

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
January 26th 2015

PRESENT: Representatives Sykes, Ladd, Smith, Townsend, Chris Brown, Darrow, Abel. Commissioners Cryans, Richards and Lauer, ED Libby and Administrative Asst. Samantha Norcross.

EXCUSED: Representatives Gionet and Rebecca Brown

9:05 AM Rep. Sykes called meeting to order and began with the Pledge of Allegiance led by Rep. Abel.

Alternative Sentencing Director Lucille Amero arrived and introduced herself to the Executive Committee. She gave them a brief introduction about herself and her background in the field of Alternative Sentencing. ASD Amero and the Executive Committee had a lengthy discussion about Alternative Sentencing and she answered various questions from the Committee.

Rep. Sykes stated that the committee has two (2) sets of minutes that need to be approved.

Rep. Ladd moved to approve the minutes from the November 17th meeting. Rep. Sykes seconded and all were in favor. Reps., Smith, Townsend, Chris Brown, Darrow, and Abel abstained.

Rep. Abel moved to approve the minutes from the December 8th reorganization meeting. Rep. Darrow seconded the motion and all were in favor.

Treasurer Parker arrived and gave the following report:

Bonnie Parker

Treasurer's Report

Executive Committee Meeting

January 26th, 2015

- Our Current General Fund balance as of January 25th, at Woodsville Guaranty Savings Bank is: \$ 10,688,908.93.
- The Combined Accumulated interest in the current fiscal year (July 01, 2014 to January 26th, 2015) is \$ 6,644.73.
- Interest on taxes payments collected for the year is \$5,429.04.
 - Late tax payments were received from:
 - Enfield
 - Canaan

- Campton

We have investments as follows:

- Our Nursing Home Capital Reserve CD valued at \$150,077.98 @ Ledyard National Bank @.55 matured on 01/24/15. Funds will be deposited into general fund to offset costs for the on-going renovation project.
- Our Deeds Surcharge CD valued at \$100,977.80 remains invested at Ledyard National Bank in a 1 year CD at a rate of .50% and will mature on 7/20/2015.
- Our Dispatch Capital Reserve CD valued at \$107,065.42 remains invested at Ledyard National Bank in a 1 year CD at .50% and will mature on 5/23/2015.
- Funds in the General Fund continue to earn interest at a tiered level at Woodsville Guaranty Savings Bank and remain secured with a letter of credit from the Federal Reserve Bank of Boston. Tiered interest takes effect after the balance in the account falls below \$1M.

The due date for payments was December 17th to avoid penalty. In an attempt to set up EFT (electronic funds transfer) for tax payments, I advised that we offer this convenience.

All tax payments have been received with the towns that were late being noted above and we have invested as follows.

Bank	Term/Product	Rate	Amount
Woodsville Guaranty Savings	Letter of Credit	.40	Balance above \$1M
Mascoma Savings Bank	26 Week CDARS	.35	\$2M
Service Credit Union	6 Month CD	.35	\$250,000
Woodsville Guaranty Savings	Daily Repurchase	.30	Balance over \$12M

Rep. Abel asked for an explanation the tiered interest. Director Libby explained that the County has our general fund account at Woodsville Guaranty Savings Bank, what at they have done for a number of years is offered them a letter of credit on any balance above \$1M, when the account dips below that balance a tiered interest rate is used. There are different rates as the account balance decreases.

Rep. Townsend moved to accept the Treasurers report. Rep. Ladd seconded the motion and all were in favor.

Discussion:

Rep. Sykes asked if the three (3) towns that were late were charged interest. Treasurer Parker stated that they were charged 10 % interest for each day the payment was late.

The Executive Committee voted on the motion and all were in favor.

Commissioner Cryans gave the following Commissioners report:

Commissioners' Report
January 26, 2015

- Nursing Home Renovation:
 - GMP for the project = \$556,791 from Estes & Gallop
 - Work is progressing slower than first expected
 - Anticipated that it will be March/April before Maple is completed and ready to begin Profile. Likely it will be June/July timeframe before project is complete. Fire stopping is specialized work that required specific training and the work is slow and tedious. The County has hired a 3rd party inspector to do all the inspections on the fireproofing and fire stopping. SW Cole is the vendor.
 - Unexpected Underground plumbing issues – will cause a change order to the project.

Life Safety & Renovation Add Project

- **Plumbing** – The drain pipe from the Maple dining room to the sewer main below slab on grade in hallway is completely eroded away...*ARC Mechanical replaced with PVC drain pipes.*
- **Plumbing** – All the underground plumbing has been video scoped, flushed clean and re-video scoped. In this process we found one *other section of underground pipe on the West wing that needs to be replaced or sleeved. We are awaiting a sleeving cost estimate*
- **Plumbing** – All under slab plumbing work is complete in main bathroom area and temporary service to Profile is in place
- **Masonry** – The masons have completed about 50% of their work on Maple
- **Drywall** – The drywall sub completed 95% of the inner shaft walls throughout Maple. We are almost to the point where fire-stopping begins

- Fiscal Year 2016 Budget work has begun – please see the schedule handed out that gives you information regarding the meetings the Commissioners will have regarding the budget. It is anticipated that the Commissioners' proposed budget will be released during the 1st week in May.
 - Health Insurance Rates – Increasing 4.9%
 - Workers' Comp and Property/Liability Rates increasing
 - Retirement Rates – Group I from 10.77% to 11.17%;
Group II from 25.30% to 26.38%

- UNH Cooperative Extension has hired two (2) new educators who will be located in Grafton County:

- Geoff Sewake – Community Development Specialist
- Jessica Sprague – Food Safety and Agricultural Specialist (beginning 3/16/15)

A press release was handed out to the committee regarding the proposed funding cut in the Nursing homes.

