

## EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
November 17<sup>th</sup> 2014

PRESENT: Representatives White, Ladd, Friedrich, Mulholland, Sykes, Gionet, Commissioners Cryans, Richards and Lauer, and Administrative Asst. Samantha Norcross.

EXCUSED: Representatives Shackett, Smith, Townsend, ED Libby

9:20 AM Rep. Ladd called meeting to order and began with the Pledge of Allegiance.

Director of Communications Tom Andross and Sheriff Doug Dutile arrived to answer questions the Committee had from the previous meeting regarding dispatch billing and rates.

Rep. Ladd asked how many agencies in Grafton County and Vermont are involved with dispatch and how many are leaving. Director Andross stated that they currently dispatch for sixty one (61) agencies and there are none currently leaving that he is aware of.

Rep. Ladd asked if all towns in Grafton County work through dispatch. Director Andross explained that there are seven (7) different dispatch centers that are serving different parts of the counties for different needs. There are four (4) dispatch centers located within the municipalities within the county other than ours. Hanover, Lebanon, Plymouth and Lincoln each operate their own dispatch centers. Lincoln and Lebanon are not regional, they serve their communities only.

Sheriff Dutile explained that the sheriff's department does not have contracts with these various towns. The contracts are through the Commissioners and the select boards from those towns. He then went on to explain the billing process. He stated that Director Andross takes the total amount of costs to run the dispatch center and the usage of each town to calculate the billing for each town. They then give their billing recommendations to the Commissioners for their approval before the billing is sent out.

Director Andross and Sheriff Dutile continued answering various questions from the Committee.

Rep. White stated that the minutes from the September 15<sup>th</sup> meeting need to be approved. Rep. Ladd moved to approve the minutes from the September 15<sup>th</sup> meeting. Rep. Friedrich seconded the motion and all were in favor. Reps. White and Gionet abstained.

Treasurer Parker arrived and gave the following report:

**Bonnie Parker**  
**Treasurer's Report**  
**Executive Committee Meeting**  
**November 17th, 2014**

- Our Current General Fund balance as of November 14th, at Woodsville Guaranty Savings Bank is: \$848,036.11
- The Combined Accumulated interest in the current fiscal year (July 01, 2014 to November 17<sup>th</sup> 2014) is \$3,381.04

We have investments as follows:

- Our Nursing Home Capital Reserve CD valued at \$150,077.98 remains invested at Ledyard National Bank in a 1 year CD at a rate of .55% and will mature on 01/19/15.
- 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. We currently have a balance less than \$1M therefore our rate varies based on the daily balance.

*Tax bills have gone out for all towns and one city. Woodstock and Livermore payments have been received to date. The due date for payments is December 17<sup>th</sup> to avoid penalty. In an attempt to set up EFT (electronic funds transfer) for tax payments, I advised that we offer this convenience for tax payments.*

***As authorized by the Commissioners, I secured a \$5 million TAN line of credit at WGSB. As of this date, we have utilized \$3 million of this \$5 million. Our volume of business at Woodsville Guaranty gains us a generous borrowing rate there.***

Respectfully submitted,  
Bonnie Parker  
Grafton County Treasurer

Rep. Sykes moved to approve the Treasurer's report. Rep. Mulholland seconded the motion and all were in favor.

Commissioner Cryans then gave following Commissioners' Report:

Commissioners' Report

November 17, 2014

- Drug Court Graduation today 11/17 at 1:30 PM
- NHAC Conference was held October 27 & 28; Forrest McLeod from the Nursing Home received the Nursing Home Employee of the Year award and Commissioner Mike Cryans received the Edna McKenna Public Service Award.
- HealthTrust Return of Surplus – County has received two (2) different ROS this fiscal year totaling \$209,134.94. Of that amount \$37,798.73 was returned to our employees and retirees based on their contributions to the health insurance premiums. The county retained \$171,336.21 which was credited back to each department's health insurance lines and will be returned to the general fund surplus balance at the end of fiscal year 2015.
- Tom Elliott was appointed Superintendent of the Department of Corrections on September 30, 2014. Former Superintendent Glenn Libby retired from the County on October 31, 2014.
- Nursing Home Renovation:
  - Certificate of Need approval was obtained on 10/16/14
  - State Fire Marshal and DHHS have approved the relocation plan
  - 29 nursing home residents were moved into the upper floor of the administration building on November 5, 2014.
  - Renovations began at the Nursing Home on the Maple unit on November 10, 2014.
  - Banwell Architects from Lebanon
  - Estes & Gallop – Lyme is the Construction Manager
  - The Commissioners Office, Human Services Office and IT are now located in the basement of the Admin Building.
  - All Delegation & Executive Committee meetings will be held in Extension Conference room until renovations are finished.

