

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
January 25, 2021

PRESENT: Representatives Abel, Egan, Folsom, Gordon, Greeson, Murphy, Sykes and Weston, Commissioners Piper, Lauer and Ahern, Register of Deeds Monahan, Jerry Stringham

Rep. Sykes called the meeting to order at 9:00 AM.

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 no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor's Emergency Order. 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 Committee 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 ID 810 3314 5050 password: 934150, or by clicking the following website address:
<https://us02web.zoom.us/j/81033145050?pwd=ZkZYQk1FUmswM212M29CVlRXdUV4UTo9>
- 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 Julie Libby at (603) 787-6941 or email at:
jlibby@co.grafton.nh.us.

- 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. Rep. Abel "here" and is at the Grafton County Complex. Rep. Egan "here" and there is no one in the room with him during this meeting. Rep. Folsom "here" and is at the Grafton County Complex. Rep. Gordon "here" and is at the Grafton County Complex. Rep. Greeson "here" and there is no one in the room with him during this meeting. Rep. Murphy "here" and there is no one in the room with him during this meeting. Rep. Sykes "here" and is at the Grafton County Complex, Rep. Weston "here" and there is no one in the room with her during this meeting,

Rep. Sykes stated that the committee needed to approve the minutes from the December 7th Delegation meeting.

MOTION: Rep. Egan moved to approve the minutes from the December 7th Delegation meeting. Rep. Abel seconded the motion. Rep. Weston called the roll. Rep. Abel "yes", Rep. Egan "yes", Rep. Folsom "yes", Rep. Gordon "yes", Rep. Greeson "yes", Rep. Murphy "yes", Rep. Sykes "yes", Rep. Weston "yes". With the vote being eight in favor and none in opposition the motion passes.

Commissioner Piper gave the following Commissioners' Report:

Commissioners' Report
January 25, 2021

- On January 6, 2021 the Board of Commissioners was sworn in and Commissioner Omer C. Ahern, Jr. from Wentworth joined the Board. The Commissioners re-organized as follows: Commissioner Wendy Piper, Chairman, Commissioner Linda Lauer, Vice-Chairman and Commissioner Omer C. Ahern, Jr., Clerk.
- The Commissioners are pleased to announce that they have hired Andrew Dorsett who is currently the Town Manager in Littleton as the new County Administrator. Mr. Dorsett will begin his employment at Grafton County on February 16, 2021. County Administrator Libby will begin her transition to Finance Director at this time.
- Grafton County Nursing Home continues to do weekly testing of staff in compliance with the State. We have had several staff in both the Nursing Home and Department of Corrections test positive which has prompted more in-depth testing of residents and

inmates and we are pleased to report that we continue to not have any positive cases with either of those groups.

- GCNH in partnership with Walgreens has begun vaccinating staff and residents. The first clinic was on December 22, 2020 with 89 of the 105 residents receiving the vaccine and 92 staff. The second clinic was held on January 12, 2021 and there were an additional 4 residents that received their first shot and an additional 42 staff – the final clinic for the 2nd shot will be on February 2, 2021. The nursing home vaccinated 89% of residents and 65% of the staff.
- Vaccinations for the Correctional facility will be included in Group 1B and will be administered in the coming weeks.
- The census at the nursing home continues to be a challenge due to COVID. Admissions have been very slow. Our budgeted census is 123 for FY '21 and through the first six (6) months of the year the average census is 108. CA Libby will discuss financial impacts of this during her report.
- As reported to the previous Executive Committee the Commissioners have been working with Steve Whitman from Resilience Planning to do a baseline inventory assessment of the county complex. Steve's report has been emailed to you by the County Administrator for your review. The Commissioners' will continue to use this report to assess future needs of the campus.
- The Fiscal Year 2021 budget included funding to conduct a feasibility study on the Grafton County Courthouse. The Commissioners put this project out to bid in November and opened bids in December. Most bids received were over the amount of funding that was budgeted. After a very thorough analysis and review conducted by the Maintenance Superintendent and some negotiation with the vendor the Commissioners selected EH Danson from St. Johnsbury, VT to do the study. We do have a written request as per the by-laws to transfer funds into the account to cover the additional funding for the project.
- The population at the jail has remained steady over the past several months. The average daily population has been 49 since July 1st. 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.
- The County continues tracking all Coronavirus related expenses. We have requested all of the funding that was allocated to Grafton County through the GOFERR funding - \$537,653. There is also still the possibility of FEMA funding if need be. In addition to GOFERR funds the County has received monies directly from the US Department of Health and Human Services directly related to the nursing home. We also are receiving funding from the State of NH to cover COVID testing at the Nursing Home. CA Libby will detail those in her report.
- The County Commissioners did form a Broadband Committee that is meeting regularly to discuss options for bringing broadband throughout Grafton County. This Committee is currently made up of 5 town managers/administrators from around the county and they meet monthly.
- Department heads have begun budget preparations. We will be meeting with them in March to review their requests and then will meet in April to come up with a Commissioners' Proposed Budget for your review in June.

