

Grafton County

New Hampshire



Beaver Pond - Woodstock, NH

Annual Report

Fiscal Year 2018

July 1st, 2017 – June 30th, 2018

3855 Dartmouth College Hwy.
North Haverhill, NH 03774

ANNUAL REPORT
OF THE
GRAFTON COUNTY
COMMISSIONERS

TOGETHER WITH THE REPORTS FROM

The

CONSERVATION DISTRICT
COUNTY ATTORNEY
HUMAN RESOURCES
NURSING HOME
SHERIFF'S DEPARTMENT
TREASURER & AUDITORS
UNH COOPERATIVE EXTENSION
CORRECTIONS
ALTERNATIVE SENTENCING
HUMAN SERVICES
REGISTRY OF DEEDS
INFORMATION TECHNOLOGY
DEPARTMENT OF MAINTENANCE



FOR THE FISCAL YEAR COVERING
JULY 1, 2017 ~ JUNE 30, 2018

Dedication of the Annual Report
The
Grafton County
Commissioners



Districts 1, 2 & 3 have each chosen people whom they feel have made a large impact within the County. It is with great honor that this Annual Report is dedicated to them

Sylvia Kluge Dow and David Dow – Enfield, NH
Nominated By: Commissioner Wendy Piper, Dist. 1

Isidro Rodriguez - Woodsville, NH
Nominated By: Commissioner Linda Lauer, Dist. 2

Ernest “Ernie” Paquette – Ashland, NH
Nominated By: Commissioner Omer Ahern, Jr., Dist. 3

Sylvia & David Dow



District 1 Commissioner Wendy Piper is pleased to recognize Sylvia Kluge Dow and David Dow for their service to the developmentally disabled community in the Upper Valley. After working for 24 years as a teacher, Sylvia realized that her interest in special education and her experience as a mother of two children with

developmental disabilities uniquely qualified her to help other families like her own.

Sylvia and David began their work by word-of-mouth. They took into their home young adults with developmental disabilities who were friends of their daughters to provide them with a living space and support. Soon, with a philosophy of “seeing a need” and “filling it,” Sylvia put together a board and established a non-profit. Visions for Creative Housing Solutions, Inc. opened its doors in 2014. The congregate living facility was the first of its kind in New Hampshire. The facility provides varying degrees of support to its 10 residents, all of whom have busy schedules, involvement with the community, and paid employment. When they’re home, the residents keep their living space running smoothly together, cooking meals and doing needed chores.

As a mother of children with disabilities, Sylvia explains that she often worried about what would happen to her children when she and her husband could no longer care for them. The Dows created this independent living facility that enables her daughters and others like them, to live fulfilling lives, which provides peace of mind to families. The success of Visions has been rewarded through grant money; the facility is planning to expand its services to other sites in the Upper Valley; and the model of Visions is well-known and well-regarded throughout the state.

Isidro Rodriguez



A popular quote

proclaims, “Be the change that you want to see in the world.” There is no better way to describe Isidro Rodriguez, who is being recognized by District 2 Commissioner Linda Lauer. In 1999, Isidro, then 8, moved with his mother and sisters from New York City to Woodsville. Fast forward ten years, and Isidro was

employed as a cafeteria worker at the Woodsville Elementary School, where he witnessed the “lunch-shaming” that resulted when children’s lunch debts mounted up to the point where they could no longer have a hot lunch. Although he left the cafeteria job after a short period of time and started a successful photography business, he couldn’t shake the memory of the children. In late 2017, he was asked to take photographs at a school event. Isidro donated the proceeds from the event (about \$250) to start a school lunch scholarship program- and learned that the total lunch debt at that school alone was \$1400. Isidro’s response was to launch his own local non-profit, Food4Kids, and he raised enough money through his initial efforts to wipe out the entire lunch debt of all the schools in SAU23- almost \$4500. But Isidro didn’t stop

with paying off the lunch debt once. Food4Kids has morphed into a forward thinking nonprofit organization with a stated mission to “develop, implement and continuously improve sustainable School Meal Programs for the overall health of our children and communities.” Food4Kids has attracted national attention, and was featured in a Facebook production, “Returning the Favor,” that has been viewed over 1.5 million times. In addition to continuing to pay off lunch debts, Isidro is exploring grant opportunities that would let him bring recycling/composting programs to SAU 23 and is also working on how to educate students about where their food comes from and the importance of not wasting it. The future of Food4Kids is bright.

