

## EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
September 28<sup>th</sup> 2015

PRESENT: Representatives Sykes, Darrow, Chris Brown, Gionet, Abel. Commissioners Cryans and Lauer, ED Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: RD Monahan, Treasurer Parker

EXCUSED: Reps. Rebecca Brown, Smith, Townsend, Erin Hennessey.

9:30AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Darrow.

Tri County Cap – Mike Coughlin & Andrea Gagne

M. Coughlin stated that they have been looking at all operations and asking what things can they change to serve all clients effectively. They looked at community contact offices who take the applications from people applying for assistance. They existed to allow people to walk in and have their info taken. When they looked at the cost of the offices and who uses them they average out to two (2) people a day during the year. They were paying people full time to be in the office all day in to serve those two (2) clients for a fifteen (15) minute application. There is no state requirement that someone has to come in face to face to apply for assistance. They have learned through there program in Carroll County that they do not need to come in to the contact offices. They closed down five (5) community contact offices in Grafton County and Coos County and now clients can access services through fax, email, or over the phone. Clients are appreciating not having to come in to get assistance. He explained that if they do not hear from someone who they normally do each year they will contact them and ask if they need assistance. They take 3,000 applications a year and certify about 2,900. They are taking applications earlier and people are getting their assistance earlier.

A.Gagne stated that they are still doing their Lebanon and Woodsville onsite outreach days.

Rep. Abel asked why the one location was in Ashland. M. Coughlin stated that it was because they own the building. He explained that they are in the process of trying to sell it and then they will move elsewhere.

M. Coughlin and A. Gagne answered various questions from the Committee. The Committee thanked them for coming in to speak with them about the changes that are happening.

Rep. Sykes stated that there were several sets of minutes that needed to be approved.

Rep. Abel moved to approve the minutes from the June 15<sup>th</sup> budget meeting. Rep. Darrow seconded the motion and all were in favor. Rep. Chris Brown abstained.

Rep. Darrow moved to approve the minutes from the June 19<sup>th</sup> budget meeting. Rep. Abel seconded the motion and all were in favor. Reps. Chris Brown and Gionet abstained.

Rep. Darrow moved to approve the minutes from the June 26<sup>th</sup> Delegation vote on the FY16 budget. Rep. Abel seconded the motion and all were in favor. Rep. Chris Brown abstained.

Treasurer Parker arrived and gave the following report:

## **Bonnie Parker**

### **Treasurer's Report**

#### **Executive Committee Meeting**

**September 28, 2015**

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is: \$926,967.95.
- The Combined Accumulated interest in the current fiscal year (July 01, 2015 to Aug 31, 2015) is \$2,050.79
- Total interest earned in fiscal year 2015 was \$30,668.50, which exceeded budget projections by \$5,368.15. This was due in part to late payments from two towns.

#### We have investments as follows

- Our Deeds Surcharge CD valued at \$131,442.25 is invested at Woodsville Guaranty Savings Bank in a 13 month CD at a rate of .60% and will mature on 8/20/16.
  - Our Dispatch Capital Reserve account valued at \$85,639.09 is invested in a money market account at Service Credit Union at .35%.
  - Funds in the General Fund continue to earn interest at a tiered level at Woodsville Guaranty Savings Bank and remain secured with a letter of credit from the Federal Reserve Bank of Boston. Tiered interest takes effect after the balance in the account falls below \$1M. We currently have a balance less than \$1M therefore our rate varies based on the daily balance.
- ***On Tuesday, August 25, 2015 I presented my recommendation to the Commissioners for the Fiscal Year 2016 Tax Anticipation Note. The Delegation authorized me to borrow up to \$7 million to cover expenses as we run short in anticipation of tax***

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*receipts, I will again do this with a line of credit. After a comparison between area lenders, the best rate I found is .75% offered by Woodsville Guaranty Savings Bank. The Commissioners approved this recommendation on Tuesday 8/25/15. Per RSA 29:8 I am now seeking approval from the Executive Committee to accept this offer from Woodsville Guaranty Savings for our TAN Line of Credit. No other lender came close to this very low rate. Our volume of business at Woodsville Guaranty gains us this generous borrowing rate there.*

Rep. Gionet moved to accept the Treasurers report. Rep. Chris Brown seconded the motion and all were in favor.

Rep. Abel moved to accept the offer from Woodsville Guaranty Savings for the TAN Line of Credit with a rate of .75%. Rep. Gionet seconded the motion and all were in favor.

