

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
May 20th 2019

PRESENT: Representatives, Sykes, Stringham, Hennessey, Maes, Abel, French, Diggs, Champion and Ladd. County Administrator Libby, Admin. Assistant Norcross, Commissioners Lauer, Piper and Morris.

OTHERS PRESENT: Treasurer Liot Hill, Ann Duncan Cooley, Grafton RDC.

Rep. Sykes called the meeting to order at 4:00PM and began with the Pledge of Allegiance led by Rep. Champion.

Ann Duncan Cooley – Grafton Regional Development Corporation

Ann Duncan Cooley arrived to give the quarterly update on the GRDC. She handed out the attached documents that outline statistics of GRDC and projects that they have assisted on. She answered various questions from the Committee and encouraged them all to spread the word to any constituents that they are there to help. The Committee thanked A. Duncan Cooley for her time.

Rep. Sykes stated that the minutes from the March 18th meeting need to be approved.

MOTION: Rep. French moved to approve the minutes from the March 18th Executive Committee meeting. Rep. Diggs seconded the motion and all were in favor. Rep. Hennessey and Rep. Stringham abstained.

Treasurer Hill gave the following Treasurer's report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: MAY 20, 2019



CURRENT CASH POSITION (as of 04/30/19)

Grafton County General Fund

Checking Account (ICS @ 2.75%) Bank)	\$ 4,090,558.02 (Woodsville Guaranty Savings Bank)
Money Market (2.15%)	\$ 513,850.64 (TD Bank)
CDARS (2.65%)	\$ 2,020,422.78 (Mascoma Savings Bank)
Certificate of Deposit (CD - 2.30%)	\$ 500,000.00 (Northway Bank)

Grafton County Committed Accounts

Deeds Surcharge CD (.60%)	\$129,076.80 (Woodsville Guaranty Savings Bank)
Deeds Surcharge Checking (0.10%)	\$ 72,552.01 (Bank of NH)
Dispatch Capital Reserve (1.26%)	\$157,768.03 (Service Credit Union)
Nursing Home Capital Reserve (2.05%)	\$ 59,555.24 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the current fiscal year (7/1/18-04/30/19) \$131,827.07. Our budget was \$60,000. We have well exceeded that projection.
- I have contacted Woodsville Guaranty Savings Bank to discuss the interest rate on the Nursing Home Capital Reserve account. They were able to raise that rate from .30% to 2.05%.
- The Deeds Surcharge CD at Woodsville Guaranty Savings Bank has a maturity date of August, 2019, because this is in a certificate of deposit the interest rate cannot be adjusted during the term of the CD. At maturity I will be exploring investment options to maximum interest earning potential.
- It is my understanding that the Deeds Surcharge checking account is used for monthly deposits and to reimburse for expenses, making a checking account the ideal structure for these funds, unfortunately interest rates on regular checking accounts are dismal.
- The Dispatch Capital Reserve Account is invested in a Money Market account making it more liquid. The interest rate on that account is variable and can fluctuate monthly based on market conditions.

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

Commissioner Lauer gave the following Commissioners' Report:

Commissioners' Report
May 20, 2019

- Our Proposed Fiscal Year 2020 budget is complete and we will be having our Public Hearing at 6:00 PM this evening. The budget is up more than we would have liked but we spent a great deal of time measuring needs vs. wants and made many reductions from the requests that were made. Unfortunately there are a number of infrastructure items that need to be addressed. Additionally, we felt that it was very important to adequately compensate our employees who are the backbone of Grafton County.