Commissioner Cryans thanked both Rep. Mulholland and Rep. Friedrich, who will not be returning to the house, for their service to the state and to their communities.

Commissioner Cryans asked NHA Labore to come and give an update on the nursing home project. NHA Labore explained to the committee that 28 residents were moved over to the administration building on November 5<sup>th</sup>. He stated that the move went really smooth and the residents are settling in very well.

Rep. Sykes asked if there has there been any change from projected revenue. NHA Labore stated that their revenue will be going to be down a bit. He explained that they were basing this year's budget on five (5) units running and had budgeted 132 for the first six (6) months. At this point because they vacated an entire unit at a time to speed project up. They are currently at 125.

Rep. Friedrich asked if there is a waiting list for the nursing home. NHA Labore stated that they do have a few on the waiting list and they are working to possibly admit a few residents in the following weeks.

Rep. Gionet moved to accept the Commissioners' Report. Rep. Friedrich seconded the motion and all were in favor.

Rep. Ladd requested a report on Juvenile Diversion and how many people are benefiting from it. Commissioner Richards suggested having the new Alternative Sentencing Director Lucille Amero report to the Executive Committee at their next meeting.

Administrative Asst. S. Norcross handed out the following Executive Directors report and explained to the Committee that if anyone has any questions for ED Libby she will take them down give them to ED Libby to respond to when she returns.

#### Executive Director's Report November 17, 2014

- ❖ Jail Census: in-house 110; 3 on EM; Supervising 18 Drug Court – 1 in custody
- ❖ Nursing Home Census: 125

#### Financial Reports:

- ❖ Monthly Variance Report
  - Revenue:
    - Nursing Home Revenue is down – PSP only comes once per year in June. Census has been lower than budgeted.
    - Sheriff's, County Attorney and Victim Witness, Extension and Interest are all behind as well. Mostly due to the timing of the way we receive the revenue. Interest will accumulate more once tax money is collected.
    - Taxes are due 12/17/14.
    - Expenses
    - There are several departments that are over expended where they should be at four months. None of the over-expenditures are a concern at this point.
- ❖ Pro-rated Report
  - With four (4) months complete on a pro-rated basis we are over collected on revenue and under expended on expenses. We have an undesignated fund balance of just under \$1M.
- ❖ Over Expenditure Report
  - Just two (2) accounts over expended at this point.
    - ❖ Unanticipated major vehicle repair on a farm truck
    - ❖ Unanticipated laptop purchase for the AS Director

Commissioner Cryans stated that one of the variances on the report was from IT. He stated he was going to have ITM Ruggles come in and explain it to the Committee. ITM Ruggles stated that in the beginning of the year they had multiple software maintenance renewal charges. He said that he will be within the budget by the end of the year.

Rep. Ladd asked RD Monahan, who was in attendance at the meeting, if she gives monthly reports of foreclosures which are occurring in Grafton County. RD Monahan stated that she does give that report monthly to the Commissioners that has a six (6) year analysis to see where they are. She stated that we are down in foreclosures right now, but she doesn't see a trend nationally.

Rep. Gionet moved to accept the Executive Director's Report. Rep. Sykes seconded the motion and all were in favor.

Rep. White thanked Rep. Friedrich and Mulholland, who will not be returning to the house, for their service to the committee and to the state.

Rep. White stated that they are required by state law to set the organizational meeting for the County Delegation the week in which the second Wednesday in December falls. He stated that meeting will be held Monday, December 8<sup>th</sup> at 10:00am in the UNH Ext. Conference Room. Rep. White asked that postcards be send to all delegation members as a reminder of the date and time.

10:16 AM With no further business the meeting adjourned

Sincerely,

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Rick Ladd, Vice-Chair