

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
February 1, 2016

PRESENT: Representatives, Sykes, Smith, Darrow, Townsend, Abel, and Gionet, Commissioners Cryans, Lauer and Richards, County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Treasurer Parker, NHA Labore

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown and Rep. Erin Hennessey

10:00AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Abel

NHA Labore arrived to discuss the census at the Nursing Home. He handed out the attached PowerPoint and answered various questions from the Committee.

Rep. Abel thanked NHA Labore for a thorough and informative presentation.

Rep. Sykes stated that the minutes from November 23rd 2015 needed to be approved.

Rep. Townsend moved to approve the minutes from the November 23rd meeting. Rep. Abel seconded the motion and all were in favor.

Treasurer Parker gave the following Treasurers report:

Bonnie Parker

Treasurer's Report

Executive Committee Meeting

February 01, 2016

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is: \$10,647,502.53
- The Combined Accumulated interest in the current fiscal year (July 1st to January 31, 2016) is \$6,709.63.
- We borrowed a total of \$5,050,000 in Tax Anticipation notes. This with \$6,192.10 in interest was paid back to WGSB on December 15, 2015.
- On 12/31/15, we made a bond payment in the amount of \$1,035,593.75 to Gorham Savings Bank.
- Tax payments were due December 17th and all payments have been received with one town paying a penalty for late payment.

We have investments as follows:

- Our Deeds Surcharge CD valued at \$131,442.25 @ Woodsville Guaranty Savings Bank @ .60% will mature 8/20/16.
- Our Dispatch Capital Reserve account valued at \$85,689.19 is invested in a money market account at .35% at Service Credit Union.
- The Nursing Home Capital Reserve valued at \$269,657.81 is invested in an ICS (Insured Cash Sweep) account @ Woodsville Guaranty Savings Bank @ a rate of .35%
- On December 4th, Grafton County banks and credit unions were asked to submit bids for investment of our incoming tax payments which were due by December 17th. Once again, the best rate and terms that suit our needs came from Woodsville Guaranty Savings Bank with a rate of .55%.
- We were offered a fully collateralized account with a combination of a Guaranty Public Fund account collateralized by a Letter of Credit with the Federal Home Loan Bank of Boston (FHLB) and a Daily Repurchase Agreement collateralized by pledged securities on balances of \$1,000,000.00 or more. This account is completely liquid, providing us with access to all our funds on any day throughout the year. The Commissioners approved this on December 15, 2015 and our funds are invested as such.

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

Commissioner Cryans gave the following Commissioners' Report:

Commissioners' Report
February 1, 2016

- Nursing Home Renovation Project is complete. Awaiting final billing from contractor. Project cost reconciliation will be completed when final billing is received.
- Fiscal Year 2017 Budget notes:
 - Budget Prep has started – We will begin meeting with departments in early March and will conclude our budget by May 1st and get budgets out during the first week in May.
- County Administrator Libby is currently working with department heads to develop a 5 year Capital Improvement Plan. That will hopefully be completed by March 31st.
- January 11th Grafton County hosted a “Drug Court” meeting for Coos, Carroll, Sullivan and Cheshire county officials. The meeting was very well attended with over 40 people

from the various counties. We feel that it was a very successful day in helping to educate the other counties on what a drug court is.

- The Commissioners will be sending a letter to become Intervener's in the Northern Pass project.

Rep. Smith moved to approve the Commissioners' report. Rep. Gionet seconded the motion and all were in favor.

CA Libby gave the following County Administrator's Report:

Census at the Jail – 74

7 on EM

CA Libby stated that the rest of revenue numbers that are lagging behind will end up fine at the end of the year except for the farm. She explained that the farm budgeted \$18.00 for milk and the price of milk did not go above \$18.00 until recently. The first five (5) months of the fiscal year were under budget for milk.

Rep. Gionet stated that he has been anticipating a reimbursement from the contractors who originally did the work on the nursing home. He asked if we have received any reimbursement yet. CA Libby stated that they have not received any reimbursement yet. She explained that what they did when they originally bid out the project was they had part of the bid include documentation from the contractor who just did this job so they can go back and figure out what that number is. She stated that they have not received that paperwork yet, it is one of the last pieces that they are waiting for. It is going to be a while before they move forward with that piece but CA Libby stated that it is in the works and they do plan on moving forward. They plan on hiring a fire protection engineer who is going to go through that documentation with us and help Supt. Oakes sort out what discrepancies belong to the previous contractor and how we go about moving forward.

Expense

Monthly Variance

CA Libby stated that the numbers on the report do not look good. She explained that normally there are thirteen (13) payrolls in a six (6) month time period typically. These first six (6) months had fifteen (15) payrolls and that has skewed the numbers. She stated that there is nothing on the expense side that is alarming. As of now she expects most budgets will end up right where they should.

Prorated Report

CA Libby explained that if they prorate the numbers out the revenue is at \$281k over revenue and under expended by \$900k.

CA Libby gave a presentation on the county's fund balance. Please see attached document. She answered various questions regarding Fund Balance.

Rep. Gionet stated that with the upcoming budget being a tough one he strongly feels that they need to focus on administering county government and reduce social service funding.

Rep. Gionet moved to approve the County Administrator's report. Rep. Darrow seconded the motion and all were in favor.

Rep. Sykes thanked the representatives that are here today. He stated that they are going to have an issue with a quorum going forward. Rep. Chris brown may not be able to make it to the meetings due to illness so he stated that it is really important that everyone attends the meetings.

New business

- CA Libby stated that the filing period for county elected officials is June 1st – June 10th. The full Delegation needs to meet to set elected officials salaries prior to June 1st. She stated that they will talk about that more at the March meeting. She also stated that they need to start thinking about a budget schedule for June.
- Rep. Smith asked if they are considering going back to the 9 AM meetings. CA Libby stated that they do not usually go back to 9 AM meetings until May and can discuss that topic at the March meeting.
- Rep. Sykes stated that he has heard concern regarding the cost of getting reports from the Register of Deeds being different than other counties in New Hampshire. RD Monahan was present at the meeting to discuss the committee's concerns. RD Monahan stated that on their website they have their annual reports. She explained that specifically in 2013 it discusses tiered access and in 2015 it discusses sources of revenue. They are not the only county that charges for access. Merrimack County charges \$25 a month for a few years now and Grafton County charges \$10 a month. She stated that there is a lot of confusion between the \$120 she charges to people and businesses who make their living right (8) hours a day accessing the revenue versus the tax paying citizen in Grafton County who may need to access their account once or twice in their lifetime. She explained privacy issues that are currently being faced and stated that she is trying to balance privacy and access. Rep. Smith stated that she wanted to clarify that before they went online for documents people had to come into the office in person and pay \$1.00 per item but now they can access it from home through the office if they subscribe for \$10.00 a month and still pay for their copy. RD Monahan stated that there are many people in this area with second homes and this makes access easier. Commissioner Lauer stated that the \$10.00 a month is for the businesses making a living but for someone who has a second home elsewhere they can go online through this program and print a copy of their deed for \$5.95 versus having to drive up here. RD Monahan stated that the towns get a free account. She answered other various questions from the committee to clear up any misconception.

Next Meeting Date: March 21st at 10:00am.

11:27am with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk