

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
March 21st, 2016

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

OTHERS PRESENT: Treasurer Parker, RD Monahan

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown

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

Rep. Sykes asked if everyone had a chance to read the minutes from the February 1st Executive Committee meeting.

Rep. Smith moved to accept the minutes from the February 1st meeting. Rep. Darrow seconded the motion and all were favor.

Treasurer Parker arrived and gave the following report:

Bonnie Parker

Treasurer's Report

Executive Committee Meeting

March 21, 2016

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is:
\$8,520,361.29
- The Combined Accumulated interest in the current fiscal year (July 1st to February 29, 2016) is \$16,492.58.
- On March 14, 2016 we made the interest portion of a bond payment (Nursing Home) to Citizen's Bank in the amount of \$105,668.75.

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 \$145,799.02 is invested in a money market account at .35% at Service Credit Union.

- The Nursing Home Capital Reserve valued at \$269,725.82 is invested in an ICS (Insured Cash Sweep) account @ Woodsville Guaranty Savings Bank @ a rate of .35%
- Funds in the General Fund continue to earn interest at a rate of .55% in a fully collateralized account at WGSB. This account is 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 \$8,000,000.00 or more. This account is completely liquid, providing us with access to all our funds on any day throughout the year.

Respectfully submitted,
 Bonnie Parker
 Grafton County Treasurer

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

Commissioner Cryans gave the following Commissioners report:

Commissioners' Report
 March 21, 2016

- Alternative Sentencing Director has resigned and taken a position at the Jail as a Substance Abuse Counselor. Position is currently being advertised and will be filled at the earliest possible time.
- Human Resource Director has resigned and will be relocating. Position is currently posted and position will be filled at the earliest possible time.
- Fiscal Year 2017 Budget notes:
 - o Health Insurance final rates will be set by the County's current provider this week. Once that information is received a final determination will be made as to a direction to go with Health Insurance for the employees for FY 2017.
 - o Commissioners continue to meet with Department Heads and receive budget requests.
 - o Social Service Budget – Cindy Swart the consultant that the County has used for many years retired last year. This year the Commissioners in conjunction with Nancy Bishop, Human Service Administrator have met with the various agencies and will putting together a Social Service Report and budget for consideration.
 - o Public Hearing for the budget – Proposed date May 16, 2016 at 6PM.
 - o Union Negotiations on a full contract are currently underway.

Commissioner handed out the following Long Term Debt Schedule for the Executive Committee to review and see where the county is at with the bond payments.

Grafton County Long Term Debt Schedule:					
Bond	Year Issued	Term	Original Bond Issue	Principal Balance	FY Paid Off
Nursing Home	2002	20 Year	\$ 14,500,000.00	\$ 5,075,000.00	2023
Water Tank	2008	10 Year	\$ 1,000,000.00	\$ 285,000.00	2019
Jail I	2010	20 Year	\$ 17,500,000.00	\$ 13,125,000.00	2031
Jail II	2011	20 Year	\$ 15,500,000.00	\$ 12,400,000.00	2032
Total Outstanding Debt			\$ 48,500,000.00	\$ 30,885,000.00	

Rep. Townsend stated that they have not heard anything regarding water tank in a while and asked how it was working. CA Libby stated that it is working like it is supposed to.

Rep. Smith stated that the Site Evaluation Committee has announced their list of approved intervenors for the Northern Pass and that the Grafton County Commissioners are on it. She asked what is the plan is moving forward. Commissioner Lauer explained that Atty. Saffo and Commissioner Richards were supposed to attend the SEC meeting this morning but it was cancelled. She stated that once they attend that meeting and have more information they will come up with plan going forward.

Rep. Abel moved to accept the Commissioners' report. Rep. Townsend seconded the motion and all were in favor.

County Administrator's Report:

Census jail – 86 In House
7 EM Supervising
11 in Drug Court and 1 in custody

Nursing Home – 120

Monthly Variance Report:

Revenue:

CA Libby stated that the report shows that the nursing home is almost \$900,000 below where they are supposed to be at this point. She explained that \$859,000 of that is proshare and bed tax money that they do not receive on a regular monthly basis. She stated that where they are behind in Medicaid revenue they are making up for in Medicare and private pay residents. They had an average daily population of 122 residents for the month of February. CA Libby told the Commissioners that Finance Manager Dawn Jurentkuff stated that she feels if they get \$1.6 million in proshare and

\$300,000 in bed tax in the next two (2) quarters they will come close to making revenue numbers.

CA Libby explained that she expects that the farm will finish below revenue due to low milk prices. She stated that milk was at \$16 the other day. They have budgeted \$18 and the milk prices have been below that mark most of this fiscal year.

CA Libby stated that the Department of Corrections revenue is down for a few reasons. She explained that they run about a month behind on receiving the revenue from BDAS which accounts for \$5,000 a month. She stated that last year they had a tremendous amount of Coos County females and budgeted accordingly this year but have not had as many females as they had anticipated. She stated that they will probably be a little under at year end.

Rep. Townsend asked about the Deeds Revenue. RD Monahan was present at the meeting and stated that they had a good fall but January and February are historically slow.

Rep. Gionet asked how many Coos County females the Department of Corrections normally has. CA Libby stated that they currently have normal amount that they usually do but last year they had a higher than normal amount and budgeted based on those amounts which did not stay that high.

Expense

Nursing Department – CA Libby stated that they may come in over expended but continues to monitor the numbers.

She stated that everything at this point looks in line for where it should be.

Rep. Townsend asked how much of the nursing expenses are for traveling nursing. CA Libby stated that they are on track to spend \$400,000 on traveling nurses. Rep. Townsend asked if there is anyway to change that and get more permanent employees. CA Libby stated that NHA Labore has a plan that he is proposing to the Commissioners next week in hopes to help retain employees.

Prorated Report:

CA Libby stated that this report is based off of them being 66.67% through the fiscal year. Expenses are still outpacing revenues.

Rep. Abel asked if CA Libby is projecting the surplus to be zero or somewhere between that and \$3 million. CA Libby explained that they are waiting to get to the nine (9) month mark and see where they are at. She is hoping it will not be zero but she does not know yet at this point.

CA Libby stated that no accounts are currently over expended. She did appropriation transfers at the end of February. To date they have transferred \$32,000 between accounts.

Rep. Darrow moved to accept the County Administrators Report. Rep. Erin Hennessey seconded the motion and all were in favor.

Old Business:

Rep. Gionet stated that he had asked about reimbursements from old contractors from the Nursing Home project. CA Libby stated that Supt. Oakes is working on that as they speak. He is waiting for the final paperwork from the contractor.

New Business:

CA Libby stated that they need to set dates for upcoming meetings. She stated that they are proposing having the next regular Executive Committee meeting and full Delegation meeting on the same day on Monday May 23rd. She suggested having the full Delegation meet first at 9:00am to set elected official salaries and then have the Executive Committee meeting immediately following the Delegation meeting. She suggested having the public hearing on the 16th for the Commissioners to present their proposed FY17 budget.

The committee discussed dates for their June budget meetings with the Department Heads.

The came up with the following schedule for their June budget meetings:

Friday June 3rd at 9:00am
Monday June 6th at 9:00am
Monday June 13th at 9:00am
Friday June 17th at 9:00am
Monday June 20th –if needed at 9:00am
Monday June 27th Full Delegation 10:00am

Rep. Sykes set the public hearing date for May 16th at 6pm.

Commissioner Cryans stated that he wanted to note that the County Attorney's office will be taking up space on the 2nd floor of the Administration due to their office being overcrowded.

The next meeting date will be May 23rd starting with the full Delegation at 9:00am with the Executive Committee immediately following.

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

Sincerely,

Suzanne Smith, Clerk