Energy for $378,500, which means that the cost to the County was $2,321,500. This was paid for out of the remaining funds from the Jail

construction bond, no additional financing was needed. On June 12, 2013 the ribbon cutting ceremony was held for this facility and the fiscal year 2014 budget shows a reduction in fuel oil consumption of 87,500 gallons, which reduced fuel costs by $279,912.50. It also shows a reduction in propane usage of 11,000 gallons or a savings of $15,400. The savings was offset some by the cost of woodchips, which were budgeted at a cost of $100,750.00. As you can see the Biomass Plant will save the taxpayers significantly in the costs of fossil fuels and will pay for itself quickly.

The new Department of Corrections Facility has now been occupied for its first year and things have gone well. Although there are still maintenance issues that we are working out, the new facility is much safer and more efficient for its occupants than the old facility. The County was authorized to borrow up to thirty-eight (38) million dollars for this project. The project was delayed for a couple years during which time the original project was downsized. The redesigned facility was anticipated to cost thirty-three (33) million dollars and that is how much money the County borrowed. The project came in substantially under budget. The funds that were left over have been repurposed and have been used to construct the Biomass Plant and to demolish the old jail. After the completion of these projects there is an estimated $800,000 left from the original bond funds, these funds will be used to make bond payments on the facility and will help reduce the tax impact.

What to do with the old jail was a popular question during the past couple of years. The Commissioners convened a number of public meetings to help answer this question. At the conclusion of these meetings after listening to many different ideas, the decision was made by the Commissioners in early 2013 that the best idea was to demolish the old facility. Financially, it made the most sense. The Delegation voted in March, 2013 to re-purpose up to five hundred (500) thousand dollars to demolish the old building. The demolition has been completed at a cost of $88,000. The grounds have been planted with grass and a commemorative plaque will be placed at the site. There are no future building plans for that site.

The County continues to have two (2) Capital Reserve Accounts. One (1) was established for the Nursing Home and the other is for the Dispatch Center. The Nursing Home account is funded by taking a

portion of the Medicaid Pro-Share payments that the County receives on an annual basis. This account is used to replace equipment within the Nursing Home. The Dispatch account is funded through its users. A portion of the Dispatch fee revenue is taken each year and set aside to be used for improvements and equipment for the Dispatch Center.

Grafton County continues to participate in the NACO (National Association of Counties) prescription drug discount program that is sponsored by CareMark. This valuable program is at no cost to the County or to the citizens. This program can reduce the cost of prescription drugs by up to 20%. Since the inception of the prescription drug program in September 2006, Grafton County citizens have saved a total of $617,880.20. Getting enrolled in the program is simple – just place a call to the Commissioners' Office at (603) 787-6941 and request a card. The only information needed is your name and address and we will mail you a card. These cards are also available at many participating pharmacies in Grafton County.

The NH Association of Counties Annual Conference was held at the North Conway Grand Hotel on October 22 & 23, 2012. During the conference at the Annual Banquet, County Attorney Employee Sabra Carroll was recognized as the County Attorney's Office Employee of the Year, Mary Brooks was recognized as the County Nursing Home Employee of the Year and Brent Ruggles, IT Manager, was recognized as the County IT Employee of the Year. Congratulations on a job well done, we are very proud of you!

As your County Commissioners, our mission and focus continues to be to provide the best quality services to the residents of Grafton County while maintaining a stable tax rate. This is very challenging considering the status of the economy and the increases in the cost of doing business.

The Commissioners hold regular weekly meetings on Tuesdays at 9:00 AM, at the County Administrative Building at 3855 Dartmouth College Highway in North Haverhill, with periodic tours of the Nursing Home, Department of Corrections, County Farm and Courthouse. We also attend regular meetings of the Grafton County Executive Committee. All meetings are public. Please call the Commissioners' Office at (603) 787-6941 to confirm date, time and schedule. For further information,

minutes of the Commissioners' meetings and links to other departments please visit the Grafton County website at www.graftoncounty.nh.us.

In closing, it has been a very busy year here at Grafton County and we continue to be proud of the accomplishments and successes of Grafton County Government. We realize that these accomplishments would not be possible without the dedication and hard work of all of our employees and the countless number of volunteers. ***We would like to recognize and thank all of our employees and the many volunteers that do such a fantastic job.***

Respectfully submitted,

GRAFTON COUNTY COMMISSIONERS:

Michael J. Cryans, Chair (District1)
Martha B. Richards., Vice-Chair (District 3)
Raymond S. Burton, Clerk (District 2)

GRAFTON COUNTY
ELECTED AND APPOINTED OFFICIALS
JULY 1, 2012 ~ JUNE 30, 2013

COMMISSIONERS
Michael J. Cryans, District #1 - Hanover
Raymond S. Burton, District #2 - Bath
Martha B. Richards, District #3 - Holderness

EXECUTIVE DIRECTOR
Julie L. Clough, North Haverhill
TREASURER
Bonnie Parker, Hanover
COUNTY ATTORNEY
Lara Saffo, Benton
COUNTY SHERIFF
Douglas Dutile, North Haverhill
REGISTER OF DEEDS
Kelley Monahan, Orford
CLERK OF COURT
David P. Carlson
JUDGE OF PROBATE
Gary W. Boyle, Littleton
ADMINISTRATOR, NURSING HOME
Craig Labore, Lebanon
SUPERINTENDENT, CORRECTIONS
Glenn Libby, North Haverhill
MANAGER, COUNTY FARM
Donald Kimball, North Haverhill
SUPERINTENDENT, MAINTENANCE
Jim Oakes, North Haverhill
HUMAN RESOURCE DIRECTOR
Donna Cramer, Fairlee VT
INFORMATION TECHNOLOGY MANAGER
Brent Ruggles, Bethlehem
MEDICAL DIRECTOR
Sandeep Sobti
AUDITORS
Melanson, Heath Nashua, NH

GRAFTON COUNTY DELEGATION
JANUARY 1, 2012 ~ JUNE 30, 2012

District #1
Ralph Doolan, Littleton
Linda Massimilla, Littleton
District #2
Rebecca A. Brown, Sugar Hill
District #3
Susan M. Ford, Easton
District #4
Rick M. Ladd, Haverhill
District #5
Edmond D. Gionet, Lincoln
District #6
Lester W. Bradley, Thornton
District #7
James D. Aguiar, Campton
District #8
Mary R. Cooney, Plymouth
Sid Lovett, Holderness
Suzanne J. Smith, Hebron
District #9
Harold T. Reilly, Hill
Jeffery S. Shackett, Bristol
District #10
Wendy A. Piper, Enfield
District #11
Charles L. Townsend, Canaan
District #12
Bernard L Benn, Hanover
Patricia C. Higgins, Hanover
Sharon Nordgren, Hanover
Beatrice Pastor, Lyme
District #13
Susan W. Almy, Lebanon
George E. Sykes, Lebanon
Laurie Harding, Lebanon
Andrew A. White, Lebanon
District #14
Brad Bailey, Monroe
District #15
Linda D. Lauer, Bath
District #16
Carol H. Friedrich, Wentworth
District #17
Cathy Mulholland, Grafton

GRAFTON COUNTY BUDGET
EXPENDITURES: JULY 1, 2012 TO JUNE 30, 2013

Administration & Treasurer	$346,283.00
County Attorney	$807,525.00
Victim/Witness Advocate	$154,299.00
VAWA Grant	$94,362.00
Juvenile Diversion	$0.00
Mental Health Court	$111,425.00
Drug Court	$307,791.00
Medical Referee	$40,000.00
Delegation Expenses	$15,000.00
Register of Deeds	$472,371.00
Human Resources	$48,490.00
Information Technology	$237,262.00
Sheriff's Department	$1,277,649.00
Dispatch	$984,938.00
Maintenance	$1,469,759.00
Human Services	$6,689,178.00
GCEDC	$40,000.00
Extension	$269,732.00
Social Svc	$460,795.00
Interest	$1,454,564.00
Payment on Bonds & Notes	$2,475,000.00
Tax Anticipation	$5,000.00
Capital Outlay	$465,781.00
Wage/Benefit Adjustment	$82,142.00
Contingency	$21,500.00
Unemployment	$17,500.00
Nursing Home	$13,461,888.00
Jail	$5,003,267.00
Farm	$435,466.00
Conservation Dist.	$66,932.00
North Country	$1,401.00
TOTAL EXPENSES	$37,317,300.00
LESS REVENUE	$13,483,269.00
LESS SURPLUS TO REDUCE TAXES	$3,000,000.00
AMOUNT TO BE RAISED BY TAXES	**$20,834,031.00**

GRAFTON COUNTY BUDGET
REVENUE: JULY 1, 2012 TO JUNE 30, 2013

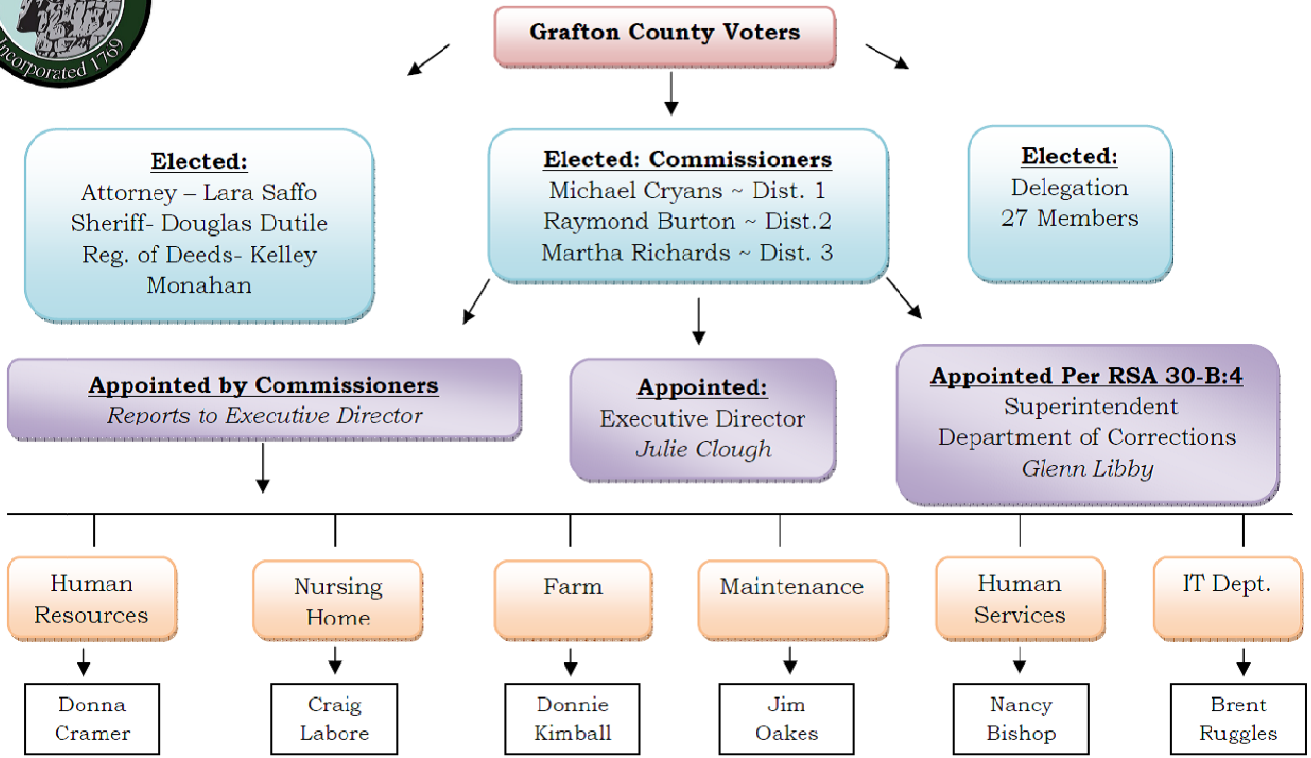
County Nursing Home	$10,224,139.00
County Jail	$170,145.00
County Farm	$435,961.00
Building Rental	$312,334.00
Register of Deeds	$950,000.00
Human Services	$55,000.00
Sheriff's Dept Fees	$473,600.00
Sheriff's Dispatch	$523,938.00
Extension Svc	$8,000.00
Misc. Revenue	$94,727.00
Interest Earned	$25,300.00
Federal in Lieu of Taxes	$70,000.00
Victim/Witness Advocate	$26,500.00
Mental Health Court	$70,000.00
Attorney's Fees	$30,000.00
Abandon Property	$13,625.00
Capital Revenue	$0.00
TOTAL REVENUE	**$13,483,269.00**

DELEGATION EXPENSES
07/01/12-06/30/13

Andy White	$824.26
Anna Harding	$129.81
Beatriz Pastor-Bodmer	$152.51
Bernard Benn	$132.88
Brad Bailey	$44.78
Catherine Mulholland	$1,331.00
Carol Friedrich	$154.21
Charles Brosseau	$134.36
Charles Sova	$80.50
Chuck Townsend	$640.61
Edmond Gionet	$622.90
Franklin Gould	$55.50
George Sykes	$225.00
Greg Sorg	$18.87
James Aguiar	$653.64
Jeff Shackett	$372.50
Lester Bradley	$182.84
Linda Lauer	$262.09
Linda Massimilla	$159.25
Lyle Bulis	$136.58
Mary Cooney	$209.00
Miscellaneous	$382.16
Patricia Higgins	$25.00
Ralph Doolan	$101.52
Rebecca Brown	$106.00
Rick Ladd	$311.75
Sharon Nordgren	$132.88
Sid Lovett	$163.13
Susan Almy	$176.06
Susan Ford	$199.00
Suzanne Smith	$448.81
Wendy Piper	$208.34

TOTAL EXPENSES	**$8,777.74**

Grafton County Organizational Chart



REPORTS FROM THE DEPARTMENTS

GRAFTON COUNTY TREASURER

Bonnie Parker

Annual Report Fiscal Year 2013

Grafton County tax collections from all the towns and the City of Lebanon amounted to $20,834,031.00 in fiscal year 2013 with all taxes collected.

The Treasurer was authorized to borrow up to $5,000,000 in Tax Anticipation Notes during fiscal year 2013. As has been the practice funds were borrowed in October, 2012 at a rate of 1.05% and the County always borrows on a line of credit thereby only drawing down the funds that are necessary and accruing less interest. The County borrowed a total of $3,500,000 and accumulated a total of $4,376.70 interest that was paid back in December, 2012 after tax collections.

All funds left over from payment of debt owed by the county are invested in banks in Grafton County to obtain the most favorable yield. Due to the low interest rates available, investment emphasis was on getting the best rates possible while maintaining the security of the funds.

Total interest earned in fiscal year 2013 was $28,379.61, which exceeded budget projections by $3,379.61.

In addition to the tax revenue investments, The Nursing Home Capital Reserve account, Sheriff's Dispatch Capital Reserve account and the Register of Deeds Surcharge account are invested at the best rates possible while maintaining liquidity as needed.

It has been my pleasure to serve as Treasurer for the residents of Grafton County. While we remain in a recession with abysmal rates for investments, I have tried my very best to realize the maximum revenue in interest income while still keeping the investments collateralized and safe.

Respectfully submitted,

Bonnie Parker
Grafton County Treasurer

GRAFTON COUNTY ATTORNEY

Lara Joan Saffo

Annual Report Fiscal Year 2013

The Office of the Grafton County Attorney promotes public safety and pursues justice through the courts. County Attorney Lara Saffo continues to employ an experienced group of prosecutors. The Deputy County Attorney is longtime prosecuting attorney Melissa Pierce. Grafton County's Assistant County Attorneys are John Bell, Paul Fitzgerald, Mary Bleier and Melissa Fales. Office Administrator Alison Farina, Administrative Assistant Christine Ash, and Legal Assistants Ruth Maffei, Dawn Burleson and Lynne Pucillo continue to serve as staff to the office.

Prosecuting felony cases is the primary function of the county attorney's office. The greatest portion of attorney and staff time is focused on litigation, and the office is equipped to meet this challenge. During the fiscal year, the office opened 771 case files and represented the citizens of Grafton County in thousands of scheduled court appearances. Additional cases were reopened for probation violations.

The special services investigator, Wayne Fortier, played an instrumental role in developing cases for prosecution, freshening cold case files, and working with the Grafton and Sullivan County Child Advocacy Center at DHMC.

The Office of Victim/Witness Assistance remains one of the County Attorney's most critical programs, helping to promote the Victim's Bill of Rights and providing information to crime victims. That office is coordinated by Carin Kniskern and
assisted by Sabra Carroll and Lynne Pucillo.

As county attorney, I cannot express my appreciation enough for the dedication and hard work of all of the above noted members of the Office of the Grafton County Attorney. Our already busy caseload experienced another significant increase this past fiscal year. All members of the office worked incredibly hard to accommodate this increase in work and caseload. I am honored to work with the team at the Office of the Grafton County Attorney.

Grafton County continues to actively participate in the continued success of the Grafton County Drug Court Sentencing Program. The drug court program is open to non-violent adult offenders with a history of addiction who face drug-related criminal charges that would likely result in a term of incarceration at the county jail. We also continue to support Mental Health Courts for all of the circuit courts in Grafton County. Shelly Golden, the Grafton County Coordinator for Mental Health Court leads this effort. We are proud to report that the third mental health court opened its doors in the Plymouth area, and now all of Grafton County's circuit courts have access to mental health court.

The Office of the Grafton County Attorney accomplished several more tasks during the year, including:

- The attainment of federal funds to (1) finance the Office of Victim/Witness Assistance, (2) subsidize the costs of a prosecutor's position to focus on domestic violence and sexual assault cases, and (3) fund advanced prosecutorial trainings.

- The continued successful operation of the Grafton/Sullivan Child Advocacy Center at Dartmouth Hitchcock Medical Center, which provides services for children throughout Grafton County.

- The continued promotion of the Plymouth Area Sexual Assault Resource Team (PASART), which results in collaborations between the various agencies serving adult victims of sexual assaults. Among other things, PASART offers free training in the areas of domestic violence, sexual assaults, stalking, human trafficking and strangulation. PASART has also begun to formally evaluate cases after the criminal prosecution is completed, with an eye on improving services in the future.

- Participation in developing, along with a team of stakeholders, the Upper Valley Sexual Assault Resource Team, which, similar to PASART, will result in collaborations between the various agencies serving adult victims of sexual assaults.

- Participation in the New Hampshire Partnership for the Protection of Older Adults. Deputy County Attorney Melissa Pierce is a member of the Partnership and conducts trainings for collaboration team members, including law enforcement.

- Participation in the development of Restorative Justice services, a form of juvenile diversion, for all of Grafton County. Having options for justice involved juveniles is vital to improve public safety and serve our communities.

The Grafton County Attorney's Office thanks the County Delegation and Grafton County Commissioners Michael Cryans, Raymond Burton, and Martha Richards. Their hard work and backing, coupled with support from area law enforcement and private citizens, help make Grafton County a safe and peaceful place to live and work.

The Grafton County Attorney's Office also wishes to dedicate its annual report to the members of law enforcement in Grafton County for their efforts and dedication to their profession. We wish to extend our heartfelt appreciation for their hard work on behalf of the citizens of Grafton County.

Respectfully submitted,

Lara Joan Saffo
Grafton County Attorney

GRAFTON COUNTY SHERIFF'S DEPARTMENT

Sheriff Douglas R. Dutile

Annual Report Fiscal Year 2013

To the Honorable Grafton County Commissioners, Grafton County Delegation and Citizens of Grafton County:

It is an honor to present the annual report of the Grafton County Sheriff's Department for Fiscal Year 2013. This year marks the beginning of my 5th term as your Sheriff. I am proud to represent the Citizens of Grafton County and look forward to future terms as your Sheriff. Together, we can meet any challenges that come our way. It has been a year of positive change and new endeavors.

The connectivity between the Grafton County Department of Corrections and the Sheriff's Department and Superior Court has created a safer environment for both staff and inmates. This means that the inmate does not have to leave the confines of the jail to attend Grafton County Superior Court, Haverhill Circuit Division or Probate Court.

The implementation of the Video Arraignment System from the Department of Corrections to area courts has reduced the raw "number" of people we transport. The decrease in the number of transported people can be seen in the activities report. We continue to transport prisoners to the courts on a daily basis, however, not as many people in a vehicle. This clearly means that our deputy to prisoner ratio is more manageable and safer for all.

Our mobile communications/command trailer continues to be deployed to events, lost persons and pre-planning exercises to name a few. It provides back-up dispatch and field support operations for first responders. This enables us to provide valuable assistance to area departments throughout the county. We are very proud of this state of the art piece of equipment and the professional communications personnel who operate it.

Our staff continues to meet the challenges of an ever changing society. Technology has given a new face to modern day crime fighting. Prescription drug use and abuse is currently trending in our everyday fight against crime. All Sheriff's Department Deputies, Court Officers, Communication's Personnel, and Office Staff are very dedicated and committed in providing the highest quality of service to our Citizens of Grafton County. We emphasize the concept of "TEAM EFFORT". I would like to express my sincere appreciation to the entire staff for their loyalty, support and dedication.

I would like to thank Executive Director Julie L. Clough, her conscientious staff, the County Commissioners and the County Delegation for all of their support and interest in the operations of the Sheriff's Department. I look forward to your continued support and working relationship. Remember, we remain faithful in, "Serving the People and Protecting Property".

Respectfully submitted

Douglas R. Dutile, Grafton County Sheriff

GRAFTON COUNTY SHERIFF'S DEPARTMENT
Activities Report ~ July 1, 2012 ~ June 30, 2013

	FY2012	FY2013
Civil Activity		
Civil Process Served & Attempts:	7,865	4,168
Civil Service Fee Revenue:	$214,290	$188,764
Prisoner Transports		
Adult and Juvenile Prisoners Transported to Courts and Treatment Facilities:	5,448	1,713
Video hearings conducted by the Grafton County Department of Corrections		435
Extraditions		
Fugitives returned to Grafton County:	15	20
They were returned from: Connecticut, Florida, Massachusetts, Maryland, New York, Nevada, West Virginia & Vermont		
Criminal Investigations		
General investigations conducted:	174	158
Warrant Status – Criminal & Civil		
Criminal warrant arrest:	42	34
Criminal warrant recalled:	30	41
Criminal warrants opened:	158	144
Civil warrant arrest:	24	63
Civil warrants recalled:	81	53
Civil warrants opened:	227	129
U.S. Forest Service Patrol Enforcement		
Arrests made while patrolling:	107	74
Citations Issued		
Warnings:	33	12

	FY2012	FY2013
Summonses	11	2
Grafton County Communications Center		
Calls for service received at the center:	66,540	62,796
Agencies Dispatched for:		
21 Police Departments		
26 Fire Departments		
14 Emergency Medical Squads		
Persons entering the Court House:	47,581	35,365
Persons held in temporary detention at the Sheriff's Department:	963	-
Assists rendered to Police Departments:	373	136

Respectfully submitted,

Douglas R. Dutile
High Sheriff

GRAFTON COUNTY HUMAN SERVICES

Nancy Bishop

Annual Report Fiscal Year 2013

To the Honorable Commissioners of Grafton County:

In FY 13, Grafton County Human Services continued to monitor the county's liability for Long Term Care Medicaid expenses, provide input on legislative issues, coordinate the Social Services Grants and network with community agencies and services.

We ended the fiscal year under budget this year due to the difference in the amount of Long Term care expenses budgeted vs. amount of CAP set by State. Grafton County's portion of the Long Term Care CAP was $6,542,661.

The average number of recipients per month the county reimbursed for Nursing Care Services was 269 at a total cost to the county of $4,957,306. The average number of recipients per month the county reimbursed for Home & Community Based Care Services was 184 at a total cost to the county of $1,462,459.

Please refer to the chart on the next page for a breakdown of expenses by town. The totals include adjustments for Estate Recovery credits of $109,139.40.

FY13 completed the county's two year grant as host site for Goodwill Industries Workforce Solutions Program. Although the grant has ended, the computers remain available for use by community members. The Wellness Committee has encouraged use of the computer lab by employees (on their own time), for completion of health assessments, health coaching and other wellness opportunities found online.

In closing, I would like to thank the Board of Commissioners, the County Delegation and the Executive Director for your continued support.

Respectfully submitted,

Nancy J. Bishop, Administrator

LONG TERM CARE EXPENSES BY TOWN FY 2013					
TOWN	cases	INC	cases	HCBC	TOTALS
ALEXANDRIA	8	$87,858.55	3	$7,579.97	$95,438.52
ASHLAND	11	$102,243.64	7	$16,066.37	$118,310.01
BATH	11	$177,921.91	1	$4,137.84	$182,059.75
BENTON	0	$0.00	0	$0.00	$0.00
BETHLEHEM	10	$121,947.57	10	$68,477.77	$190,425.34
BRIDGEWATER	2	$15,533.32	2	$10,464.81	$25,998.13
BRISTOL	14	$161,654.22	6	$39,278.28	$200,932.50
CAMPTON	16	$132,538.04	17	$135,709.01	$268,247.05
CANAAN	11	$134,171.44	10	$71,353.06	$205,524.50
DORCHESTER	1	$6,177.44	2	$13,660.58	$19,838.02
EASTON	2	$21,766.36	0	$0.00	$21,766.36
ELLSWORTH	0	$0.00	0	$0.00	$0.00
ENFIELD	11	$162,860.06	6	$34,107.71	$196,967.77
FRANCONIA	10	$114,848.15	3	$19,151.26	$133,999.41
GRAFTON	4	$25,421.39	8	$85,478.04	$110,899.43
GROTON	0	$0.00	0	$0.00	$0.00
HANOVER	16	$172,496.47	1	$9,380.61	$181,877.08
HAVERHILL	53	$750,916.22	31	$213,846.28	$964,762.50
HEBRON	0	$0.00	0	$0.00	$0.00
HOLDERNESS	6	$114,992.42	0	$0.00	$114,992.42
LANDAFF	6	$84,807.57	1	$9,141.97	$93,949.54
LEBANON	66	$839,418.07	37	$260,951.17	$1,100,369.24
LINCOLN	13	$143,592.97	3	$26,749.30	$170,342.27
LISBON	13	$250,572.94	10	$74,990.07	$325,563.01
LITTLETON	48	$710,706.75	31	$221,512.17	$932,218.92
LIVERMORE	0	$0.00	0	0	$0.00
LYMAN	0	$0.00	1	$8,918.68	$8,918.68
LYME	4	$76,915.62	0	$0.00	$76,915.62
MONROE	5	$77,358.42	3	$14,764.25	$92,122.67
ORANGE	3	$39,928.27	0	$0.00	$39,928.27
ORFORD	6	$97,576.93	2	$14,001.69	$111,578.62
PIERMONT	7	$125,364.15	3	$29,815.91	$155,180.06
PLYMOUTH	15	$163,288.08	17	$109,382.56	$272,670.64
RUMNEY	13	$203,817.61	4	$43,556.89	$247,374.50
SUGAR HILL	2	$18,760.04	1	$999.15	$19,759.19
THORNTON	9	$142,952.13	4	$12,134.93	$155,087.06
WARREN	9	$129,990.90	6	$35,917.55	$165,908.45
WATERVILLE	0	$0.00	1	$5,442.60	$5,442.60
WENTWORTH	3	$38,572.17	1	$1,334.70	$39,906.87
WOODSTOCK	4	$52,873.41	5	$52,315.42	$105,188.83
XXX	1	-$436,979.00	0	$0.00	-$436,979.00
TOTAL	413	$5,062,864.23	237	$1,650,620.60	$6,713,484.83

Notes: * Statutory Credit under RSA 167:18-a, this amount is not calculated by individual client.

Key:

INC - Nursing Facility Services – Medicaid Rate Payments

HCBC- Home and Community Based Care – Medicaid Services Payments

GRAFTON COUNTY HUMAN RESOURCES DEPARTMENT

Donna Cramer

Annual Report Fiscal Year 2013

To Citizens of Grafton County, the County Commissioners and Grafton County Delegation:

It is my privilege to present the following report for Fiscal Year 2013 on behalf of the Grafton County Human Resources Department.

The Human Resources Department works collaboratively with all departments at Grafton County in the areas of recruitment, retention, labor relations, benefits administration, compensation, employee relations, employment policies, maintaining personnel files, safety, wellness, training, orientation, and legal compliance with federal and state regulations.

In July, 2013 I was appointed as the new Director of Human Resources by the Grafton County Board of Commissioners and it is an honor to serve the taxpayers and be part of the Grafton County team. I have been welcomed and supported by the HR team, Commissioners, Directors, Managers and Supervisors and every employee that I have had the pleasure of meeting so far. My background includes over 20 years of experience in Human Resources, the majority of which has been in HR management. I have served as Vice President and then President of the New Hampshire Healthcare Human Resource Association and received the Outstanding Chapter Contribution Award and Chapter Presidents Award for Outstanding Leadership through the American Society for Healthcare Human Resource Administration. It is my goal to support Grafton County in all areas of Human Resources through my experience and continued learning and growth.

Before my arrival, there was a period of several months where the Director position was vacant. I would like to recognize Karen Clough who stepped up as Interim Director and did an outstanding job of keeping the department functioning. Karen's knowledge in the HR field, her commitment and dedication and her attention to detail carried the department forward. I came in to a very organized and well-run department. In addition to keeping the department moving forward, Karen attended HealthTrust's 2013 Health and Safety Coordinator

Academy which resulted in a $500 reimbursement to be utilized by our Wellness Committee. The Academy provides leader training and funding to support worksite health and safety initiatives. Thank you Karen, for all you have done for Grafton County during 2013!

As one of the area's largest employers, with approximately 435 employees countywide, continuing our efforts of recruiting new employees and retaining existing staff is essential as our employees at Grafton County are the most valuable resource we have. Negotiations were completed during FY13 for a new three-year collective bargaining agreement, with an effective date of July 1, 2013.

Our Wellness Committee continues to be strong. The committee has promoted activity and wellness throughout the year and will continue with activities such as yoga, massage, walking/running programs, health and wellness coaching and training sessions and many other exciting ventures. In September of 2012 we were recognized by the Norris Cotton Cancer Center for our partnership with them on cancer prevention, in November of 2012 we conducted a Women's Heart Health Workshop, in February of 2013 we held a Red Dress Event for Women's Heart Health and in March of 2013 we held a Wellness Fair for all employees.

During this year we were able to negotiate Vision coverage to add to our benefit package for FY14. Employees are very happy about this benefit. We also changed vendors for our voluntary benefits from Colonial to TransAmerica and our dental benefit from Ameritas to Delta Dental, which will give our employees better coverage with less out of pocket expense.

In closing, I would like to thank the HR team, Karen Clough and Wanda Hubbard, for their contributions to the HR department and Grafton County and for providing excellent service to all our employees. We are very fortunate at Grafton County to have many dedicated, long serving employees to successfully deliver all the diverse services provided by Grafton County. Thank you to the Board of Commissioners, Delegation, and the taxpayers of Grafton County for their continued support.

Respectfully submitted
Donna Cramer, Director of Human Resources

GRAFTON COUNTY HUMAN RESOURCES DEPARTMENT
Statistical Report: July 1, 2012 thru June 30, 2013

Turnover Rate (Calendar year)	FY12	FY13
All employees (including full-time, part-time, and per diems)	27.57%	24%

Employee Headcount (as of June 30)		
Total # of all employees	442	434
Total # of full-time employees	275	284
Total # of part-time and per diem employees	167	150

Family Medical Leave of Absence (FMLA)		
Total number of approve FMLA applications processed in FY	74	56
Workers Compensation		
Total number of first report of injuries processed in FY	83	58
Recruiting		
Total number of new employees hired in FY	129	105
Separations		
Total number of employee separations processed in FY	123	102

GRAFTON COUNTY REGISTRY OF DEEDS

Kelley J. Monahan Registrar

Annual Report FY 13

I am honored to have received the confidence and trust of the citizens of Grafton County as I enter my second term as Grafton County Register of Deeds. I am very grateful to have the ability to see the initiatives that I have begun through to completion.

Our original software partner Connor & Connor of Exeter, NH was purchased by Fidlar Technologies of Davenport, Iowa. The transition of ownership has brought with it innovation and the latest in protection. Fidlar Technologies is the only land records software vendor in the country who confirms in contractual language that the data base is the sole possession of the county.

On August 1, 2012 this office went live utilizing our new system of recording with AVID. This move brought changes and challenges to Fidlar and this office. Programming specifically for New Hampshire was necessary with our LCHIP stamp and other NH specific recording requirements. Throughout the process, Fidlar's customer support and creative thinking was exemplary. In my opinion our partnership with Fidlar Technologies exemplifies the best in a public/private partnership. The Grafton County Registry of Deeds staff was incredible in embracing these challenges and patiently dealing with the public and professionals as the changes took effect.

It was six years ago this August, that the Grafton County Registry of Deeds allowed its data base of records to become available via the internet. This provided a great convenience for our professional users and some members of the public, saving time and money by reducing the commute to the Registry. The original method of searching the records via the internet was a one size fits all model and that is not the reality. There are many different needs to be met and going forward we will be offering a new structure based on three tiers of access.

August 1, 2013 will begin our new pricing structure and tiered access. The annual subscription for the full search access will increase from $50.00 per year to $120.00 per year.

Direct Search – A free, very basic search engine, that when a party name is entered will provide:

1. Date and time of recording
2. Document name (book-page)
3. Document type
4. Number of pages & recording fees

There will not be access to the actual image of the document at this level

Tapestry - The occasional user will find a unique pay-as-you-go method in which you pay with your credit card on this secure internet site. Fidlar processes the credit card and provides the customer support. There is no special software download necessary, Internet Explorer as your web browser and Adobe Reader are the only support requirements. This option is best utilized if you know the book and page of the document that you need to view or print. If you are unsure, looking in Direct Search first, would allow you to narrow your inquiry to then search in the field of 200 that Tapestry provides for the first charge of $5.95. With Tapestry you will have the ability to both view the document and print.

Laredo - This search engine will eventually replace the Connor & Connor search engine. Here we will be leaving the JAVA based Connor system and migrating to a search engine that relies on Internet Explorer and Adobe Reader. There are many features available that will provide greater efficiencies to the professional. Laredo is also set up to be configured to the user's specific needs. In consideration to the professional user, I will run the old and new systems parallel for at least six months to allow time to make the adjustment. We are providing a multitude of training opportunities.

Serving the PEOPLE of the County

A very important point to consider is that this office is fully functional without the internet access. Many of our taxpayers are perfectly satisfied to either mail in their copy requests or make the request in person. We have a seasoned staff that is very attentive and helpful to our citizens who prefer to do their business the "old

fashioned way." We also have a public viewing room with seven computer stations for those who chose to conduct their research here.

I am moving forward with a new initiative that in initial discussions has been very well received. I am working to include the public libraries of Grafton County with the municipal governments as a location to offer all tiers of access, including Laredo. This satisfies the need for security and allows our taxpaying public full internet access.

Revenue

Projecting for FY14 this office produced the lowest budget in six years. FY12 finished with a revenue total of $912,000.00. FY 13 surpassed our projected revenue goal of $950,000.00 by$39,818.96 for a total of $989,818.96

Many counties do not have control of their data base. We have over 3 million images of documents and over 23,000 images of subdivision plans. The revenue produced by this data base will benefit the taxpayer of Grafton County for many, many years to come.

The cost of the software line is coming down, a new revenue stream has been added, security is cutting edge, we are partners with top innovators and we are on very solid footing for the future. This office represents a foundation of our economy and we are fully prepared for our economy in Grafton County to thrive.

Making a Difference

The Mosaic Parcel Map Project was an issue that I ran for office on for my first term. I was very uneasy with the contract coming out of UNH that was approved before I took office. I am proud to say that I objected to this project as proposed and worked to ensure that the proper security measures and authority were in place. I am thrilled to report that our NH Department of Revenue Administration has recently received first in the nation status for a state wide project, and was also recently awarded a "Bright Ideas Award" from the Kennedy School of Government at Harvard University.

In May, I was asked to participate on a panel that addressed over 200 Registers and staff in direct rebuttal to the Senior Vice President of MERS, Mortgage Electronic Registration Systems. In my opinion, this entity was an equal partner responsible for our current economic devastation.

We have accomplished a great deal in FY13. There are still challenges ahead. We, as a team, welcome the work that protects and provides access to the vital records that are entrusted to our care.

Respectfully submitted,

Kelley J. Monahan

Grafton County Department of Information Technology

Brent Ruggles

Annual Report Fiscal Year 2013

In 2013 the Grafton County Department of Information Technology continued on its master plan of further network consolidation to eliminate duplication of equipment where not needed, standardize to core management systems and provide better security, and lower IT management costs.

A new part time position was funded to allow the department decrease time in completion of the multitude of IT capital outlay projects for the campus and provide faster help desk support for day to day operations. Jim Marshall, from North Haverhill NH, was selected for the position and the IT Department welcomes Jim and his past 8 years of experience and skills working in IT support in the North County.

List of projects completed this year by the Grafton County IT Department Team included.

- BIOMASS Plant – The new BIOMASS plant project needed many new network connections to the various HVAC control devices. The IT Manager worked with Superintendent Jim Oakes on this project and oversaw and managed the installation of various new network circuits and installation of new Fiber Optic switch to facilitate communications of the new BIOMASS Plant and the existing buildings. The new system is computer controlled and runs on the new Fiber Optic network to various JACE controllers located in the new DoC facility, the Court House building, the Nursing Home building and the Administration building.
- Installation of additional Fiber Optic cabling to provide redundant pathway for the campus network and create a Fiber Optic ring to be used for network communications and VOIP telephone system. The IT Manager took advantage of the underground trenches that were being created to house the new heating pipes for the BIOMASS Plant across the West Side of the Campus and underground PVC piping was installed to allow us to install new Fiber Optic cabling in the same trenches. This additional Fiber Optic network cable allows us to have bidirectional pathways for fail-over in the event of failure on the cabling installed last year on the East side of the Campus.

- Replaced 43 PC Systems at the Nursing Home to meet compliance by their primary software vendor AHT as Windows XP would be no longer supported. Additionally most of the Nursing Home systems were at least 6-7 years old. The GC DoIT team setup installed and configured all new PC systems at the Nursing Home. Upgraded newer systems so that all our running Windows 7.
- Replaced existing 8 year old Wireless Access Points at the Nursing Home with new state of the art devices. The new devices provide secure network access for the Nursing Home operations and staff on a secured isolated network. The new devices also now provide Internet Access for the Nursing Home residents on a separate isolated secured network for their personal use.
- GC DoIT installed 12 new wireless touchscreen PC systems (3 on each unit) to allow Nursing Home Nursing Staff to record daily input and access resident information. The IT department used the new wireless network Access Points to reduce wiring infrastructure cost.
- Completed Domain Consolidation and Migration of the Nursing Home PC and Servers to the new core Campus Network, this eliminated 3 additional servers and upgrading their network from 100 Mbps to a Gigabit network port speed.
- Due to demands for more Internet services from department software vendors, video arraignments, communications, remote access, interaction with remote agencies and the critical need to rely on it for day to day business operations, a new business class Ethernet Internet circuit was sourced and installed from an alternate carrier to our. Grafton County now has 2 different circuits from different carriers to provide additional fault tolerance.
- 2 new Firewall Systems were installed to provide redundancy as well as auto fail-over to maintain business operations. The new system auto detects if an Internet circuit is down and automatically switches over to the Secondary. The system also provides a built Wireless Network Controller to manage the wireless network, eliminating the need to purchase another system for wireless management. It also provides an additional Virus Scanner for Internet access, as well email content filtering, web tracking to provide better network security .

The Grafton County Department of Information Technology Manager would like to give special thanks to the following staff for either assisting in or providing back end support for these projects:

Grafton County Executive Director for assisting me with financial management support and the Grafton County Commissioners for providing support throughout the year.

Grafton County Technical Support Team, Barry Page and Jim Marshall for their dedication, assistance and involvement with all facets of the past years projects, as well as taking care of our regular day to day IT operations and providing great customer service.

Grafton County Maintenance Department Superintendent Jim Oakes and the Maintenance Dept. Team for assisting the IT department on many of our projects.

Respectfully submitted,

Brent Ruggles
IT Manager
Grafton County IT Department
3855 Dartmouth College Highway
North Haverhill, NH 03774
603-787-2043

GRAFTON COUNTY MAINTENANCE

James C. Oakes

Annual Report 2013

As in past years, fiscal year 2013 proved to be another challenging year for the Maintenance Department. Our day-to-day operations and maintenance workload was significant throughout the year, but particularly so in July as we dealt with the collateral damage from severe summer storms. Added to this workload was a fairly significant list of ongoing and new capital improvement projects that consumed hours of coordination, oversight and work by both contractors and in-house personnel. In order to maintain current capabilities and grow new ones we enhanced skills and certifications through continuing education training and hiring of new staff with special licenses.

Day-To-Day Operation and Maintenance Requirements

In July 2012 the nursing home suffered almost $70,000 in damages to its generator and various electronic systems within the building from two separate lightening events. Following each event, department staff inspected the building's generator and electronic systems, repairing what they could as they found it and cataloging, coordinating and overseeing all contractor required repairs. The most significant and most costly damage occurred to the generator and building's fire alarm system. It took 3-4 weeks to completely restore both of these systems back to 100% operability. Following these events the department contracted with Giguere Electric to install surge protection on all the circuits feeding the nursing home and biomass building, protecting the electrical systems in these facilities from voltage spikes that could come through utility or generator power sources.

June 2013 marked the completion of our first year of building ownership of the new Department of Corrections. This first year of transition has been anything but smooth. Since taking ownership we've spent countless hours identifying a multitude of construction-related issues and coordinating with HP Cummings, the construction manager, and its subcontractors to get them fixed. These were added to the many punch list items identified at substantial completion. The department's goals of setting up maintenance spaces and establishing a robust preventative maintenance (PM) program were started but have

not been finished due to the attention needed to support contractor maintenance in order to fix higher priority problems. Although most of the contractors have made substantial gains in fixing construction related issues, several open issues are still in work or remain to be addressed. The collateral effect has been the delay of final commissioning and controls training for department staff and myself. Since occupying the building we've also been flooded with a variety of move-in related tasks that compete for our time as well.

Capital Improvement Projects

As in years past a huge investment in time was spent coordinating, overseeing and implementing capital improvement projects. In this fiscal year we closed out a handful of ongoing projects and started several new ones.

The most significant ongoing project during this reporting year was the design and construction of a biomass district heating plant constructed to reduce the county's reliability on fossil fuels and cut operating costs. The county awarded The MacMillin Company a general construction contract to build the plant and Messersmith Manufacturing, Inc. to supply the boiler package and chip delivery system. Construction began Oct 2012 and the project was declared substantially complete May 2013. During testing and balancing the design engineer discovered pressure fluctuation problems that adversely affected operating pressures within a couple of connected buildings. By the end of June the design engineer identified what was needed to correct this issue with implementation slated before fall startup. This problem has also delayed commissioning and controls training.

Although small in scope but large in importance was the completion of the automated isolation valve project. As the selected contractor, Morrill Construction started this project in the late spring of 2012 and substantially completed it November 2012. The automated isolation valve and SCADA telemetry system, housed in a small building just North of the county complex, directly communicates with the SCADA system at the county's water tank, monitoring tank levels and automatically controlling the draw and fill of water within the tank to prevent stagnation. The new automated valve has worked like clockwork by forcing timely turnover of water within the tank.

In late April, following the commissioner's vote to demolish the old jail, the department put the demolition project out to bid. On May 14th the commissioner's selected the $68,000 bid of Spears Brothers Building & Wrecking to demolish the old jail and restore the site to park-like setting. Separate from this contract, the department individually contracted the following work: removal of electrical power from the building; the blocking of the tunnel that connects the Admin Building to the old jail, at the jail end; the asbestos abatement of window sealants, pipes, flashing and floor tiles; and the transfer of fire alarm devices from the inmate housing area in the Admin Building and connecting tunnel to the Admin Building Fire alarm panel. The department also disabled and capped the water main to the building in addition to a multitude of other tasks to prepare for demolition. By the end of June salvage was complete and demolition had begun.

In the nursing home the Maintenance Department assisted the IT Depart in setting up 12 resident care kiosks for documenting the nursing care for each resident. Our portion of the project involved running new electrical and data circuits to each kiosk location. The kiosks were purchased to replace handheld tablets that had become increasingly nonsupportable due to their age and lack of available spare parts.

At the courthouse, the department worked hand-in-hand with the state Bureau of Court Facilities to implement several initiatives to enhance ADA accessibility to the facility. The modifications encompassed adding automatic door openers at all courtroom doors, creating special seating spaces within the courtrooms for wheelchair accessibility, adding a handrail along the ramp area of courtroom 1, and fabricating new counters at the Superior and Circuit Court services counters to better accommodate handicap customers. Also at the courthouse the department converted the main conference room into office space to support the growing needs of the County Attorney's Office and oversaw the transition of inmate holding areas within the sheriff's Department into file/record storage.

Lastly, the Sheriff's Department secured and oversaw installation of a radio repeater system for the Maintenance Department to enhance its communications throughout the complex. Prior to getting this system, radio communications were spotty in several areas and completely dead in others, thus making communications problematic and frustrating.

Since installation, the repeater system has eliminated these problems giving us clear communications on and off the complex.

Enhanced Skills and Certifications

Several of the department staff, including myself, participated in various training seminars to earn continuing education credits to maintain our certifications or to take on new responsibilities. Three people attended a Water Storage Tank Design & Maintenance seminar along with a Centrifugal Pump Troubleshooting & Maintenance class in order to maintain our Class C1A Water Operator Certificates. One person attended a 3-day Cross Connection/Backflow Device Inspection & Testing class sponsored by New England Water Works, allowing the department to add a second qualified person to test the complex's many backflow devices in accordance with state law.

In July I hired a new employee to replace one who gave his notice. The new employee comes to us with a wealth of boiler and propane gas experience and the necessary licenses to support this work.

In closing, I thank those within the maintenance department for their continued service to Grafton County and for their support in helping the department meet its many goals and challenges. I also thank the Executive Director, Commissioners and Delegation for their continued trust and support, enabling us to do our jobs.

Respectfully submitted

James C. Oakes
Maintenance Superintendent

UNIVERSITY of NEW HAMPSHIRE
Cooperative Extension
Grafton County

Annual Report 2013

University of New Hampshire Cooperative Extension's mission is to provide New Hampshire citizens with research-based education and information, to enhance their ability to make informed decisions that strengthen youth, families and communities, sustain natural resources, and improve the economy.

Five full-time Extension Specialists are based out of our North Haverhill office located in the County Complex. Deborah Maes; Food Safety and Community & Economic Development, Kathleen Jablonski; Youth and Family, Heather Bryant; Food & Agriculture, Dave Falkenham; Natural Resources and Michal Lunak; State Dairy Specialist. Donna Lee serves as Program Coordinator supporting our 4-H Club structure and Master Gardener Volunteers. Lisa Ford, providing Nutrition Education to at-risk audiences, is located at the Whole Village Family Resource Center in Plymouth. Kristina Vaughan and Teresa Locke provide office support and initial phone and office contact with our clients.

Here are some of our noteworthy impacts during the past year:

A Memorandum of Understanding between the Grafton County Commissioners, the Executive Committee of the Grafton County Delegation and the University of New Hampshire was renewed.

Deb Maes worked with a team of colleagues across the state to reach underserved clients as part of the Granite State Future project. Small individual focus groups as well as regional sessions gave people a chance to talk about their communities and their needs.

Dave Falkenham completed a National Resources Inventory for the town of Easton and also completed site visits on 8000 acres of privately owned forestland throughout the county to help landowners manage their private woodlots.

Heather Bryant is collaborating with the Grafton County Farm to conduct a variety trial of late blight resistant tomatoes.

Donna Lee worked to restructure 4-H club leader trainings that included on-line training modules.

Michal Lunak organized statewide workshops on forage production and dairy feed focusing on growing new forage crops and innovative uses of old forages.

Heather Bryant worked with a state-wide team to prepare for the implementation of the Food Safety Modernization Act and its impact on local farms.

Kathy Jablonski helped create a 4-H Healthy Living website as well as a 4-H Club Challenge, promoting the Presidential Active Lifestyle Award and healthy living resources.

Lisa Ford is working in schools to teach good eating habits to students. As a result of her efforts teachers report that students are "connecting physical activity to their hearts and bodies being healthy."

Heather Bryant and colleagues worked to revamp the Pesticide Applicator Training program to become a "flipped classroom" to make it easier for participants to study information prior to the education session.

Volunteer Master Gardeners worked on a Butterfly and Rain Garden Project at the newly remodeled Minot-Sleeper Library in Bristol.

Responding to a growing interest in home food preservation, Deb Maes and the Food Safety Team provided workshops on the latest research on safe food preservation methods

Volunteers serve on the Grafton County Extension Advisory Council and also provide local support for our programs as Covert Cooperators, 4-H Leaders and Master Gardeners. Advisory Council Membership for 2012-2013 included Kathleen Taylor and Martha McLeod, Franconia; Frank Hagan, Bethlehem; Luther Kinney, Sugar Hill; Mary Ames, Bath; Pauline Corzilius, Pike; Joan Pushee, Plymouth, Jon Martin; Bristol; Emilie Shipman, Enfield; Joan Osgood and Hal Covert; Piermont; and Catherine Flynn; North Haverhill. They are joined by State Representative Charles Townsend of Canaan and County Commissioners, Ray Burton, Michael Cryans and Martha Richards.

Be sure to look for us on Facebook and Twitter and on-line at www.extension.unh.edu

Respectfully submitted: Deborah Maes, County Office Administrator

GRAFTON COUNTY NURSING HOME

Craig J. Labore, Administrator
Annual Report: Fiscal Year 2013

Fiscal Year 2013 was another successful year for Grafton County Nursing Home. For the second straight year, our home had an average daily census of 133 residents. It is rare for a nursing facility to run close to full occupancy for an entire year. We at Grafton County Nursing Home believe this speaks to our dedicated and caring staff and our daily commitment to providing the highest quality of care and service to our residents and their families. The results of this commitment were proven during our annual state of New Hampshire, Department of Health and Human Services inspection. I am pleased to report that Grafton County Nursing Home had another successful inspection this year and received many compliments and positive feedback from the state surveyors.

Throughout this past year, our central focus has been to focus on the continuing process of improving the quality of care and quality of life our residents. In December, 2012, we were very fortunate to add Lili Cargill, Advanced Practice Registered Nurse (APRN) to our team of caregivers. Lili is a geriatric certified APRN and works alongside our in-house physician, Dr. Linda DeFrahn. With Lili's hiring, we now have provider coverage here on-site five days per week, in addition to availability via telephone twenty-four hours per day, seven days per week.

We have held many special events throughout the year. In May, we held our annual Family Day Ice Cream Social. In addition to providing families with a setting to visit with their loved one, the event also serves as an opportunity to get to know other residents and their families, as well as Grafton County Nursing Home staff which they may not have the opportunity to meet or see during their regular visits. Family Day also serves as the kick off to National Nursing Home Week. This year's theme was “Spirit of Grafton.” Our Activities Department transformed our nursing home into a cruise ship, with each of our four nursing neighborhoods having a themed destination. There were several activities which took place throughout the week, which culminated in the “Spirit of Grafton” dance.

Another event held this past year was our annual Trick-Or-Treat Street. This year, we had roughly four hundred children from the community come to the nursing home with their parents. Residents on each of our four nursing units had the opportunity to see the children dressed up in their costumes and hand out candy as they passed by.

We are very fortunate to have an active volunteer program here at Grafton County Nursing Home. Our volunteers, comprised of individuals from the community, staff, and residents, provide support and assistance to our residents in many ways; through entertainment, one-on-one visits, life-reviews and helping out on trips outside of the facility, such as our annual visit to the North Haverhill Fair. During Fiscal Year 2012, our volunteers donated more than 2,700 hours of their time to the nursing home. Several studies show that if volunteers were paid, their time would equate to an hourly rate of $22.14 per hour. To put these two numbers in perspective, this means our volunteers contributed $59,888 worth of their time to our residents. All of us express our heartfelt gratitude to each volunteer and thank them for their dedication to our residents and Grafton County Nursing Home.

Finally, Gail Scribner was recognized as the 2013 Licensed Nursing Assistant of the year by Grafton County Nursing Home. Gail has worked for Grafton County for over eight years and routinely demonstrates dedication and a caring nature with the residents she cares for. We are all very proud of Gail as she is most deserving of this special recognition.

In closing, it has been another exciting year here at Grafton County Nursing Home. I, along with the rest of the team consider it a privilege and value the opportunity we have to provide care to our residents. We are also very thankful for the continued support of so many throughout Grafton County, including the County Commissioners, community members and local and civic organizations. It is our goal to continue to meet the same high standards of care we have set here at Grafton County Nursing Home; standards which have made our home known as one of the premiere nursing homes in the state of New Hampshire.

Respectfully submitted by:

Craig J. Labore

GRAFTON COUNTY DEPARTMENT OF CORRECTIONS

Glenn P. Libby

Annual Report Fiscal Year 2013

To the Grafton County Board of Commissioners and the Citizens of Grafton County.

I present the following report for Fiscal Year 2013 on behalf of the Grafton County Department of Corrections and Community Corrections Division.

First and foremost I would like to ***thank*** the Board of Commissioners, Executive Director Clough and those citizens of Grafton County that supported the new facility. This was our first full year occupying and operating the facility and there is simply no comparison – safety has improved for everyone that lives, works and visits the facility.

The facility averaged 114 inmates per day for a total of 41,604 inmate days. The daily average increased significantly from last year. The average per day cost to house an inmate fell from $107.48 to $97.99. The design of the new facility has allowed us to greatly improve ancillary services and has resulted in an overall reduction of costs. On the other side of the coin it has also resulted in the shifting of duties from other agencies and departments onto my staff. During this reporting period we conducted 435 Video hearings for Courts in Grafton County and throughout the State, we also facilitated a dramatic increase in the number of attorney/client visits prior to Court hearings.

Inmate programs have continued to improve and excel – our GED program continues to graduate inmates at record numbers. The Crossroads and Decisions program has continued with great success and we have added parenting classes, a health and fitness program, vocational certificate programs in dietary and laundry services, several substance abuse counseling services and programs as well as enhanced faith based services.

<u>Community Corrections</u>

Community Corrections personnel supervised an average of 19 participants in the Grafton County Drug Court program totaling 6,399 supervision days collected 782 urine samples and traveled 17,365

miles. Drug Court participants spent a total of 387 days incarcerated for violations.

The Electronic Monitoring program averaged just under 7 inmates per day in community supervision and supervision officers traveled 11,401 miles performing their duties.

Operation Impact conducted 178 presentations in 92 different locations with 3,771 participants

Community Work projects were affected by budget restraints and an emphasis on assisting the County Farm operation with inmate supervision.

I would like to thank my medical, food service, administrative, community corrections, programs, and correctional staff for their hard work and loyal service to Grafton County. To our volunteers, contractors, and other agencies which work closely with us – we thank you all very much.