The Grafton County Commissioners would like to express their sincere congratulations and thank you to Isidro for all that he has done to make his community a better place for our children and families.

Ernest "Ernie" Paquette

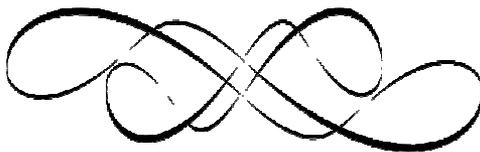


Ernie Paquette was born in Plymouth on February 2, 1935. A graduate of Ashland High School in 1953, his formative years were all spent in Ashland. That same year he enlisted in the Marine Corps and served in Korea and Puerto Rico. When his enlistment was up in 1956, he returned to Ashland/Plymouth where he worked for Clover Farms until 1964. He then went into police work. In 1968 he became the first appointed full time Police Chief of Ashland. He served our town honorable until his retirement in 1990. Ernie then became a Bailiff at the Plymouth Court until 1995. Since then, he has been the caretaker of Green Grove Cemetery. During the years, Ernie and his wife Lorraine, ran the town campground and raised 6 children. Ernie is also an active member of the American Legion. Hats off to our Grand Marshall who has served our town with such dedication.

Grafton County



*A Year of Important
Events in Pictures*



Pumpkin Day

Grafton County had its annual Pumpkin Day on October 6th 2017. Students from Woodsville Elementary School arrived at the farm where they were met by Farm Manager Donnie Kimball and taken on a tour of the piggery and cow barn. The students were then taken to the pumpkin patch where they could pick out any pumpkin they wanted. Two hay wagons were provided for the kids, their teachers, parents and other volunteers to ride down to the field on. We lucked out with perfect weather and a good time was had by all.



New Hampshire Association of Counties Award Winners



Tara Heater was named County Attorney Employee of the Year
Pictured L to R: Commissioner Linda Lauer, Commissioner Wendy Piper, County Attorney Lara Saffo, Debra Belyea and Assistant County Attorney Tara Heater



Ruth Demick was named Nursing Home Employee of the Year
Pictured L to R: Jim Cormiea, Commissioner Wendy Piper, County Attorney Lara Saffo, Ruth Demick, Commissioner Linda Lauer and Nursing Home Administrator Labore.

Recipients of Last Years Annual Report



***Alden Lewis “Skip” Van Sickle, Jr., Dave Wentworth,
Bev McKinley***

Employee Recognition Dinner

The Grafton County Commissioners hosted an Employee Recognition Dinner to recognize those employees who have reached milestone marks in their length of service to Grafton County and received a service pin for 2017. The Dinner was held at the Woodstock Inn, Station & Brewery in Woodstock, NH on October 18th, 2017 . The following employees were recognized for their years of service to Grafton County.

5 Years of Service

Ashley Belyea
Gretchen Moulton
Tim Dailey
Stephen Krull
Nathan Lang
Harry Smith
Brian Tillotson
Benjamin White
Donald Stapelfeld
Tanis Tavernier
Michael Clark
Gary Emerson
Tyler Reidy
Claudette Beaucesne
Lindsay Bigelow
Lili Cargill
Maria Cassidy
Bernadette Fraser
Patricia Hopp
Amylynn Kukler
Craig Labore
Darlene Locke
Jamie Longmoore
Molly McLean
Suzanne Moulton
Samantha Randall
Ashley Reed
Diana Roden
Lindsay Salyers
Elizabeth Vance
Wendee Williams

10 Years of Service

Jen Stone
Auralie Achilles
Chad Burt
Mark Deem
Brenda Minot
Adam Veilleux
John Fullerton
Brent Ruggles
Darlene Fiore
Amber Carle
Lisa Cowell
Barbarann Craig
Felicia Fournier
Barry Wingate
Danielle Hatch
Monica Vincent
Katie Welch
John Clark
Elizabeth Scrafford
Norman Willey