- 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. The Commissioners sent a 2nd Right-to-know request to WW&L seeking additional information in March. Susan Olsen went to WW&L to get documents from the 2nd RTK and was not able to obtain the information needed. The Commissioners are reviewing options at this time.
- We held our first Mission/Vision/Goal Setting meeting with Primex as a facilitator on May 7, 2019. They will be returning tomorrow May 21, 2019 to continue that process. Unfortunately due to other pressing needs within the budget we decided not to include funding in the FY 2020 budget to hire an outside consultant to assist the County with the full Strategic Planning process. We will be investigating ways to keep the energy from our Mission/Vision/Goal Settings sessions going and working toward a Strategic Plan.
- The Farm hosted a draft horse plowing exhibition here on Saturday, May 11th. It was a great event and was well attended.
- Melanson Heath will be conducting our annual audit beginning with Preliminary audit work on 6/5 and 6/6 and then will do the final audit field work during the week of July 29th.

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

CA Libby gave the following County Administrator's Report:

County Administrator's Report
May 20, 2019

- ❖ Jail Census: 71 in-house; 5 on Electronic Monitoring; 5 FIRR ~ (6 Coos Females); 5 Pre-trial Services
- ❖ Nursing Home Census: 117

Financial Reports -- FY 2019:

- ❖ Monthly Variance Report compares budget on an equal monthly basis to actuals and looks at the positive (black) or negative (Red) variances. These reports represent ten (10) months complete.
 - Revenue:
 - The Nursing Home revenue has a positive variance due to a higher than Medicare A census. We have several different payer sources: Private Pay, Medicaid and Medicare Part A. Although our overall census has been below our budgeted level this fiscal year, we budgeted for an average

daily census of 129 and through April are at 123.5, due to the mix of resident payer sources we are above revenue projections. We budgeted 4 Medicare A residents and through April our ADP has been 7 – this is the largest reimbursement category. We also have had one (1) Veteran for a number of months which was not budgeted for.

- Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly. April's revenue includes the first, second and a partial third quarter bed tax payments having been received. Bed tax revenue is tracking slightly above target.
 - The farm is under revenue projections at this point. This is attributable to milk price fluctuations and most of the categories in the farm revenue projections not being on target. I project that we will finish behind revenue projections.
 - County Attorney/Victim Witness – Quarterly grant reimbursement. The first three (3) quarters have been received. This grant reimburses for actual expenditures – although it shows that we are slightly under revenue that means that we are also under spent.
 - Alternative Sentencing – We have received very little of the BDAS (Bureau of Drug and Alcohol Services.) We have finally billed back to January and are billing BDAS on a regular basis, however we will finish significantly below projections. We are also now billing insurance companies as well. In addition we just received (not reflected in these reports) \$6,000 for Juveniles under the AS Department. AS will finish well below estimated revenue projections for FY 2019 but we are now up and running with our revenue sources and the projections for 2020 are much more realistic projections.
 - The Department of Corrections is showing a negative variance at this time which is due to the timing of the billing for the BDAS revenue. The jail will be on target for revenue.
 - Deeds, Extension, Rent and Taxes are all above projections at this point, taxes are collected once per year in December.
 - Other – contains revenue sources that are one time per year received in June.
- Expenses
- Through ten (10) months we have very few departments that are showing negative variances.
 - The Medical Referee account is showing a negative variance and is projected to be overspent as there are three (3) months of invoices to be paid.
 - Bonded Debt shows a large negative variance. We have a four (4) different bond payments that are made at various times during the fiscal year – this account will not be over-expended at year end although it will likely show a negative variance most months until the end of the year. We did payoff the Water Tank bond in January! So 2020 will only have three

- (3) remaining bonds. There is only a small interest payment left to be paid this fiscal year.
 - Contracted Services in the Nursing Home is showing over-expended due to the higher than budgeted Medicare A census. However, the higher revenue offsets the increased expense.
- ❖ Pro-rated Report: This report looks at the % of the year complete and then pro-rates revenues and expense based on known variates on revenues and expenses.
 - 83.33% 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 April report we are at 84.30% or over revenue by \$417K and at 79.78% or under expended by \$1.6M. This all factors into the unassigned fund balance which at this point is \$3,388,255.72 Based on the pro-rated numbers we are tracking over budget projections on revenue and under budget projections with expenses.
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
 - We do have a number of over-spent accounts at this point. The largest at this point is the Med A Therapy and Rehab and that is due to the higher than budgeted census and is offset by the increased revenue. Additionally we are now over-spent on the Contract Nursing line. Through April we have spent \$912,822.49, the last two (2) months we have averaged \$125,000 in costs. Therefore, that will be the largest over-expended line by far.
 - A number of the other lines are due to some unanticipated expenses. Nothing alarming or out of the normal.