Respectfully submitted,

Glenn P. Libby, Superintendent

GRAFTON COUNTY DRUG COURT

Robert Gasser

Annual Report Fiscal Year 2013

The Grafton County Drug Court is an alternative sentencing program supervised by a Superior Court Judge which allows defendants who have a significant past non-violent criminal record with new serious felony charges, who are addicted and facing jail or prison, to plead guilty and be sentenced into a program of intensive treatment and strict supervision.

The drug court model enrolls those who are high risk and high need. The program is 24 months in length. However, without sanction and with full compliance, a participant may complete the program in 18 months. The participants must obtain employment, attend treatment sessions, attend a minimum of 3 Community Support meetings per week such as AA or NA and expect random visits from their Supervision Officers with 3-4 urine tests per week initially. In addition, the participants appear before the Judge weekly to review their progress.

The cost of the Grafton County Drug Court Program is paid through the County budget. The cost savings of the program versus incarceration are significant

The Grafton County Drug Court Program was instituted in April, 2007. Current statistics show that since its inception 86 defendants have been admitted, 34 have completed the program and graduated, 27 have been terminated, 3 were administratively discharged and there are currently 22 enrolled in the program.

The Grafton County Drug Court Program is one of four such adult drug courts in the State of New Hampshire and 2500 such courts in the nation.

GRAFTON COUNTY CONSERVATION DISTRICT

Gary Peters, Chair

Annual Report 2013

Grafton County Conservation District (GCCD) was created in1946, and is a political subdivision of the State of New Hampshire, RSA 432:12, with a 170 C 1 non-profit status under the IRS tax code. Conservation districts work in partnership with federal, state and local agencies providing technical and financial assistance, and education to local landowners. The District Supervisors and Associate Supervisors bring local contacts into the conservation process, representing local needs, and bringing technical expertise from the community to the District. The District assists agricultural producers, forest landowners, schools and towns in conserving our natural resources and implementing Best Management Practices (BMPs) through education, workshops and tours. GCCD is fortunate to have the support of the Grafton County Commissioners and County Delegates who generously provide funding and office space for the District Manager.

2013 GCCD Highlights include:

Annual Fall Tour of Conservation Practices: The Tour started at Ron Willoughby's property in North Haverhill. Ron worked with Natural Resources Conservation Service (NRCS) conservation planners to develop Wildlife Habitat Incentive Program (WHIP) and Environmental Quality Incentives Program (EQIP) contracts to improve wildlife habitat. Ron discussed the benefits and improvements to wildlife habitat. Next we visited Windy Ridge Orchard, and toured the newly finished wine bottling facility with Dick Fabrizio, GCCD Associate Supervisor. About 1/3 of the apples grown at Windy Ridge go to markets, about 1/3 are sold as pick-your-own, and 1/3 are used in making apple wine, under the Seven Birches label. Windy Ridge also grows blueberries. They installed bird exclusion netting over the blueberry plants with EQIP assistance, harvesting two tons of blueberries for market, pick-your-own, and wine. We then visited Green Bough Farm with co-owner, Justin Smith. Justin raises Scottish Highland cattle and pigs, following a grazing management plan developed by NRCS through an EQIP contract. Justin is improving his pastures while letting his animals work for him whenever possible. Green Bough Farm markets grass-fed beef and pork, free-range poultry,

and eggs.

Soil Health: Being a Good Soil Steward Workshop: Presented by GCCD, NRCS and University of New Hampshire Cooperative Extension (UNH CE) of Grafton County, speakers discussed basic soil characteristics and ways landowners can improve their soil health. Soil testing and interpreting results, and farming practices that minimize soil disturbances and increase yields were discussed. Programs and services are offered through the GCCD, NRCS and UNH CE that improve soil, water quality, and can make your garden more productive.

Annual Meeting: At the Sunset Hill House, GCCD presented the Cooperator of the Year 2012 award to Doug and Debby Erb, Springvale Farms, Landaff. The Erb's have worked with NRCS installing several conservation practices including a milk house waste water facility, fencing, stream crossing and nutrient management; and developed an award-winning line of farmstead cheeses. Howard "Skip" Feist received the GCCD Forest Steward of the Year 2012 award. Skip is improving the forest stand and wildlife habitat while protecting land from future development. Steve Taylor spoke about NH one-room schoolhouses: a focal point for community activities, and source of concern from financing the school, to curriculum and student achievement. The Jim Page Conservation Scholarship fundraising activities were very successful and three scholarships were awarded in 2013.

Pond Workshop: Ray Lobdell and John O'Brien discussed pond design, construction, NH Department of Environmental Services permitting, pond ecology, water quality, and weed control.

Respectfully submitted by Gary Peters, Chair

GRAFTON COUNTY FARM

Donald Kimball

Annual Report Fiscal Year 2013

To the citizens of Grafton County, the County Commissioners and Grafton County Delegation members:

I present the following report for Fiscal Year 2013 on behalf of the Grafton County Farm.

Fiscal year 2013 was another challenging year for the farm. Milk prices rose to average between $20 and $22 per hundred. The quality of our milk continues to be outstanding.

The spring of 2013 was very challenging with cooler than normal weather and run-off conditions. This set planting back and resulted in plantings that had to be done more than once. Fuel, feed and fertilizer still remain high.

On July 16th we hired Brian Tillotson as an Assistant Herdsman. Brian has been a big addition to the Farm. On July 30th we hired a Herdsman- Ben White. Ben has a lot of experience with milking cows. With these two new employees and their current knowledge of farming practices, it has given new life to the Grafton County Farm. I encourage people to stop by and give us a visit.

The vegetable crops were ok- we were affected by late plantings that resulted in a shorter growing season and less production.

Grafton County's 4-H Day, Sheep Shearing Day, Conservation Day and Family Day continue to be popular at the County Farm.

In submitting this report I would like to thank my Herdsman Ben White and Assistant Herdsman Brian Tillotson for their hard work, the Farm Advisory Committee, Executive Director Julie Clough and the Board of Commissioners for their support

Respectfully submitted,
Donald Kimball
Farm Manager

MEETINGS OF THE GRAFTON COUNTY EXECUTIVE COMMITTEE & FULL DELEGATION

REGULAR EXECUTIVE COMMITTEE MEETINGS- Pages 47-86

- September 18, 2012
- October 15, 2012
- January 28, 2013
- March 11, 2013
- April 22, 2013
- June 17, 2013

EXECUTIVE COMMITTEE BUDGET MEETINGS- Pages 87-114

- June 3, 2013
- June 7, 2013
- June 10, 2013
- June 17, 2013

FULL DELEGATION MEETINGS- Pages 115-131

- December 10, 2012 Delegation Reorganization Meeting
- March 11, 2013 Vote to Repurpose Jail Bond
- June 24, 2013- Vote on Fiscal Year 2014 Budget

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday September 17, 2012

PRESENT: Representatives Bulis, Sova, Gionet, Ladd, Townsend, Aguiar, Brosseau, and Almy. Commissioners Cryans, Burton and Ahern. Executive Director Clough and Bookkeeper Kristen Murray. Ms. Murray kept minutes of the meeting.

EXCUSED: Representative Andy White

OTHERS: Register Monahan, Cooperative Extension Office Administrator Deb Maes, Teresa Locke, UNH Cooperative Extension Advisory Council Chairman Martha Mcleod and Human Services Director Nancy Bishop.

Rep. Bulis called the meeting to order at 9:00 AM with the Pledge of Allegiance led by Kristen Murray.

Rep. Bulis noted that there were two (2) sets of minutes from June 25th that needed to be approved and asked if anyone had any changes or edits for the minutes dated June 25th. None were noted. Rep. Almy inquired as to whether the adjustments she requested earlier had been made. It was determined that they had been.

Rep. Sova moved to approve both the Delegation Meeting minutes and the Executive Committee meeting minutes from June 25, 2012 which was seconded by Rep. Gionet. All were in favor.

Register Monahan met with the committee:

Register Monahan expressed that she was uncomfortable with the "illegal use" terminology being used in reference to her proposal to use the Surcharge account for the preservation of historic documents that was expressed at a prior Executive Committee budget meeting. She felt without a qualified legal opinion this was not terminology that should be used. She requested cooperation from the Executive Committee regarding the Surcharge account and its use.

Rep. Bulis asked Monahan if she had a specific Legislative proposal. Monahan responded that she would like to present a uniform policy for all New Hampshire Registries that would specify to all Executive Committees what appropriate and inappropriate uses of the fund are. She discussed presenting

this to the Registers at their November Meeting and then moving forward for Legislative support. Rep Ladd stated that the County Association needed to be on board with the suggested policy.

Cooperative Extension Office Administrator Maes met with the committee:

Deb Maes presented the Memorandum of Understanding between the University System of New Hampshire and Grafton County Convention and Commissioners for the Executive Committees approval. She stated that there had been small adjustments in the wording as a result of the reorganization and that other than that it was the same as the document that was signed in 2006. Maes offered UNH Extension's appreciation for the support it receives from the Commissioners and Grafton County. She informed the Committee that Commissioner Cryans, Rep. Bulis and Martha Mcleod the County Extension Advisory Council Chair all needed to sign the Memorandum. John Pike, Dean and Director of UNH Cooperative Extension as well as Mark Huddleston, President of UNH would also sign. Commissioner Cryans mentioned that the Commissioners are strong supporters of the Cooperative Extension and that they try and attend monthly meetings as a sign of their support. Commissioner Cryans also stated that Extension is an invaluable and underutilized resource. Commissioner Ahern concurred with Commissioner Cryans opinion and mentioned Extension's support of 4-H and families. Commissioner Ahern finished by stating that we have a great group of people in Extension.

Rep. Sova moved to approve the Memorandum and Rep. Brosseau seconded the motion.

Rep. Almy stated that she had not seen this agreement in her 16 years with Grafton County and would like to know more about what they are approving. D. Maes stated that it references the reorganization and that Grafton County will continue to support UNH. Rep. Almy asked if there have been changes to services. D. Maes stated that the Memorandum did not list any changes to services. Rep. Townsend asked if Rep. Bulis had read the agreement. Rep. Bulis stated that there were discussions but he had not read the document in full and that he had been remiss in not forwarding it to everyone. It was agreed that the Representatives would like to read the MOU before approving. Rep. Bulis asked when it needed to be signed by. D. Maes stated within the next couple of months. Rep. Bulis requested that D. Maes provide copies to the Committee members and return next month.

Rep. Brosseau withdrew his second to the motion. Rep. Sova withdrew his motion.

TREASURER'S REPORT:

Treasurer Elliott stated that it is time to secure a TAN. She stated that we would need the funds by the 1st of October. She had the order for Rep. Bulis to sign. She stated that Woodsville Guaranty Savings Bank had offered 1%, Meredith Village 1.05% and that she was waiting to hear from Sunapee Bank and Northway Bank. She cannot say for certain right now, but Woodsville looks like the best option.

Rep. Almy asked when we borrowed last year. Treasurer Elliot stated around mid to end of October. Rep. Gionet inquired as to how much we were looking to borrow. Treasurer Elliott stated she had been authorized for up to $5 million and it would be on a line of credit. Rep. Gionet asked if all towns were paid up from last year. Treasurer Elliott said yes. Treasurer Elliot also stated that last year we borrowed $3.6M.

Rep. Ladd moved to accept the Treasurer's report. The motion was seconded by Rep. Almy. All were in favor.

COMMISSIONERS' REPORT:

Commissioner Burton gave his report on the old jail committee meeting that was held on the 10th of August. The next public discussion is scheduled for Friday, November 30th at 2:00pm. He stated he had two (2) requests from the August meeting and that on August 11, 2012 he had contacted Bob Tortorice, who is a Franconia resident and a certified energy builder, at the request of Deb Warner, who stated that Mr. Tortorice would like to volunteer his time to assist with the building. He was also asked to contact Jay Wolter from Beckett Academy to see if they might have any interest in the facility. Jay Wolter expressed that he would like to visit the old jail and Commissioner Burton referred him to Superintendent Oakes. Commissioner Burton stated that he requested an inventory listing of used furniture and equipment. He suggested that once the list is compiled the County can offer it for in house use first and then outside. Commissioner Burton then stated that Yvonne Nanasi from New Hampshire Preservation Alliance was present and had made a few comments. He also reported that Chris McAllister a senior at Woodsville High School with an interest in architecture would be touring the facility and working with an architect from Franconia to offer suggestions. It was asked what the cost associated with maintaining the facility will be. Commissioner Burton stated the cost to be approximately $55K to keep the old jail through June next year.

Rep Gionet asked if the remarks made by Yvonne Nanasi were available to read. A copy of the minutes will be forwarded to him. There was further discussion regarding historic preservation. Commissioner Burton stated it was his understanding that even if the building was listed on the Register of Historical Places it would not affect plans of rehabilitation or demolition. Rep.

Ladd asked if there had been any discussion about demolition and if there had been a thorough investigation into what the costs would be to tear down. ED Clough stated that the Scott Lawson Group had been contracted with to look at what materials are currently in the building and a report should be ready by October. Rep. Gionet asked if any consideration had been given to the monetary value of the contents and/or building materials. Rep. Aguiar asked if any corporations had made an offer as part of their estimate on value of contents. ED Clough stated there would be a review of the value of contents and materials. Rep. Bulis thanked Commissioner Burton and offered his hope that it would come to a quick resolution.

9:40AM Commissioner Burton was excused.

Commissioner Cryans continued the Commissioners' report. He reported that the Nursing Home had recently undergone its Annual Health and Life Safety Inspection and was found to be deficiency free. Commissioner Cryans stated the he and Commissioner Ahern had attended a congratulatory event for the staff at the Nursing Home.

Commissioner Cryans reported that the Corrections and Maintenance staff continue to work on the transition to the new jail and that things have been going well and are moving in the right direction.

Commissioner Cryans noted that State Commissioners Wrenn and Merrill recently visited the Complex including the farm stand.

Commissioner Cryans stated that the NHAC conference is to be held Oct 22nd & 23rd.

Commissioner Cryans stated that the Commissioners have voted to retain the two support staff employees in UNH Cooperative Extension as county employees and that UNH will administer the remaining funds that were budgeted for Extension in FY13.

Commissioner Cryans reported that on July 4th and 23rd the Nursing Home suffered damages as a result of lightning strikes. Commissioner Cryans stated that both claims had been submitted to Primex (the County's insurance carrier) and that Superintendent Oakes had estimated the damages to be $14,300 for the first event and $55,000 for the second.

Commissioner Cryans then reported on the automated isolation valve project currently underway on Route 10. He stated that it should be completed by the end of the month and that it should solve any issues regarding the water tank. Commissioner Cryans expressed that the working relationship with Woodsville Water and Light had been pleasant throughout the project.

Commissioner Cryans stated that the Biomass General Contractor bid had been awarded to MacMillin of Keene, NH, and that the project had a tentative completion date of July 1, 2013. He also stated that the remaining $180,555 of the Department of Energy Grant that funded architecture and engineering on the plant was approved for use in other phases of the project. Commissioner Cryans stated that the cost of the Biomass project had come in below the original estimate at $2.3M and additionally was below the approved repurposed funding from the jail project of $2.5M. Therefore, no borrowing will be necessary. Rep. Bulis thanked Commissioner Cryans for the Biomass report.

Rep. Bulis asked if there were any questions regarding the new jail and then inquired if it was still in a financial surplus mode. ED Clough stated that a full report would be available at the October meeting and that the project is still finishing. She also stated that there will be excess funds. Rep. Bulis asked if there was an insurance deductible associated with the lightning strike claims. ED Clough advised that the deductible was $1000 for each claim. There was further discussion regarding the lightning strike events and the damaged that was caused. It was noted the July 23rd event was the more significant.

Rep. Aguiar moved to accept the Commissioners' report which was seconded by Rep. Sova. All were in favor.

Rep. Ladd offered his appreciation and a thank you from the Executive Committee to the Nursing Home staff for obtaining a deficiency free rating in the Annual Health and Life Safety Inspection.

9:52AM Deb Maes returned to provide Commission members with a copy of the UNH MOU. Rep. Bulis state the MOU was boiler plate being that it is the same for all (10) counties. Deb Maes stated that it has been signed multiple times over the years. Rep. Sova asked why the president of UNH signed if the contract is between UNH Extension and Grafton County. Deb Maes stated, tradition. Rep. Bulis stated he would put the MOU on the October agenda.

EXECUTIVE DIRECTOR'S REPORT:

ED Clough began with a recap of FY12. Referencing year-end financial reports she stated that the year finished $800,000 over revenue projections and that the budget was under expended by approximately 2.3 million. ED Clough stated that the FY12 audit was underway and she expects to have draft financial reports from Melanson Heath within the next 2 weeks and that reports will be available at the October meeting.

The Jail census today is 114 in-house with 3 out on EM and 16 being supervised in the Drug Court program. ED Clough reported the Nursing Home census at 133, just below full capacity.

ED Clough reviewed August financial reports. ED Clough stated that the Nursing Home is currently $850k over revenue projections because of a supplemental Pro-Share payment of over $1M from the State of NH that was received in August. ED Clough stated that she is uncertain what the next Pro-Share payment will be, but that we had met our revenue projections for FY13. ED Clough reviewed the monthly variance report. She stated that on the expense side of the reports there are many departments that show "over" where they should be at this point due to a number of normal beginning of the fiscal year factors. August had (3) payrolls as opposed to the monthly average of (2) payrolls, as well as the annual service contracts that are paid in July including the Property Liability insurance. ED Clough stated that as we move forward expenses will come back in line. Rep. Almy asked why the Nursing Home received the supplemental Pro-Share payment. ED Clough stated that it was done due to some recalculates that were made on final year end numbers, bed tax and FMAP monies. Rep. Almy inquired about why the Sheriff and Jail Departments are largely over expended. ED Clough sated that it is do to the three (3) August payrolls and the pre-pays discussed above. Rep. Bulis asked if the Nursing Home Pro-Share can be culled back. ED Clough stated that it was possible but that she cannot remember a time when that has happened. Rep. Bulis asked where the extra Pro-Share money is now. ED Clough stated that it is in the general fund. ED Clough stated that the August pro-rated report reflects revenues and expenses to be over at $71k and $33k respectively. Rep. Bulis asked if all FY12 items are closed. ED Clough stated that they are and that we are done with FY12. ED Clough reviewed the over expended report and attributed most of it to Property Liability payments and contracted Nursing Services in the Nursing Home. ED Clough stated that Deeds Surcharge isn't over-expended and that it is an accounting issue that needs to be resolved. Rep. Bulis asked if there was any concern regarding Employee Health Care changes increasing. ED Clough stated that the rates that were effective 07/01/12 are good until 06/30/13. She anticipated FY14 guaranteed max rates late next month or in early November. Rep. Gionet asked what the non-budgeted expenses were in maintenance. ED Clough stated they are from the July lightning strikes. Rep. Aguiar asked if we are covered by one blanket Liability policy. ED Clough stated that yes; we are covered by Primex for all property and liability insurance. Rep. Aguiar asked how the liability costs are broken down. ED Clough stated by Property, Vehicle, Law Enforcement and Liability And that the rate expensed departmentally based on property and payroll. Rep. Aguiar asked which department is the most expensive for liability. ED Clough stated it is the Sheriff's.

Rep. Bulis offered his congratulations on Biomass Project and inquired if there was a turn on switch date. ED Clough indicated that the estimated construction completion is late February and that they are hoping to do some testing while it is still cold out. ED Clough expected construction to begin later this week. Rep. Bulis expressed that we were fortunate for the project to be underway with such high fuel prices. Rep. Townsend inquired as to whether the construction process would interfere with parking and county functions. ED Clough indicated it should not.

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

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

EXECUTIVE COMMITTEE DISCUSIONS

Rep. Bulis informed the Committee that Rep. Ladd had put some information together regarding EC approval of County received grand funding and that he would lead the discussion.

Rep. Ladd reviewed RSA 24:14 regarding the County Convention adopting a policy regarding the acceptance of regarding grants. Rep. Ladd submitted a recommended policy for review. Rep. Ladd stated that the reason for establishing a policy is that there are certain implications regarding grant funding. Rep. Bulis stated that there had been some discussion amongst the delegation members indicating they would like the Executive Committee to discus and review grant acceptance. Rep. Bulis then stated that receiving grants is good and that the Biomass grant is an excellent example of how grants can help bring projects to fruition. Rep. Bulis stated that his only reservation is that $380k is a lot to be spent without approval of the governing body. Rep. Almy asked what are we actually looking at, how many grants have we actually received, and what kind of work load is associated with them. ED Clough stated that we are currently administering between 10 and 15 active grants and that for the most part, department heads write their own applications. ED Clough expressed that her concern with the proposed approval policy is the time constraints that accompany grant applications. ED Clough stated that there can be a potential two week application window that could be missed if the Executive Committee does not meet within that timeframe. ED Clough stated that as it stands, the Commissioners take into consideration all of the questions and concerns that are detailed in Rep. Ladd's recommended grant acceptance policy. Rep. Bulis stated that he felt that after a grant is awarded the Executive Committee should give an approval to the expenditure. There was a discussion of the County's current grant acceptance procedure and potential policies to govern it. Rep. Sova stated that right now

there is no legal authority for commissioners to approve grants. ED Clough stated that based on a motion made annually the delegation gives authority at the annual meeting to apply for, accept and expend grants. Rep. Sova suggested that his motion would be to drop the expend at approval in the proposed policy. There was further discussion regarding grants. Rep. Sova stated that the grants that are in the budget are approved through the budget process and as such are taken care of regardless of any motion that the convention may make.

Rep. Ladd stated that the four questions outlined in subcategory B of the Directives listed in the recommended Grafton County Acceptance of Grant Applications policy must be asked regardless of who asks them.. Rep. Brosseau inquired about grants through UNH Extension. ED Clough stated that currently there is no grant funding with UNH or Cooperative Extension. Rep Gionet asked if there were any Federal Grant questions/concerns with the MOU. Rep. Almy stated that was not our problem. Rep. Townsend stated that since we have given the Commissioners the authorization to pass, authorize and receive grants in the past that perhaps we should qualify that authorization to include the four questions as a requirement. Rep. Ladd asked if there was a policy in place to addresses the issues associated with accepting grants. Commissioner Cryans stated that they had been authorized by the Delegation to apply, receive and expense grants. When we have concerns we have addressed them. Rep. Ladd expressed that the process outlined by the recommended policy is what everyone should be doing when accepting a grant. Commissioner Cryans stated that even if the procedure has not been written that those questions have been asked. Rep. Almy stated that they needed to have some idea of what kind of grant volume we are talking about. ED Clough expressed that they would get their quarterly list of all active grants next month. Rep. Sova reminded Commissioner Cryans that they are all temporary and that while the Commissioners have good rapport with handling grants now, in the future they may not. Rep. Sova stated that the policy could be something formal so that those that succeed us could clearly understand. Rep. Aguiar stated that Rep. Sova's point was well taken and that he would assume that the stumbling block with the recommended policy would be the requirement of approval prior to acceptance and asked if perhaps the Commissioners could consult with the Chair of Committee with certain grants. Rep. Ladd stated that he would be agreeable to that and that he just wanted the accountability that been lacking. Rep. Ladd stated that we have not had an issue thus far but that he was just trying to be proactive.

Rep. Sova suggested that a subcommittee be appointed with one member of the Executive Committee and one of the Commissioners to work on this. Commissioner Cryans stated that he thought ED Clough should be on the committee as well. Rep. Bulis stated that sometimes just discussing an issue can bring a resolution without any major change. Rep. Ladd stated that the

Convention's policy could be that we are directing the Commissioners to follow a specific policy when processing the application, acceptance and expenditure of the grants. ED Clough suggested before a subcommittee was established that she work with the Commissioners and develop a policy that they can present at October meeting. Commissioner Ahern stated that he agreed that there should be a written policy and that the only real concern was with section C of Directives and suggested changing approval to notification. Commissioner Ahern stated that he thought the policy was generally a good idea.

11:00AM Rep. Bulis called a 5 minute recess.

11:08AM Treasurer Elliot was excused.
11:09AM Rep. Bulis reconvened the meeting.

Rep. Bulis asked where the biomass plant will be situated. ED Clough stated that it would be right where the construction trailers were located during the Jail project. Rep. Almy asked for confirmation that we only have (3) inmates on electronic monitoring. ED Clough stated that was the report received from the Jail this morning. Rep. Almy was curious as to why there were only three and ED Clough suggested asking Superintendent Libby.

Rep. Bulis stated that every year during budget time there is a discussion of Social Service agencies and the County's role in funding them. Rep. Bulis stated that we all have our favorites and others where we question why we are funding them and that one that came to mind as providing great benefit to the county is the GC Senior Citizens Council. Rep. Bulis stated that the GC Senior Citizens Council provides meals and activities to the aging population of Grafton County and that if there were ever a direct benefit to the County it would be that one. Rep. Bulis stated that some counties do not make appropriations to any organizations or associations that receive local funding. Rep. Sova stated that he would like to see from the organizations requesting funding, how much they have raised at the town/city level, how much they receive in donations and how much they expect from the County. Rep. Sova stated that they need more hard facts about how these organizations are being funded. Rep. Almy stated that she believed that funding information is in the applications of which she went over about 14-15 years ago. Rep. Almy stated that she knew a lot about the GC Senior Citizens Council and that in the past they received funding from the State which has been cut drastically in recent years. Rep. Almy stated that the State is currently doing an audit about all the funding. Rep. Almy stated that Grafton County is the third lowest spending county in the State and that we spend half as much per capita as Sullivan County. Rep. Almy stated that one of the reasons that we keep our costs down is that we keep our non-profits honest and alive to do the jobs that the public needs even at reduced funding. Rep. Bulis asked Rep. Almy if she had seen a

steady expansion of the services we support. Rep. Almy stated that our support has been increasing ever she has been here, but at an amount less then inflation, which suggests that support is reducing. Rep. Almy stated that in inflation terms we are spending less. Rep. Almy stated that she cared about mental health and substance abuse programs and that in Lebanon these issues have been increasing. Rep. Ladd stated that we get used to programs being funded at the State and Federal level but that the costs are shifting to local and county government. Rep. Ladd stated that we need to prioritize our agency support. Rep. Bulis suggests support focused funding. Rep. Aguiar stated we all agree and understand elderly care is important, but we fail to see the connections for other programs that we fund. Rep. Bulis stated that he wanted to see empirical data to support statements such as "we keep people out of the Department of Corrections". Rep. Ladd stated he did not think we should be in competition with private business. Rep. Sova stated that he would like to see figures on who is in the nursing home and who could be at home instead.

11:30AM Rep. Bulis invited Human Services Director Nancy Bishop to join the discussion. HSD Bishop stated that over the last few years the Delegation has allocated less for Social Services and added fewer services. Rep. Bulis asked HSD Bishop what they, the Committee, could do better in terms of other services and if they should be redirecting some of the funding. HSD Bishop stated that was a decision for them to make. HSD Bishop stated that the majority of the Social Services budget was for Long Term care. Commissioner Ahern stated that a lot of his private law practice over the years had been with the elderly and that he could assure you the Medicaid folks going into the nursing home are being scrutinized by the Medicare system. Commissioner Ahern stated that if an individual is not Medicaid or Medicare eligible, they are a private pay and that hopefully the private pay person is paying for all expenses in their care. Rep. Bulis stated that he thought they were on the right track because they do provide funding to the elderly care agencies. Rep. Bulis asked if there were any additional comments regarding Social Service Agency Funding. Rep. Sova stated he thought that perhaps they should research further what is being asked for instead of waiting until April. Rep. Almy stated that (15) years ago she and Rep. Alger went through all the files and that could happen again with a couple of volunteers. The next Executive Committee meeting will be on October 15th at 9:00 AM.