15 Years of Service

Chris Kendall
Cynthia Enger
Kathy Guay
Christina Page
Kerri Secher
Debbie Tyler
Alta Welch
Kristina Vaughan
Fredrick James
Craig Jewett
William Deuel

20 Years of Service

Christine Ash
Diane Serer
Mary Tyler
Richard Tyler

25 Years of Service

Ronald Fournier
Delcia Vinnacombe
Doug Moorehead

31 Years of Service

Nancy Bishop
Troy McKean

32 Years of Service

Beth Wyman

33 Years of Service

Roberta Aldrich

36 Years of Service

Donnie Kimball
Anna Heath
Richard Greenwood

37 Years of Service

Catherine Hall

39 Years of Service

Doreen Moody

41 Years of Service

Cindy Putnam

43 Years of Service

Paul Aldrich

44 Years of Service

Mary Lee Gigent

46 Years of Service

Barb Dutile

Employee Recognition Dinner Cont.



5 Years of Service



10 Years of Service

Employee Recognition Dinner Cont.



15 Years of Service



20 & 25 Years of Service

Employee Recognition Dinner Cont.



30-46 Years of Service

In September of 2006, Grafton County introduced the Prescription Discount Card for all Grafton County Residents. The card can be used for Pre-

scription medications by any resident who does not have any prescription coverage and is accepted at most all the pharmacies in the area including Vermont. The card is NO cost, No enrollment benefit that can also be used for pet medications that are purchased at a participating pharmacy.

Spend less
on your prescriptions

Introducing the **FREE**
Grafton County
Prescription
Discount Card



FREE enrollment for residents

Average savings of 22%!

- ▶ No limits
- ▶ No age requirements
- ▶ No income requirements
- ▶ Family coverage
- ▶ Use it any time your prescription is not covered by insurance

This program is offered in a joint effort of **Grafton County** and the National Association of Counties (NACo).



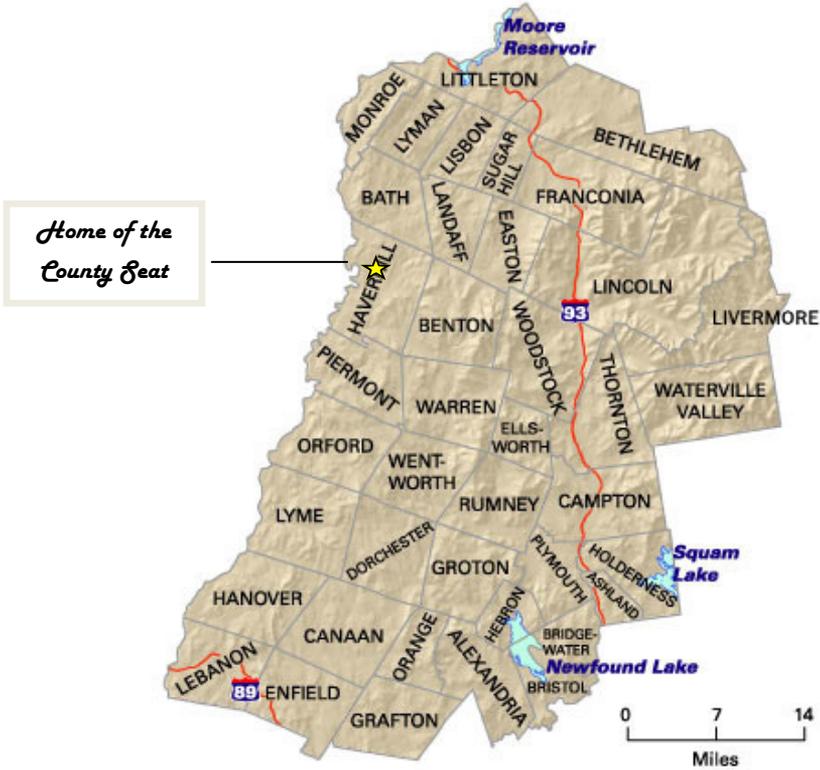
For more information, call **1-877-321-2652** or visit **caremark.com/naco**

This is not insurance.
Discounts are only available at participating pharmacies.

Cards can be found at your local town hall, pharmacy or by calling the County at 603-787-6941. A card will be sent to you that day.