CA Libby stated that they are still below staff at the Nursing Home in RNs and LPNs. They have launched a new education loan forgiveness program that was put out to all the schools for this year's nursing graduates that forgives 80% of student loan debt up to \$40,000 and they have had no applicants. She stated that they have also started a new program for LNAs where the Nursing Home has hired on employees in an uncertified Unit Aid position and the county puts them through the LNA program. They are completing the program and once finished the Nursing Home will have six (6) new LNAs. She noted that they have also talked about the possibility of self-growing their own LPNs as well. CA Libby also noted that they are proposing in the FY20 budget to implement a new LNA Tier Program. She explained that this program will give LNAs the opportunity for growth. They can come in as a Tier 1 LNA and through more education can work their way up to a Tier 3 LNA. Each tier is a pay grade increase and they are hoping this will help with recruitment and retention. CA Libby stated that they have also been doing radio ads with long term employees giving their stories of why Grafton County is a great place to work. Rep. Maes stated that at previous meetings the Executive Committee had asked CA Libby, NHA Labore and HR Director Clough to come up with creative ways to recruit nursing staff and it sounds as though they have done that. He stated now it is finding what works the best for them. The Committee further discussed the issue of the nursing shortage and CA Libby answered

questions from the Committee. She stated that they will continue to try and recruit and retain employees.

MOTION: Rep. Campion moved to accept the County Administrator's Report. Rep. Abel seconded them motion and all were in favor.

Old Business:

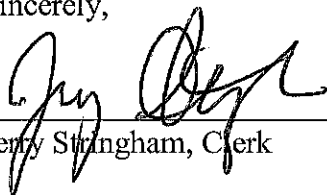
Vision Session – Rep. Stringham stated that he would like to look the long term goals of Grafton County and where the county will be 50 years from now. He stated that if there are future plans for new buildings this is a useful exercise to look long term and what the goals are. Commissioner Morris stated that it sounds like Rep. Stringham's vision is larger than the county and would draw in other parts of the county. Rep. Stringham stated that he thinks that they should invite selectmen from different towns around the county to be involved as well and he feels this is something that can be looked at in the next fiscal year. Commissioner Morris stated that she will volunteer to write a proposal for a strategic plan without spending a lot of money. She stated that she would be more than willing to talk to Rep. Stringham more about a strategic plan and come up with an idea on how to move forward. Rep. Sykes suggested involving the Regional Planning Commissions as well. The Committee discussed this topic further and agreed that Rep. Stringham and Commissioner Morris will work together to come up with a proposal for a strategic plan for them to discuss at a later date.

Staggering terms – The Committee reviewed and discussed RSA 653:1 pertaining to the Election of Officers and Delegates and discussed different ways to stagger the Grafton County Commissioner terms to ensure that there is history on the board and not have the chance of three (3) new Commissioners in one (1) year. CA Libby suggested that the Commissioners talk to the other County Commissioners to see how their terms are staggered to get more information. The Committee agreed that they would like to obtain more information on how other county Commissioner terms are set up before they can propose an amendment to the legislation. This will be discussed at their next meeting.

Rep. Sykes stated that the Executive Committee will meet on June 3rd, 7th, 10th, 14th and 17th if needed to review the county budget. He also noted that if any members cannot make any of the dates to please let CA Libby know in advance and that it is very important that the members make the last meeting on the 14th when they vote on their budget to present to the full Delegation.

5:40PM with no further business the meeting adjourned.

Sincerely,



Jerry Stringham, Clerk

Grafton RDC Outcomes

LENDING

*FY 18 loans of \$644,000 leveraged \$3,500,000 in additional funds. FY 19 lending to date of \$446,000, has leveraged \$3,030,500.