It was decided that there would be no EC meeting in November. There will be a Grafton County Delegation organizational meeting the second week in December for the Representatives elected to office in November.
11:47 AM. With no further business, the meeting was adjourned.

Respectfully submitted

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Charles Sova, Clerk

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 17th 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 this 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 their 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, 16th at 11am. Commissioner Cryans stated that the Biomass plant has a tentative completion date of July 1st. 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 22nd and 23rd 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 30th 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 lightning 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 6th. 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 10th 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

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday January 28, 2013

PRESENT: Reps. White, Aguiar, Smith, Ford, Sykes, Gionet, Shackett, Mulholland, Commissioners Cryans, Richards and Burton, Treasurer Parker and Executive Director Clough.

EXCUSED: Representative Ladd.

OTHERS: Rep. Lauer, Wayne Fortier, RD Monahan, Supt. Oakes, Susan Brown, Craig Hervey, Harold Brown.

The meeting was called to order by Rep. White and the Committee began with the election of officers.

Rep. Smith moved to elect Rep. White as Chairman, Rep. Ladd as Vice Chairman and Rep. Aguiar as Clerk, which was seconded by Rep. Ford. All were in favor.

In the absence of Rep. Ladd, Rep. White asked that Rep. Shackett act as Clerk for this meeting.

Minutes from December 10, 2012 were reviewed for approval. Some edits were made.

Rep. Gionet moved to approve the minutes as amended which was seconded by Rep. Ford. Reps. White, Smith, Ford, Sykes, Gionet, Shackett and Mulholland were in favor. Rep. Aguiar abstained.

TREASURER'S REPORT:
Treasurer Parker was welcomed by the committee and she began by saying that all the signature cards for bank accounts were updated. Frank Stiegler remains the Deputy Treasurer with no other recommendations for Deputy Treasurer at this time. The next appointment of Mr. Stiegler will be in May.
County taxes have been received in the amount of 20,834,031. One town was assessed a late fee of $440.22 which was collected. All funds have been invested with $3M in a CDARS account at Mascoma Savings Bank with an interest rate of .35%. Remaining funds are at Woodsville Guaranty Savings Bank and are tiered at .30% for funds over $1M.
The Capital Reserve account for the Nursing Home is now at Ledyard Bank in the amount of $67,845.in a one year CD with a .55% yield.

Director Clough stated that the Cash Management Report shows all the operating funds the County has and where the money is invested.

Rep. Gionet moved to accept the Treasurer's Report which was seconded by Rep. Mulholland. All were in favor.

COMMISSIONERS' REPORT:
Commissioner Cryans welcomed the new Executive Committee.

The Commissioner began by noting the construction of the biomass plant which received a unanimous vote to build by the former Delegation and to repurpose money left over from the construction of the new Jail. The plant is scheduled to reduce the amount of oil used by the County from 90K gallons to about 9K gallons. It is scheduled to be completed by April 1st of this year.

The automated isolation valve for the water tank has been completed and is working as anticipated.

Director Clough worked with PRIMEX and the County will now be contracting with them to handle the unemployment compensation. This was previously handled in-house but has become more complicated. The cost will be nearly the same amount as what was already budgeted and the County will be receiving the full expertise of PRIMEX.

FY14 budget process has started. The Commissioners will start meeting in March and the budget will then will go to the Executive Committee for review.

Rep. White asked Commissioner Cryans to introduce the Board of Commissioners and their position on the Board.
Commissioner Cryans is in his 9th term and is the Chairman of the Board and represents District 1. Commissioner Richards is the Vice Chairman and represents District 3. Commissioner Burton is in his 26th year and serves as Clerk representing District 2.

Commissioner Cryans then turned the report over to Commissioner Burton who reported on the Old Jail Committee meetings.

Commissioner Burton said that he was appointed Chairman of the committee and five publicly noted meetings were held. A number of suggestions were made by those who attended. He said that when things like this come up he always asks; how much does it cost, who does the voting and can it get the votes. Minutes were taken of all the meetings and further information as to committee opinions can be found there.

A suggestion that possibly a private entity would be interested in the building and he spoke to Jay Wolter of the Becket school who didn't seem to be interested in the building after taking a tour.
Commissioner Burton noted that there is bond money left from the new Jail that could be repurposed for use of demolition if the Delegation voted approval.
He noted that the public citizens, Wayne Fortier, Susan Brown and Craig Hervey who were present, had attended the meetings and had a number of suggestions.
Commissioner Burton said he felt that he has gone as far as he can with the meetings and noted that Commissioner Cryans will be calling for a vote at tomorrow's Commissioners meeting to demolish the building.

Director Clough said that the bonded funds have to be repurposed by April 10, 2013 and there is approximately $650K to $700K of undesignated funds that have to be repurposed by that deadline and must be repurposed to either a project or toward bond payments.

Commissioner Burton said his recommendation is to demolish the building.

Chairman White recognized Supt. Oakes. Supt. Oakes said they have had a difficult time heating the building minimally as he had originally anticipated. He noted other issues with the building that would need serious attention if the building were to be kept which included the roof and some of the HVAC systems. He said that recently the system froze up in some areas which created issues with the sprinklers. Parts for some systems can only be found on EBay as they are so old and dealing with the building has been a trial.

Commissioner Burton noted that a student from Woodsville who is studying to be an architect brought forth some plans for various things in the building but there were no costs associated with the plans.

Rep. Gionet said he thought the right thing was to demolish the building and that items inside the building should be considered for salvage.

Rep. Aguiar asked if the building could be shut down if the decision was to demolish and Supt. Oakes said yes.

Rep. Smith asked about historical preservation and the possibility of grants. Commissioner Burton said there were minimal grants available which the Board of Commissioners decided against pursuing them.

Rep. White asked if the Executive Committee should expect a written report from Commissioner Burton and he replied yes.

Wayne Fortier, Haverhill Selectman, was recognized and stated that the committee has never really been able to coalesce their thoughts and asked that there be a reprieve of the decision to demolish so that further research could be done. He noted being able to get in touch with people who can come in and see if there is some viability to the building in the hopes of turning it into senior housing saying there is a need. His suggestion was that a private entity take over the building so there would be no tax payer money needed other than trying to find a grant. Fortier asked for more time to investigate the possibilities.

Rep. Ford said there was only about 40 days left until the April 10th deadline and W. Fortier said that was unfortunate and that perhaps they could identify a structure of how to proceed and possibly explore available grants.

Rep. White asked how Mr. Fortier reconciles the fact that GC taxpayers are carrying the $52K burden of keeping the building open, the consideration of having a private entity having availability to public land and a single road that is available for access.
Mr. Fortier said he hadn't gotten that far but remained optimistic that could be worked out.

Rep. White asked about the Delegation vote to repurpose and Mr. Fortier said the Delegation would probably have to repurpose the money anyway and then a decision as to how it could be spent could be made later.

There was a discussion about the Rockefeller Report in which students from Dartmouth presented a report of the old Jail in comparison to other vacant Jails, and what the possibilities were for new occupancy. Director Clough said she thought the Jails they referred to in their report were purchased by private investors and were not located in rural areas. The Executive Committee had not seen that report and asked if they could read it.

Susan Brown was recognized and talked about not demolishing the 1898 portion of the building saying that it could probably be leased by someone and asked that it be saved.

Craig Hervey was recognized and piggybacked on what Mr. Fortier said suggesting that sometimes vacant buildings are not always utilized right away. He said historical buildings are hard to come by and there are some people who are very interested in leasing buildings. There are companies that would come and do a walk-thru to see if it may suit their interest.

Rep. White asked if the Delegation would have to be specific about the repurposing of the bond money and Director Clough said there are only two

scenarios in which the money could be repurposed which is for another project that is bondable or to make bond payments.

Commissioner Cryans said the building is a money pit that under the surface could be far more extensive to rehabilitate than even imagined. He said that this is a rural area and you're just not going to get the traffic that one might hope for. There hasn't been any discussion about how anything would be paid for. For those reasons and more he does not expect to change his mind and will present the vote tomorrow. He said it was fortunate to have money left over to build the biomass and to demolish the Jail.

Rep. Gionet said his recommendation would be to get rid of the building and move forward.

Rep. White called for a short recess.
Rep. White resumed the meeting.

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

EXECUTIVE DIRECTOR'S REPORT:
Rep. White had asked Director Clough to explain the reports that she is presenting which she did.

Director Clough began with the census at the Jail at 115 with 7 out on electronic monitoring and 21 people being supervised in Drug Court. There are 150 beds in the facility.

The census at the Nursing Home is 134 with a 135 beds. They have been running at full capacity for some months now.

Director Clough went over the different reports that the Committee received.

The two reports that are generally discussed at the meeting are the Monthly Variance Report and the Pro Rated Report.

MONTHLY VARIANCE REPORT:

REVENUE
The first 6 months of the fiscal year have been completed. Numbers in red are Departments that are behind in revenue which are the Farm, Sheriff, County Attorney and Victim Witness. County Attorney and Victim Witness are grant money which should come back to black. The Farm should exceed due to the milk revenues and high price of milk. The Sheriff Dept. should also catch up. Director Clough said she is hopeful the Interest will catch up as well as the

Other category. The overage in the Nursing Home is due to a supplemental Medicaid Pro Share program payment.

EXPENSES

Numbers in red are over expended. Drug Court Case Manager and the Farm will be over expended. Bonded debt looks over because the principal payments have all been made and will come back in line.

Rep. Sykes asked why the Nursing Home and the Dept. of Corrections are showing lower expenses and wondered why that might be. Director Clough said she hadn't done an analysis of that but feels it may be misleading with the DoC and noted that the Nursing Home is also using a lot of contract nursing so salary lines may be off.

PRO RATED REVENUE/EXPENSE REPORT

The County is over revenue at 50.72% and under Expended at 48.2%. The Undesignated fund balance is $1,057,378. (Which is an amount over and above the $3M surplus)

Director Clough explained the Over-Expensed line items per Department and noted that the most over expended line item was contract nursing services at the Nursing Home. This is to cover staff when there is not enough in-house staffing.

Rep. Smith asked if there may be some changes about this going forward. Director Clough said there is some work being done to reduce turnover and FMLA may be readjusted to curb the use of FMLA.

Director Clough reviewed the quarterly grant report which shows all the grants the County has.

Director Clough asked for clarification on the Executive Committee approval of grant applications that require matching funds and said there was one coming up that would need required approval and the Executive Committee won't be meeting prior to the need for approval. Rep. White said they can submit that grant for approval but could not accept the grant without approval. Rep. White said they just want to be able to approve the costs of matching funds going forward.

Rep. Gionet asked about the elimination of the Human Resource Director and the payout and Director Clough said they no longer have a HR Director and it was a personnel matter that she did not feel comfortable talking about but if the Commissioners wanted to do so they could. Commissioner Cryans said it was fair to say there was a payout to the HR Director and now they are moving forward.

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

OLD BUSINESS: None noted.
NEW BUSINESS: Rep. White said the Chair is tasked with appointing a Delegation member to the UNH Advisory Committee and he will be appointing Rep. Chuck Townsend.

Rep. Aguiar moved to approve mileage for Rep. Townsend to travel to the UNH Advisory Meetings which was seconded by Rep. Gionet. All were in favor.

Rep. Ford said she must regretfully turn in her resignation to the Executive Committee as she has been appointed to the Finance Committee at the state and will not have the time to serve on both. As per the Grafton County Delegation by-laws, the vacancy should be filled with respect to the party and the area where the vacancy occurs.

Rep. Smith moved to replace Rep. Ford with Rep. Linda Lauer which was seconded by Rep. Gionet. All were in favor.

COMMITTEE DISCUSSION: none

COMMENTS FROM THE DELEGATES:
There was a discussion as to how the Executive Committee would like to meet with the Department Heads for the budget. Rep. Aguiar said he thought it was helpful if the full committee could hear from the Dept. Heads. Director Clough said the Committee members could come listen to the Dept. Head at the Commissioners meeting and some members though that would be a good idea. Rep. Gionet thought if a member came to a Commissioners budget meeting they should get paid mileage for that.

Rep. Aguiar moved that if any members of the Executive Committee wish to attend the Commissioners budget sessions, that they be provided mileage reimbursement which was seconded by Rep. Gionet. Reps. White, Aguiar, Smith, Sykes, Gionet, Shackett, and Mulholland were in favor and Rep. Ford abstained.

Rep. White announced the dates for the next Executive Committee meetings as follows:
No meeting in Feb.
March 4 (full Delegation & Executive Committee meeting)
April 15
No meeting in May
June 3

June 7
June 10
June 14 (if needed)
June 17
June 24 (full Delegation meeting)
All meetings will be at 9:00 except for the Delegation meeting which will be at 10:00 AM

COMMENTS FROM THE PUBLIC:

RD Monahan said that if any member wants to take a look at the records area she would be happy to show them because she will be planning to present a budget request regarding preservation of materials.

Mr. Brown was recognized and said he though that the Commissioners have an obligation to tell the public what the settlement was to the employee they paid. He also stated that the Commissioners should not be taking grants and all grants should be in the budget. He is personally against grants as it is taxpayer money. He added that he feels it is very difficult to understand the auditor's reports.

Rep. White said the personnel issue is between the employee and the Commissioners. Director Clough said the meeting minutes of that action reflect the amount paid to the employee and is a public document.

12:05 PM. With no further business and all in favor, the meeting was adjourned.

Respectfully submitted,

_____

Jeff Shackett, Acting Clerk

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday March 11, 2013

PRESENT: Reps. White, Aguiar, Smith, Ford, Sykes, Ladd, Shackett, Mulholland, Commissioners Cryans, Richards and Burton, Treasurer Parker and Executive Director Clough and Secretary Martino.

EXCUSED: Representative Gionet.

OTHERS: RD Monahan

10:19 AM The meeting was called to order by Rep. White

Rep. Smith asked about the date for this meeting which some thought was the 4th of March. Rep. White said that it was originally scheduled as the 4th but was later changed to the 11th, which was reflected in the minutes of the January meeting. Rep. White apologized for not communicating that better to the full committee.

Rep. Aguiar moved to reimburse mileage to anyone who drove to the County on the 4th for the meeting which was seconded by Rep. Smith. All were in favor.

The minutes of January 28, 2013 will be changed to reflect the date of March 4th which was discussed at the meeting.

Rep. Aguiar moved to approve the minutes of January 28, 2013 as amended which was seconded by Rep. Mulholland. All were in favor.

TREASURER'S REPORT
Treasurer Parker passed her report out to each member and reviewed the document. *(see attached)

COMMISSIONERS' REPORT
Commissioner Cryans reviewed the County's outstanding debt of which the Nursing Home is $7,250,000 , the Water tank $675,000 , 1st Jail bond $15,750,000 and the 2nd Jail bond $14,725,000

The budget process is now underway with meetings with Dept. Heads.

The Commissioners voted to give a bonus of $5,000 each to Director Clough, Supt. Libby and Supt. Oakes, who served as the Owner's Representatives on

the Jail project. Commissioner Cryans said that during the time, Commissioner Ahern thought that there should be a Clerk of the Works for the project and brought in an independent company who specialized in Clerk of the Works, to go over what the three Dept. Heads were already doing. The company ended up saying that a good job was being done and there was no reason to hire outside. The money to pay the bonuses came from the Clerk of the Works line in the jail project.

Commissioner Burton noted that fifteen years ago Ernie Towne acted as both the Jail Superintendent and the Executive Director job and was paid a bonus. He said that these three people did a great job and are deserving, adding that this was an appropriate award and the County is fortunate to have these three.

Commissioner Cryans continued with his the report saying the Commissioners toured the new biomass building and suggested that the committee take a tour. The hope is to do a test burn in April

Rep. Ladd said that according to the minutes, Commissioner Richards showed some concerns about the fact that there are still problems with the new Jail. Commissioner Richards said there are a number of problems and Supt. Oakes is taking care of them. The problems are mainly because there are so many different systems.

Rep. Ladd asked if there was any litigation against companies because of this and Director Clough said there was not and that the issues that they're having are relatively normal and are mostly to do with the heat pumps and geothermal systems.

Rep. Mulholland moved to accept the Commissioners' report which was seconded by Rep. Smith. All were in favor.

EXECUTIVE DIRECTOR'S REPORT:

Director Clough said that there were no February reports at this date and that the most recent were the reports from January which were mailed out to the members.

The census in the Jail is 117 with 9 on electronic monitoring and 22 in Drug Court.
The census in the Nursing Home is 133

Director Clough reviewed the Variance report, the Expense report and the Prorated report.

The monthly over expended line report, of which the largest amount is attributed to the contract nursing services, was reviewed. There was a discussion as to why this occurs and how it is dealt with. Director Clough said the expectation is that money from the nursing salary will cover the amount by the end of the year.

Rep. Aguiar moved to accept the report from the Executive Director which was seconded by Rep. Sykes. All were in favor.

OLD BUSINESS: None noted.

NEW BUSINESS:

Rep. Ladd said that he was concerned about the bonuses that were given to the Dept. Heads for Clerk of the Work duties but wanted to make it clear that that this has nothing to do with the actual people involved in receiving the bonuses. He said that the County didn't hire a Clerk of the Works because there were qualified people to do the job. He said there is a matter of public perception, and then the minutes of that day that have the Commissioners giving the bonuses and then hear them talk about the employee's perfect attendance bonus and have Commissioner Richards stating that she is opposed to the concept of the benefit and felt that people should just have enough personal respect for the job to come in on their own without a benefit to do so. He thought this was contradictory. He said it appeared that it was okay to give bonuses to people at the very top but not anyone else who may have worked on the project.
Director Clough said that others that worked on the project were paid overtime for their work.

Rep. Ladd said that the Commissioners were splitting relationships between employees and managers with that decision and that the perception is that is wrong. He called the decision a dreadful mistake.

Rep. Aguiar said it was a real stretch to allocate money that was in a line item for Clerk of the Work, for bonuses. He said it must have had a trickle down affect for those who had to do work for the Dept. Head and agreed with Rep. Ladd.

Commissioner Cryans said he felt it was appropriate and that the project went on for years with the Dept. Heads dealing with that project in every aspect. He said he is not opposed to giving bonuses, is in favor of the perfect attendance bonus and doesn't feel you can separate the people who did the work from the concept.

Rep. Aguiar asked Commissioner Cryans if he thought that the transfer of money from that account met the level of the law and he replied yes. Rep. Aguiar did not agree.

Director Clough said she took great exception to what Rep. Ladd said and stated that no one expected a bonus.

Rep. White said that during the original discussion about whether or not the County should hire a Clerk of the Works, a number of Delegates felt someone should be hired and voiced that because of the additional time it would take away from the managers. He also said that they must also keep in mind that the Delegation appropriates the money and the Commissioners spend it.

Rep. Ladd asked how the money got transferred. Director Clough said it came out of the Clerk of the Works salary line. Rep. Ladd asked if the money was pensionable and Director Clough replied yes.

Rep. Ladd said there is an issue with the process, the procedure and the perception of this whole thing and said that small business in the area don't get bonuses even though they work very hard at their job.

Commissioner Cryans said he personally hasn't heard one word about how this $15K was spent but nor has he heard anything about how money for the new Jail was saved and that a biomass plant was built with the excess money, with money still left over to tear down the old Jail.

Rep. Ladd said he felt this process was financially irresponsible and that the committee was not told that this money would be paid out.

Rep. White said that part of the frustration is that there was an original discussion about the Clerk and there wasn't any mention about allocating money to certain employees. He said it felt a little disingenuous to say you don't need the position and then to pay out money for that exact thing. He said he would have rather liked to have seen an open discussion about this in the beginning. He said if the groundwork was laid it might have been easier to handle.

Rep. Ladd said that he would like to see some research done about using funds appropriately. He said it was an incorrect use of funds to pay bonuses out of a Clerk of the Works salary line.

Rep. Shackett said he supports the Commissioners in that these people functioned as Clerk of the Works and in the end still saved the County $50K.

Rep. Smith suggested that the by-laws reflect that the Commissioners need approval before transferring $5000 to a department and thought that maybe the money was being sent to three different departments which was the workaround.

Director Clough gave an overview of process saying there was a part time Clerk of the Works that was hired for the Nursing Home which didn't work out so well at a cost of $170K+ . A Clerk of the Works line was put into the Jail budget in the event that it was determined that services were determined to be needed, which is why there was money there. There was no transfer of funds, money was just taken from that line as that was the role the individuals were serving.

Rep. Mulholland said she applauds the Commissioners for the use of money for these bonuses and the County is incredibly lucky to have these people.

There was a discussion about historically documenting the old Jail as it is and its demolition. Rep. White said if that meant hiring a professional photographer he would be in favor of that.

COMMITTEE DISCUSSION: none

COMMENTS FROM THE DELEGATES: none

The next meeting will be held on April 15, 2013 at 9:00 AM

Treasurer Parker wondered about getting more information out to the public regarding what everyone thought which sort of may clear the air.
Rep. White said it becomes more difficult to pass along information clearly when the Executive Committee and the Commissioners are at odds with one another

11:30 AM. With no further business and all in favor, the meeting was adjourned.
Respectfully submitted,

_____
James Aguiar, Clerk

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday April 22, 2013

PRESENT: Reps. White, Aguiar, Sykes, Ladd, Mulholland, Lauer and Gionet. Commissioners Cryans and Richards, and Executive Director Clough.

EXCUSED: Representatives Shackett and Smith. Treasurer Parker

OTHERS: RD Monahan; Representative Mary Cooney, Deb Naro and County Attorney Saffo.

9:05 AM the meeting was called to order by Rep. White and the Pledge of Allegiance was recited. Representative White asked that the group observe a moment of silence for the victims in the Boston Marathon tragedies last week.

Representative White asked if there were any changes to the Delegation meeting minutes from March 11, 2013. Rep Lauer moved to approve the minutes. Representative Mulholland seconded the motion. All were in favor.

Representative White asked if there were any changes to the Executive Committee meeting minutes from March 11th. Representative Ladd had an edit and Representative Lauer had an edit. Representative Sykes moved that the minutes be approved as amended. Rep Lauer seconded the motion. Six (6) were in favor. Rep. Gionet abstained.

Mark Scarano, Executive Director of the Grafton County Economic Development Council was present to give the Executive Committee an update. He told the Committee that the GCEDC is a 501 (c) 3 and has been part of the County budget since it's inception in 1997. The GCEDC receives funds from the County. It has a 3M revolving loan fund and he pointed out that some of their greatest partners are the lenders throughout the County. He stated the GCEDC makes loans typically in the $25K - $125K range. He added that they are looking at expanding to micro loans for less than $25K. He explained the role of the GCEDC. Rep Gionet asked why someone would go to GCEDC instead of a commercial lender. M. Scarano responded that they always send them to the bank first. He went on to explain that it is usually the lender that contacts GCEDC to ask if they can help because the lender can't or won't fully lend the funds. M. Scarano explained the process for looking at micro lending. Rep Sykes asked what the timeframe was for getting the micro loan fund going. M. Scarano hopes to do it by this summer. Rep Ladd asked what type of loans GCEDC makes and what their rate of default is. M. Scarano gave details of the two (2) loans that they had written in the past quarter as examples of the

types of loans. He said that currently they have twenty-six (26) loans and one (1) is in stage of default. He stated that in large the portfolio is pretty good. Rep Gionet how many economic groups there are in NH? M. Scarano responded that there are ten (10) Regional Development Corporations in the State.
Rep Ladd asked for an update on the Plymouth Enterprise Center. M. Scarano said that Plymouth is the 2nd incubator project. He went on to explain details about the Dartmouth Regional Technology center in Lebanon. The Enterprise Center at Plymouth is in partnership with PSU. GCEDC will construct with grants a 10,000 square foot building. GCEDC does not have capacity to assist businesses with that start up phase. That is where PSU comes in. Three companies have already expressed interest in signing leases for this space. They are currently trying to develop a business assistance program and have developed partnerships with numerous groups to help businesses get what they need. Things are coming along well with the Enterprise Center. Many businesses that will receive services will be not physically located in the enterprise center. Rep. Aguiar asked if the workshops that GCEDC holds are done free of charge for the consumers. M. Scarano said that some are and some they charge for. Rep. Aguiar asked if GCEDC was going to move into the Enterprise Center. M. Scarano stated that they were not.
Rep. Gionet asked how much money is available to loan. M. Scarano said 15% typically. He said currently they have about 500,000 available to loan.

The Committee thanked M. Scarano for his report and he left.

Representative Mary Cooney, Deb Naro, Executive Director from CADY and County Attorney Saffo were present to discuss juvenile diversion. Rep Cooney would like to do a presentation to the full Delegation on this subject prior to the budget vote. Representative Cooney read a statement in support of Juvenile Diversion. She stated that she would like to see a County-wide, County funded Juvenile Justice Program. She stated that the benefits outweigh the costs. She explained that Belknap County has a County funded program. Deb Naro stated to the group that prevention is very important. She stated that the Commissioners have done their due diligence. Deb reviewed a packet of information that was specific to CADY's Restorative Justice Program. Without funding from the County this year CADY will be forced to close their RJ program. She gave several examples of youths that have been helped by the program and testimony to how effective the program is. CA Saffo explained her involvement in this began when she was contacted by police departments regarding the CADY process going away. Police are concerned that their budgets will increase and juveniles will not be receiving any services. CA Saffo reviewed the juvenile court process in comparison to RJ program. The role of the victim is very different in the two. No contact with the victim through the Court process with RJ they have to meet and apologize to the victim. CA Saffo stated that she has many 17,18,19,20 year olds in the court

system and once she gets them at this age her options are very limited. CA Saffo handed out a Restorative Justice Evaluation Report. She then reviewed a PowerPoint presentation she put together on Juvenile Court Diversion. Rep Lauer asked if the $150K would expand the program to all towns in the Counties. CA Saffo replied that it would. Rep. Mulholland asked how much is in the Commissioners budget for this. Commissioner Cryans explained what the Commissioners had budgeted which was a total of $40K. Rep. White would be interested in why CA's office is not interested in running this program in house. Rep Ladd thanked group for coming. He stated that this is just one small part of the issues that we have in America. He said that we have an emphasis in this County on incarceration. He would like to expand the age bracket and focus on intervention. Rep Aguiar said that he would like further clarification on how in fact these services can be provided throughout the County. There will be more follow up with this during the budget process.

10:34 AM Rep. White recessed the meeting.

10:45 AM – Rep. White reconvened meeting. He recognized CA Saffo for a presentation on Mental Health Court. She had three guests with her. The parents of a person in the Halls of Hope and Donna Stamper who is on the Advisory Panel for Halls of Hope. CA Saffo went on to explain each of the mental health courts that have been set up in the County. She stated that these are community based groups. The two (2) programs in existence are ASSERT and Hall of Hope. The Plymouth program is designed and ready to go. She is just letting them know that funding for these programs is in the fiscal year 2014 and she wants to be able to answer all the questions regarding these programs. The mother of one of the participants in the Halls of Hope related their family's story to the Committee and pleaded with them to continue funding of the Mental Health Court.
His father stated that mentally ill people do not belong in Jail. They need treatment and help. Rep. Gionet asked the parents if anyone in the school system ever noticed anything with him. They stated that they had not. CA Saffo stated that this is just an introduction and that she will be glad to answer more questions as we move through the budget process. Rep Aguiar said that is seems that the line between Drug Court and Mental Health Court can be blurred and asked how we distinguish. CA Saffo said they are intermingled sometimes. Mental Health Court is a Circuit court program and currently we don't not have a felony level mental health court. She stated that we do provide mental health treatment to Drug Court clients that need it. There will be more follow up with this during the budget process.