- Budget Items to be aware of:

- NH Retirement System Rates increasing dramatically – NHRS participation is mandatory and the rates that are set must be paid. This will impact all department budgets. Calculations based off FY '20 wages show it will be more than a \$500,000 increase to the budget.
- Health Insurance Rates have a guaranteed maximum rate increase of 4.8%.

Commissioner Piper answered questions from the Committee.

MOTION: Rep. Greeson moved to approve the Commissioners' 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. Murphy "yes", Rep. Sykes "yes", Rep. Weston "yes". With the vote being eight in favor and none in opposition the motion passes.

Commissioner Piper discussed the following request from the Commissioners to the Executive Committee:

Per the Bylaws adopted by the Grafton County Delegation under the section "Other Duties of the County Delegation", we the Grafton County Commissioners request written authority from the Executive Committee to transfer \$7,433 from the Integrated Delivery Network line item (8625) to the Maintenance Capital Outlay line (9200-981) for the following reason:

Superintendent Jim Oakes budgeted \$51,500 for an Architectural/Engineering study of the courthouse in the FY '21 budget. This project was bid out in November 2020 with bids being opened on December 1, 2020. There were five (5) bids received and they ranged from a low of \$20,420 to a high of \$119,875. With four of the five being above \$51,500. All bids were thoroughly vetted and Supt. Oakes felt that the bid submitted by the lower bidder did not allocate nearly enough hours to complete the project thoroughly. He felt that since there was such a disparity in the bids between low and high that it was probably best to not use either of those bids. The other three (3) bids were all relatively close and had similar hours in the project. Supt. Oakes recommended that the Commissioners select EH Danson Associates to complete the project. He negotiated the price with them and finally settled on a cost of \$58,933.

The Commissioners agreed and selected EH Danson for the \$58,933. During their discussions the Commissioners looked at areas that they would be able to cover the additional \$7,433 that would be necessary to fund the project in full. In FY '21 the County included funding in the amount of \$651,498 for Integrated Delivery Networks. This is a project that the State set up with an 1115 waiver and the project has an end date of December 31, 2020. For the past two (2) years the counties have been asked to contribute to the funding of the seven (7) IDN's, all counties have contributed but not at the rate which was requested. CY 2020 (our fiscal year 2021) is the final year of the funding and we were being asked to commit to funding the full amount requested. At the time that our budget was prepared last spring, that was the understanding of the Commissioners and therefore, we included those funds in the budget. As it looks now most counties have decided that they will not be contributing any funding as most IDN's still have plenty of operating funds and their programs are winding down. In the past the counties have all

agreed the funding would be the same formula for all counties and that the least common denominator would be used, since that is likely to be zero this year we do not anticipate expending these funds and anticipate that there will be a surplus in that line item and would respectfully request that you approve transferring \$7,433 from that budget line item (01-8625-050) to the Maintenance Capital Outlay line (01-9200-981) in order to cover the funds needed to complete that project.

MOTION: Rep. Egan moved request to transfer \$7,433 from the Integrated Delivery Network line item (8625) to the Maintenance Capital Outlay line (9200-981). Rep. Weston seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Folsom “yes”, Rep. Gordon “yes”, Rep. Greeson “yes”, Rep. Murphy “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being eight in favor and none in opposition the motion passes

CA Libby gave the following Treasurer’s report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER’S REPORT
DATE: JANUARY 25, 2021



CURRENT CASH POSITION (as of 12/31/20)

Grafton County General Fund

Checking Account (ICS @ .35%)	\$21,379,821.39	(Woodsville Guaranty Savings Bank)
Investment Account (ICS @.35%)	\$ 665.32	(Mascoma Savings Bank)
Investment Account Money Market (.02%)	\$ 1,137.59	(NH Public Deposit Investment Pool)

Grafton County Committed Accounts

Deeds Surcharge ICS (1.00%)	\$184,735.21	(Woodsville Guaranty Savings Bank)
Deeds Surcharge Money Market (.10%)	\$ 8,973.61	(Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.75%)	\$157,756.93	(Service Credit Union)
Nursing Home Capital Reserve (1.00%)	\$169,188.93	(Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the current fiscal year (7/1/20-12/31/20) is \$55,740.31. Interest rates are significantly lower than anticipated when the budget was prepared. We will not make our revenue projections for FY '21 for interest.
- FY 2021 Tax Anticipation Notes:

- Total Drawdown - \$750,000 @ .48% – Interest \$453.69. TAN was repaid to Woodsville Guaranty Savings Bank on December 15, 2020. We borrowed a total of \$3,250,000 less this fiscal year than last.
- Tax bills – Taxes have all been paid, we did have several towns who were late due to issues with the US Mail and the very big snow storm on the due date. No interest was charged due to the extenuating circumstances. We collected a total of \$26,972,548 in tax revenue for FY 2021 (Enfield’s payment is not reflected in December #'s but has been received in January.)
- The following Investment Plan was approved by the Commissioners on December 22, 2020:
 - Woodsville Guaranty Savings Bank – Insured Cash Sweep – .35% - All funds remaining in the County’s possession after the investments below are made. This would be approximately \$17,000,000.
 - Mascoma Savings Bank – Insured Cash Sweep – .35% - \$5,000,000
 - D Bank – Money Market .20% - \$1,000,000
 - Bank of NH – Repurchase Agreement - .20% - \$1,000,000
- Investment letters were sent to all banks that have a branch located within Grafton County. These letters were sent out on December 14th with bids due back by the close of business on Friday, December 18, 2020. We received proposals from five (5) banks.
- All monies have been placed into the investment accounts in January.

