

## EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
Monday July 18, 2011

PRESENT: Representatives Bulis, Sova, Gionet, Almy, Brosseau, White, Townsend and Ladd, Commissioner Ahern, Executive Director Clough and Secretary Martino.

EXCUSED: Representatives Aguiar

Rep. Bulis called the meeting to order at 9:05 AM. Commissioner Ahern led the Pledge of Allegiance.

Rep. Bulis informed the committee that he and Rep. Gionet had come to a Commissioners meeting along with John Sullivan from Melanson & Heath. Mr. Sullivan was present at the meeting today along with Ed Boyd, who would be working with him on the performance audit. They will be looking at all parts of the County including the new Jail.

Rep. Bulis asked Mr. Sullivan about a timeframe and he said he expected to be looking at about 45 days of actual fieldwork.

Rep. Townsend asked if there was any way that the committee could help facilitate the audit and Mr. Sullivan said that if there is anything in particular that they had questions about, they should go through Chairman Bulis.

Mr. Sullivan and Mr. Boyd left to continue on with their work.

Rep. Ladd said he would like to have a discussion at the end of the meeting about the particulars of the audit.

Rep. Bulis asked if everyone had a chance to read the minutes. There was a short discussion and then Rep. Bulis said that he would like a chance to review the minutes further and that was agreed upon by all members.

Rep. Gionet moved to postpone the adoption of the minutes from May 16<sup>th</sup> and June 20<sup>th</sup> until the next meeting which was seconded by Rep. Sova. All were in favor.

## TREASURER'S REPORT

Treasurer Elliott was not available and Director Clough said there really was not a whole lot to report. She said that there is a little under \$6M in cash, which should be enough to get the County through until September when they will need to borrow. Authorization to

borrow up to \$5M was voted on at the Delegation meeting in June, in anticipation of taxes. Director Clough said that more money than expected was received in ProShare money.

Rep. Almy moved to accept the Treasurer's Report which was seconded by Rep. Sovo. All were in favor.

### COMMISSIONERS' REPORT

Commissioner Ahern gave the Commissioners report in the absence of Commissioner Cryans. He began by saying that the Board approved the encumbrances that were presented by the Executive Director.

- The Commissioners unanimously voted to have the automatic valve put in to the water tank line
- The Commissioners agreed to allow Supt. Oakes to put out an RFP/RFQ for engineering and design on a biomass plant. The hope is to be able to find grant money to build the plant. The County has been approved for a grant in the amount of \$378,500 for engineering and design.
- Employee and Senior Citizen discounts at the Farm were reduced from 20% to 10%.
- The Commissioners accepted a timber cut bid in the amount of \$49,910 from Randy Cassidy.
- Negotiations with the Union have been ratified and their benefits mirror those of the Employee Council.
- Census at the Jail is over 150 though they are not all in house. 108 inmates are in-house, 45 are out of the facility which includes Drug Court and those out on electronic monitoring and there are 12 weekenders.
- Coos County has gone back to sending females to Grafton County at a cost of \$40 per day with medical bills being paid by Coos.

Rep. Ladd asked if the \$40 a day cost is the same as it would cost for a Grafton County inmate without medical fees and Director Clough said probably not, but it doesn't cost the County any more to house them.

Rep. Bulis asked about the cost for the automatic valve and Director Clough said it was going to be around \$90K, of which \$70K of that has been encumbered and another \$20K or so will come from a different encumbrance.

Rep. Ladd asked if there was a recommendation brought in to do this or if this is a decision by the Commissioners. Commissioner Ahern said that in light of having to pay WW&L to open and close the valve, and after much discussion by the Board, coupled with the prospect of pursuing the biomass plant, it was decided that the valve would be the least expensive option.

Rep. Gionet asked if Supt. Oakes had recommended that the test wells be drilled and Commissioner Ahern said he had. Rep. Gionet said he felt that the water system should be pursued prior to giving priority to the biomass, (though he said he did favor it).

Rep. Brosseau asked if there was going to be any consideration of litigation and going after the engineer who designed the tank. Commissioner Ahern said that it would be his preference not to discuss that in public session.

Rep. Ladd asked if the Commissioners had taken all facts into consideration when making their decision, such as the option of selling water to the neighbor and Commissioner Ahern said yes.

There was further discussion about the decision by the Board of Commissioners. Some were opposed to the idea while others were in favor. Rep. White said that he thought it would be premature to think that selling water to the neighbor would be a done deal when there was no kind of agreement. He said he doesn't want to take on any more debt and believes the valve is the better choice for right now. He didn't have any objections about looking toward a water system in the future but thought that it should be put to rest at this point. He also suggested that if there are changes that might be coming down the pike at DES regarding water, that as legislators, they have the opportunity to try to influence that.

Rep. Bulis said that according to a particular RSA, the Commissioners need to come to the delegation for any new construction which is over \$5000. Director Clough said that in the past, projects have been dealt with through the budget process so approval of the budget means approval of the projects.

Rep. Gionet said that Supt. Oakes is paid a fair sum to make recommendations to the Board of Commissioners and if the Board discounts them, it becomes counterproductive. Rep. Ladd agreed and suggested that the decisions should be made with all the facts presented.

Commissioner Ahern said it was looked at as a problem which is current and to do anything else would lead to more time and money. He said there is also a lot which is already on the plate of Supt. Oakes and the Board didn't feel that more should be added. He said they have discussed this a number of times and this is what they felt was the best thing to do.