*FY 18 lending created or retained 214 jobs

*Littleton Food Coop donated additional \$15,000 to microloan fund

*Littleton Area: Loans to rek'-lis and Schilling breweries for expansion and creation of new jobs

*Upper Valley Area: Loans to a new generation of owners to purchase Molly's and Jesse's restaurants, opening of the new Jake's Market in Enfield and North Country Medical Courier's purchase of and relocation to former garage in Enfield.

*Haverhill Area: Loan to new local owners to purchase Aldrich General Store, and to Erik's Auto Body's for new building construction and for expansion into Haverhill Business Park.

*Plymouth Area: Micro Loan to startup business Effortless Adventures, which rents out camping equipment packages.

ADVISING

	<u>Jan-Dec 2018</u>	<u>Jan-March 2019</u>
Businesses Served	111	34
Advising Sessions	332	59
Most popular area of assistance	Business Planning	Marketing & Sales
Jobs created and/or retained	25 created, 9 retained	21 created, 37 retained
Capital infusion	\$2,064,000	\$1,021,500
Client sales increase	\$818,000	\$470,000



GRDC supports local businesses with resources, guidance, and financing solutions to build a stronger, more vibrant Grafton County.

The Wayside Inn Bethlehem, NH



Sarah Levy wasn't even in high school when the first season of Gilmore Girls made its debut. Like so many others, she fell in love with the quirky small town of Stars Hollow and energetic innkeeper Lorelai Gilmore. Even at such an early age, Sarah saw her own dream in Stars Hollow. She knew she wanted to open a small-town inn, just like Lorelai, and foster a close community wherever she landed.

As Sarah grew up in Massachusetts, she worked a variety of different hospitality jobs and eventually took a more permanent position at a startup company, but she never lost sight of her dream to own an inn. She just didn't think that she would be the owner of a rambling, white fixer-upper in Bethlehem, NH at only twenty-nine years old. "I get 'Where's your husband?' or, 'Where's the *other* innkeeper?' a lot," says Sarah with a smile. She is quick to assure the guests that she is indeed the only innkeeper.

When Sarah saw the Wayside Inn, a 180-year-old hotel and restaurant, she said it was love at first sight. Yes, it would require a great deal of work, but it had everything she'd wanted in a quintessential New England refuge - in an ideal location. As her life seemed to be so far ahead of schedule, however, the people she'd hoped would invest in her future business were not yet in a place to do so. Sarah wrote a business plan and presented it to two banks, both of whom accepted it. She chose to work with Union Bank, and her loan officer suggested contacting GRDC for additional funds.

"[Meeting with GRDC] was really comfortable," Sarah said. "[Bob and Anne] were very open and excited about what I was doing. They were really complimentary and had lots of good ideas." Sarah said they continue to remain friends even after the loan process completed, and are quick to offer her any resources she may need. "They have been supportive ever since. I feel like they're on my team," she said.



Sarah and her concierge bunny, Rocket

Sarah used the loan from GRDC as startup funding. She split her loan and used 50% as cashflow to purchase items like brand new bedding, paint, and cleaning supplies. The other 50% went toward capital improvements such as a roof and new patio with 35 seats right beside the Ammonoosuc River.

Since Sarah's nonstop dedication on the Wayside began, her business has completely taken off. Before she bought the hotel, the town of Bethlehem had mistakenly thought it was closed.

The previous owners also kept very limited restaurant hours as they were trying to retire. Now, the Wayside has a close local following and for most of the year, Sarah is caring for guests from sunup to sundown. She currently has seven employees in the slow season. High season in summer will require hiring up to five more part-timers. She has also improved her online presence on booking sites like Expedia and Booking.com, which has increased her reservations by 40%.

In the future, Sarah hopes to expand the Wayside to include a wedding barn venue. With the help of her supportive community and GRDC, she knows she can turn dreams into a better reality than she or the little town of Bethlehem ever imagined.