Commissioner Cryans gave the following Commissioner's Report:

Commissioners' Report  
September 28, 2015

- NHAC Annual Conference – November 1<sup>st</sup> – 4<sup>th</sup> @ Mt. Washington Hotel
- Annual Audit in progress – should be completed – Mid-October
- Annual Report will be completed by the end of October
- Alternative Sentencing will be adding Adult Pre-Trial Diversion to its programs beginning November 1<sup>st</sup>. This will be for first time offenders and low level crimes. The in house service for the northern part of the county for juvenile diversion is going well thus far.
- The County is receiving a grant from the US Forest Service for \$15K to test the Biomass Plant to see if it meets the qualifications for the NH Thermal Rec program. This grant includes money for the testing and monitoring equipment.
- Annual Nursing Home State Survey was completed September 15<sup>th</sup> – 17<sup>th</sup>. We received four (4) small deficiency tags. Overall considering the circumstances it was a very good survey.
- Our new Director of Nursing was hired on 9.21.15. Laura Rahne joins the Nursing Home. We have been since April 1<sup>st</sup> without a DON.
- Nursing Home Renovation Project – Residents will be moved back into one (1) building on Wednesday 9/30/15. There are some items that will need to be finished up in the 2003 building and in unoccupied spaces in the 1969 building. Estimate that the project will be 100% complete by 11/01/15.
- Tentative Plan for the Admin Building – Occupants of the upstairs will be moving back the week of November 9<sup>th</sup>. There is some restoration work to be completed before re-occupying office space can occur.
- The Farm Stand has done well this summer. Donations have begun to area non-profits and organizations.

- Annual Woodsville Elementary School Pumpkin Day will be October 13<sup>th</sup>.

Rep. Darrow moved to accept the Commissioners Report. Rep. Chris Brown seconded the motion and all were in favor.

ED Libby gave the following Executive Directors report:

Executive Director's Report  
September 28, 2015

- ❖ Jail Census: 107 in-house; 4 on EM; Supervising 14 in Drug Court – 1 in custody.
- ❖ Nursing Home Census: 117

Financial Reports:

- ❖ Monthly Variance Report
  - Revenue:
    - Nursing Home Revenue is down:
      - Pro-Share monies only received one time per year in June.
      - Bed Tax is quarterly payments
      - Medicaid Patient Census down for July & August
      - Private Pay Census up slightly.
      - Looking ahead:
        - Census numbers are budgeted to increase beginning 10/01 and be back up to 132 by December 1<sup>st</sup>. Construction has taken longer than anticipated so we will monitor the census and the revenue. Also are reimbursement rate decreased by \$1.40 from what was budgeted. The rate will adjust again for January 1<sup>st</sup>.
    - Farm
      - Milk budgeted at \$18/hundredweight – has not reached that amount yet this FY.
      - Will continue to monitor
    - Other
      - Several other departments are behind at this point but that is not abnormal in the beginning of the fiscal year.
      - I will continue to monitor the revenues.
  - Expenses
    - There were three (3) payrolls in July
    - Property Liability Insurance is 100% paid for the year
    - Many service contracts are paid upfront in July.
    - The above factors have led to many departments appearing over-expended at the 2 month mark.
    - At this point I assume most will come back into alignment.
    - Will continue to monitor all departments

❖ Pro-rated Report

- With two (2) months complete on a pro-rated basis we are slightly under collected on revenue and over expended on expenses. We also have a negative undesignated fund balance of \$(465K)
- Will monitor this closely.
- THERE WILL NOT BE \$3M TO BE USED TO SURPLUS IN FY 2017 UNLESS AN UNANITICIPATED WINDFALL IN REVENUE OCCURS.

❖ Over Expenditure Report

- Just a few accounts at this point. Nothing of concern

❖ FY 2017 – There will be a 27<sup>th</sup> payroll expense to be budgeted.

Rep. Chris brown moved to accept the Executive Directors Report. Rep. Darrow seconded the motion and all were in favor.

Next Meeting Date – November 23<sup>rd</sup> 10:00am

Rep. Sykes recognized RD Monahan as she had asked to be placed on the agenda. RD Monahan stated that Rep. Erin Hennessey has put in a legislative service request to have Delegation and Commissioners approve Register of Deeds fees. She expressed her concerns to the Committee about Rep. Erin Hennessey's request. Rep. Sykes stated that any legislator can file a bill through LSR and that there will be hearings where people can voice their opinions. He stated that the LSR may not even become a bill. It is too early in the process.

10:35 with no further business the meeting adjourned.

Sincerely,

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Stephen Darrow, Vice Chair