

EXECUTIVE COMMITTEE MEETING
Administration Building
UNH Coop Extension Conference Room
3855 Dartmouth College Highway
North Haverhill, NH
May 24th, 2021

PRESENT: Representatives Sykes, Ladd, Abel (via Zoom), Folsom (via Zoom), Gordon, Greeson (via Zoom), Murphy (via Zoom), Weston (via Zoom), Egan (via Zoom), Treasurer Hill (via Zoom), Commissioners Piper, Ahern, Finance Director Libby, County Administrator Dorsett, Temporary Admin Jessica Jackson, Francis Muzzy.

Rep. Sykes called the meeting to order at 4:00 PM.

Rep. Sykes read the following statement:

GRAFTON COUNTY

RIGHT-TO-KNOW LAW MEETING CHECKLIST

As Chair of the Grafton County Delegation, due to COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04, the Board is authorized to meet electronically.

Please note that there is a physical location to observe and listen contemporaneously to the meeting, at 3855 Dartmouth College Highway, No. Haverhill, NH. However, in accordance with the Emergency Order, this is to confirm we are:

- a) Providing public access to the meeting by telephone, with additional possibilities by video or other electronic means;
 - a. We are utilizing the Zoom platform for the electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in the meeting through dialing the following phone #1 646 558 8656 and using Meeting ID849 3770 5955 Passcode: 177096, or by clicking the following website address: www.co.grafton.nh.us
- b) Providing public notice of the necessary information for accessing this meeting:
 - a. We previously gave notice to the public of how to access the meeting using Zoom and instructions are provided on the Grafton County website at: www.co.grafton.nh.us.
- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - a. If anybody has a problem, please call Andrew Dorsett at (802)745-7360 or the Grafton County Commissioners' Office at: (603) 787-6941
- d) Adjourning the meeting if the public is unable to access the meeting:

- a. In the event that the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by Roll Call vote.

Let's start the meeting by taking Roll Call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Rep. Weston called the attendance roll call at 4:07 PM. Rep. Abel "here" and no one is in the room with him during this meeting. Rep. Egan "here" and no one is in the room with him during this meeting. Rep. Folsom "here" and no one is in the room with her during this meeting. Rep. Gordon "here." Rep. Greenson "here" and no one is in the room with him during this meeting. Rep. Ladd "here." Rep. Murphy "here" and no one is in the room with him during this meeting. Rep. Sykes "here." Rep. Weston "here" and no one is in the room with her during this meeting.

At 4:12 PM, the Committee recited the Pledge of Allegiance.

MOTION: 4:13 PM Rep. Gordon stated that the Committee needed to approve minutes from the March 22nd Executive Committee Meeting. Rep. Weston seconded the motion. Rep. Weston called the roll. Rep. Abel "yes", Rep. Egan "yes", Rep. Folsom "yes", Rep. Gordon "yes", Rep. Greenson "yes", Rep. Ladd "yes", Rep. Murphy "yes", Rep. Sykes "yes", Rep. Weston "yes". With the vote being nine (9) in favor and none in opposition, the motion passes.

At 4:15 PM, Treasurer Hill gave the following Treasurer's Report.

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE

FROM: KAREN LIOT HILL, TREASURER

SUBJECT: TREASURER'S REPORT

DATE: MAY 24, 2021



CURRENT CASH POSITION (as of 04/30/21)

Grafton County General Fund

Checking Account (ICS @ .35%) \$ 5,684,008.55 (Woodsville Guaranty Savings Bank)
Investment Account (ICS @ .35%) \$ 5,005,635.25 (Mascoma Savings Bank) Investment
Account Money Market (.02%) \$ 1,137.69 (NH Public Deposit Investment Pool)
Investment Account (Money Market .20%) \$ 1,000,530.32 (TD Bank)
Investment Account (Repurchase .20%) \$ 1,000,597.37 (Bank of NH)

Grafton County Committed Accounts

Deeds Surcharge ICS (1.00%) \$197,379.33 (Woodsville Guaranty Savings Bank) Deeds

Surcharge Money Market (.10%) \$ 11,192.77 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.75%) \$158,232.11 (Service Credit Union) Nursing Home
Capital Reserve (1.00%) \$169,745.99 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the current fiscal year (7/1/20-04/30/21) is \$78,992.21. Interest rates are significantly lower than anticipated when the budget was prepared. We will not make our revenue projections for FY '21 for interest.
- Currently evaluating investment options for the American Rescue Funds that the county will be receiving.