CA Libby answered questions from the Committee.

MOTION: Rep. Folsom moved to approve the Treasurer’s Report. Rep. Abel seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Folsom “yes”, Rep. Gordon “yes”, Rep. Greeson “yes”, Rep. Murphy “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being eight in favor and none in opposition the motion passes

CA Libby gave the following County Administrator’s Report:

County Administrator’s Report
January 25, 2020

- ❖ Jail Census: 38 in-house; 3 on Electronic Monitoring; 1 in FIRRM ~; 20 Pre-trial Services
- ❖ Nursing Home Census: 104

Financial Reports

Grafton County operates on a July 1st – June 30th fiscal year.

- ❖ 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 six (6) months complete.

Nursing Home Revenue:

Payer Source	FY 2021 Budget	FY 2021 YTD Actuals
Medicaid	92	83
Medicare	4	2
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 December 31st. We are below our budgeted census in all payer sources except Private Pay where we are equal. We are behind by \$454,965.59 through the first six (6) months of FY '21. We have received \$227,835.12 in federal stimulus payments thus far in FY '21 which has offset our loss and we have received reimbursement of \$29,500 for COVID testing these payments have the nursing home total revenue behind by \$197,630.47. These funds can be used for lost revenues or for COVID related expenses. Our current census is lower at 104. However, our Medicaid reimbursement rate increased by \$8.78 January 1st and that increase was not included in the budget so that will be helpful. The reason for the low census is due to very limited admissions since March 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 – we have not received the 2nd quarter payment at this time.
- 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 have does not reflect revenue for October – December.
- The farm is above revenue currently due to the sales of the farm stand and the farm is currently working on reducing the number of heifers in the herd, therefore we are ahead on the sale of livestock. 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. I would project that the Sheriff's department will likely 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 first six months of the fiscal year have been very busy and have brought in a great deal of revenue. Deeds revenue is 77% collected in the first six months. December was a historically high month.
- 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 six (6) months, we have a few departments that are showing negative variances.
- VAWA Grant – Due to a change in health insurance plans that was not known when the budget was prepared.
- IT – Most all service contracts on IT related equipment and software are paid in July – causing a negative variance for the first several months of the fiscal year.
- Medical Referee – Will likely be over-expended at year-end. This negative variance is only for five (5) months as we had not received December's invoice when the month was closed.
- Capital Outlay and Bonded Debt are showing over due to an uneven amount of spending in the first six (6) months. These will even out as the year goes on.
- 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. This line still has reimbursements that have not been received yet so it will not show as much of an over-expenditure as there is currently.
- ❖ 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.
 - 50% 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 December report we are at 50.36% which is slightly ahead for revenue and at 46.01% or under expended by \$1.9M. This all factors into the unassigned fund balance which at this point \$6,730,305.69...
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.

- Almost every account that is listed is 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.

CA Libby answered questions from the Committee.

MOTION: Rep. Abel moved to accept the County Administrator's Report. 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. Murphy "yes", Rep. Sykes "yes", Rep. Weston "yes". With the vote being eight in favor and none in opposition the motion passes

New Business:

Rep. Weston asked when the Bylaws Committee would be meeting. Rep. Sykes stated that they would need to follow up with Rep. Ladd, as he is the chair of that committee.

Rep. Murphy stated that given the impacts of Covid 19 on the budget, he asked if there were any major projects that they should be aware of that will be in the upcoming budget that were either put on the backburner or are new that they should be thinking about. Commissioner Piper stated that they will make those recommendations when they make the Commissioners proposed budget. It is always a very difficult act of providing needed services and being sensitive to tax payers. They always consider what they can put off and what needs to be done.

Comments from the Delegates:

Rep. Sykes stated that the County has had issues with Woodsville Water and Light in terms of finding out how they charge for their services. He asked the Commissioners and CA Libby if they have been aware that there is an effort underway for a community power coalition project within the City of Lebanon, Town of Hanover, Cheshire County and the City of Nashua. Commissioner Piper stated that she has not been following it but she is the President of the New Hampshire Association of Counties and they made their legislative orientation to new members in the municipal committee. She was then contacted by Latha Mangipudi after the Committee Meeting and asked if they could send Commissioner Piper information on it. She is still waiting to receive this information, which she will be sending to Supt. Oakes.

Next Meeting Date – March 22nd 9am

Rep. Sykes asked if there were any comments from the public. There were none.

10:08 AM with no further business, the meeting adjourned.

Sincerely,


Joyce Weston, Clerk