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Towns in Commissioners' Districts

- 1.) Enfield, Hanover and the City of Lebanon
- 2.) Bath, Benton, Bethlehem, Easton, Franconia, Haverhill, Landaff, Lincoln, Lisbon, Littleton, Lyman, Lyme, Monroe, Orford, Piermont, Sugar Hill, Thornton, Waterville Valley and Woodstock
- 3.) Alexandria, Ashland, Bridgewater, Bristol, Campton, Canaan, Dorchester, Ellsworth, Grafton, Groton, Hebron, Holderness, Orange, Plymouth, Rumney, Warren, and Wentworth

COMMISSIONERS' REPORT FISCAL YEAR 2018

We are pleased to present the following reports and financial statements for the period of July 01, 2017 – June 30, 2018. We share these reports with you, the people of Grafton County, so that you may have a better understanding of your County Government.

Financially, Grafton County finished fiscal year 2018 in good shape. Our revenues exceeded our expenses by \$600,007. The total revenue received for the fiscal year was \$42,967,650. The total expended was \$42,367,643, with \$25,077,129 being raised in County taxes. The above stated numbers resulted in an overall fund balance of \$4,193,736 and an unassigned fund balance of \$2,272,580.

As we began the budget process for FY 2019, we were met with the ever challenging task of finding balance between providing services and trying to minimize the impact on the taxpayer. The first challenge we were faced with was that of the cost of health insurance coverage for our employees. The initial rates that we received saw a 41.69% projected increase. There were many hard conversations and sacrifices made in order to finally bring a budget forward, which was not unanimously supported by the Board of Commissioners.

The end result was that FY 2019 budget saw a 2.81% increase in expenditures with the total budget being \$44,221,541. The total amount to be raised by taxes for the year is \$26,003,536, an increase of 3.69% from the previous year.

There were no new positions added in the FY 19 budget; there was a 1.50% cost-of-living adjustment included for all employees. As a result of the enormous projected increase in health insurance costs, the county changed providers for the insurance coverage for employees for fiscal year 2019. The County has returned to HealthTrust for the coverage for employees. Beyond the changes in salaries and benefits, the rest of the budget for the entire county remained overall flat.

The NH Association of Counties Annual Conference was held at the Sheraton Harborside in Portsmouth, NH on September 20 - 23, 2017. During the conference, Nursing Home Dietary employee, Ruth Demick, was recognized as the County Nursing Home Employee of the Year; Assistant County Attorney, Tara Heater, was recognized as the County Attorney Employee of the Year. Congratulations to both employees on a job well done!

On October 18, 2017 the County held its second annual Employee Recognition Dinner. The dinner was held to recognize employees who had reached 5, 10, 15, 20, 25, 30 and over 30 years of service in 2017. The dinner was a huge success and the Commissioners hosted approximately 90 guests and honored 81 employees. We are looking forward to continuing this tradition of recognizing our dedicated employees as they reach milestones in their employment at Grafton County.

Fiscal Year 2018 brought significant transition for the Drug Court. Grafton County was the 2nd county in the State of NH to start a Drug Court. Our Drug Court was 100% county funded until January, 2016. As Drug Courts have evolved in New Hampshire, the State has taken on a much larger role in trying to provide funding and get a drug court in each county. In April, 2018 both the Drug Court Coordinator and the Alternative Sentencing Director resigned their positions. The contract for funding with the state was due to expire on June 30, 2018. The Commissioners therefore made the decision to not renew the contract and to have the state put the contract out for bid to a treatment agency to administer the program. North Country Health Consortium (NCHC) was chosen by the state to receive the contract. Annie Crowley, who was the Case Manager while the program was at the county was hired to be the Drug Court Coordinator for NCHC. The program transitioned over to NCHC in mid-August 2018. The County continues to work closely with NCHC to ensure that the transition of the program goes smoothly.