Treasurer Hill added that the County is receiving \$8 million in ARPA funds and that the County is trying to determine what interest rates are available from banks in the area as the funds will have to be held in a separate account. Bank of NH has offered 0.30% interest, which has been the most competitive rate so far.

Rep. Greeson asked what the restrictions were in terms of looking at investment vehicles, and if it had to be through a local bank. He wanted to know if the Committee could look into options that would yield a better interest rate. Treasurer Hill explained that the investment of public dollars is a highly regulated environment, and that within the context of state statutes, she has made it her practice to send a letter to all banks that have presence within Grafton County. This was not a requirement, she explained, but a personal value of hers to bank with banks doing business within the county. She added that she does want to ensure they are receiving the most competitive rate and that her department evaluates what interest rates are, looks at liquidity, etc. She worked with FD Libby on cash flow needs for the county in order to maximize the yield while meeting priorities and goals for liquidity. They are very restricted in the types of institutions and instruments the County can invest these funds in.

MOTION: 4:26 PM Rep. Gordon made a motion to accept treasurer's report by Gordon. Rep. Egan seconded the motion. Rep. Weston called the roll. Rep. Abel "yes", Rep. Egan "yes", Rep. Folsom "yes", Rep. Gordon "yes", Rep. Greeson "yes", Rep. Ladd "yes", Rep. Murphy "yes", Rep. Sykes "yes", Rep. Weston "yes". With the vote being nine (9) in favor and none in opposition, the motion passes.

At 4:27 PM, Commissioner Piper presented the following Commissioners' Report: Commissioners' Report

May 24, 2021

The Commissioners are pleased to present this report to the Executive Committee.

- **Nursing Home update:** Grafton County Nursing Home COVID Testing Update. Results from our last testing cycle for all residents and staff were negative. Because we have had two (2) weeks of testing results with no additional positive cases, we are now back into surveillance testing and are scheduled to conduct our next round on June 7th and 8th.
- GCNH Vaccination Update: We are currently at 94% of all residents who are fully vaccinated and 72% of staff with more being completed over the next two weeks.
- The census at the nursing home continues to be a challenge due to COVID. Admissions continue to be slow. Our budgeted census is 120 for FY '21 and through the first eight (8) months of the year the average census is 108. The current census is 107. With the implementation of vaccinations admissions have started to pick up. If an admission comes to us fully vaccinated then they do not have to go through the quarantine process. The nursing home only has 2 beds available for residents needing to be quarantined for new admissions.
- **Farm DoC:** Commissioner Ahern, Farm Manager Nelson, and County Administrator Dorsett continue to explore ways to overcome labor, equipment, and logistical challenges to implement Farm Doc. FarmDoc, which is presented as a collaboration with the Farm and the Department of Corrections, is being reviewed for increased capacity building through coordination with UNH CE, higher education research and internships, local farming partnerships, and consideration for the potential of workforce housing development for labor acquisition. The project is still in the early planning stages.
- **County Complex:** We've received a proposal from Resilience Planning to incorporate the Existing Conditions study, Farm DoC and gather additional information into a Capital Improvement Plan (CIP).
- The Architectural & Engineering (A&E) Assessment Project for the Courthouse has been completed. Ray Ward of EH Danson has presented the preliminary report and it is available for review online. The redevelopment of the existing Courthouse is determined to be costlier than a new building. CA Dorsett and Maintenance Director Oakes have initiated discussions with the State to determine options for future consideration. Considerations include a County developed and operated facility with lease agreements with the State, a State constructed facility with the County either construction a new facility for County uses or the County being a lessee of the State. Each option could also include a P3 scenario.
- The Building Automation Project is now underway after significant delays. This project will replace existing control software for increase efficiency in operation and operability across a variety of hardware/software platforms.
- **IT:** An IT security, operations, and equipment audit is underway. With recent news of high-level security risks such as the "Solar Winds," and pipeline hacking,

taking a proactive security stance is needed. The results of the audit will provide the County with a strong understanding of any risks and resolutions.

