

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
November 19, 2018

PRESENT: Representatives, Darrow, Sykes, Campion, Schwaegler, Abel and Maes. County Administrator Libby, Admin. Assistant Norcross, Commissioners Lauer, Ahern and Piper.

OTHERS PRESENT: Register of Deeds Monahan, Representative Elects, Denny Ruprecht, Richard Osborne, Francesca Diggs, Joyce Weston, Timothy Egan, Elaine French, Laurel Starvis

EXCUSED: Reps. Ham and Binford

Rep. Sykes called the meeting to order at 9:00AM and began with the Pledge of Allegiance led by Rep. Schwaegler.

Rep. Sykes noted that there were several newly elected Representatives at the meeting and asked everyone in the room to introduce themselves.

MOTION: Rep. Darrow moved to approve the minutes from the September 24th meeting. Rep. Campion seconded the motion and all were in favor. Reps. Smith and Schwaegler abstained.

CA Libby gave the following Treasurer's report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: NOVEMBER 19, 2018



CURRENT CASH POSITION (as of 10/31/18)

Grafton County General Fund

Checking Account (ICS @ 1.31%)	\$55,123.10 (Woodsville Guaranty Savings Bank)
General Fund Municipal Savings Acct (.50%)	\$2,190.82 (Mascoma Savings Bank)
Money Market Investment Acct (1.28%)	\$10,062.74 (TD Bank)

Grafton County Committed Accounts

Deeds Surcharge CD (.60%)	\$128,873.97 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (1.20%)	\$156,796.29 (Service Credit Union)
Nursing Home Capital Reserve (.35%)	\$ 59,341.45 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the current fiscal year (7/1/18-10/31/18) is \$8,193.98
- FY 2019 Tax Anticipation Notes:
 - As of Friday, November 16th we have drawn down a total of \$5.3M.
- Tax bills were sent out in late October with the due date being December 17th.
 - As of November 16th we have collected two (2) towns – Woodstock and Benton – totaling \$503,093

In early December we will send out requests for investment rates so that I can present an investment plan and get the tax proceeds invested.

MOTION: Rep. Darrow moved to accept the Treasurer's report. Rep. Smith seconded the motion and all were in favor.

Commissioner Lauer gave the following Commissioners' Report:

Commissioners' Report
November 19, 2018

- Update of ProShare monies back to the State: Since the Delegation meeting on 6/25/18 there has been no dialogue between DHHS and Grafton County on the exact amount or a date when this will happen. The money has been reserved and will be paid at a point in the future when the County and State have agreed upon the amount.
- The Annual Financial Audit is complete by Melanson, Heath & Company. The audit went well and the County ended fiscal year 2018 in a good financial position. If you would like a copy please let County Administrator Libby know.
- The FY 2018 County Annual Report has been completed. You will be receiving a copy soon if you have not already.
- SB 443 Municipal Electric Legislation became effective on August 7, 2018. This will allow the County to look at buying electricity from other providers than just Woodsville Water & Light. Maintenance Superintendent Jim Oakes has begun initial investigation into this process. The Commissioners met with Energy Consultant Susan Olsen in September to discuss options. There is some key information that the County needs to receive from WW&L before we can go further. The Commissioners voted to send a Right-to-know request to WW&L seeking this information. We will keep you updated on this as we move forward.

- The Commissioners hosted the 3rd annual Employee Recognition Dinner on Wednesday, October 10th. This dinner recognizes employees who have reached milestone years of service marks 5 years; 10 years; 15 years; 20 years; 25 years; and then all employees in excess of 30 years. It was a very good evening for those employees being recognized.
- Grafton County Farm Manager Don Kimball will be retiring after 37 years of service on November 30, 2018. The Commissioners have hired Lisa Knapton as the new Farm Manager. Lisa is currently working part-time getting training from the DoC regarding inmate supervision and will be doing some shadowing of Farm Manager Kimball this week and next.
- We would like to say thank you to the Executive Committee members that will not be returning for the next term. It's been a pleasure to work with you and we wish you the best. The Election results brought some significant changes to the County for the 2019/2020 term as we will have a new Commissioner from District #3, Marcia Morris, a new County Attorney, Marcie Hornick and a new Sheriff, Jeff Stiegler.

MOTION: Rep. Maes moved to accept the Commissioners' Report. Rep. Schwaegler seconded the motion and all were in favor.

CA Libby gave the following County Administrator's Report:

County Administrator's Report
November 19, 2018

- ❖ Jail Census: 66 in-house; 3 on Electronic Monitoring; 4 FIRRM; 3 Pre-trial Services; 1 Work Release
- ❖ Nursing Home Census: 125

Financial Reports – FY 2019:

- ❖ Monthly Variance Report
 - Revenue:
 - Through four (4) months of the fiscal year a number of department revenues are running slightly behind, with the exception of the Nursing Home, the farm, the Sheriff's Department and the Register of Deeds. It is normal for this point in the fiscal year for many departments to be lagging.
 - The Nursing Home has a higher than budgeted Medicare A census – this is the largest reimbursement category. This is what is driving their revenue up for the first few months of this year.
 - Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly. The first quarter bed tax has been received.

- County Attorney/Victim Witness – Quarterly grant reimbursement. The first quarter has been received.
- Alternative Sentencing – We have received very little of the BDAS funding yet as we are still ironing out some issues with this program being new to that Department. We are still in the process of getting credentialed with all insurance companies as well so our insurance revenue is not coming in yet.
- Taxes are collected once per year in December.
- Expenses
 - Through four (4) months most departments are below spending levels. With several being over expended due mostly to one-time payments that are made at the beginning of the fiscal year. i.e. (services contracts, real estate taxes, property-liability insurance and worker’s compensation.)
 - Pharmacy & Contracted Services in the Nursing Home are showing over-expended due to the higher than budgeted Medicare A census. However, the higher revenue offsets the increased expense.
- ❖ Pro-rated Report –
 - 33.33% of the fiscal year completed. On the pro-rated report I factor in the revenue and expenses that are either over or under at this point in the fiscal year. Based on the October report we are at 33.72% or over revenue by \$166K and at 30.66% or under expended by \$1.2M. This all factors into the unassigned fund balance which at this point is \$3,269,557.42. Based on the pro-rated numbers we are right on target with revenues and under-expended.
- ❖ Over Expenditure Report
 - There are a couple of accounts over-expended to-date. Nothing of concern.

MOTION: Rep. Campion moved to accept the County Administrators Report. Rep. Schwaegler seconded them motion and all were in favor.

Register of Deeds Monahan handed out the attached memo for consideration of the Executive Committee. She reviewed the requests and Rep. Sykes stated that with the large change of the Delegation and Executive Committee make up come January they will hold off on discussing these suggestions until the new Representatives are in office.

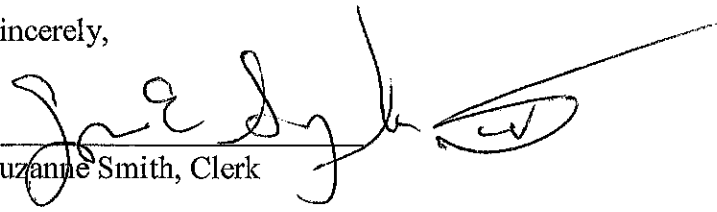
Delegation Reorganizational Meeting – December 10th 2018 at 9am. Rep. Sykes discussed the plan for the Reorganizational Meeting. He stated that they will select the Chair, Vice-Chair and Clerk of the Delegation as well as select the nine (9) members for the Executive Committee.

Representative Elect Stavis asked if the Executive Committee could discuss the top three (3) or four (4) challenges in Grafton County. Members of the Executive Committee discussed various challenges in Grafton County noting that contract nursing at the Nursing Home is a large problem they are currently facing. Rep. Sykes stated that the nursing home is one of the largest budgets at the county in both revenue and expense.

Rep. Sykes discussed the role of the Executive Committee to the newly elected Representatives.

9:47 AM with no further business the meeting adjourned.

Sincerely,


Suzanne Smith, Clerk



**Grafton County New Hampshire
Register of Deeds**

Kelley J. Monahan/Register

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November 19, 2018

To: The Grafton County Board of Commissioners, Executive Committee, Administration:

CA Question 1 would add to following to the New Hampshire Constitution:

The public also has a right to an orderly, lawful, and accountable government. Therefore, any individual taxpayer eligible to vote in the State shall have a standing to petition the Superior Court to declare whether the State or political subdivision in which the taxpayer resides has spent, or has approved spending, public funds in violation of a law, ordinance, or constitutional provision. In such a case, the taxpayer shall not have to demonstrate that his or her personal rights were impaired or prejudiced beyond his or her status as a taxpayer.

Considering the overwhelming support of CA 1 during the recent election, I propose that Grafton County lead by example. The following are my suggestions for best practices.

1. The Executive Committee of the Delegation publish draft minutes of their meetings within 5 business days and uploaded to the County website
2. The Commissioner meeting minutes be dated, and time stamped when uploaded to the website and a draft be published within 5 business days.
3. All Department Head meetings, as a subcommittee of a governing body, commence taking minutes and posting an agenda. These should also be uploaded the website within 5 business days.
4. Once a budget schedule is set, I would like to see that schedule published in every newspaper in Grafton County and uploaded to the website calendar.

Thank you for your consideration of these suggestions.

In service to the people of Grafton County,

Handwritten signature of Kelley Monahan in cursive script.
Kelley Monahan