The Commissioners are proud to report that the Grafton County Farm received two (2) awards from DHIA (Dairy Herd Improvement Association) in Lancaster, PA in December, 2017. The first award

was for the Holsteins – they were ranked 8th out of all the herds tested by Lancaster (PA) DHIA (they are ranked on pounds of protein.) The second award was for the Jerseys - they were ranked 3rd for all of the colored breeds (also ranked on pounds of protein.) Additionally, one of the Jersey cows just received a Hall of Fame certificate. We also received notice in March, 2018 that the farm was “among an elite group of Holstein Association USA members who were selected to receive the 2017 Herd of Excellence award for the small herd size division.” Herdsman Ben White has done an excellent job with the dairy herd and the quality of the herd is excellent. These accolades are quite an accomplishment for the farm. Herdsman Ben White traveled to Michigan in early July to receive this award.

The Grafton Commissioners hosted a Farm and Forestry Day on June 23, 2018. The event was a huge success. There were a number of displays and demonstrations from local educators and vendors, as well, as tours of the dairy and pig barns, hayrides and a barbeque lunch and ice cream. WYKR provided a live radio broadcast. There were over 500 people that visited the farm! This event would not be possible without the assistance of many Grafton County departments, UNH Cooperative Extension and local 4H groups as well as many other participants who volunteered to make the day a success!

Grafton County continues to participate in the NACO (National Association of Counties) prescription drug discount program that is sponsored by *Caremark*. This valuable program is at no cost to the County or to the citizens. This program can reduce the cost of prescription drugs by up to 20%. Since the inception of the prescription drug program in September 2006, Grafton County citizens have saved a total of \$816,870.48. Getting enrolled in the program is simple and free – just place a call to the Commissioners’ Office at (603) 787-6941 and request a card. The only information needed is your name and address and we will mail you a card. These cards are also available at many participating pharmacies in Grafton County.

As your County Commissioners, our mission and focus continues to be to provide the best quality services to the residents of Grafton

County while trying to balance that with a stable tax rate. This is always a challenge as we struggle with diminishing revenues while expenses continue to grow. We were extremely pleased with the work of our department heads this year who again brought forward budget requests that were reasonable. We appreciate all the hard work that these people do on a daily basis.

The Commissioners hold regular weekly meetings on Tuesdays at 9:00 AM, at the County Administrative Building at 3855 Dartmouth College Highway in North Haverhill, with periodic tours of the Nursing Home, Department of Corrections, County Farm and Courthouse. We also attend meetings of the Grafton County Executive Committee. All meetings are public. Please call the Commissioners' Office at (603) 787-6941 to confirm date, time and schedule. For further information, minutes of the Commissioners' meetings and links to other departments, please visit the Grafton County website at www.co.grafton.nh.us.

In closing, we continue to be proud of the accomplishments and successes of Grafton County government. We realize that these accomplishments would not be possible without the dedication and hard work of all of our employees and the countless number of volunteers, who assist in county operations. ***We would like to recognize and thank all of our employees and the many volunteers that do such a fantastic job.***

Respectfully submitted,

GRAFTON COUNTY COMMISSIONERS:

Linda D. Lauer, Chair (District 2)
Omer C. Ahern, Jr. Vice-Chair (District 3)
Wendy A. Piper, Clerk (District 1)

GRAFTON COUNTY
ELECTED AND APPOINTED OFFICIALS
JULY 1, 2017 ~ JUNE 30, 2018

COMMISSIONERS

Wendy A. Piper, District #1 - Enfield
Linda D. Lauer, District # 2 – Bath
Omer C. Ahern, Jr., District #3 - Plymouth

COUNTY ADMINISTRATOR

Julie L. Libby

TREASURER

Karen Liot Hill

COUNTY ATTORNEY

Lara Saffo

COUNTY SHERIFF

Douglas Dutile

REGISTER OF DEEDS

Kelley Monahan

CLERK OF COURT

David P. Carlson

JUDGE OF PROBATE

Hon. Thomas A. Rappa, Jr.