Treasurer Parker was not able to join the meeting today. Director Clough gave a brief Treasurer's report stating that we still have plenty of money and do not have any CD's maturing. Rep. White asked about the Unemployment Comp account, he thought that those funds were being used to cover the over

expenditure in the line item. Director Clough stated that was correct, she is just waiting for the bank account to mature then this will be taken care of. Rep. Mulholland moved to approve the Treasurer's Report. Rep. Aguiar seconded the motion. All were in favor.

Commissioners Report:

Commissioners' Report to the Executive Committee
April 22, 2013

FY 2014 Commissioners Recommended Budget is done and will be released to the public at the beginning of May. The Public Hearing for the budget has been scheduled for Wednesday, May 15th @ 6:00 PM The Amount to be raised by taxes increased by 2.70%

There was a discussion regarding the public hearing date and who should be setting that date. Wednesday's are inconvenient for the Legislature. It was decided that the Public Hearing will be on May 14, 2013 at 6:00 PM.

The Drug Court Graduation is May 6th @ 1:30 PM.

The Biomass Project is nearing completion it was test fired last week. There will be a ribbon cutting ceremony probably in June, 2013 (date yet to be determined). Woodchips for next year will be at $57/ton and be coming from Rumney. The project is on target and on budget

The new Administrative Assistant for Commissioners' Office has been hired and will start on April 29th. Samantha Tempelmeyer is from North Haverhill.

Interviews for the Human Resource Director position will be taking place this week.

The bids for the demolition of the Old Jail will be opened on May 14th and the demo will take place from the beginning of June until the end of July.

Rep Gionet – had an issue about the minutes not being up to date online. It was explained that the minutes do not get posted online until they are approved. Rep. Ladd asked if we could put draft minutes on website. Director Clough said that we could email out draft to everyone. That was an acceptable solution.

Commissioner Cryans stated that he had asked Nick Tompas, Commissioner of HHS
To look into the situation of why the state is not paying for juveniles per the agreement that the State and the Counties had several years ago where the

Counties would fund the elderly and in exchange the state is supposed to be paying for youth. Commissioner Tompas said he would have to look into it. Rep. Ladd said the federal government did the same thing to the States on the Special Ed.

Representative Aguiar moved to accept the Commissioners' report. Rep. Ladd seconded the motion. All were in favor.

Executive Director's Report

Director Clough reported that the census at the Nursing Home is 133 and the population at the jail is 115 in-house; 11 on electronic monitoring; 18 in drug court (1) in custody. Next she reviewed the Monthly Department Variance Report for March 31st. On the revenue side she stated that everything looked good and she expected all revenue projections would be met. On the expense side she noted that there were three payrolls in March. She mentioned that the HS budget was over expended but that it would not be at year end due to the CAP. She also noted that the other department that would likely be overspent at year end was the Farm. She noted that FM Kimball had budgeted in FY 13 to reduce his herd and after the budget was prepared he decided to increase the milking herd. There is an offsetting revenue line from the increase in milk, but it is not likely to be 100% offsetting. Director Clough reviewed the pro-rated reported. She stated that at nine (9) months complete we should be at 75%. The pro-rated report shows that the County is at 77.96% collected on revenue and at 73.44% on the expense side. Director Clough then reviewed the over expenditure report. The major over expended line item is the Contract Nursing Services line. Rep. White asked where the money that the farm is going to be over expended is going to come from. Director Clough said she has not done an analysis and it is likely that there will need to be a request to transfer money into the farm budget from another department. Rep Ladd asked if the farm over expenses would continue to grow by approximately $20K per month for the rest of the year. Director Clough stated that it is likely that this will continue. Director Clough stated that she would do an analysis on the farm for the rest of the fiscal year and give them projections for revenue and expenses. Rep Aguiar asked what the rationale was to increase the herd after initial thoughts of reducing the herd. Director Clough explained that in part it was due to the price of milk and in part it is due to the new farm help that we have. Director Clough stated that there will be an offsetting increase in revenue. Rep. White stated that he wants to see a realistic budget for fiscal year 2014, not under budgeting and then over expending. Director Clough stated that the farm proposed budget is a substantial increase for fiscal year 2014, but it is budgeted for the correct number of milking cows.

Director Clough passed out the Quarterly Grant Report and reviewed it with the Committee. She reviewed several grants that are in the process of being

closed out and she reviewed the two (2) new grants that were applied for in the quarter. The new grants are the Mental Health Court Enhancement Grant and the Drug Court Enhancement Grant. Both grants are federal grants and require matching funds. Most of the match funds are in-kind not cash matches. Rep. Gionet asked if either of these grants has costs that the County will be expected to pick up when the grant ends. Director Clough stated that both grants would put programs in place that she assumed the departments who are requesting them would want the County to continue to fund the programs that are put in place after the grant funds are gone.

Rep Ladd moved to accept the Executive Director's report. Rep. Lauer seconded the motion. All were in favor.

Old Business:

Compensation and Bonuses: Representative Ladd is concerned that funds used to pay for the bonuses were paid for out of bonded debt funds. He asked if anyone had any questions or wanted to discuss the issue further. Rep. Gionet was not at the last meeting. He did read the minutes he said from what he has seen, that in his opinion that this is a classic example of a breach of public trust. Rep. Ladd stated that he has talked with people in the AG's office and their advice was to address this issue at the County level.

Rep Ladd moved that the County Executive Committee contact and request Lara Saffo, County Attorney, to investigate and determine if the matter and process of issuing bonus money totaling $15,000 from bonded construction funds to three county officials is in keeping with NH statute and to further determine if this financial transaction violated the County Delegation Bylaws, the transfer of funds without executive committee approval, as referenced in NH RSA 24:14 and 24:15. Rep. Gionet seconded the motion.

Discussion:

Rep. Aguiar stated that the use of County officials language makes him think of elected officials. He feels that the term employees is more acceptable. Rep Ladd agrees and would amend his motion. Rep Gionet was okay with this amendment. Rep. Aguiar asked Rep Ladd what his primary concern was. Rep Ladd stated that he is concerned with the procedure. He stated that the minutes do reflect that one individual was identified as a clerk the other two were not. Rep. Aguiar asked for further clarification regarding the concern: is it the source of the funds or should we address the global concept of bonuses. Rep. Ladd stated that he is not concerned about going into things that have been negotiated. He just wants to make sure this was done appropriately in conjunction with statute.

Rep. White stated that elected officials have the authority to set the final budget and take responsibility for that but they have limited authority over the Commissioners who spend the money. He said that he feels that there should be processes in place to make sure expenditures are in accordance with what the Delegation wishes. He feels that there are two (2) primary questions that need to be answered. Is the source of the money appropriate and is it appropriate to spend more than $5K without the authority of the Executive Committee.

Commissioners Cryans referenced Commissioner Burton words for his motion that there is past precedence for giving bonuses. Representative Sykes stated that as a matter of principle he is not opposed to public employees receiving bonuses. As long as the process is consistent, fair and matter of public record. He has confusion in his mind regarding this and as such he supports the motion so he can have a better understanding of what is going on.

Commissioner Cryans said that it was done in the public record. There was a line item in the budget for clerk of the works. He stands by the action that was taken.

When the vote was taken Six were in favor and one was opposed (Mulholland). Motion passes.

Rep. White stated that the anonymous letter that was received several weeks ago has been forwarded to the County Attorney for review and any action that is needed.

Dates for budget meetings: June 3rd, June 7th, June 10th; June 14th from 9AM – 3PM.

HS Administrator Bishop and Craig Labore arrived to explain the financial impacts of HB 1 and 2. HS Administrator Bishop gave the Representatives a spreadsheet breaking down the CAP. Additional credit of 2.5M received in HS budget that normally would go to the Nursing Home. This is the 25% of the bed tax that has been diverted from the Nursing Home. In FY 2009 when the agreement was made with the State to change the payment for elderly and the juveniles it was understood that the State's share would be a stable share but the State's share is decreasing each year. NHA Labore reviewed the Medicaid shortfall that the Nursing Home had in 2012 and what the diversion of MQIP funds results in.

12:16 being no further business, Rep. Aguiar moved to adjourn the meeting. Rep Ladd seconded the motion. All were in favor.

Respectfully submitted,

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James Aguiar, Clerk

EXECUTIVE COMMITTEE BUDGET REVIEW
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday June 3, 2013

PRESENT: Representatives White, Ladd, Aguiar, Lauer, Sykes, Smith, Mulholland, and Gionet, Commissioners Cryans, Burton and Richards, Director Clough, Admin Assistant Samantha Tempelmeyer

Drug Court: Coordinator Bob Gasser

B. Gasser discussed his FY14 Budget with the Executive Committee.

B. Gasser stated the Drug Court Case Manager Position has been funded by a grant in the past through the Attorney General's Office. The funding for the position ends as of June 30th and B. Gasser stated he wants the Case Manager position to continue with the Drug Court Program. He went on to discuss the various responsibilities of the position.

Rep. Mulholland asked why there is a much higher completion rate for males than females. B. Gasser said that 90% of females have been sexually abused. That issue needs to be treated first in order to get the bottom of the addiction.

Rep. Gionet asked why the budget for the Education and Training line was raised from $8000 last year, to $10,000 this year when only $3500 has been used so far. B. Gasser stated that it will be spent. He stated he is taking four (4) people to the National Training Conference which is held in Washington D.C. He also explained that continued training is vitally important to the program's success.

Rep. Ladd stated that Merrimack County has a very active Pre-trial diversion program and has licensed councilors; he asked if our case manager has a license. B. Gasser stated she does not. Rep. Ladd stated that he would like to see more money on the front side less on the back side of these issues. He is looking to strengthen these programs but also mimic others.

Rep. Smith asked if the County pays for Headrest. B. Gasser stated that they do.

Rep. Gionet asked how many of these people might have been on welfare before they got in the program. B. Gasser stated that most are on welfare but a

requirement to get into the program is they must have a job within 2 weeks of starting.

Rep. Ladd asked if the clients get the therapy and counseling that they need. B. Gasser stated that they are either in group counseling or individual and everyone gets a mixture of both.

Rep. Ladd stated Headrest has lost the detox portion; and that his concern is whether or not they are providing the counseling needed with the funds that are provided. B. Gasser stated that he has experience in the past, he sees the response from people being treated, they all say that they feel different and understand their addiction. He feels that they are getting what they need from Headrest.

Commissioner Cryans stated that as the Executive Director of Headrest he wanted to make it known that Headrest didn't lose detox, they were told that it would no longer be offered, the State wanted Detox to be offered at medical settings. The State changed Headrest from a Detox/Transitional Living Program to just a Transitional Living Program. There is one certified detox center in the State, in Manchester.

Rep. Smith asked B. Gasser if he will be doing a road tour to the different towns in the area again this year. B. Gasser said that he intends to start again, this summer they will go back to Lebanon, Littleton and Plymouth. It is great opportunity to explain what they do.

Rep. Sykes asked what the connection between alcohol addiction, drug addiction and Drug Court is and if there is only one (1) facility in Manchester, how do we treat them. B. Gasser stated that alcohol is a drug and is one of the most addicting. The only life threatening detox is alcohol. Most detox programs are done in the jails. They know alcohol is a life threatening detox and monitor them closely.

Rep. Ladd stated that Merrimack County has a Pre-trial Diversion Program dealing with kids 16 years of age and up. They try to catch first time offenders; we don't have that here in Grafton County. B. Gasser stated that he only deals with high need high risk people, not first time offenders.

Rep. Aguiar asked for an explanation of the Coordinator's salary line. Commissioner Cryans state that B. Gasser proposed the 3% increase and then a 1.5% COLA was added to all positions in the budget.

Ed Rajsteter stated Rep. Ladd and Rep. Smith expressed concern with the treatment being received. The Drug Court team functions by a team concept. There is a committee that regulates the rules that the team will work under. He stated that he is sure the Committee would like to see alternatives that are out there for how treatment may be provided.

Rep. Mulholland asked if everyone is required to go to NA or AA. B. Gasser stated they now have the option to go to a non 12 Step program. The new rule says you cannot get federal funding if you require people to go to NA or AA because of a higher power issue

Rep. Ladd asked if there is adequate supervision to ensure that what you're getting is not just a line from an alcoholic, to ensure you're getting the facts. B. Gasser stated that the supervision is there. B. Gasser stated that Grafton County's Drug Court has the best supervision there is.

Social Services- Cindy Swart

Rep. White asked Consultant Cindy Swart to explain where the increases and decreases were in the budget. He also stated that he was interested in what benefit the County receives from the program. HSA Bishop stated many of the recommended amounts are based on requests from last year before the 3% reduction.

C. Swart reviewed her recommendations for the Social Service agencies with the Committee. She stated almost half of the budget is going to Senior Services. These are services that prevent early institutionalization. The two (2) services that are funded are the Grafton County Senior Citizens Council and through the Home Health Agencies that provide in home health care and home makers.

Rep. Ladd stated that in looking at the whole Social Services Budget, he sees programs whose benefits offset the Nursing Care at the County as well as Correctional Services and other services throughout the Court System. He stated those are the programs he supports.

Rep. Ladd stated the Boys and Girls Club have been going through a three (3) year grant. He asked if we are getting into taking over the responsibility of these programs. C. Swart stated their Board of Directors privately raises roughly $180,000 a year. The County may be asked to pick some of it up. Two (2) of these agencies have closed in the past year due to funding.

Rep. Ladd stated The ADAPT program was taken out of the budget last year because they felt counselors in the school should be the school's responsibility to pay for it. He asked why it was put back in the budget.

C. Swart said this is the only program that the County funds in the Lincoln/Woodstock area.

Rep. Gionet stated that he doesn't see these Social Services as a part of County Government.

Rep. Aguiar Commissioners asked the Commissioners to explain the CADY request and why they suggested $16,000.

Commissioner Cryans stated they had been dealing with the request from Atty. Saffo to fund a series of$ 40,000 for three (3) different areas. The Commissioners felt it was best for the County to not take over completely. He stated that they compromised with Atty. Saffo and agreed on giving a total of $40,000 to be divided up between three (3) areas.

Atty. Saffo stated that the CADY Program was not asking for $10,000 to run the program for the year. They knew that Atty. Saffo has requested $40,000 and they stated that they need $40,000 to keep the program running. The $10,000 was envisioned to be a stop gap measure until a system was in place. If the $40,000 was granted a contract would be put in place.

Rep. Mulholland asked if the $135,000 would be gross.CA Saffo stated that $135,000 would cover the entire County and include an Administrative Asst. to help with the management of the programs. She stated she envisions this being a contract based service.

Commissioner Cryans stated there is a quarterly reporting requirement for each of these programs that need to go through HSA Bishop.

Rep. Ladd stated this area of the budget is what he is concerned about. He believes we need to tie some of this down into a solid program. There's a lot to this and will be healthy to the County budget. Commissioner Cryans stated that that has always been the goal of the County is to fund programs with the intent to save money. Rep. Ladd stated he believes we need to get to that goal of coordinating, and spending more money on programs to help addiction and substance abuse in Grafton County. Commissioner Cryans stated that he feels that the State of NH is abdicating their responsibilities by not paying for

juvenile's services as they agreed to several years ago when the Counties took over the senior population. This is why the Commissioners do not believe the County should be setting up a program for juvenile justice.

Atty. Saffo stated legislature didn't fund services for juveniles and without funding these services will be lost and it will cost the county a lot more money in other services. She feels that the County needs to fund this until the State figures out what they are doing.

Rep. Lauer asked for an explanation of the Tri County Cap and what the line items are.

C. Swart stated that they closed one outpatient setting, a treatment program and have completely reorganized themselves. They are in a better position to receive State money. Part of that has to do with the problem of the Trustee looking at all the programs and deciding which ones are most cost effective. They are comfortable with the $13,000 combined funding.

Human Services- Nancy Bishop, Administrator

HSA Bishop stated that 98% of her budget is in two (2) line items that the County collect taxes for and pays to Health and Human Services to support the Medicaid Program for Long Term Care Services. The County is responsible for reimbursing the State of New Hampshire for long term services which are people who are in Nursing Homes. The County pays a portion of their Medicaid rate for being in the Nursing Home or is eligible to be in a Nursing Home but receive services from home or community in a less restrictive setting. Currently the Federal Government covers 50% of Medicaid and the County covers the other 50% up to a CAP amount.

She stated that she is projecting that the proposed budget may be $20,600 short of what is needed depending on if the statute as it is currently presented remains in force.

Rep. Aguiar asked if Grafton County is responsible for citizens who may be cared for in other states. HSA Bishop stated some border facilities yes.

HSA Bishop stated part of the money does covers Grafton County people, people who lived independently in Grafton County before they went in a Nursing Home or received home care services. She stated she doesn't have

control over what services the Nursing Home provides. We pay $6.6 million to Health and Human Services to offset the expenses.

Commissioners' Office- Executive Director Julie Clough

Commissioner Cryans discussed the Grafton County Economic Development Council and their request for funding.

Rep. Aguiar asked why this group is treated as a separate entity, different than other groups that seek our support. Commissioner Cryans stated that there used to be numerous Economic Development groups in Grafton County. They consolidated all three (3) programs to one for Grafton County.

Director Clough discussed the Commissioners' Office Budget with the Committee.

Director Clough stated a large portion of the Commissioners' Office Budget is allocated to the Nursing Home using a formula that was developed for accounting services. When the Nursing Home does their Medicaid and Medicare cost reports they want a true reflection of all costs that it takes to run the Nursing Home because that helps to get better reimbursement rates. She stated that they have a formula in which they allocate percentages of each staffs salary and benefits.

Rep. White asked what the rationale was for budgeting for two (2) people to attend the NACO Conference. Commissioner Cryans explained that Commissioner Burton represents Grafton County annually. Commissioner Richards stated that she had attended the last time she was in office and found it to be very educational.

Rep. Gionet asked the Commissioners having gone to the NACO Conference how have they applied what they learned. Commissioner Richards stated she brought back reports and now gets notices and letters from NACO about agricultural happenings. She stated that she sees a bigger picture and can relate to FM Kimball and farm items.

Human Resources Budget

Director Clough presented the Human Resource budget to the Committee.

Rep. White asked if it is budgeted that the new HR Director has a family insurance plan. Director Clough stated that it is included in this year's budget.

Director Clough explained that 80% of the Human Resources functions are for the Nursing Home, which means 80% of the Human Resources Budget is allocated to the Nursing Home for the same purpose as the accounting allocation that is done.

Conservation District Budget

Director Clough stated the County funds their Administrative Asst. She is located in Orford four (4) days a week and at the County once a week.

Rep. Ladd asked if we pay lease for the office space in Orford and Director Clough stated that we do not.

Wage and Benefit Adjustments

Director Clough reviewed the line items included in this category of the budget. Rep. Aguiar asked what happens if someone does not use the money that is set aside in the Flex Spending Account. Director Clough stated that it comes back to the employer; the County receives a check in October.

Rep. White asked what the rationale was for setting up the HRA that is offered to employees. Director Clough stated several years ago the County switched from a zero (0) deductible program to a $1,000-$2,000 deductible for our health insurance. In order to get the employees to buy into that the Commissioners set up a Health Reimbursement account which reimburses them for 75% of the deductible that they would pay. The rates for health insurance this year have gone down .01%.

Rep. Ladd asked if is the HRA is available to all employees? Director Clough stated that it is available to all employees; new employees must wait 3 months to be able to get the insurance.

<u>Earn Time by Back Program</u>

Rep. Smith asked what Director Clough to explain the purpose of the Buy Back Program.

Director Clough stated that the ET buyback program was a product of a lot of work from the Department Heads, the County's Benefits Committee and the Commissioners. She explained that due to some issues that the County has had with Family Medical Leaves, discussion began as to how to help that issue. In conjunction with some proposed changes to the FML policy regarding pay and

benefits the ET buyback program was proposed. In addition, there are many employees in some of the 24/7 departments, who a lot of times can't get time off. Sometimes they opt to not take vacation if they cannot get the time requested. She stated that what the employees wanted was the option to, when they were approaching the maximum hour mark; they wanted to buy back that time instead of it being lost.

Rep. Ladd asked if accrued time contributes to retirement. Director Clough stated that you get paid so it goes into your last three (3) years computation.

Rep. Ladd asked how many sick days per year an employee is allowed to contribute to the sick bank. Director Clough stated ten (10) and you can accrue 640 hours a year which is twelve (12) weeks.

The Committee recessed for lunch at 12:00 PM.

Chairman White reconvened the meeting at 1:00 PM

Maintenance- Superintendent Jim Oakes

Supt. Oakes stated that there is a $304,550 difference from FY13, an overall decrease of 13%. He reviewed with the Committee the areas that changed.

Capital Expenditures- $115,269.81

Supt. Oakes explained that the largest part of the Capital Expenditure is the lightening protection system that is being installed at the Nursing Home. Other items included in the Capital Expenditures are construction of sidewalks, sprinkler system, back flow prevention for the Administration Building and sealing the cracks in the parking lot.

Rep. Aguiar asked for Supt. Oakes to explain the Lightening Protection system. Supt. Oakes stated that fundamentally it is the same principle as the lightening protection that a home owner would use but on a much larger scale.

Rep. White asked if both lightning strikes were at the Nursing Home this past year, the only building without protection. Supt. Oakes stated that yes both struck the Nursing Home, there was no structural damage but it wiped out the much of the electronic systems.

Rep. Aguiar asked if Supt. Oakes could give some info on the geo- thermal system and how it is working at the jail. Supt. Oakes stated that the common

misconception is that it doesn't work. He stated that it is working at the jail, there are issues they are straightening out but it is in fact working.

Rep. Mulholland asked what the financial consequences of these issues were. Supt. Oakes stated there were some consequences, sometimes we have had to pay for them and others we have not had to pay for.

Rep. Ladd asked if money is being held until all the issues are taken care of. Director Clough stated that it is being held.

Supt. Oakes told the Executive Committee that the bid that was awarded for the demolition of the old jail was for $68,000 and that the building would be gone by the end of July. Rep. Aguiar asked about possibly having a memorial or document to put where the old jail stands once the demolition is complete. Supt. Oakes stated the Commissioners had mentioned having a brass plaque put at the site of the old jail.

Department of Corrections- Superintendent Glenn Libby

Supt. Libby stated there is approximately a $21,000 increase in the jail's revenue.

Supt. Libby reviewed the expense portion of his budget with the Committee. Supt. Libby stated that the largest increase in his budget is due to the increase in retirement rates in both Groups I and Group II.

Rep. White asked what the difference was between the DoC requested budget and the Commissioners' proposed budget. Supt. Libby stated his requested budget didn't include the 1.5% COLA.

Rep. White asked Supt. Libby to explain the Equipment Repair and Maintenance line. Supt. Libby stated had contractual agreements with the fax machines and copiers. These items were budgeted in the supply line last year where they should have been budgeted and paid out of the equipment line. He stated that there is now a slight decrease in the supply line.

Rep. Aguiar asked Supt. Libby to explain the Consultants line. Supt. Libby stated that there was an increase due to potential changes in the State GED test in calendar year 2014. He stated there will be a change in contracted fees for the GED facilitator to come into the building.

Rep. Ladd discussed the upcoming changes to the GED test and the reasoning for the increase in the budget.

Rep. Smith asked for Supt. Libby to explain the Education Consultants. Supt. Libby stated that they have had a relationship with Ken Stransky for a number of years. He stated that Mr. Stansky gets a negotiated rate for the hours he works.

Rep. Mulholland asked how many uniformed officers are currently working at the Dept. of Corrections, and if Supt. Libby is short staff. Supt. Libby stated they are trying to get by with what they have and are looking forward to the future and getting one (1) more Correctional Officer Position.

Rep. Mulholland asked if there are currently inmates from other places at the Dept. of Corrections. Supt. Libby stated that there are currently six (6) females from Coos County. He stated that it is high, which is one of the reasons the revenue is projected to by higher for FY14. Coos County gets billed $40/day and for any medical and dental expenses.

Rep. Smith stated that last year when Supt. Libby was working with the Subcommittee he stated they would be using produce from the farm. Supt Libby stated they used roughly $30,000 of produce from the farm.

Rep. Aguiar asked Supt. Libby to discuss the turnover rate with the Jail. Supt. Libby stated that the turnover rate is above average, some can be contributed to the change in facility. He stated that some is generational, people not wanting to work in a 365 day a year, 24/7 operation. The majority of the turnover rate is probationary employees who don't make it through the training or they realize it is more than they expected.

Rep. Aguiar asked if there is a pay differential for those who work different shifts. Supt. Libby stated that they have the same shift differentials as everyone else in the County.

Rep. Smith stated that Supt. Libby mentioned that most people they lose are during the probationary period. She asked once they finish training do they normally stay. Supt. Libby stated a lot of people use Corrections as a stepping stone towards for other avenues of Law Enforcement. Many of the Correctional Officers stay for a couple years' then move on to careers as Police Officers.

Rep. Aguiar asked if there any back up arrangement with the Sheriff Dept. for emergency situations. Supt. Libby stated that most of the safety and security protocols interact with the appropriate Law Enforcement Agencies.

Rep Aguiar stated that one (1) of the problems all facilities have is the Correctional Officers getting too friendly with inmates. He asked Supt. Libby what he does to counteract that. Supt. Libby stated that there is specific training, initial training and ongoing training. He stated Correctional Officer's need thirty (30) hours of training per year to keep their certification.

Rep. Smith asked if there have been any incidents of fights in a pod. Supt. Libby stated yes and most instances they can resolve it easily. There are videos from surveillance cameras that they use to go back and critique how things were handled.

Supt. Libby reviewed the Community Corrections budget, the Governor's Commission budget, the Night watchmen budget and the RSAT (Residential Substance Abuse Treatment) budget with the Committee.

2:35 PM with no further business the meeting adjourned.

Respectfully Submitted,

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Representative Jim Aguiar, Clerk

EXECUTIVE COMMITTEE BUDGET REVIEW
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Friday June 7, 2013

PRESENT: Representatives White, Ladd, Aguiar, Lauer, Sykes, Smith, Mulholland, Shackett and Gionet, Commissioners Cryans and Richards, Director Clough, Admin Assistant Samantha Tempelmeyer

Sheriff's Dept. - Sheriff Doug Dutile

Sheriff Dutile stated that he wanted to let everyone know that since the new Department of Corrections has been up and running over the past year; moving people back and forth to the Courthouse has been much safer for all people using the facility.

Revenue

Sheriff Dutile stated that their revenue is up slightly and believes it will be more than their projected numbers show. The Dispatch fees are up and are based on usage.

Rep. Aguiar asked why there was a decrease in the White Mountain Forrest Patrol. Sheriff Dutile stated that the Forest Patrol Contract was cut to $9250. He stated that they have a contract with the White Mountain National Forest to provide patrols and the funding for that was reduced.

Sheriff Dutile stated the new Clerks position was the only addition. He stated he put in for half of a full time person to be shared with Dispatch, due to the increase in work load.

Rep. Ladd stated that he thought several years back they got rid of Captain Position. Sheriff Dutile stated that there was not an increase in numbers within the Sheriff's Dept. The Lieutenant got promoted to Captain and the Lieutenant position is now vacant.

Rep. Aguiar asked if the new position is benefited. Sheriff Dutile stated that it is a benefited position. It is full time split up between two (2) departments, Dispatch and the Sheriff's Department.

Sheriff Dutile stated that the Bailiff's line increased by $10,000 because of projected need of bailiffs throughout the State due to Court time. It is a 100% reimbursement on the Revenue line item.

Sheriff Dutile stated there is decrease in telephone line as well as the out of state expenses and mileage. He stated the decrease in out of state expenses and mileage is due to their Criminal Secretary being able to stay on top of the warrants. They are able to track down people before they leave the State.