- **Jail:** The population at the jail has dropped over the past several months. The current in-house census is 67, with another 28 being monitored (2 electronically). We have continued to be challenged with inmate labor as many of the inmates are not sentenced and awaiting action by the courts, which continue to be conducting limited business.
- **Broadband Committee Update:** At this point we have committed \$4,500 towards the initial planning phase of this project. CA Dorsett and the Broadband Committee successfully partnered with NCIC to obtain a technical assistance grant of \$5,000. The Committee has engaged the services of two technical contractors to assist in the effort. A request for Federal direct aid has been submitted. Representative Eagan has dedicated time to assist the Committee in its efforts.
- **County Complex:** Grafton County is exploring a microgrid solar project to provide power for the County Complex in Haverhill. CA Dorsett is coordinating with UNH, BEA, FEMA, DOE, NCIC and others on the project. Early conversations are exploring collaboration with CDFA and USDA as potential sources of technical planning funds.
- While COVID had heightened the need for work home, recent changes by the Biden Administration and the CDC now allow the County to move closer to normal County operations. All County employees have been issued a date to return to working on site with exception by individual request. This begins May 23rd.
- **American Rescue Plan Act of 2021:** Grafton County is confirmed to receive \$17,432,836 – first ½ within 60 days of passage (early May), second ½ 1 year later. Counties have until December 31, 2024 to spend the funds. The County will be placed in a separate account and dedicated when they are received. These funds are specifically authorized to respond to or mitigate COVID public health or its negative impacts, provide government resources through covering revenue losses, investments in water, sewer or broadband infrastructure, and premium pay for eligible workers. CA Dorsett will have some initial concepts on use of these funds, with the focus of utilization for continued financial benefit to the County.
- **Budget:** The Commission has completed its Proposed 2022 Budget. The County has faced an unprecedented year due to COVID-19. With over a million dollars lost in revenue and additional costs downshifted to the County from the State, the Commissioners were faced with some very difficult decisions in addressing the Budget. Through the focused work of the County administration and the department heads, an almost flat budget was unanimously approved by the Commission.
- **FMAP:** Commissioner Lauer sits on County/State Finance Committee – discussions are on-going regarding the decrease in the FMAP (Federal Medical

Assistance Program) percentage with the original CARES Act (it was a 50/50 split – the CARES act last March changed that to 56.20% federal 43.80% non federal). There is language included in the house approved version of HB2 that would correct this issue going forward the language is as follows: "If at any point the Federal Medical Assistance Percentage increases, the counties' portion of the non-federal share shall be reduced by the amount of the increased federal percentage, if allowable under federal law and subject to any conditions on the funding" Additionally, included in the house approved version of HB 2 is the following language "(4) For fiscal year 2021, in addition to the \$5,000,000 allocated pursuant to subparagraph III(b)(3), a credit of \$9,721,305 shall be allocated among the counties based upon their relative proportions of residents aged 65 years of age or older who are Medicaid recipients." This would give the counties monies back for FY '21 for the adjusted FMAP rate. If this section of HB 2 passes without change it will rectify the issue.

- **The County Attorney:** has reported that Grand Jury will be starting beginning in person at the courthouse in this month Jury Trials will resume in April.
- **Alternative Sentencing:** DePalo is scheduling meetings with Grafton County police departments to meet new officers. In-person client meetings are resuming with some telehealth visits continuing. Mental health and substance abuse issues with participants continues to increase. There are increasing therapeutic reentry program CARE sentences and our program is working with Probation & Parole, identifying potential clients. A solid date for reentry into the Lebanon, Littleton, and Plymouth courts is still pending. MHC and GCCMH discussions to consider a partnership with NHC for mental health enhancement track to drug treatment court. Alternative sentencing and other organizations are highlighting the need for a felony track for Mental Health Court.

Rep. Gordon asked what county operations are currently housed in the Courthouse. Commissioner Piper replaced that there was space for the County Attorney, release space for the DMV, Parole, and Dispatch. Commissioner Ahern added that there used to be a room for the BAR Association but this has been shifted over to the County Attorney's office. Rep. Gordon stated that it sounds like it would be best for the state to build a courthouse.

Rep. Sykes expressed concern that a significant amount of money was spent updating the Dispatch Center in the Courthouse, and he wondered how this would factor into a potential new structure. Commissioner Ahern explained that the Commissioners had been provided with the engineering report and that the important part of the discussion is that many options were available but that they have barely begun the conversation. The Assessment is available on the Grafton County Website.

MOTION: 4:56 PM Rep. Ladd made a motion to accept the Commissioners' report. Rep. Folsom seconded the motion. Rep. Weston called the roll. Rep. Abel "yes", Rep. Egan "yes", Rep. Folsom "yes", Rep. Gordon "yes", Rep. Greeson

“yes”, Rep. Ladd “yes”, Rep. Murphy “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being nine (9) in favor and none in opposition, the motion passes.