Supt. Oakes arrived and discussed the nursing home construction project with the Executive Committee and brought them up to speed with the project.

Rep. Chris Brown moved to accept the Commissioners report. Rep. Ladd seconded the motion and all were in favor.

Executive Director's Report
January 26, 2015

- ❖ Jail Census: 102 in-house ; 6 on EM; Supervising 16 in Drug Court – 1 in custody
- ❖ Nursing Home Census: 118

Financial Reports:

- ❖ Monthly Variance Report
 - Revenue:
 - Nursing Home Revenue is down:
 - 2nd Quarter bed tax not received before December closed = \$269,716.91 – Bed Tax 92.10% collected at 6 months.
 - Pro-Share monies only received one time per year in June.
 - Medicaid Patient Census down slightly for first 6 months
 - Private Pay Census up slightly.
 - Looking ahead:
 - Medicaid Rate decreased from \$163.12 to \$158.95 budgeted \$158.00.
 - Nursing Home projects Medicaid population will decrease in the 2nd 6 months due to renovation work. If projections hold true Medicaid revenue will likely be under budget by an estimated \$385K.
 - Private Pay – if trend continues will finish over budget approximately \$139K
 - Bottom line Nursing Home revenue should finish on-target or above projections.
 - Sheriff's Dept:
 - Court fines: A lot less arrests, due to less Forest Service money coming in for patrol work.
 - District Court Prisoner Security: Our transport numbers are about half the amount for the same time last year. This is due to the fact that all

Courts in Grafton County are now using video for most cases except at trials. Fewer prisoners for the Sheriff's Dept. to guard at the courts.

- Sheriff's Dept. Fees: The Sheriff's Dept. is serving a lot less civil service papers. My thought is this is due to the fact that the economy has improved in Grafton County. When the economy was real bad in Grafton County, is when our civil paper work was at an all-time high.
- Extension and Interest are down but I expect that they will recover throughout the rest of the year.

Expenses

- There are several departments that are over expended where they should be at four months.
 - Information Technology – Software Maint and Renewal – large contracts that are paid in full at the beginning of the fiscal year – Department should be fine by year end.
 - Human Service – Budget is \$52,624 less than the CAP that was set for Grafton – HS Budget will be over-expended at year-end.
 - Farm - # of line items over where they are should be at this point. Real Estate taxes, insurance, custom cropping all paid in full. Budget bears watching closely.
 - Bonded Debt – All principal bond payments for FY 15 have been paid. No over expenditure by year end.
 - Nursing Home – Dietary – needs to be monitored
 - 5160 Environment Services is now been split into 2 budgets Laundry and Housekeeping. \$542,154 was transferred from 5160 to 5170 as beginning balances.
 - Social Services – Posting error that will be corrected in January
- ❖ Pro-rated Report
 - With six (6) months complete on a pro-rated basis we are slightly over collected on revenue and under expended on expenses. We have an undesignated fund balance of just under \$400K.
- ❖ Over Expenditure Report
 - Just a few accounts at this point. Nothing of concern

ED Libby answered questions from the Committee and explained the various financial reports to the new members.

Rep. Darrow moved to accept the Executive Directors report. Rep. Abel seconded the motion and all were in favor.

Old Business:

None

New Business:

- Rep. Sykes stated that he plan to continue meeting every other month with the next meeting being March 23rd. He stated that Rep. Gionet has expressed concern that 9:00 is too early to meet in the winter due to the weather. The committee discussed the issue and all agreed that they will wait to take up the discussion at a later meeting when Rep. Gionet is present and able to be a part of the discussion. The committee agreed that they will start the March 23rd meeting at 10:00am.

Rep. Sykes stated that the next meeting will be March 23rd at 10:00.

Rep. Sykes stated that a Delegation member needs to be appointed to the UNH Extension Advisory Committee. He stated that Rep. Rebecca Brown has shown interest and is looking to appoint her.

Rep. Abel stated that he wants to go on record about the funding being cut for the nursing home and after hearing their discussion he is not sure what they should do. He stated that legislators from other counties are responding to this and on behalf of tax payers in our county we should go on record. The Executive Committee had a brief discussion on whether they should do something and what. Rep. Ladd stated that the Commissioners previously wrote a letter expressing concern regarding the Northern Pass and wanted to know if they can do something similar for this issue. Commissioner Cryans stated that it is fair to say you have to think this through; he would like to know how it is going to impact us before we take any action.

Rep. Chris Brown stated that it is an emotional issue. People are reacting emotionally and for now we need to let the dust settle.

Rep. Townsend suggested introducing County Forrester and COA Dave Falkenham who was in attendance at the meeting.

COA Falkenham introduced himself to the new members. He discussed the timberland sale, his plans for those sales with the committee and answered various questions that they all had.

11:49 AM With no further business the meeting adjourned

Sincerely,

Suzanne Smith, Clerk