

EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
September 24<sup>th</sup> 2018

PRESENT: Representatives, Darrow, Sykes, Campion, Binford, Abel and Maes. County Administrator Libby, Admin. Assistant Norcross, Commissioners Lauer, Ahern and Piper.

OTHERS PRESENT: Treasurer Hill, Anne Duncan Cooley- Grafton Regional Development Corporation, Register of Deeds Monahan

EXCUSED: Reps. Ham, Schwaegler, Smith

Rep. Sykes called the meeting to order at 9:00AM and began with the Pledge of Allegiance led by Rep. Maes

Anne Duncan Cooley arrived to give the Executive Committee an update on how the Grafton Regional Development Corporation is doing and where they are at with various projects. She handed out the attached documents and reviewed them with the Committee and answered various questions.

Rep. Sykes stated that there are seven (7) sets of minutes to be approved.

**MOTION:** Rep. Darrow moved to approve the minutes from the May 21<sup>st</sup> meeting. Rep. Campion seconded the motion and all were in favor.

**MOTION:** Rep. Darrow moved to approve the minutes from the June 4<sup>th</sup> meeting. Rep. Abel seconded the motion and all were in favor.

**MOTION:** Rep. Binford moved to approve the minutes from the June 8<sup>th</sup> meeting. Rep. Darrow seconded the motion and all were in favor.

**MOTION:** Rep. Darrow moved to approve the minutes from the June 11<sup>th</sup> meeting. Rep. Binford seconded the motion and all were in favor.

**MOTION:** Rep. Abel moved to approve the minutes from the June 15<sup>th</sup> meeting. Rep. Maes seconded the motion and all were in favor.

**MOTION:** Rep. Abel moved to approve the minutes from the May 21<sup>st</sup> Delegation meeting. Rep. Campion seconded the motion and all were in favor.

**MOTION:** Rep. Darrow moved to approve the minutes from the June 25<sup>th</sup> Delegation meeting. Rep. Abel seconded the motion and all were in favor. Rep. Campion abstained.

Treasurer Hill gave the following Treasurer's report:

**TO:** GRAFTON COUNTY EXECUTIVE COMMITTEE  
**FROM:** KAREN LIOT HILL, TREASURER  
**SUBJECT:** TREASURER'S REPORT  
**DATE:** SEPTEMBER 24, 2018



CURRENT CASH POSITION (as of 8/31/18)

**Grafton County General Fund**

Checking Account (ICS @ 1.31%)	\$313,412.93 (Woodsville Guaranty Savings Bank)
General Fund Municipal Savings Acct (.50%)	\$2,186.47 (Mascoma Savings Bank)
Money Market Investment Acct (1.28%)	\$509,947.72 (TD Bank)

**Grafton County Committed Accounts**

Deeds Surcharge CD (.55%)	\$128,873.97 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.35%)	\$156,469.24 (Service Credit Union)
Nursing Home Capital Reserve (.35%) Bank)	\$ 59,311.72 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the previous fiscal year (7/1/17-6/30/18) was \$68,104.03
- The Combined Accumulated interested in the current fiscal year (7/1/18-8/31/18) is \$6,578.52
- FY 2019 Tax Anticipation Notes:
  - The Delegation authorized the borrowing of up to ten (10) million dollars at the Delegation meeting on June 25, 2018. There were five (5) proposals received for the TAN's for FY 19: I have attached a spreadsheet that details the banks that were sent the RFP and the response that was received if any. This spreadsheet shows the various different proposals and requirements that were provided by the different financial institutions. Based on the bids that were received I recommended that we accept the proposal from Woodsville Guaranty Savings Bank at 2.40% for our FY 2019 Tax Anticipation needs. Although WGSB's overall percentage rate is slightly higher than the 2.37% from Passumpsic Bank, the overall borrowing costs are lower with the proposal from WGSB. Passumpsic Bank would require that we obtain an opinion letter from legal counsel, the last time that was done was in 2010 and at that time the cost was over \$3,000. Woodsville Guaranty Savings Bank has a practice of waiving the requirement of an opinion letter with their municipal and county customers for their short term borrowing needs. This results in saving money on borrowing costs. County Administrator Libby did a comparison using last year's

borrowing schedule and the difference in interest expense based on that information would be \$439.32, therefore, the savings in the interest expense is lost with the cost to obtain the opinion letter from legal counsel, which would cost an estimated \$4,000.