At 4:57 PM, County Administrator Dorsett gave the following report.

(A Powerpoint presentation is included at the end of these minutes as a supplemental resource to the discussion).

Grafton County was given \$17 million in funding via the American Rescue Plan Act. The funds are meant to be used for public health response, to replace public health sector revenue loss, and/or to enhance water, sewer, and broadband. CA Dorsett is looking at this as an opportunity to address existing needs. All funds must be obligated by December 2024 and spent by December 2026. He is looking for sustained benefits versus short term response. Some of the projects he is looking at are FarmDOC and Broadband, and long-range resiliency projects such as waste water and energy. He is also exploring solar energy and a micro-grid energy project.

CA Dorsett explained that broadband is the lifeblood for the community, and has impacts across multiple levels and industries including real estate and schools. Currently, he is looking at mapping and eye-level cost in conjunction with the Grafton County Broadband Committee, and pursuing grant applications with a funding strategy that includes public private partnerships. Additional funding may come from ARPA, the Omnibus budget bill, Northern Borders Regional Commission, and US Economic Development.

CA Dorsett also reported that he is working with a number of organizations on exploration of a Micro-grid project on campus. This would be a resilient, cost-effective facility to lower energy costs, increase resiliency and disaster response, ensure reliable delivery of critical services, lower environmental impacts of operations, and more.

CA Dorsett mentioned that the County had a water study done years ago and that the Maintenance Department has confirmed that wastewater, electric, and water costs have gone up 100% over the past 10 years. He is in the early phases of investigating the possibility of a municipal septic treatment center, but water and sewer are both considered for use under ARPA funds.

Rep. Abel asked if there might be enough information about potential revenue that would come through this federal program in time to update the budget for the coming year, in the event that some of the revenue or expenditures might take place during that time, so that it could be integrated next month into the Commissioners’ Budget.

Rep. Sykes explained that some of the funds can be used for lost revenue but that CA Dorsett has provided an “opportunity overview” of how the funds can be used. FD Libby explained that the bill does not replace lost revenue, it only identifies what revenue was lost, and allows them to allocate to County projects for government services that have not happened.

Rep. Egan asked if the ARPA funding would be solely for projects that the County has or if towns could request funds. Rep. Sykes stated that towns and cities will have their own allocations and that the money for the County is for the County. FD Libby added that the Commission needs to sit down and have a formal discussion still as the guidelines had only just been released via NACO.

Rep. Gordon stated that he understands the idea of using funds for the County’s benefit, but that Broadband is a resource which needs to benefit communities, not just the County. CA Dorsett explained that he had met with NH Electric Coop and they they were developing a map. The proposed broadband backbone is going through major routes and each community would build the last mile which gets the broadband from the backbone to the community. He added that the town of Bristol is doing this right now and will hopefully have a model developed for communities after implementation.

MOTION: 5:20 PM, Rep. Weston moved to accept the County Administrator’s report. Rep. Gordon seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Folsom “yes”, Rep. Gordon “yes”, Rep. Greeson “yes”, Rep. Ladd “yes”, Rep. Murphy “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being nine (9) in favor and none in opposition, the motion passes.

At 5:21 PM, FD Libby gave the following Finance Director’s Report:

**Finance Director’s Report
May 24, 2021**

- ❖ Jail Census: 44 in-house; 2 on Electronic Monitoring; 0 in FIRRM; 26 Pre-trial Services
- ❖ Nursing Home Census: 107

Financial Reports

- ❖ Monthly Variance Report compares the 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.

Nursing Home Revenue:

Payer Source	FY 2021 Budget	FY 2021 YTD Actuals
Medicaid	92	82
Medicare	4	3

Private Pay	22	22
Veterans	2	1
Total	120	108

- COVID continues to have a negative impact on the revenue at the nursing home. The chart above is as of April 30, 2021. We are below our budgeted census in all payer sources except Private Pay where we are equal. We are behind by \$638,894.57 through ten (10) months of FY '21. We have received \$354,482.58 in federal stimulus payments thus far in FY '21 which has offset our loss and we have received reimbursement of \$133,500 for COVID testing these payments have the nursing home total revenue behind by \$150,911.99. Our current census is lower at 107. The reason for the low census is due to very limited admissions since March, 2020 due to the quarantine requirements for new admissions.
- Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly – current revenue reflects 2 quarters.
- The Department of Corrections is showing a negative variance currently. This is due to a lower inmate census and the Bureau of Drug and Alcohol Services (BDAS) grant that we is lagging behind due to low census numbers and it is usually behind a month in receipts.
- The farm is above revenue currently due the sale of livestock. The farm is currently working on reducing the number of heifers in the herd. Due to COVID we remain under a quota of milk that can shipped each day, this was accounted for in the budget and the milk revenue is on-target.
- The Sheriff's Department is showing a negative variance. The leading cause of this COVID related. Several sources of revenue are generated directly from court functions and with the court doing very limited business the Sheriff's department has not provided the same level of services. Additionally revenue generated from fees which covers from service of papers (evictions, lawsuits, etc.) have been very slow due to COVID. The Sheriff's department will finish the year below revenue projections.
- County Attorney/Victim Witness/Roving Advocate – Quarterly grant