REGISTER OF PROBATE

Paul Mirski

ADMINISTRATOR, NURSING HOME

Craig Labore

SUPERINTENDENT, CORRECTIONS

Tom Elliott

MANAGER, COUNTY FARM

Donald Kimball

SUPERINTENDENT, MAINTENANCE

Jim Oakes

HUMAN RESOURCE DIRECTOR

Karen Clough

INFORMATION TECHNOLOGY MANAGER

Brent Ruggles

ALTERNATIVE SENTENCING DIRECTOR

Vacant

MEDICAL DIRECTOR

Sandeep Sobti

AUDITORS

Melanson, Heath, Manchester, NH

**GRAFTON COUNTY DELEGATION
JULY 1, 2017 ~ JUNE 30, 2018**

District #1

Erin Hennessey, Littleton
Linda Massimilla, Littleton

District #2

Skylar Boutin, Lisbon

District #3

Vicki Schwaegler, Orford

District #4

Rick M. Ladd, Haverhill

District #5

Bonnie Ham, North Woodstock

District #6

Kevin Maes, Rumney

District #7

Tiffany Johnson, Campton

District #8

Steven Rand, Plymouth
Travis Bennett, Plymouth
Suzanne J. Smith, Hebron

District #9

Robert Hull, Grafton

District #10

Roger Dontonville, Enfield

District #11

Timothy Josephson, Canaan

District #12

Mary Jane Mulligan, Hanover
Patricia C. Higgins, Hanover
Sharon Nordgren, Hanover
Polly Campion, Etna

District #13

Susan W. Almy, Lebanon
George E. Sykes, Lebanon
Richard Abel, Lebanon
Andrew A. White, Lebanon

District #14

Brad Bailey, Monroe

District #15

David Binford, Orford

District #16

Duane Brown, Wentworth

District #17

Stephen Darrow, Grafton

GRAFTON COUNTY BUDGET
EXPENDITURES: JULY 1, 2017 – JUNE 30, 2018

Administration & Treasurer	\$385,873.00
County Attorney	\$1,421,858.00
Victim/Witness Advocate	\$288,904.00
VAWA Grant	\$109,684.00
Alternative Sentencing & Drug Court	\$894,152.00
Medical Referee	\$45,000.00
Delegation Expenses	\$10,000.00
Register of Deeds	\$491,698.00
Human Resources	\$88,383.00
Information Technology	\$419,521.00
Sheriff's Department	\$1,597,797.00
Dispatch	\$1,172,935.00
Maintenance	\$1,340,729.00
Human Services	\$7,107,112.00
GCEDC	\$50,000.00
Extension	\$312,053.00
Social Svc	\$526,923.00
Interest	\$1,039,213.00
Payment on Bonds & Notes	\$2,470,000.00
Tax Anticipation	\$20,000.00
Capital Outlay	\$330,501.00
Wage/Benefit Adjustment	\$205,285.00
Contingency	\$31,500.00
Unemployment	\$10,000.00
Nursing Home	\$16,105,990.00
Jail	\$5,860,410.00
Farm	\$597,839.00
Conservation Dist.	\$77,430.00
North Country	\$1,462.00
TOTAL EXPENSES	\$43,012,252.00
LESS REVENUE	\$16,989,123.00
LESS SURPLUS TO REDUCE TAXES	\$1,030,000.00
TRANSFER TO CAPITAL RESERVE	\$(84,000.00)
AMOUNT TO BE RAISED BY TAXES	\$25,077,129.00

GRAFTON COUNTY BUDGET
REVENUE: JULY 1, 2017 – JUNE 30, 2018

County Nursing Home	\$13,134,579.00
County Jail	\$235,158.00
County Farm	\$534,761.00
Building Rental	\$323,525.00
Register of Deeds	\$921,000.00
Human Services	\$55,000.00
Sheriff's Dept Fees	\$442,300.00
Sheriff's Dispatch	\$640,000.00
Extension Svc	\$5,000.00
Misc. Revenue	\$33,000.00
Interest Earned	\$26,800.00
Federal in Lieu of Taxes	\$105,000.00
Alternative Sentencing	\$358,000.00
Victim/Witness Advocate Grant	\$50,000.00
Circuit Court Prosecution Grant	\$65,000.00
Prosecutor Grant	\$30,000.00
Abandon Property	\$30,000.00