- On August 14, 2018 the Commissioner approved the proposal from Woodsville Guaranty Savings Bank with a rate of 2.40% for up to a \$10M line of credit. This interest rate is 1.11% higher than FY 2018.
- As of Friday, September 21<sup>st</sup> we have drawn down a total of \$1.5M. The nursing home bond payment was paid on 9/14/18 which required a \$500,000 drawdown.
- Tax bills are expected to go out in late October with the due date being December 17<sup>th</sup>.
- The investment CD that was at Meredith Village Savings Bank matured on June 22, 2018 and was withdrawn and deposited to the General Fund at WGSB for cash flow needs. The total interest earned from that CD was \$1,892.78.
- The investment account at Mascoma Savings Bank is still open with a balance of \$2,186.47. There was a \$2,012,228.87 withdrawal from that account in July for cash flow needs prior to the first TAN drawdown. The total interest earned from this investment account was \$12,228.87.
- The investment account at TD Bank as of August 31, 2018 had a balance of \$509,947.72, which has since been drawn down for cash flow purposes. This account has made \$9,947.72 in interest since December, 2017.
- The Register of Deeds Surcharge CD at WGSB matured on 8/20/18. \$603.85 in interest was earned. \$25,000 was removed from the CD and deposited in the Surcharge Daily account at Bank of NH to cover fiscal year 2019 expenses and the balance of the account was renewed for another one (1) year term.

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

Commissioner Lauer gave the following Commissioners' Report:

Commissioners' Report  
September 21, 2018

- Update of ProShare monies back to the State: Since the Delegation meeting on 6/25/18 there has been no dialogue between DHHS and Grafton County on the exact amount or a date when this will happen. The money has been reserved and will be paid at a point in the future when the County and State have agreed upon the amount.
- Farm and Forest Day was held on June 23, 2018 it was a great success with an estimated crowd of over 500 people.
- The fieldwork for the Annual Financial Audit being completed by Melanson, Heath & Company was done at the end of July. Preliminary results show that all went well and that the County ended fiscal year 2018 in a good financial position.
- Drug Court Transition:
  - North Country Health Consortium was chosen by the State of NH as the agency to take over running Drug Court.
  - Annie Crowley, former Grafton County Drug Court Case Manager was hired by NCHC as their Program Coordinator
  - Grafton County held its final Drug Court Commencement on August 13, 2018 with four (4) participants commencing.
  - NCHC took over running the program on August 15<sup>th</sup>.
  - NCHC is going to be leasing space at the Alternative Sentencing Building to keep a presence in the North Haverhill area for consistency for the clients and ease of court days.
  - Transition is going relatively smoothly
- 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. Maintenance Superintendent Jim Oakes has begun initial investigation into this process. The Commissioners are meeting with Energy Consultant Susan Olsen tomorrow 9/25/18 to discuss options. We will keep you updated on this as we move forward.
- The NH Association of Counties Annual Conference was held September 16 – September 19 at the Mount Sunapee Lodge. Several employees from Grafton County received well deserved recognition: Stacey Cass received the County Attorney Employee of the Year Award, Rick Colbeth (Maintenance) received the County Employee of the Year Award and Laurie Rock received the County Nursing Home Employee of the Year Award. These awards were presented at the annual Awards Banquet on Tuesday September 18<sup>th</sup>.
- The Commissioners will host the 3<sup>rd</sup> annual Employee Recognition Dinner on Wednesday, October 10<sup>th</sup>. This dinner recognizes employees who have reached milestone years of service marks 5 years; 10 years; 15 years; 20 years; 25 years; and

then all employees in excess of 30 years.

- Grafton County Farm Manager Don Kimball will be retiring after 37 years of service on November 30, 2018. The Commissioners are in the process of searching for the next Farm Manager.

**MOTION:** Rep. Darrow moved to accept the Commissioners' Report. Rep. Binford seconded the motion and all were in favor.