reimbursement. These grants are direct reimbursement for expenditures. What this means is that when the grant revenue shows below that is because the expenses are below.

- The Register of Deeds revenue is up tremendously. The revenue projections for FY '21 have already been met! The first 10 (ten) months of the fiscal year have been very busy and have brought in a great deal of revenue. Revenue continues to be above monthly projections.
- The other category in our revenue is up due to several large unanticipated revenues. One is the COVID expenses that we were reimbursed for through the Governor's Office for Emergency Relief and Recovery and the other was a Return of Surplus from our health insurance provider. The portion of that return that was from the monies that employees contributed was returned to them and the balance was retained by the county.

Expenses

- Through ten (10) months we have a few departments that are showing negative variances. Overall, the departments are under-spent by \$3.3M through ten (10) months.
- VAWA Grant – Salary funds were underestimated when the budget was prepared.
- Medical Referee – Will be over-expended at year-end. This negative variance is only for nine (9) months as we had not received April's invoice when the month was closed.
- Bonded Debt is showing over due to an uneven amount of spending in the first ten (10) months. All bond payments for FY '21 have been made. This will be at \$0 at year-end.
- Nursing Home Admin – Is showing a negative variance due to the COVID testing expense. This is being offset by revenue.
- Long-Term Care Stipend – This is a program that was put in place by the State of NH – Payroll taxes associated with these stipends were not covered as part of the reimbursement in the 2nd round – during the first round we used GOFERR funding to cover.
- PT Department – Has a negative variance due to staff change in the Coordinator role. New position includes an increase in hours and salary, which wasn't anticipated.

❖ 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 84.03% which is slightly ahead for revenue and at 76.54% or under expended by \$3.3M. This all factors into the unassigned fund balance which at this point \$7,244.834.
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
 - Many of the accounts listed are COVID related. We set up separate accounts for each department to track expenses. The majority of these expenses are currently being reimbursed by funds that county was allocated by GOFERR. We will do transfers to cover these lines at year end.
 - There are several accounts on here that have posting corrections that will correct their over-expenditure.
 - The COVID Testing line item is offset by \$445,500 in revenue (some of which has not yet been received)
 - The balance of the lines are “normal” underestimates in the budget process and will have funds transferred to cover.

Rep. Gordon commented that as regards the jail census, this was likely going to stay down due to bail reform and changes to sentencing and incarceration. He asked if the staff could be reduced as a result. FD Libby confirmed that twice over the last year, Supt. Elliott has reduced staff based on low population and that the House of Corrections was currently operating at its lowest staffing point.

MOTION: 5:28 PM Rep. Egan moved approve the Finance Director’s report. Rep. Weston seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Folsom “abstain”, Rep. Gordon “yes”, Rep. Greeson “yes”, Rep. Ladd “yes”, Rep. Murphy “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being nine (9) in favor and one abstinence, the motion passes.

Rep. Sykes stated that there was no old business to attend to and the Committee agreed.

FD Libby stated that the Committee needed to set a meeting date for the budget vote.

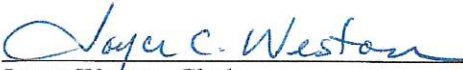
Rep. Sykes confirmed that the dates of June 1st, 8th, 11th, and 15th had all been reserved by the Committee to hear the Commissioners’ proposed budgets, all beginning at 3 PM. The Committee discussed meeting dates for the budget vote, and Rep. Sykes stated that June 28th at 9am was the concluded date for the meeting. FD Libby added that she would send out a schedule of the discussed meetings.

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Rep. Sykes confirmed that the next meeting date is June 1st at 3 PM for the Commissioners' Budget overview meeting.

With no further business, the meeting adjourned at 5:39 PM.

Sincerely,


Joyce Weston, Clerk