Rep. Gionet moved to accept the Commissioners Report which was seconded by Rep. Brosseau. All were in favor.

## EXECUTIVE DIRECTOR'S FINANCIAL REPORT

Director Clough reviewed the Variance Report per department for the year and said that she felt they finished out quite well

Director Clough then reviewed the Prorated Report which ended up with \$32,230,375 for the year in revenue and \$30,845,136 in expenses.

There is an unaudited undesignated fund total of \$4.M, of which \$3M will be used to reduce taxes.

Rep. White asked why the Farm isn't budgeted to come out closer than it does and Director Clough said that the main reason is the fluctuating milk prices which are hard to pin down. She said that quite often, when milk prices rise, so do feed, grain and fuel.

There was a discussion about encumbrances which is something the Commissioners approve so the committee did not have a list of them. Director Clough said the largest amount encumbered was through the IT Department for the campus networking and consolidation.

The appropriation transfer report was reviewed. Director Clough said that there is \$636,302 in transfers, of which \$337K is from the Nursing Home. She told the committee that she spoke with both NHA Bolander and the Nursing Home Finance Manager who said that this was due to excessive FMLA, sick time, mandatory in-service requirements, retiree payouts and contract nursing. She said that the Commissioners have asked the Nursing Home to do a more in depth analysis to try to get these costs under control.

Rep. White asked who authorizes the Dept. Heads to spend more money than they have and Director Clough said that there has never been a process as long as they keep within their bottom line budget. Rep. White asked if she thought there should be and she replied yes.

Rep. Gionet was excused.

Rep. Ladd said that he feels that according to the new bylaws the departments should have to have approval from the Executive Committee via the Commissioners and Director Clough said that could happen going forward.

Rep. White said he feels that since the budget is reviewed by the Executive Committee according to line items, then the departments should operate within those line items. He suggested that to do anything else would be like giving them a lump sum of money to spend as they like. He said they need to be more responsible with their line items.

Director Clough said she would be providing the committee a monthly report which will show all the line items that are expended during the month.

Rep. Sova moved to approve the line items transfers, which was seconded by Rep. Townsend. All were in favor.

The appropriation control report was briefly reviewed.

Rep. Almy moved to accept the report of the Executive Director which was seconded by Rep. Brosseau. All were in favor.

### OLD BUSINESS

Rep. Bulis requested that the Committee approve mileage for both he and Rep. Gionet when they came to a Commissioners meeting with John Sullivan from Melanson & Heath.

Rep. White moved to approve the payment of mileage which was seconded by Rep. Townsend. All were in favor.

Rep. Bulis asked that the committee to look at the Jail staffing, be put on hold until after the performance audit.

Rep. Almy said it would be useful to be able to get all the prior Jail information to members on the committee so they can read up on everything. Director Clough said no committee has been established at this point.

Rep. Bulis said he would like to put this off. Rep. White said that the results of the committee wouldn't have any bearing until the next budget season anyway.

Rep. Ladd said he would rather not delay this.

There was a discussion about how many people and who should be on the committee and what the goal should be. Rep. Bulis said he had a list of those who stated their interest.

Rep. Bulis moved to authorize the creation of a subcommittee to do the task appointed (Correctional Facility staffing analysis), as per a motion at the Delegation meeting on June 27, 2011, which is open to members of the Executive Committee and the Delegation at large, which was seconded by Rep. Sova. All were in favor.

Members of the Executive Committee who volunteered to be on the subcommittee were Reps. Sova, Ladd, Almy and White. Rep. Bulis will put this information out to the Delegation.

Rep. Almy suggested appointing a temporary chair and Rep. Ladd suggesting Rep. Almy as the Chair. Rep. Almy suggested Rep. Ladd as Vice Chair. All present agreed. Director Clough said that they needed to make sure that the meetings were posted and they needed to keep minutes of the meetings.

## NEW BUSINESS

There was a discussion about particular items for the performance audit. Director Clough went over the sequence in which the auditors would proceed. There would be a tour of the complex first and then the plan is to look at the Jail and the Nursing Home first and get the two largest areas out of the way.

Rep. White said that in light of what was discussed regarding appropriation transfers, department management should be looked at, including turnover and over expending.

Rep. Almy said she would be interested to hear what they might suggest would be the best financial information that could be given to the Executive Committee before it became micro managing.

Rep. Ladd said he would like to see IT looked at in terms of being the main point for computer and software purchases. Director Clough said that Melanson & Heath said they would be looking into those things. Commissioner Ahern said that IT Manager Ruggles is addressing those things and commented that the County was very fortunate to have the Department Heads that they do.

Rep. Townsend said he would like to see labor and services properly accounted for, particularly in the way of Farm items.

Rep. Ladd said he would like to see all the Maintenance issues regarding all the buildings come through the Maintenance Superintendent.

Rep. Bulis made a list of EC member concerns and will pass it along to Mr. Sullivan.

There will be no Executive Committee meeting in August. The next meeting will be held on September 19, 2011.

Rep. Ladd said that he would like to see each member of the committee have a copy of Roberts Rules and showed everyone the handbook he had. He said he will look into it.

11:17 AM With no further business the meeting was adjourned.

Respectfully submitted,

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Charles Sova, Clerk