Rep. Mulholland asked if there is a new trick that the Criminal Secretary has learned. Sheriff Dutile stated that she has learned through experience.

Rep. Aguiar asked if the Sheriff's Department would do the training of the new Clerical Position they are looking to add. Sheriff Dutile stated yes, that person would be crossed trained with the other two (2) positions in the Sheriff's Office so they would be able to cover if it is needed.

Sheriff Dutile stated that Revenue is up to show we are serving more civil papers.

Fuel for the cruisers has been reduced due to the new more fuel efficient cruisers that were purchased.

Rep. White asked Director Clough to inquire about the liability insurance. Director Clough stated she would check into it but that there are different pieces to liability insurance; the Sheriff's Dept. Have their own separate liability insurance.

Dispatch- Director of Communications Tom Andross

Director Andross stated that the primary change in the budget is the addition of the half of the cost of the clerical position. He stated that this person will be primarily responsible for clerical assistance for his position and the dispatch supervisors. This person will be fully qualified, certified and trained to act in the dispatch center. This person will need to go to State Police/FBI training for four (4) days, and that will not be done by the County.

Community Notification System- Code Red has always been a capital expense. Director Andross stated that it is now a regular line item expense.

Rep. Shackett asked how many agencies Dispatch provide communications for. Director Andross stated that they have sixty-one (61) police, fire and EMS

agencies in New Hampshire and Vermont. All twenty-one (21) of the police dispatches are within Grafton County.

Rep. Aguiar asked Director Andross to explain why the Wages in Lieu of Health Insurance has doubled. Director Andross stated that an additional person is now receiving that payment. It is $1800 a year that they receive because they are not on the County's Health Insurance. He stated the rate is set County wide, any employee who does not take insurance must prove they have insurance elsewhere to receive the reimbursement.

Capital Budget

Sheriff Dutile stated they try to purchase three (3) cruisers a year. He stated that the $82,000 in the Capital Budget includes the cruisers, uninstalling equipment from old cruiser and installing it in the new cruisers.

Rep. Ladd asked where the cruisers will be worked on now that they have lost the Ford Dealership in Woodsville. Sheriff Dutile stated that there doing a six (6) month trial at Walker Motors. All of the warranty claims on the new cars are being done, depending on which cruiser has the problem, in Lebanon or Plymouth.

Rep. Ladd asked what the average number of miles per year they put on the cars is. Sheriff Dutile stated that they put on roughly 52,000 per year.

Rep. Aguiar asked if the Deputy equipment would include firearms. Sheriff Dutile stated that is does not include firearms. He stated that they never had to purchase firearms, they always trade.

Director Andross discusses the Communications Infrastructure expense which will be funded by $200K from the Dispatch Capital Reserve and $100K from the Sheriff's capital budget.

Rep. White stated that this money (Capital Reserve) has been set aside and there is no tax impact.

Rep. Smith asked what the typical amount to be left in capital reserve accounts was. Director Clough stated that it varies. There are only two (2) capital reserve accounts. It depends on the funding source and what type of year they have to fund it.

Rep. Ladd asked what would be the average use of this fund from this account over the last five (5) years per year. Director Andross stated they have used about $50,000 over the last three (3) or four (4) years.

Rep. Mulholland stated that she wanted to discuss the consoles and their pricing. Director Andross stated that he has not actively shopped for consoles yet so there isn't a set number.

Sheriff Dutile stated that he wants everyone to understand they have two (2) budgets, the Sheriff's budget and Dispatch budget but both budgets are his responsibility.

Rep. Ladd asked Sheriff Dutile as the Chief Law Enforcement Officer where he stands with Pretrial Diversion. Sheriff Dutile stated from a law enforcement standpoint he supports it. He stated he has had some experiences with Diversion programs before and he supports it.

Farm- Manager Donnie Kimball

<u>Revenue</u>

FM Kimball discusses his revenues with the Executive Committee.

Rep. White asked if it is realistic to expect $5000 in sales this year to the Nursing Home. FM Kimball stated that NHA Labore wants to use more produce from the farm. He stated they have a new person running the Dietary Department and he wants to use more produce. He stated they supply the jail with produce as well.

Rep. White stated that the historical data in terms of Farm Revenue, it shows more years under revenue than over revenue. He asked if it would be more realistic to adjust revenue projections downward. Commissioner Cryans stated when we have a willingness from the Nursing Home to do something that hasn't been accepted in the past, we should try it. We should support it to see if we can get the produce numbers up.

Rep. Smith asked when they set the price for milk. FM Kimball stated it is set a year out in advance; it is an estimate not a set price. The price varies from week to week.

Rep. Ladd stated he has a difficulty putting together a budget based upon what might happen rather than facts.

Rep. Gionet stated in the past we've discussed the problems the County has had to sell milk locally, there was a law that prevented us from doing that. He asked if anything has changed.
FM Kimball stated that nothing has changed, regulations prevent the sale

Rep. Sykes asked if anyone has ever done anything to maximize the value of the product. FM Kimball stated that he has looked into it. He stated with a County Farm it is hard; there are local people who pay County taxes and if there is someone down the road who is trying to make a living and we cut in to that, it's tough.

Rep. Ladd stated that he doesn't see the farm expanding; it's not why we have the farm.

Rep. Smith stated that she doesn't believe the farm is ever going to be a money maker but it will be nice to break even. She asked if we are growing hay and using that to feed the cows. FM Kimball stated that yes they do, they have twenty-five (25) acres of farmland; raise seventy-five (75) acres of cow corn, and 300 acres of grass.

<u>Expenses</u>

FM Kimball stated that this is a larger budget. Last year's budget was based on cutting the herd, and that wasn't done.

Rep. White asked why FM Kimball doesn't want fewer cows. He asked if we are driven by the cost of milk and the revenue to maintain more cows. FM Kimball stated yes they are, they have a barn that holds 90 cows.

Rep. Shackett stated what the farm provides is important for the county.

Rep. White stated that if there are any items on the expense side that we can trim he is comfortable with that. The benefit isn't necessarily a balanced budget.

Rep. Sykes stated that he is less concerned that we push for revenues than he is fulfilling the other purposes of the farm.

Rep. Aguiar stated that he agrees the farm is important. He stated he doesn't see the purpose of the farm being to compete with others.

Rep. Ladd stated that he think we need to have the farm. He stated he doesn't think the figures are realistic but in terms in what we are doing with the farm outweighs the figures.

Commissioner Cryans stated that in previous budgets FM Kimball has always budgeted less revenue than expenses, and that shows he's not trying to make show that it will be a balanced.

Rep. Aguiar asked FM Kimball to explain the 100% increase in the breeding and testing line. FM Kimball stated that the herdsman has done away with bulls. They are using genetic related bulls and producing better animals.

Rep. Aguiar asked with the artificial breeding, if that is the only source of adding animals to the herd. FM Kimball stated that they are not buying anything, everything is raised.

Rep. Aguiar stated that fuel estimates are going down everywhere else. He asked FM Kimball to explain why his is increasing. FM Kimball stated that they are doing more stuff themselves instead of contracting, which requires more fuel for the equipment..

Rep. Ladd asked if we lease or rent land and is there any money to be made by doing so. FM Kimball stated that they do not rent or lease any land, there is no extra land to do so.

Capital Budget

FM Kimball discusses the capital budget items with the Committee.

Director Clough discusses the following budgets with the Committee.

Tax Anticipation

Rep. Ladd asked if the charge is based upon what you use or if you get charged interest on the whole amount. Director Clough stated only get charged interest as we draw down.

Contingency Budget

Rep. Smith asked if the $5000 for the County Conference is set in stone. Director Clough stated it is there if we need it. We will use the $5000 given to us by the Association of Counties before we use that $5000.

Bonded Debt

Director Clough discusses the Long Term Debt Schedule and Revenue Accounts not associated with departments with the Committee.

Director Clough stated that there has been a substantial increase in the Revenue at the Nursing Home due to the new Medicaid Rate.

Rep. Aguiar moved that any Grafton County Representatives who attend be compensated for mileage. Rep. Smith seconded the motion. All were in favor.

12:00 With no further business the meeting adjourned.

Respectfully Submitted,

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Representative James Aguiar, Clerk

EXECUTIVE COMMITTEE BUDGET REVIEW
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday June 10, 2013

PRESENT: Representatives White, Ladd, Aguiar, Lauer, Sykes, Smith, Mulholland, Shackett and Gionet, Commissioners Cryans, Burton and Richards, Director Clough, Admin Assistant Samantha Tempelmeyer

Nursing Home- Administrator Craig Labore and Bryan Patanovich

Revenue

NHA Labore stated that the projected revenues are based off of a resident census of 132. NHA Labore stated that due to the Medicaid rate increase they will have an additional $170,000 in revenue.

He also stated that they are proposing an increase private pay residents by $10 a day and an increase in physician billing. He said that they are anticipating additional revenue due to the hiring of a full time Nurse Practitioner to work along with the physician.

Rep. White asked NHA Labore to explain the benefit to residents in Nursing Home. NHA Labore stated that the residents that they are admitting are more acute. Having someone here on a full time basis allows the staff to maximize the opportunities to get the residents seen quicker and get their conditions addressed quicker.

NHA Labore stated that they are looking at a 1.75% increase in revenue from FY13.

Rep. Aguiar asked what the demand was between private and semi-private rooms. NHA Labore stated that for the most part if given the choice the residents would take the private room. They have their own space and are able to add their own furnishings but not everyone can afford it.

Rep. Aguiar asked if all people in private rooms are private pay. B. Patanovich stated that they are not always private pay; some have a private room due to a medical necessity.

Rep. Ladd asked if NHA Labore is satisfied with Charter Cable for the TV provider. NHA Labore stated that they looking to get out of the contract with Charter. He stated that Charter is looking to move towards an all-digital lineup which means there will be a digital receiver box and a very complicated remote with many buttons that the residents have a hard time using.

Expenses

NHA Labore stated that they will be proposing to move forward with an Electronic Medication Administration Record and an Electronic Treatment Administration Record. He stated that the main emphasis of this is to try and create ease of work flow for nursing staff and their medication administration as well as trying to reduce the number of opportunities for medication errors. A medical software package called Up to Date will be used. NHA Labore stated it is a great medical reference program and explained what it does to the Committee.

Rep. Aguiar asked for an explanation of the 17% increase in the malpractice line. NHA Labore stated that they are trying to account for malpractice insurance for the in house physician. He stated the FY 13's premium came in higher than projected and they were trying to anticipate an increase for FY '14.

Rep. Aguiar asked for an explanation of the 25% increase in vehicle repair and maintenance. NHA Labore stated the Nursing Home vehicles are aging and they have been putting more money into them over the past couple of years.

NHA Labore stated that in regards to the Dietary Supply line they have made some changes for last three (3) months that will carry into the new budget. He stated the paper products and cleaning supplies are now being ordered through a new vendor which ends with a $4000 savings.

Rep. White asked NHA Labore to elaborate what their plan is with the farm to increase utilization. NHA Labore stated that they try to get as much produce from the farm as they can. He stated the Dietary manager is in regular contact with Sgt. Webster to put in orders and get as much as they can. It depends on what they have available and what they can get.

Rep. Smith asked if there are any laws regarding Nursing Homes about what you can and can't buy from the farm. NHA Labore stated the regulation states it has to be an approved food source. He stated that there has been a push over

the past few years to encourage Nursing Homes to use locally grown produce to enhance the way of life for residents.

NHA Labore stated that the Nurse Practitioner was formally the Mental Health Provider. He stated that when they took her on as a full time staff member they were still able to get both services from here but there was the $12,000 savings in Contractual Fees.

Rep. Aguiar asked how unemployment compensation factors into different depts.

Director Clough stated prior to January 1st 2013, the County was self-funded; we directly paid any claims to the State of NH. We are now insured through Primex. Prior to the switch monies were budgeted in an Unemployment line and transferred on a money basis to the departments that had Unemployment expenses.

Rep. Ladd asked in terms of office supplies if the Nursing Home is working with other departments to lower the cost of service. NHA Labore stated they are to a certain extent. They are proposing to end their lease with the postage machine and partner with the Commissioners' Office to use one (1) machine instead of two (2).

NHA Labore stated that they are proposing the hiring of a 25 hour per week position to help with the implementation of the Medicaid Managed Care. The plan is to not hire until it is decided whether the program will be up and running or not. NHA Labore stated that if the program does move forward he is anticipating a significant increase in work load.

Rep. Ladd asked what total cost for the individual would be. NHA Labore stated total cost for the year would be $21,112.

NHA Labore stated that under the new equipment line he is requesting a new communications radio for activities bus. He stated that this is an emergency tool if there's a problem and bus breaks down. He went on to state that there are many areas that residents go on trips where there is no cell coverage, this would provide a radio to get a hold of dispatch in case of an emergency.

NHA Labore stated that there is a reduction in the fuel line due to biomass plant.

Rep. Ladd asked for an explanation for the water and sewer and why it is up 30%

Director Clough stated that the increases over the past two (2) years from Woodsville Water and Light is due to some Capital Expenses that they have incurred to meet the EPA standards.

NHA Labore stated that they are proposing to enter a contracted service with the Beautician. He stated that she would be paying for all of her supplies and they would be paying her a flat rate each week.

Rep. Aguiar asked how they would anticipate large amounts of requests with it being a free service. NHA Labore stated that he doesn't anticipate an overwhelming increase. He stated that he thinks that since she will be here from 9-5 there will be plenty of opportunities for the residents to be seen. Rep. Smith asked how many days is she here a week. B. Patanovich stated that she is there five (5) days a week.

Rep. Gionet how is this person selected handpicked or bid. NHA Labore stated that she has been here a long time so they would enter a contract with the beautician they currently have.

Rep. White asked if this put the County in a situation, where it is a contract worth more than $5000, to put out a competitive bid. Director Clough stated that it may. Rep. White stated that it will need to be further discussed at a later time.

NHA Labore stated that they proposes to increase the monthly stipend for the Chaplain.

Rep. White asked if there was a reason for the increase. NHA Labore stated that the Chaplin is new as of September and he has come in more frequently, visited with residents and created relationships with families. NHA Labore stated that he thinks it is something that can recognize the amount of time he has spent there and what he has been doing for families and residents.

NHA Labore stated there was a reduction of $5000 in the cable TV line. He stated that will be the savings from the installation of the satellite TV at the Nursing Home. He stated that they have looked at several providers. This will allow residents to keep the same channels and remote that they had before Charter switches over to digital.

Rep. White asked if the $234 covers everything. NHA Labore stated that they created a cable package that will cover everything for $234 a month.

Rep. Ladd asked if there were any other departments that have cable. Director Clough stated that the Department of Corrections is the only other department and they have Charter.

Capital Expenses

Director Clough stated that after an analysis of the revenue numbers from FY13, they will be recommending that at least $100,000 be put in Capital Reserve for FY14.

Director Clough stated that the County will receive another Pro Share payment next week and she expects that payment will be at least $500,000. Depending on that payment will be they may request to put more into Capital Reserve.

NHA Labore discusses Capital Expenses with the Executive Committee.

Rep. Aguiar asked NHA Labore what will be put down on the floor to replace the carpet that is being removed. NHA Labore stated that they will be using high traffic laminate flooring.

Rep. Ladd asked if the Capital Reserve Account would be the account you would use to purchase a bus and when would they buy a bus. NHA Labore stated they would like to get another two (2) or three (3) years out of it. A new bus runs roughly $50,000.

Rep. Smith asked how hospice works within the Nursing Home and if the County pays for it or if it covered by Medicare. NHA Labore stated that Medicare is reimbursed for it, they have companies contracted to provide service. The hospice provider provides the medical services, not room and board charges.

Rep. Aguiar asked if County provides equipment and space for the hair salon already. NHA Labore stated that they provide the space and chair and she provides the supplies.

Rep. Ladd stated that he would like to see some follow up from Woodsville Water and Light on the Sewer prices.

Register of Deeds- Kelley Monahan

K. Monahan reviewed her Summary of FY13 and discussed the revenues for FY 14 with the Committee. She stated she would like to keep the revenue for FY 14 at $950,000.

Expenses

K. Monahan stated that the budget allows for step increases.

She stated that the increase in the office supplies line was due to the whole conversion of the data base, for security purposes they printed all reports.

K. Monahan stated that she has increased her Travel Budget due to the fact that she has recently been appointed to the Register of Deeds Association Legislative Committee which will double her trips to Concord.

Rep. White asked K. Monahan about the three (3) different copiers/printers in the Deeds Office and to explain the need for that many copiers/printers. She stated that the printer she had in the office was the only color printer in the office and they had to replace that this year. She stated that the function of their office is to print things. One printer prints the surveys and subdivisions for the surveyors; the other printer has 5 staff members printing off of it.

Deb Maes- UNH Cooperative Extension

D. Maes discusses Revenues with the Executive Committee.

Expenses

D. Maes stated that there are a number of significant lines missing this is due to the UNH Cooperative Extension re-organization. UNH now handles all the operating expenses and the County sends a monthly payment to them to cover expenses. These payments come from the Professional Staff Salary and Operating Expenses line items.

She then goes on to discuss other expenses with the Committee.

Representative Lauer asked about the re-organization plan. D. Maes explained that the re-organization plan, occurred with the change of the funding status at the University of New Hampshire, we were told to restructure and one of the pieces was to look at a different funding status. The County is paying for 25% of the staff members, and their benefits and the University is picking up the other 75% of the cost.

Capital Expense

D. Maes stated that there is $6500 for the copier lease and replacement computers.

Rep. Ladd asked if it is it typical that we put computers under capital. Director Clough stated that we typically put all replacement for laptops under capital.

Brent Ruggles- IT Manager

ITM Ruggles discussed the changes throughout the campus and the need for a 3rd Full-Time IT employee with the Committee.

Rep. Sykes asked ITM Ruggles to explain the $33,000 increase in the Software Maintenance and Renewal Line. ITM Ruggles stated that is a large expense for the Sheriff's Department. He stated Sheriff's Office had to replace a module this year that cost $30,000.

Rep. Sykes asked ITM Ruggles to explain the $5,000 increase under the contracted services. ITM Ruggles stated the Maintenance Department needs to replace the pc's that control the heating ventilation and air conditioning at the Administrative Building and Nursing Home. This cost is for the consulting services. He stated it is a one-time increase.

Rep. Lauer asked for an explanation on the allocated services line. Director Clough stated that it is the same thing as the Accounting Services Allocation. We allocate money to the Nursing Home budget for costs for the reimbursement for both Medicaid and Medicare.

Rep. Aguiar asked why there was no money budgeted under Education & Conference. ITM Ruggles stated that they ran into rough times with economy in past years and has tried cut back on those expenses to get the budget into an acceptable position.

ITM Ruggles discussed Capital Expenses with the Executive Committee.

Rep. Mulholland asked if the console computers are part of the infrastructure replacement for Dispatch. ITM Ruggles stated that these are the PC's that are utilized by the Dispatch Staff.

County Attorney's Office- County Attorney Lara Saffo, Office Administrator Alison Farina

Attorney Saffo discussed revenues with the Committee

Expenses:

Atty. Saffo stated that they are proposing a new part time 15 hours a week, file clerk position.

Atty. Saffo stated that they are looking to add five (5) more hours a week for the investigator.

Rep. White asked Atty. Saffo to explain the increase travel expense. Atty. Saffo stated that they have a County Attorney Car for anyone who may need it for trainings, meeting witnesses, etc.

Atty. Saffo stated that the Vehicle Repair/Maintenance line increased this year due to the purchase of new tires.

Atty. Saffo stated that the Victim Witness budget is almost the same as last year with the exception of supply line. She stated they added more money to use towards the purchase of a new office chair.

Atty. Saffo discusses the Mental Health Court Budget and what Mental Health Court does with the Committee.

Rep. White asked what will the role of the Coordinator would be now that there are three (3) case managers. Atty. Saffo stated the case managers don't run the program, they run the treatment. The Coordinator runs the program. CA Saffo discussed all the responsibilities of the Coordinator vs. the Case Managers.

Rep. Ladd asked who makes the determination that there is a mental illness. Atty. Saffo stated that it depends on individual, some have already been diagnosed. Community Mental Health Treatment Programs come and do an evaluation for those who haven't been diagnosed.

Rep. Ladd asked Atty. Saffo if she feels comfortable with mental health organization doing an evaluation through technology or eye to eye. Atty. Saffo stated she prefers evaluations be done in person, some people you can do through video, but some need to be in person

Atty. Saffo discussed the Juvenile Diversion budget and what the program does with the Committee.

Atty. Saffo stated they want to issue request for contracts to see what's out there.

Atty. Saffo stated that the bid requirements will be the same across the board for all towns, they will be specific and demanding,

Rep. White asked what the benefit is to the CA's office, what can we expect to hear from you a year from now. Atty. Saffo showed a list of thirty-five (35) offenders under the age of twenty-one (21) from 2012. She stated that they need an intervention process to help the kids to prevent them from being sent to jail or prison. She stated that there is a $60,000-$70,000 a year savings on children through these programs.

Rep. Mulholland stated that in looking at the way the budget is placed, it looks like the programs are coordinated in many ways. She asked if they can they be made into one. Atty. Saffo showed a chart she had created to explain the breakup of programs with their similarities and differences.

Rep Ladd stated that under CADY they take 13-17 year olds, but you can be up to 21 in the High School System. Is this program open to those kids who may be 21 and not have a certificate or degree? Atty. Saffo stated the programs have shown flexibility. For bidding purposes she stated she does not mind going from ages ten (10) – twenty one (21) if they are still in the high school system.

Rep. Ladd asked if this for first time offenders, or if a child has repeat offences. Atty. Saffo stated they want to get the message across this is early intervention, and if the children continue to do what they have been doing there will not be a second chance.

Rep. Ladd asked if there is a referral cost. Atty. Saffo stated yes depending on the child you are able to collect it, they do not want to deny a kid because they can't pay, she felt the fee should be on a sliding scale fee.

Rep. Aguiar asked if it would be possible for people to switch from one program to another. Atty. Saffo stated that during her first training five (5) years ago, they talked about what happens when someone comes in as an addict and finds out there's a mental illness. They send them to Mental Health Court. In one way or another when one goes through Drug Court they get Mental Health treatment as well.

Rep. Aguiar asked if it creates problems or advantages from moving from one program to another. Atty. Saffo stated the only thing they have to be clear on is their sentencing orders. You can't pull someone from Drug Court and sentence them to Mental Health.

Rep. Ladd asked what kind of savings this will have to the county in terms in the end. Atty. Saffo stated that the cost of juvenile, if you stay a career criminal, it will cost $1 million.

Atty. Saffo stated that Restorative Justice gets the kids involved back in school.
Commissioner Cryans stated that he supports Atty. Saffo but doesn't support the State dropping the ball on taking their responsibility of funding the children.

Commissioner Cryans asked Rep. White if this program goes through, is it their intent to pull money from the other three (3) line items in the Social Service funding. Rep. White stated he won't speak for the entire Committee but that will be his intentions.
2:27 PM, With no further business the meeting adjourned.
Respectfully Submitted,

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Representative James Aguiar, C

Grafton County Delegation Reorganization Meeting
Grafton County ~ UNH Conference Room
North Haverhill, NH
Monday December 10, 2012

PRESENT: Representatives Benn, Bradley, Brown, Doolan, Ford, Friedrich, Lauer, Lovett, Massimilla, Mulholland, Piper, Sykes, Almy, Cooney, Gionet, Harding, Ladd, Nordgren, Pastor-Bodmer, Shackett, Smith, Townsend and White, Commissioners Cryans and Ahern, Executive Director Clough and Secretary Martino.

EXCUSED: Representatives Aguiar, Reilly, Bailey and Higgins.

OTHERS: UNHCE Educator Deb Maes, Incoming Treasurer Bonnie Parker and Register of Deeds Kelley Monahan.

9:30 AM Given the absence of the past Chairman, Vice Chairman and Clerk of the Delegation and according to the formally approved Grafton County Delegation By-Laws, Representative Susan Almy, longest serving member of the prior Executive Committee, opened the meeting.

Rep. Almy called the roll and determined a quorum of 23 Delegates.

Rep. White moved to approve the minutes from the October 15, 2012 Executive Committee meeting which was seconded by Rep. Gionet. All present were in favor.

9:37 AM Republican members left the room to caucus in another room.
9:57 AM Republican members returned and the meeting was reconvened.

Rep. Ford was recognized for a nomination.

Rep. Ford nominated Representative Andy White for Chairman of the Grafton County Delegation stating that he had been a member of the General Court since 2009 and during his last term was a member of the Labor, Industrial and Rehabilitative Services and had previously served on the Public Works and Highways Committee. During the 2011-2012 session, Rep. White also served as a member of the Grafton County Executive Committee and worked on the Jail Sub-Committee.

No other nominations were offered and nominations were closed.

When the vote was taken all members present were in favor. Rep. White was elected as the Chairman of the Grafton County Delegation and took over chairing the meeting.

Representative Almy was recognized for a nomination.

Rep. Almy nominated Rick Ladd as Vice Chair of the Grafton County Delegation saying that he was a resident of the town in which the County seat lies. Rep. Ladd also served on the previous Executive Committee and worked across lines to bring forth the County budget.

No other nominations were offered and the nominations were closed.

When the vote was taken to elect Rep. Rick Ladd as Vice Chairman of the Delegation all members present were in favor. Rep. Ladd was elected as the Vice Chairman of the Grafton County Delegation.

Rep. Ladd was then recognized and he nominated Representative Jim Aguiar (in absentia) for Clerk for the Grafton County Delegation. Rep. Aguiar served as Vice Chair of the Delegation last year and was a key member of the Executive Committee.

No other nominations were offered and nominations were closed.

When the vote was taken for Rep. Aguiar as Clerk of the Grafton County Delegation, all members present were in favor. Rep. Aguiar was elected as the Clerk of the Grafton County Delegation.

Rep. Massimilla was recognized to offer nominations for the Executive Committee members.

Rep. Massimilla nominated Rep. White, Rep. Sykes, Rep. Ford, Rep. Mulholland, Rep. Aguiar, Rep. Smith, Rep. Ladd, Rep. Gionet and Rep. Shackett for the Grafton County Executive Committee.

No other nominations were offered and the nominations were closed.

When the vote was taken for nominations to the Executive Committee, all members present were in favor. The Grafton County Executive Committee as nominated, were now duly elected.

Rep. White recognized Mike Cryans, Chairman of the Board of Commissioners, Omer Ahern, Clerk of the Board of Commissioner, incoming Treasurer Bonnie Parker and Register of Deeds Kelley Monahan.
Rep. White asked for remarks from Commissioner Cryans.
Commissioner Cryans welcomed all the Representatives, previous and newly elected, and let them know that County government is very exciting. He said that along with other projects that have been completed, there is a new

biomass project that is currently in progress. He said that the Board of Commissioners looked forward to working with the new Executive Committee. Commissioner Cryans thanked outgoing Commissioner Ahern for his work on the Board of Commissioners.
Rep. White said that his hope is that there will be a spirit of cooperation as there has been in the past amongst all.

Rep. Harding asked if they could go around the table and have everyone introduce themselves which would be helpful for all new people, which they did.

OLD BUSINESS: No old business

NEW BUSINESS:

Rep. Gionet moved to approve the new set of amended Grafton County Delegation by-laws which was seconded by Rep. Townsend.

Rep. Benn moved to make an amendment to the amended by-laws by changing the word "odd" to "even" on page three in the first sentence under title "First Meeting of the Grafton County Delegation", which was seconded by Rep. Pastor-Bodmer.

The vote was taken on the amendment and all were in favor. Amendment passes.

The vote was taken on the amended by-laws and all were in favor. Amended by-laws are passed.