CA Libby gave the following County Administrator's Report:  
County Administrator's Report  
September 24, 2018

- ❖ Jail Census: 80 in-house; 3 on Electronic Monitoring; 6 FIRRM; 10 Pre-trial Services
- ❖ Nursing Home Census:
- ❖ Review of Year-end FY 2018  
Overall Revenue Exceeded Expenses by \$600,007 which resulted in an increase to the County's overall fund balance bringing it to \$4,193,736. The Unassigned Fund Balance increased by \$653,323 to \$2,272,580. This is about 5.4% of operating costs – which is still below where it recommended level of between 7% - 14% but it is an improvement from FY 2017 which is what we anticipated. You granted permission for transfers into the nursing home of greater than \$5,000 per your by-laws. The nursing home ended fiscal year 2018 over-expended by \$255,711.84, mostly due to contracted nursing services. There were plenty of funds within the other department budgets to cover the nursing home. In addition, the nursing home also finished over-revenue by \$676,166.05, largely due to the increase in ProShare revenue from the State of NH.

Financial Reports – FY 2019:

- ❖ Monthly Variance Report
  - Revenue:
    - Through two (2) months in the fiscal year most department revenues are running slightly behind, with the exception of the Nursing Home and the Register of Deeds – both have started the fiscal year out very strong. It is normal for this point in the fiscal year for many departments to be lagging.
    - Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly. No revenue thus far in FY 19.
    - County Attorney/Victim Witness – Quarterly grant reimbursement. No revenue thus far in FY 19.
    - Alternative Sentencing – We have not received any of the BDAS funding yet as we are still ironing out some issues with this program being new to that Department. We are still in the process of getting credentialed with all insurance companies as well so our insurance revenue is not coming in yet.

- Taxes are collected once per year in December.
- Expenses
  - Through two (2) months most departments are below spending levels. With several being over expended due mostly to one-time payments that are made at the beginning of the fiscal year. i.e. (services contracts, real estate taxes, property-liability insurance and worker's compensation.)
  - Drug Court shows total expenses through August of \$25,397.21 these expenses will be reimbursed to the County from the State of NH. This occurred because the transition did not take place until mid-August.
- ❖ Pro-rated Report –
  - 16.67% 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 August report we are at 16.91% or over revenue by \$103K and at 14.92% or under expended by \$770K. This all factors into the unassigned fund balance which at this point is \$2,972,136.74. Based on the pro-rated numbers we are right on target with revenues and under-expended.
- ❖ Over Expenditure Report
  - There are a number of over-expended accounts
    - ❖ The majority are all the Drug Court related line items – we did not budget any funds for Drug Court and all monies spent will be reimbursed by the State of NH.
    - ❖ The Deeds Indexing line and the IT Supplies line are both items that were charged to the wrong account number and will be corrected in September.
    - ❖ The Nursing – Gloves line and the Housekeeping Social Security lines are due to an error when the accounts were setup that will also be corrected in September.
    - ❖ There are only three (3) accounts that are actually considered over-expended: Farm – Travel Expense, Wage & Benefit Adjust Health Insurance and Laundry – Wages in Lieu of Health Insurance – these lines total - \$1,213.93 and appear to be reasonable, not out of the ordinary and there will be enough funds within departments to cover them.

**MOTION:** Rep. Binford moved to accept the County Administrators Report. Rep. Abel seconded them motion and all were in favor.

Rep. Sykes asked for an update on employee recruitment at the nursing home. Commissioner Lauer and Commissioner Piper discussed various recruitment efforts that the county has been experimenting with but stated that it is hard to compete with Glencliff who just increased their wages. Rep. Sykes asked for a summary outlining all of the various recruitment tools they are using so he can better answer questions from his constituents. Commissioner Lauer stated that they will talk with HR Director Clough and NHA Labore about writing that summary.

The next Executive Committee Meeting will be November 19<sup>th</sup> 2018 at 9:00am.

Register of Deeds Monahan handed out copies of two (2) letters submitted by NH Register of Deeds to different Representatives expressing concerns regarding HB1602. She asked that the Committee read into this bill and what it entails. Rep. Abel stated that the bill is dead as of right now.

10:02 AM with no further business the meeting adjourned.

Sincerely,

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Stephen Darrow, Vice Chair