Rep. Cooney was recognized and asked that it be resolved that the Grafton County Delegation support the policy of creating a juvenile justice program operating under the aegis of the Grafton County Attorney in the 2013-2014 budget and be it further resolved the Grafton County Delegation requests that the County Commissioners consult with the County Attorney in assessing the costs associated with such a program and report such costs to the Executive Committee who shall consider it as part of the overall county budget request, and be it further resolved that this request is made with the understanding that such a program will save the county future dollars for the present investment and, more importantly, will save future lives of our young citizens. The resolution was seconded by Rep. Nordgren.

<u>DISCUSSION</u>:
Rep. Ford asked if this will help fill the gap left by the removal the Children in Need of Service (CHINS) and Rep. Cooney said this would be the first step in

the process and should be considered an investigative process, not that it carries any money with it.
Rep. Brown asked if the services would be contracted out and it was suggested they would be.
Rep. Ladd said he felt this was a good idea and it should be pursued for further information.
Rep. Almy stated that she was concerned this would be setting a precedent of bringing forth these kinds of requests for the Executive Committee to look into and added that they have to be careful not to micromanage either the Executive Committee or the County staff.
Rep. Harding said it sounds like this is something that needs to be looked at by the Commissioners.
Rep. Ladd said that there is a by-law which addresses budget resolutions for the consideration of the Delegation.

When the vote was taken on the resolution, all were in favor.

COMMENTS FROM THE DELEGATES:

Rep. Smith provided information about a homeless Veterans housing project in Holderness/Ashland and said they have collected $75K in donations so far to build the project. She encouraged everyone to check out the website wesoldieron.org to get further information.
Rep. Lovett said the project is designed to be run by the Veterans in a "bottom up" fashion which will help them to design their own community. He said this is not a typical social service structure.

Rep. Almy said she wanted to bring two things to the attention of the Delegation

1. Reserves are very low because they have been cutting into them to keep the taxes down.
2. The Jail staffing should be considered as it was shown to be below required staffing levels. She said she hoped the Executive Committee would look at that for the next budget.

Rep. Harding asked what the capacity was for the Jail and Director Clough replied that it was 150 and has been at the 105 to 115 inmate range.
Rep. Almy noted that the Jail doesn't have to be at maximum capacity in order to need more staff. The number of inmates isn't the only thing taken into account for staff to be needed.

COMMENTS FROM THE PUBLIC: None

Rep. White asked Commissioner Cryans for an update as to what decisions have been made regarding the old Jail. Commissioner Cryans said that

Commissioner Burton had been chairing meetings with public input to see what people are interested in. He said that it has always been his opinion that they should tear the building down. He said that hopefully a recommendation will be made soon. $52K has been put into the budget to maintain the empty building and if it is to be torn down, there are no other plans for that space.

Director Clough noted that the Jail project came in under budget and some money was used for the biomass project. There will still remain $700 -$750K in uncommitted funds which must be decided upon prior to April of 2013. The money can be used to make bond payments or put into a new project.

It was asked how much it would cost to tear the building down. Director Clough said a very loose estimate was given some years back and that estimate was $400K, but she felt that was high.

Commissioner Ahern said that there have been some very good ideas from the public and a Woodsville student had brought some architectural drawings for different possibilities for the building. He said he would hate to see an asset that was already paid for by taxpayers torn down. He thought there may be some opportunities for CDBG money also.

Rep. White informed the members to save the date of June 24, 2013 for a vote meeting on the fiscal year 2014 budget.

There was a discussion about the first Executive Committee meeting and it was decided that they would meet on Monday the 28th of January, after the next old Jail meeting which would be held on the 25th of January, so that a full report could be given to the Committee by Commissioner Burton.
10:50 AM With no further business at hand the was adjourned

Respectfully submitted

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James Aguiar, Clerk

Grafton County Delegation Meeting
Grafton County ~ UNH Conference Room
North Haverhill, NH
Monday March 11, 2013

PRESENT: Representatives Aguiar, Almy, Bradley, Cooney, Doolan, Ford, Friedrich, Harding, Ladd, Lauer, Massimilla, Mulholland, Paster-Bodmer, Piper, Shackett, Smith, Sykes, Townsend and White. Commissioners Cryans, Richards and Burton, Executive Director Clough and Secretary Martino.

EXCUSED: Representatives Bailey, Brown, Benn, Nordgren, Gionet, Higgins, Lovette, and Reilly.

OTHERS: Maintenance Superintendent Jim Oakes and Register of Deeds Kelley Monahan.

9:02 AM Chairman White opened the meeting and the Pledge of Allegiance was recited and led by Rep. Doolan.

A roll call was taken by Clerk Aguiar and it was determined a quorum was present.

Chairman White explained that the reason for the meeting was to vote on whether or not excess funds from the Jail project should be repurposed. He turned the floor over to Commissioner Cryans for information.

Commissioner Cryans stated that the Jail project came in under budget by approximately $8M and out of that money the County was able to build a new biomass facility. He recommended that the Delegates tour that facility if they get a chance even though it is not yet completed.
Once Corrections personnel had vacated the old facility a committee was set up with Commissioner Burton as Chairman to review the possibilities for use of the building. He said that he felt that due diligence was done and now it was time to move forward. Commissioner Cryans then turned the floor over to Commissioner Burton.

Commissioner Burton brought with him a report for the Delegates that discussed what some of the meetings consisted of. *(see attached) along with a newspaper article and discussed the crux of the meetings. After holding these meetings for over a year it was decided by the Board of Commissioners that there really wasn't any viable project for that building and no money do anything either. There was a unanimous vote by the current Board of Commissioners was to demolish it.
Commissioner Richards who came on board in January and who had attended some of the meetings agreed it was time to move on.

Chairman White asked if there were any comments, questions or concerns before making a motion.

Rep. Sykes wanted confirmation that the sprinkler system had not been disconnected. Supt. Oakes said he can take it offline but only if the building is to be demolished. The system is currently still online.

Rep. Sykes asked if the bond money could be returned and re-bonded later if needed and Director Clough said there are very specific rules as to what can be done with the money and it can not be returned or used to pre-pay a bond.

There was a discussion about the building having salvage value and Supt. Oakes said he would make sure that any bid would include a credit for salvage on the structure. There was a question about the bricks and Supt. Oakes said he would be looking for a bottom line salvage value. Rep. Doolan suggested that the bricks may have a separate value of their own and again Supt. Oakes said that total salvage value would need to be part of the bid.

Rep. Ladd said he wanted a better definition about what was received in writing from the North Haverhill Fire Chief regarding shutting down the fire system. Supt. Oakes said there was nothing in writing but rather a verbal approval from Chief Hammond. Supt. Oakes went over the conditions in the building that predicated taking the building's fire system offline. Rep. Ladd asked if the system could be taken offline if the building were to be kept longer and Supt. Oakes said he didn't ask Chief Hammond that question and if the intent was to mothball the building then he would have to go back to the Chief with another question.

Rep. Harding asked if there was an estimate as to the cost to demolish and Director Clough said there had been a rough estimate of around $400K but no one thinks it will come in at that cost. Supt. Oakes added that no contractor who actually does that kind of work was contacted for a price. It was noted that Supt. Oakes did have the building checked for asbestos and there was only a minimal amount in there.

Rep. Ladd asked how else this excess money could be used. Director Clough replied that it could be used for another bondable project or to make bond payments.

Rep. Friedrich asked what the annual cost was to maintain the empty building and Supt. Oakes said he budgeted $50K and most of that is used to heat the building.

Rep. Sykes said that he was uncomfortable with the level of investigation for the use of the building. Commissioner Cryans replied that he felt that a lot of time had been spent to investigate the use of the building. He said it was built as a jail and now it has outlived its purpose. He said that there were a number of ideas that came forth but no one had any ideas on how to pay for them. Now there is an opportunity to take the building, which sits on a bank, down. He said that it's not a good location and there are no sustainable ideas.
Rep. Sykes said he thought that although there may not be any use for the building now, that may change later and then it would be too late. He said it may be better to just disconnect all the systems and just let it sit rather than moving to tear it down.
Commissioner Cryans said that Merrimack County built their jail 10 years ago and their old one is still sitting there and he didn't want to see that happen here.

Rep. Smith said that having toured the jail back in 2008 she could see how awful it was and that to leave it sit for longer would only allow it to deteriorate more. She said that if the bond money is not used now to do this then it would have to be raised later.

Supt. Oakes said the he couldn't shut down the electricity in the building because there is a sewer grinder that is used for the complex which is attached to the system that needs to continue running. Rep. Friedrich said that the electricity would have to be rerouted if the building is torn down anyway.

Rep. Ladd said he is not comfortable voting in favor of this because he doesn't feel the question has been answered by the Fire Marshall and because the Chairman of the Selectboard in the town of Haverhill feels that no money was put towards finding out the costs to do other things with the building and that the proper investigation was not done.
Rep. Almy said they don't need that information if the vote passes to demolish the building and noted that the interest rates the County has on the current bonds are so low that they're probably the best ever seen.

Rep. Pastor-Bodmer said that keeping the building would be a luxury and that any money that was gained in the future might be better spent on other, more important things that could be used in other areas of the County.

Rep. Doolan asked if anyone was interested in buying the building for a dollar and Commissioner Cryans said no one has come forth with any interest in buying the building.

Rep. Aguiar RESOLVED: That Grafton County, New Hampshire (the "County"), acting by and through its Delegation, hereby appropriates the sum of up to $500,000 for the demolition of the now vacant old Grafton County

Department of Corrections. Pursuant to the provisions of RSA 33:3-a, up to $500,000 of such sum shall come from the unexpended proceeds of the County's Bonds which were previously authorized and issued to finance the construction of a new County correctional facility. The remaining balance of the unexpended funds (approximated at $206,544.56 will be used to offset future bond payments for the new County correctional facility, which was seconded by Rep. Shackett seconded the motion.

DISCUSSION:
Rep. Sykes said that he has spent 20 years in the fire service answering questions about code and now that he has heard that there is another service that is tied into the electricity in the jail, he would feel uncomfortable turning off all the systems in there.

Rep. Harding said she wanted to better understand what anxiety Rep. Ladd had about this and he replied that he didn't feel there was enough information regarding shutting the systems off and keeping the building until it could be fully understood. He also didn't think that the resolution gave a clear amount of money that was needed for the demolition and he didn't like the concept of that.
Rep. Harding asked why there were no specific cost amounts and Rep. Aguiar said you couldn't expect a company to go in there and provide a quote for such a large job without confirmation that the money was even approved for the project.

Rep. Cooney asked what happens to the money if it's not all used for this and Director Clough said the remainder is used to offset bond payments.

Rep. Ladd said they should be prepared to spend that whole amount since it's now public knowledge that the County has that much to spend. He said bidders will use that to their advantage. Commissioner Cryans said it was clear how much the new Jail was approved for and that came in underbid by a considerable amount.

When the vote was taken, Reps. Aguiar, Almy, Bradley, Cooney, Ford, Friedrich, Harding, Lauer, Massimilla, Mulholland, Pastor-Bodmer, Piper, Shackett, Smith, Sykes and Townsend were in favor while Reps. Doolan, Ladd and White were opposed. Motion carries 16 to 3

10:03 AM With no further business at hand the was adjourned

Respectfully submitted,

_____
James Aguiar, Clerk

Grafton County Delegation Vote on FY14 Budget
Grafton County ~ UNH Conference Room
North Haverhill, NH
Monday June 24, 2013

PRESENT: Representatives Aguiar, Almy, Bailey, Benn, Bradley, Brown, Cooney, Ford, Friedrich, Gionet, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White. Commissioners Cryans, Burton and Richards, Treasurer Parker and Executive Director Julie Clough

EXCUSED: Representatives Doolan, Reilly and Shackett.

OTHERS: See attached list

10:02 AM ~ Rep. White called the meeting to order and Rep. Aguiar (Clerk) called the roll. 24 members were present when the role was called and a quorum was declared.
The meeting then began with the Pledge of Allegiance.

Representative White stated that the purpose of this meeting was to deliberate and vote on the proposed FY 14 operating budget. He stated that he will introduce the overall budget as the Executive Committee has prepared it.

Rep. White stated that the Commissioners proposed budget came to the Executive Committee several weeks ago and they have met over the past few weeks with Dept heads and deliberated. It is down some from the Commissioners proposed budget some of that is due to revenue increases. The Executive Committee's vote was six (6) in favor and one (1) opposed.

Rep Harding asked about the Drug Court Case Manager being zeroed out. Rep. White explained that this is a grant that expires this year. The Drug Court Case Manager position is being included in the Drug Court budget.

Rep Bernie Benn asked how the reduction in the plant operation was achieved. Supt. Oakes explained the biomass plant will take over majority of our heating during FY 14 which has allowed the County to budget a large reduction in fuel oil costs. He went on to explain that the other savings is in the electric rates from WW&L that we will pay in FY 14. WW&L has a new contract with their supplier and the savings has been passed on to the customers.

Rep. Bailey asked about geothermal system he said some of his constituents have inquired if the system is working. Supt. Oakes stated that there is a common misunderstanding in the public that it does not work. The system does work, Supt. Oakes went on to explain some ongoing issues that the

County has been dealing with in regards to the system, but reiterated that the system works it just doesn't work as well as it should and the issues are being addressed. He said another misconception is that the biomass plant was built because geothermal doesn't work. That is not true.

Rep White stated that the Executive Committee is happy with the updates they are receiving and how it is being handled. He also said that the Committee is very happy with the Maintenance budget.

Representative Bailey followed-up asking if the fix is costing the taxpayers additional monies. Supt. Oakes said it depends on the issue. Some issues are under warranty and if some need additional equipment to work that we would have had to purchase then we are paying for that equipment.

Representative White asked Director Clough to review the increases in the revenue, the new positions that are included in the budget and the changes in the bonded debt.

Director Clough explained that when the budget was prepared the Nursing Home's Medicaid reimbursement rate was $152.11 and the Nursing Home anticipated a 2% decrease in the rate, we have since received our rates and the July 01st rate is $155.38, so the Medicaid revenue line has been adjusted to reflect that.

Director Clough went on to explain that there is approximately $850K left over in bond funds from the original Jail construction bonds. She stated that those funds have to be used to make bond payments at this point. $250K will be used in fiscal year 2014 and a schedule has been developed to spend down the rest over the next several years.

Director Clough then reviewed with the Delegation the new positions included in the budget and the positions that have increases in hours.

Representative Benn asked about revenue from the County Attorney's Office. Director Clough explained that the Mental Health Court grant expired this year and there will be no revenue this year from that.

Representative Almy inquired about the Administrative Assistant position in for the Juvenile Justice program. CA Saffo explained what that position would do. It is budgeted at only $8K so it will be very part time.

Representative Almy inquired about the Bed Tax revenue and the Pro-Share revenues. Director Clough explained that we did budget a decrease in the Bed Tax revenue and we are not anticipating a decrease in pro-share funds.

Representative Brown asked if we are where we anticipated with the inmate population at the jail and what is the justification for the new correctional officer position. Director Clough explained that the population is around what they anticipated. She also explained that the justification for the new position is that the requested staffing for the new facility was not budgeted for at the opening of the facility. After a year of operation it is evident that more Correctional staffing is needed in the facility. Representative White added that the Executive Committee had met with Supt. Libby and Rep. White felt that Supt. Libby was being conservative in his request and felt that there may be future requests for more staffing. It was also stated that the number of staff does not correlate to the number of inmates as we need the same amount of staff for 110 inmates vs. 150 inmates.

Representative Harding reminded everyone that the jail also has supervisory authority for the Drug Court as well.

Commissioner Richards stated that she keeps reminding Supt. Libby that she wants to see more programmatic things going on at the facility, and Supt. Libby continues to remind the Commissioners that he cannot do that until he has the proper security staff.

Rep. Almy stated that she is concerned that we do not have enough staff. Director Clough stated that back in January, Supt. Libby asked the Commissioners to reclassify the program staff that was budgeted for in the fiscal year 2013 budget to two (2) Correctional Officers and one (1) Administrative staff.

Rep. Ladd stated that the Executive Committee was looking at the whole practice from pre-trial diversion all the way to incarceration. He stated that we are trying to put our money where we have a better payback in society. Programs are being done in the facility. The jail does many things to be proud of. He said that the moves that they are looking to make will be very positive and Grafton County will be a place that others look to.

Rep Ladd moved to appropriate $37,953,466 for Fiscal Year 2014 of which $21,075,456 is to be raised by taxes. Rep. Mulholland.

<u>Discussion</u>
Rep Ladd stated that the Commissioners proposed budget had an overall increase of 2.05% now it is a 1.7% increase. The increase in the amount to be raised by taxes was 2.62% and now it is 1.2%. He stated that within the budget there are some significant program changes that will benefit the County. Juvenile Diversion is a tremendous change that will pay dividends and change how we spend money at the County Level.

Rep. Gionet stated that he does not feel that Social Services programs are the responsibility of the County. He stated that they are not fair and equitable to the taxpayers. He stated that he would like to see the budget reduced by another $500K.

With no further discussion a roll call vote was taken by Clerk Aguiar. Reps. Aguiar, Almy, Bailey, Benn, Bradley, Brown, Cooney, Ford, Friedrich, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White were in favor and Rep Gionet was opposed. Motion passes 23 to 1

Rep Aguiar moved to authorize Tax Anticipation Loans in the amount of up to $5,000,000. Rep Smith seconded the motion.

Discussion
Rep Aguiar stated that this allows the Treasurer to borrow funds for cash flow (to pay the bills) for the balance of the year until tax money is received. Rep Almy asked how much was borrowed last year. Director Clough stated $3.3M. Rep White reminded everyone that it would be a line of credit.

With no further discussion a roll call vote was taken by Clerk Aguiar. Reps. Aguiar, Almy, Bailey, Benn, Bradley, Brown, Cooney, Ford, Friedrich, Gionet, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White were in favor. Motion passes 24 to 0.

Rep Gionet moved to expend $11,623 from the Register of Deeds Surcharge Account for equipment in the Registry. Rep. Aguiar seconded the motion.

With no further discussion a roll call vote was taken by Clerk Aguiar. Reps. Aguiar, Almy, Bailey, Benn, Bradley, Brown, Cooney, Ford, Friedrich, Gionet, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White were in favor. Motion passes 24 to 0.

Rep Sykes moved to contribute $59,497 from the Dispatch Fees for fiscal year 2014 to the Dispatch Capital Reserve Fund. Rep. Gionet seconded the motion.

Discussion
Rep. White stated that the Dispatch center collects fees from the users and the Delegation votes annually on how much to appropriate to the Capital Reserve fund from those fees, the money is then used for equipment and upgrades to Dispatch. The year the contribution is 10% of the user fees.

With no further discussion a roll call vote was taken by Clerk Aguiar. Reps. Aguiar, Almy, Bailey, Benn, Bradley, Brown, Cooney, Ford, Friedrich, Gionet, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White were in favor. Motion passes 24 to 0.

Rep Ford moved to expend $278,200 from the Dispatch Capital Reserve account
for equipment for the Dispatch Center. Rep. Lauer seconded the motion.

Discussion
Rep White explained what the expenditures were for.

With no further discussion a roll call vote was taken by Clerk Aguiar. Reps. Aguiar, Almy, Bailey, Benn, Bradley, Brown, Cooney, Ford, Friedrich, Gionet, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White were in favor. Motion passes 24 to 0.

Rep Almy moved to expend $65,500 from the Nursing Home Capital Reserve account for equipment for the Nursing Home. Rep. Aguiar seconded the motion.

Discussion
Rep. White explained the expenditures that were requested to come out of the NH Capital Reserve Account.

One of the items is to change the swing of a couple of bathroom doors in the corridor. Rep Brown asked if the doors were on a punch list. NHA Labore stated he was not sure but this is a problem that they have recently identified and would like to correct it. Rep. Benn asked if there a problem with handicap access if you change the swing. Supt. Oakes stated that there is not.

With no further discussion a roll call vote was taken by Clerk Aguiar. Reps. Aguiar, Almy, Bailey, Benn, Bradley, Cooney, Ford, Friedrich, Gionet, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White were in favor. Representative Brown was opposed. Motion passes 23 to 1.

Rep. Bradley moved to contribute $100,000 to the Nursing Home Capital Reserve
account from the Medicaid Pro-Share funds. Rep. Lovett seconded the motion.

With no further discussion a roll call vote was taken by Clerk Aguiar. Reps. Aguiar, Almy, Bailey, Benn, Bradley, Brown, Cooney, Ford, Friedrich,

Gionet, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White were in favor. Motion passes 24 to 0.

Rep Ladd moved to adopt the following policy regarding the acceptance of grants: The Delegation authorizes the County Commissioners to apply for, accept and expend federal and/or state grants. The Commissioners will obtain Executive Committee approval prior to accepting a grant in which the grantor requires an amount of match funding or services from the County in order to make up the full cost of the project. "Match funding" refers to the amount of non-grantor funding or services required to make up the full costs during the term of the project. The Commissioners will provide a report quarterly to the Executive Committee that details all grants applied for and/or awarded and amount expended to date. Rep. Gionet seconded the motion.

Discussion
Rep Ladd stated that this policy is similar to the one in the by-laws; it adds a sentence before and after.

With no further discussion a roll call vote was taken by Clerk Aguiar. Reps. Aguiar, Almy, Bailey, Benn, Bradley, Brown, Cooney, Ford, Friedrich, Gionet, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White were in favor. Motion passes 24 to 0.

Rep. Ladd moves that the Executive Committee Chairman be directed by the County Delegation to appoint a committee to review and make any necessary Bylaw recommendations to the Grafton County Delegation and to also address RSA 24:15 as it applies to expenditure of funds beyond department appropriation prior to Grafton County Commissioners obtaining written transfer authority.

RSA 24:15 "no County Commissioner or elected or appointed county officer, shall pay or agree to pay or to incur any liability for the payment of any sum of money for which the county convention has made no appropriation or in excess of any appropriation so made." Rep. Gionet seconded the motion.

Discussion
Representative Ladd stated that certain departments run out of money during the course of the year. One being the farm, which he stated a transfer of $90K was just approved for. He stated that the transfer approval comes after the fact. Rep Ladd feels that the process needs to be looked at to see if it can be improved.

Rep White stated that there are two (2) parts of the motion. All changes to the bylaws will be brought back to the full Delegation for approval.

With no further discussion a roll call vote was taken by Clerk Aguiar. Reps. Aguiar, Almy, Bailey, Benn, Bradley, Brown, Cooney, Ford, Friedrich, Gionet, Harding, Higgins, Ladd, Lauer, Lovett, Massimilla, Mulholland, Nordgren, Pastor-Bodmer, Piper, Smith, Sykes, Townsend and White were in favor. Motion passes 24 to 0.

Rep White moved that compensation of mileage as outlined in the bylaws will be given to this subcommittee. Rep. Ford seconded the motion. All voted in favor.

Chairman White appoints Representatives Ladd, Aguiar and Lauer to this subcommittee.

Commissioner Cryans thanked the Executive Committee for the work that they put in on the budget. Chairman White also thanked the Commissioners.

Chair White stated that he would like to acknowledge about the budget and the Grafton County operation as a whole, how outstanding both the leadership and the employees are. Director Clough, her staff, all the department heads, elected officials and all the employees really work hard to make this entire operation seem seamless every day. Without their dedication to what it is they do we would not have the operation that we have today. We have an operation that people look to. We are doing a really good job and it is people make that happen. On behalf of the entire Delegation, Chair White would like to thank Director Clough, the department heads, the elected officials and all the employees for making this place go every single day.

Rep Harding moves that Chairman White's statements be put into a formal letter and it be given to every County employee. Representative Paster-Bodmer seconded the motion. All were in favor.

Rep Gionet stated that Rep White did an outstanding job as Chairman.

Rep Lovett stated that August 28th at 3PM will mark the 50th anniversary of the "I have a dream speech" by Dr. Martin Luther King Jr. Part of his remarks stated that "from the hilltops of NH let freedom ring." The NH Council of Churches and the Council on Humanities want to start a campaign to have bell ringing in NH at that time on August 28th. Many people want to be part of that. Representative Lovett just wanted the Delegation to be aware of this campaign.

Representative Aguiar moved to adjourn at 11:25 AM and Ladd seconded the motion. All were in favor.

Respectfully Submitted,

_____

Representative Jim Aguiar, Clerk

COUNTY OF GRAFTON, NEW HAMPSHIRE

Annual Financial Statements

For the Year Ended June 30, 2013

TABLE OF CONTENTS

	PAGE
INDEPENDENT AUDITORS' REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	4
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position	11
Statement of Activities	12
Fund Financial Statements:	
Governmental Funds:	
Balance Sheet	13
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities in the Statement of Net Position	14
Statement of Revenues, Expenditures, and Changes in Fund Balances	15
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	16
Statement of Revenues and Other Sources, and Expenditures and Other Uses - Budget and Actual - All Budgeted Funds	17
Fiduciary Funds:	
Statement of Fiduciary Net Position	18
Notes to Financial Statements	19
REQUIRED SUPPLEMENTARY INFORMATION:	
Schedule of Funding Progress	34

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MANAGEMENT ADVISORS

INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
County of Grafton, New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the County of Grafton, New Hampshire, as of and for the year ended June 30, 2013, and related notes to the financial statements which collectively comprise the County's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

The County's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and

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fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the County of Grafton, New Hampshire, as of June 30, 2013, and the respective changes in financial position, and the respective budgetary comparison for all budgeted funds for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and Schedule of Funding Progress be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with Government Auditing Standards, we have also issued our report dated October 4, 2013 on our consideration of the County's internal control over

financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

Melanson, Heath + Company P.C.

Nashua, New Hampshire
October 4, 2013

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the County of Grafton, New Hampshire (the County), we offer readers this narrative overview and analysis of the financial activities of the County for the fiscal year ended June 30, 2013.

A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the County's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation leave).

The governmental activities include general government, public safety, corrections, human services, cooperative extension, and nursing home.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a county's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the County's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The governmental fund financial statements provide separate information for the General Fund, which is considered to be a major fund.

An annual appropriated budget is adopted for all budgeted funds. A budgetary comparison statement has been provided in order to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the County's own programs.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

B. FINANCIAL HIGHLIGHTS

- As of the close of the current fiscal year, the total of assets exceeded liabilities by $13,963,426 (i.e., net position), a change of $713,263 in comparison to the prior year.

- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of $7,741,339, a change of $(1,380,234) in comparison to the prior year.

- At the end of the current fiscal year, the fund balance for the general fund was $6,891,692, a change of $1,210,888 in comparison to the prior year.

- Total long-term debt (i.e., bonds payable) at the close of the current fiscal year was $38,300,000, a change of $(2,475,000) in comparison to the prior year.

C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

NET POSITION

	Governmental Activities	
	2013	2012
Current assets	$ 11,027,406	$ 12,643,898
Noncurrent assets	51,720,194	50,894,961
Total assets	62,747,600	63,538,859
Current liabilities	7,125,411	7,320,395
Noncurrent liabilities	41,658,763	42,968,301
Total liabilities	48,784,174	50,288,696
Net position:		
Net investment in capital assets	14,251,377	13,530,933
Restricted	849,647	29,797
Unrestricted	(1,137,598)	(310,567)
Total net position	$ 13,963,426	$ 13,250,163

CHANGES IN NET POSITION

	Governmental Activities	
	2013	2012
Revenues:		
Program revenues:		
Charges for services	$ 15,267,778	$ 13,376,376
Operating grants and contributions	911,602	888,831
General revenues:		
County taxes	20,834,031	19,409,043
Investment income	29,890	75,956
Miscellaneous	673,944	718,481
Loss on disposal of old jail	(936,926)	-
Total revenues	36,780,319	34,468,687

(continued)

(continued)

CHANGES IN NET POSITION

	Governmental Activities	
	2013	2012
Expenses:		
General government	4,288,798	3,409,118
Public safety	2,611,078	2,606,742
Corrections	6,090,030	5,362,808
Human services	7,383,081	7,719,738
Cooperative extension	401,455	363,848
Nursing home	13,854,886	14,037,613
Interest expense	1,437,728	1,501,237
Total expenses	36,067,056	35,001,104
Change in net position	713,263	(532,417)
Net position - beginning of year	13,250,163	13,782,580
Net position - end of year	$ 13,963,426	$ 13,250,163

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net position was $13,963,426, a change of $713,263 from the prior year.

The largest portion of net position $14,251,377 reflects our investment in capital assets (e.g., land, land improvements, buildings and improvements, equipment and vehicles, and construction in progress), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position $849,647 represents resources that are subject to external restrictions on how they may be used.

Governmental activities. Governmental activities for the year resulted in a change in net position of $713,263. Key elements of this change are as follows:

Operating Results:	
General fund	$ 1,210,888
Nonmajor governmental funds	(2,591,122)
Subtotal operating results	(1,380,234)
Purchase of capital assets	3,180,622
Principal debt service in excess of depreciation expense	1,056,541
Disposal of old jail	(936,926)
Change in accrued interest liability	21,211
Change in compensated absence liability	(92,015)
Change in net OPEB obligation	(1,135,936)
Total	$ 713,263

D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources.

Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of $7,741,339, a change of $(1,380,234) in comparison to the prior year. Key elements of this change are as follows:

General fund revenues in excess of expenditures	$ 1,210,888
Non-major governmental funds expenditures in excess of revenues	(2,591,122)
Total	$ (1,380,234)

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was $2,619,731 while total fund balance was $6,891,692. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total budgeted expenditures. Refer to the table below.

General Fund	6/30/13	6/30/12	Change	% of Total Budgeted Expenditures
Unassigned fund balance	$ 2,619,731	$ 1,639,126	$ 980,605	7.0%
Total fund balance	$ 6,891,692	$ 5,680,804	$ 1,210,888	18.5%

The total fund balance of all funds changed by $(1,380,234) during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	$ 2,790,163
Expenditures less than appropriations	1,691,324
Use of fund balance as a funding source	(3,000,000)
Use of reserves as a funding source	(202,741)
Nonmajor governmental funds	(2,591,122)
Other timing differences	(67,858)
Total all funds	$ (1,380,234)

E. BUDGETARY HIGHLIGHTS

Differences between the original budget and the final amended budget resulted in an overall change in appropriations of $202,741. This change relates to a use of voted reserves (fund balance).

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets for governmental activities at year-end amounted to $51,720,194 (net of accumulated depreciation), a change of $825,233 from the prior year. This investment in capital assets includes land, land improvements, buildings and improvements, equipment and vehicles, and construction in progress.

Major capital asset events during the current fiscal year included the disposal and demolition of the old jail.

Additional information on capital assets can be found in the notes to financial statements.

Long-term debt. At the end of the current fiscal year, total bonded debt outstanding was $38,300,000, all of which was backed by the full faith and credit of the County.

Additional information on long-term debt can be found in the notes to financial statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the County of Grafton, New Hampshire's finances for all those with an interest in the County's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

County of Grafton, New Hampshire

3855 Dartmouth College Highway

North Haverhill, New Hampshire 03774

COUNTY OF GRAFTON, NEW HAMPSHIRE

STATEMENT OF NET POSITION

JUNE 30, 2013

	Governmental Activities
ASSETS	
Current:	
Cash and short-term investments	$ 8,379,957
Restricted cash	436,774
Accounts receivable, net of allowances	1,110,281
Intergovernmental receivables	660,160
Inventory	392,734
Other assets	47,500
Noncurrent:	
Capital Assets:	
Land and construction in progress	2,743,490
Other capital assets, net of accumulated depreciation	48,976,704
TOTAL ASSETS	62,747,600
LIABILITIES	
Current:	
Accounts payable	2,469,089
Accrued expenses	759,655
Other liabilities	46,388
Restricted cash liability	10,935
Accrued interest	421,549
Current portion of long-term liabilities:	
Bonds payable	2,475,000
Accrued compensated absences	942,795
Noncurrent:	
Bonds payable, net of current	35,825,000
Accrued compensated absences, net of current	349,394
Net OPEB obligation	5,484,369
TOTAL LIABILITIES	48,784,174
NET POSITION	
Net investment in capital assets	14,251,377
Restricted for:	
Grants and other statutory restrictions	849,647
Unrestricted	(1,137,598)
TOTAL NET POSITION	$ 13,963,426

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2013

		Program Revenues		Net (Expenses) Revenues and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental Activities:				
General government	$ 4,288,798	$ 1,113,330	$ 302,381	$ (2,873,087)
Public safety	2,611,078	1,016,892	87,369	(1,506,817)
Corrections	6,090,030	484,474	521,852	(5,083,704)
Human services	7,383,081	-	-	(7,383,081)
Cooperative extension	401,455	-	-	(401,455)
Nursing home	13,854,886	12,653,082	-	(1,201,804)
Capital outlay	-	-	-	-
Interest expense	1,437,728	-	-	(1,437,728)
Total Governmental Activities	$ 36,067,056	$ 15,267,778	$ 911,602	(19,887,676)
		General Revenues:		
		County taxes		20,834,031
		Investment income		29,890
		Miscellaneous		673,944
		Loss on disposal of old jail		(936,926)
		Total general revenues		20,600,939
		Change in Net Position		713,263
		Net Position:		
		Beginning of year		13,250,163
		End of year		$ 13,963,426

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2013

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS			
Cash and short-term investments	$ 8,376,469	$ 3,488	$ 8,379,957
Restricted cash	436,774	-	436,774
Accounts receivable, net of allowances	1,110,281	-	1,110,281
Intergovernmental receivables	660,160	-	660,160
Due from other funds	-	1,111,939	1,111,939
Inventory	392,734	-	392,734
Other assets	47,500	-	47,500
TOTAL ASSETS	$ 11,023,918	$ 1,115,427	$ 12,139,345
LIABILITIES			
Accounts payable	$ 2,244,349	$ 224,740	$ 2,469,089
Accrued expenses	759,655	-	759,655
Other liabilities	5,348	41,040	46,388
Due to other funds	1,111,939	-	1,111,939
Restricted cash liability	10,935	-	10,935
TOTAL LIABILITIES	4,132,226	265,780	4,398,006
Fund Balances:			
Nonspendable	392,734	-	392,734
Restricted	-	849,647	849,647
Committed	425,839	-	425,839
Assigned	3,453,388	-	3,453,388
Unassigned	2,619,731	-	2,619,731
TOTAL FUND BALANCES	6,891,692	849,647	7,741,339
TOTAL LIABILITIES AND FUND BALANCES	$ 11,023,918	$ 1,115,427	$ 12,139,345

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO NET POSITION OF GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION

JUNE 30, 2013

Total governmental fund balances	$ 7,741,339
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	51,720,194
• In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(421,549)
• Long-term liabilities, including bonds payable, accrued compensated absences, and net OPEB obligation are not due and payable in the current period, therefore, are not reported in the governmental funds.	(45,076,558)
Net position of governmental activities	$ 13,963,426

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2013

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:			
County taxes	$ 20,834,031	$ -	$ 20,834,031
Nursing home	12,653,082	-	12,653,082
Charges for services	2,607,815	6,882	2,614,697
Intergovernmental	308,714	602,887	911,601
Investment income	29,890	-	29,890
Miscellaneous	673,931	13	673,944
Total Revenues	37,107,463	609,782	37,717,245
Expenditures:			
Current:			
General government	3,557,701	46,712	3,604,413
Public safety	2,394,930	32,411	2,427,341
Corrections	5,122,297	1,164	5,123,461
Human services	7,104,848	273,290	7,378,138
Cooperative extension	378,429	-	378,429
Nursing home	12,913,893	-	12,913,893
Capital outlay	490,538	2,847,327	3,337,865
Debt service:			
Principal	2,475,000	-	2,475,000
Interest	1,458,939	-	1,458,939
Total Expenditures	35,896,575	3,200,904	39,097,479
Excess (deficiency) of revenues over expenditures	1,210,888	(2,591,122)	(1,380,234)
Fund Equity, at Beginning of Year, as restated	5,680,804	3,440,769	9,121,573
Fund Equity, at End of Year	$ 6,891,692	$ 849,647	$ 7,741,339

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2013

Net changes in fund balances - Total governmental funds	$ (1,380,234)
• Governmental funds report capital asset purchases as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:	
Capital asset purchases	3,180,622
Loss on disposal of old jail	(936,926)
Depreciation	(1,418,459)
• The issuance of long-term debt (e.g., bonds payable) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position:	
Repayments of bonds payable	2,475,000
• In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	21,211
• Some expenses reported in the Statement of Activities, such as accrued compensated absences and net OPEB obligation, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds.	
Accrued compensated absences	(92,015)
Net OPEB obligation	(1,135,936)
Change in net position of governmental activities	$ 713,263

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

ALL BUDGETED FUNDS

STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2013

	Budgeted Amounts				Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original Budget	From Prior Years' Budgets	Approved Transfers	Final Budget		
Revenues:						
County taxes	$ 20,834,031	$ -	$ -	$ 20,834,031	$ 20,834,031	$ -
Nursing home	10,224,139	-	-	10,224,139	12,653,082	2,428,943
Charges for services	2,502,999	-	-	2,502,999	2,607,815	104,816
Intergovernmental	226,872	-	-	226,872	308,714	81,842
Investment income	25,300	-	-	25,300	29,890	4,590
Miscellaneous	503,959	-	-	503,959	673,931	169,972
Total Revenues	34,317,300	-	-	34,317,300	37,107,463	2,790,163
Expenditures:						
General government	3,919,319	30,102	(74,306)	3,875,115	3,557,701	317,414
Public safety	2,570,378	4,964	-	2,575,342	2,394,930	180,412
Corrections	5,438,733	-	76,523	5,515,256	5,122,297	392,959
Human services	7,149,973	-	(10,000)	7,139,973	7,104,848	35,125
Cooperative extension	376,664	8,867	-	385,531	378,429	7,102
Nursing home	13,461,888	635	7,786	13,470,309	12,912,160	558,149
Capital outlay	465,781	158,173	-	623,954	424,413	199,541
Debt service - principal	2,475,000	-	-	2,475,000	2,475,000	-
Debt service - interest	1,459,564	-	(3)	1,459,561	1,458,939	622
Total Expenditures	37,317,300	202,741	-	37,520,041	35,828,717	1,691,324
Excess (deficiency) of revenues over expenditures before other financial sources	(3,000,000)	(202,741)	-	(3,202,741)	1,278,746	4,481,487
Other Financing Sources:						
Use of fund balance	3,000,000	202,741	-	3,202,741	3,202,741	-
Excess of revenues and other sources over expenditures	$ -	$ -	$ -	$ -	$ 4,481,487	$ 4,481,487

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2013

	Agency Funds
ASSETS	
Cash and short-term investments	$ 109,493
Total Assets	$ 109,493
LIABILITIES	
Due to others	$ 109,493
Total Liabilities	$ 109,493

The accompanying notes are an integral part of these financial statements.

1. Summary of Significant Accounting Policies

The accounting policies of the County of Grafton, New Hampshire (the County) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The County is a municipal corporation governed by an elected Board of Commissioners. As required by generally accepted accounting principles, these financial statements present the County and applicable component units for which the County is considered to be financially accountable. In fiscal year 2013, it was determined that no entities met the required GASB 39 criteria of component units.

B. Government-wide and Fund Financial Statements

Government-wide Financial Statements
The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements
Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter is excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. *Measurement Focus, Basis of Accounting, and Financial Statement Presentation*

Government-wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Generally, all other revenue items are considered to be measurable and available only when cash is received by the County. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The County reports the following major governmental fund:

- The G*eneral Fund* is the County's primary operating fund. It accounts for all financial resources of the government, except those required to be accounted for in another fund.

The *Agency Fund* is used to account for money held by the County on behalf of others (e.g., inmate funds, patient funds, and sheriff funds).

D. *Cash and Short-Term Investments*

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the general fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

E. Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due from/to other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans).

F. Inventory

Inventory is valued at cost using the first-in/first-out (FIFO) method.

G. Capital Assets

Capital assets, which include land, land improvements, buildings and improvements, equipment and vehicles, and construction in progress, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than $500 for assets acquired for use in the Nursing Home, and $5,000 for all other assets, and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Land improvements	8 - 50
Building and improvements	8 - 50
Equipment and vehicles	3 - 20

H. Accrued Compensated Absences

It is the County's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vested sick and vacation pay is accrued when incurred in the government-wide and fiduciary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

I. Long-Term Obligations

In the government-wide financial statements, long-term debt, and other long-term obligations are reported as liabilities in the governmental activities Statement of Net Position.

J. Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance - Generally, fund balance represents the difference between the current assets and current liabilities. The County reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The County's fund balance classification policies and procedures are as follows:

1) Nonspendable funds are either unspendable in the current form (i.e., inventory) or can never be spent.
2) Restricted funds are used solely for the purpose in which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.
3) Committed funds are reported and expended as a result of motions passed by the highest decision making authority in the County (i.e., the County Delegation).
4) Assigned funds are used for specific purposes as established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance voted to be used in the subsequent fiscal year.

5) Unassigned funds are available to be spent in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the County uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

Net Position - Net position represents the difference between assets/ deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the County or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

K. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

L. Reclassifications

The accompanying financial statements reflect various changes in classification from the prior year.

2. Stewardship, Compliance, and Accountability

A. Budgetary Information

The County follows the following procedures establishing the budgetary data reflected in the basic financial statements:

- Prior to May 1st, the County departments submit to the County Commissioners a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
- Hearings are conducted by the County Commissioners prior to the County's budget meeting to discuss the proposed budget.
- The budget is legally enacted by the County Delegation prior to September 1st.

- Appropriations for certain projects and specific items not fully expended at the fiscal year-end are carried forward as continued appropriations to the new fiscal year in which they supplement the appropriations of that year.
- The budgets for all departments and operations of the County are prepared under the direction of the County Commissioners. Original appropriations are acted upon by the County Delegation vote.
- A copy of the budget is published in the Annual Report of the County of Grafton, New Hampshire.

B. Budgetary Basis

The final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

C. Budget/GAAP Reconciliation

The budgetary data for the general and proprietary funds is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

	Revenues and Other Financing Sources	Expenditures and Other Financing Uses
Revenues/Expenditures - (GAAP Basis)	$ 37,107,463	$ 35,896,575
To record use of fund balance	3,000,000	-
To record use of voted reserves (fund balance)	202,741	-
Other timing differences	-	(67,858)
Budgetary Basis	$ 40,310,204	$ 35,828,717

3. Cash and Short-Term Investments

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the County's deposits may not be returned to it. RSA 29:1 limits "deposit in any one bank shall not at any time exceed the

sum of its paid-up capital and surplus." The County does not have a deposit policy for custodial credit risk.

As of June 30, 2013, approximately $1,197,000 of the County's bank balance was exposed to custodial credit risk as uninsured or uncollateralized.

4. Allowance for Doubtful Accounts and Contractual Allowances

The allowance for doubtful accounts for Nursing Home receivables has been estimated at approximately $129,000 at June 30, 2013. Nursing Home receivables are also reported net of contractual allowances.

5. Capital Assets

Capital asset activity for the year ended June 30, 2013 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets, being depreciated:				
Land improvements	$ 2,755	$ -	$ -	$ 2,755
Buildings and improvements	54,327	535	(1,875)	52,987
Equipment and vehicles	3,709	238	(84)	3,863
Total capital assets, being depreciated	60,791	773	(1,959)	59,605
Less accumulated depreciation for:				
Land improvements	(754)	(25)	-	(779)
Buildings and improvements	(6,908)	(1,128)	938	(7,098)
Equipment and vehicles	(2,571)	(265)	84	(2,752)
Total accumulated depreciation	(10,233)	(1,418)	1,022	(10,629)
Total capital assets, being depreciated, net	50,558	(645)	(937)	48,976
Capital assets, not being depreciated:				
Land	214	-	-	214
Construction in progress	123	2,407	-	2,530
Total capital assets, not being depreciated	337	2,407	-	2,744
Governmental activities capital assets, net	$ 50,895	$ 1,762	$ (937)	$ 51,720

Depreciation expense was charged to functions of the County as follows (in thousands):

Governmental Activities:	
General government	$ 233
Public safety	90
Corrections	743
Nursing home	352
Total depreciation expense - governmental activities	$ 1,418

6. Accounts Payable

Accounts payable represents 2013 expenditures paid after June 30, 2013.

7. Anticipation Notes Payable

At June 30, 2013, the County had no anticipation lines of credit available. The following summarizes notes payable activity during fiscal year 2013:

	Issue Amount	Issue Date	Interest Rate	Balance Beginning of Year	Advances	Repayments	Balance End of Year
Tax anticipation	$ 5,000,000	09/27/12	1.00%	$ -	$ 3,500,000	$ (3,500,000)	$ -
Total				$ -	$ 3,500,000	$ (3,500,000)	$ -

8. Long-Term Debt

A. General Obligation Bonds

The County issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for governmental activities. General obligation bonds currently outstanding are as follows:

Governmental Activities:	Serial Maturities Through	Interest Rate(s) %	Amount Outstanding as of 6/30/13
Nursing Home - Phase I, II	09/01/23	3.00 - 4.30%	$ 5,437,500
Nursing Home - Phase III	09/01/23	3.00 - 4.30%	1,812,500
Fire sprinkler system water tank	01/01/19	4.50 - 5.00%	575,000
Jail construction - 2010	12/01/30	3.00 - 4.00%	15,750,000
Jail construction - 2011	01/01/32	2.50 - 4.75%	14,725,000
Total Governmental Activities			$ 38,300,000

B. *Future Debt Service*

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2013 are as follows:

Governmental	Principal	Interest	Total
2014	$ 2,475,000	$ 1,378,700	$ 3,853,700
2015	2,470,000	1,298,238	3,768,238
2016	2,470,000	1,217,456	3,687,456
2017	2,470,000	1,135,588	3,605,588
2018	2,470,000	1,053,338	3,523,338
2019 - 2023	11,970,000	3,975,531	15,945,531
2024 - 2028	8,250,000	2,098,719	10,348,719
Thereafter	5,725,000	515,438	6,240,438
Total	$ 38,300,000	$ 12,673,008	$ 50,973,008

C. *Changes in General Long-Term Liabilities*

During the year ended June 30, 2013, the following changes occurred in long-term liabilities (in thousands):

	Total Balance 7/1/12	Additions	Reductions	Total Balance 6/30/13	Less Current Portion	Equals Long-Term Portion 6/30/13
Governmental Activities						
Bonds payable	$ 40,775	$ -	$ (2,475)	$ 38,300	$ (2,475)	$ 35,825
Other:						
Accrued compensated absences	1,200	92	-	1,292	(943)	349
Net OPEB obligation	4,348	1,509	(373)	5,484	-	5,484
Totals	$ 46,323	$ 1,601	$ (2,848)	$ 45,076	$ (3,418)	$ 41,658

9. Restricted Net Assets

The accompanying entity-wide financial statements report restricted net assets when external constraints from grantors or contributors are placed on net assets.

10. Fund Balances

The following is a summary of fund balances at June 30, 2013:

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable:			
Inventory reserve	$ 392,734	$ -	$ 392,734
Total Nonspendable	392,734	-	392,734
Restricted:			
Unexpended grant and capital project funds	-	849,647	849,647
Total Restricted	-	849,647	849,647
Committed:			
Delegation voted reserves:			
Dispatch capital reserve	250,493	-	250,493
Deeds surcharge reserve	107,504	-	107,504
Nursing Home capital reserve	67,842	-	67,842
Total Committed	425,839	-	425,839
Assigned:			
Commissioner voted reserves	453,388	-	453,388
Use of fund balance in subsequent year budget	3,000,000	-	3,000,000
Total Assigned	3,453,388	-	3,453,388
Unassigned:			
Remaining fund balance	2,619,731	-	2,619,731
Total Unassigned	2,619,731	-	2,619,731
Total Fund Balances	$ 6,891,692	$ 849,647	$ 7,741,339

11. Commitments and Contingencies

Outstanding Legal Issues - There are several pending legal issues in which the County is involved. The County's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the County expects such amounts, if any, to be immaterial.

12. Post-Employment Healthcare and Life Insurance Benefits

Other Post-Employment Benefits

GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions,* requires governments to account for other post-employment benefits (OPEB), on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement Activities when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position over time.

A. Plan Description

The County provides post-employment healthcare benefits for certain retirees.

B. Benefits Provided

The County provides medical benefits to its eligible retirees. The benefits are provided through Primex.

C. Funding Policy

The County pays 100% of the retiree's medical benefits. The County also received a subsidy from the New Hampshire State Retirement Systems that it uses to offset its OPEB.

The County does not contribute towards the cost of spouses' OPEB. Spouses desiring to remain covered under the County plan pay 100%.

The spouse is required to pay 100% of the cost of benefits following the death of the retired employee.

D. Annual OPEB Costs and Net OPEB Obligation

The County's fiscal 2013 annual OPEB expense is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost per year and amortize the unfunded actuarial liability over a period of thirty years. The following table shows the components of the County's annual OPEB cost for the year ending June 30, 2013, the amount actually contributed to the plan, and the change in the County's net OPEB obligation based on an actuarial valuation as of July 1, 2012.

Annual Required Contribution (ARC)	$ 1,581,606
Interest on net OPEB obligation	173,937
Adjustment to ARC	(246,587)
Annual OPEB cost	1,508,956
Contributions made	(373,020)
Increase in net OPEB obligation	1,135,936
Net OPEB obligation - beginning of year	4,348,433
Net OPEB obligation - end of year	$ 5,484,369

The County's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation were as follows:

Fiscal year ended	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Obligation
2013	$ 1,508,956	25%	$ 5,484,369
2012	$ 1,524,307	21%	$ 4,348,433
2011	$ 1,482,995	18%	$ 3,136,699
2010	$ 1,199,261	20%	$ 1,925,406

E. Funded Status and Funding Progress

The funded status of the plan as of July 1, 2012, the date of the most recent actuarial valuation was as follows:

Actuarial accrued liability (AAL)	$	15,022,208
Actuarial value of plan assets		-
Unfunded actuarial accrued liability (UAAL)	$	15,022,208
Funded ratio (actuarial value of plan assets/AAL)		0%
Covered payroll (active plan members)	$	10,508,186
UAAL as a percentage of covered payroll		143%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amount and assumptions about the probability of occurrence of events far into the future. Examples included assumptions about future employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision as actual results are compared with past expectations and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the Notes to Financial Statements, presents multiyear trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

F. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the plan as understood by the County and the plan members and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the County and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2012 actuarial valuation the projected unit credit cost method was used. The actuarial value of assets was not determined as the County has not advance funded its obligation. The actuarial assumptions included a 4.0% investment rate of return and an initial annual healthcare cost trend rate of 5%. The amortization costs for the initial UAAL is a level percentage of payroll for a period of 30 years, on a closed basis. This has been calculated assuming the amortization payment increases at a rate of 4.5%.

13. Pension Plan

The County follows the provisions of GASB Statement No. 27, *Accounting for Pensions for State and Local Government Employees,* (as amended by GASB 50) with respect to the employees' retirement funds.

A. Plan Description

The County contributes to the New Hampshire Retirement System (NHRS), a cost-sharing multiple-employer contributory defined benefit pension plan. NHRS provides service, disability and death, and vested retirement benefits to plan members and beneficiaries. NHRS is administered by a 13-member Board of Trustees. The Board of Trustees formulates administrative policies and procedures and authorizes benefit payments to members and their beneficiaries. The NHRS issues a publicly available financial report that includes financial statements and required supplementary information. That report may be obtained by writing to the New Hampshire Retirement System, 54 Regional Drive, Concord, NH 03301-8507.

B. Funding Policy

Sheriff's deputies and correctional officers plan members and all other employee plan members are required to contribute 11.55% and 7%, respectively, of their annual covered salary and the County is required to contribute at an actuarially determined rate. The current rate for sheriff's deputies and correctional officers is 19.95% of annual covered payroll. The current rate for all other employees is 8.80% of annual covered payroll. The contribution requirements of plan members are fixed by statute. The County's contributions to NHRS for the years ended June 30, 2013, 2012, and 2011 were $1,389,315, $1,329,923, and $1,161,818, respectively, equal to the required contributions for each year.

The payroll for employees covered by the System for the year ended June 30, 2013 was $12,369,286. In accordance with State House Bill 2, the provision in RSA 100-A:16 requiring State contributions has been eliminated as of July 1, 2011. Contribution requirements for the year ended June 30, 2013, were as follows:

County contributions	$ 1,389,315
Employees' contributions	990,165
Total	$ 2,379,480

14. Risk Management

The County is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.

15. Beginning Fund Balance Restatement

The beginning (July 1, 2012) balances of the County have been restated as follows:

	Governmental Funds			
	General Fund	Jail Construction Project Fund	Nonmajor Governmental Funds	Total
As previously reported	$ 5,680,804	$ 3,410,972	$ 29,797	$ 9,121,573
Reclassification of Jail Construction Project Fund to Nonmajor Governmental Funds	-	(3,410,972)	3,410,972	-
As restated	$ 5,680,804	$ -	$ 3,440,769	$ 9,121,573

16. Implementation of New GASB Standards

The GASB has issued Statement 68 Accounting and Financial Reporting for Pensions, which is required to be implemented in fiscal year 2015. Management's current assessment is that this pronouncement will have a significant impact on the County's basic financial statements by recognizing as a liability and expense, the County's applicable portion of the New Hampshire Retirement Systems' actuarially accrued liability.

COUNTY OF GRAFTON, NEW HAMPSHIRE

SCHEDULE OF FUNDING PROGRESS

REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2013

(Unaudited)

Other Post-Employment Benefits

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Projected Unit Credit Cost (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percent-age of Covered Payroll [(b-a)/c]
7/1/2008	$ -	$ 8,798,701	$ 8,798,701	N/A	N/A	N/A
7/1/2010	$ -	$ 13,135,173	$ 13,135,173	N/A	$ 10,100,140	130%
7/1/2012	$ -	$ 15,022,208	$ 15,022,208	N/A	$ 10,508,186	143%

See Independent Auditors' Report.

Grafton County Telephone Directory
3855 Dartmouth College Hwy.
North Haverhill, NH 03774

Located in the Admin Building	
Commissioners Office	787-6941
Treasurer's Office	787-6941
Human Resources Dept.	787-2034
Human Services Dept.	787-2033
Cooperative Extension Office	787-6944
Register of Deeds	787-6921
IT Manager	787-2043
Nursing Home	787-6971
Grafton County Farm	787-6971 ext. 239
Department of Corrections	787-6767
Located at the Courthouse	
Sheriff's Dept.-Non Emergency	787-2111
Sheriff's Dept. – **Emergency**	787-6911
	And 800-564-6911
County Attorney's Office	787-6968
Victim/Witness Department	787-2040
Clerk of Superior Court (State)	787-6961
Register of Probate (State)	787-6931
Probation and Parole (State)	787-6900
Haverhill District Court (State)	787-6626
Haverhill Family Court (State)	787-6820
Grafton County Conservation District	353-4652
19 Archertown Road, Suite 1, Lyme	Ext. 103
No. Haverhill Office, Wednesdays Only	787-6973