TOTAL REVENUE **\$16,989,123.00**

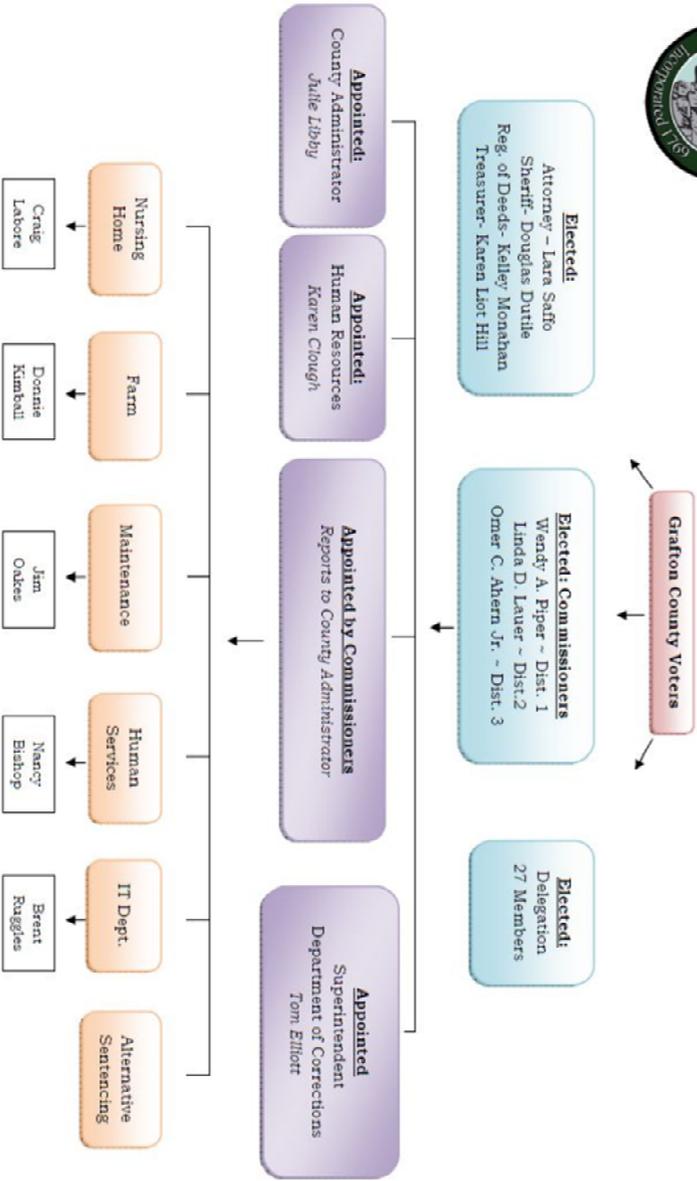
DELEGATION EXPENSES
JULY 1, 2017 – JUNE 30, 2018

Andy White	\$79.50
Bonnie Ham	\$106.46
Brad Bailey	\$47.89
David Binford	\$257.15
Duane Brown	\$93.60
Erin Hennessey	\$102.54
George Sykes	\$793.00
Kevin Maes	\$511.44
Linda Massimilla	\$104.00
Mary Jane Mulligan	\$139.38
Miscellaneous	\$216.75
Patricia Higgins	\$195.25
Polly Kent Campton	\$625.57
Richard Abel	\$347.85
Rick Ladd	\$60.80
Roger Dontonville	\$231.00
Sharon Nordgren	\$195.25
Skylar Boutin	\$39.45
Stephen Darrow	\$895.36
Steve Rand	\$132.84
Susan Almy	\$125.14
Suzanne Smith	\$507.43
Timothy Josephson	\$132.08
Travis Bennett	\$162.20
Vicki Schwaegler	\$347.56
Vincent Paul Migliore	\$72.96

TOTAL EXPENSES	\$6,522.45



Grafton County Organizational Chart



REPORTS FROM THE DEPARTMENTS

GRAFTON COUNTY TREASURER

Karen Liot Hill

Annual Report Fiscal Year 2018

Grafton County tax collections from all the towns and the City of Lebanon amounted to \$25,077,129 in fiscal year 2018 with all taxes collected.

The Treasurer was authorized to borrow up to \$10,000,000 in Tax Anticipation Notes during fiscal year 2018. Funds were borrowed in August, 2017 at a rate of 1.29%. As a matter of practice, the County only draws on funds as necessary thus paying less interest. The County borrowed a total of \$6,250,000 and accumulated a total of \$17,786.06 interest that was paid back in December, 2017 after tax collections.

All funds left over from payment of debt owed by the county are invested in banks in Grafton County with consideration to obtaining the most favorable yield, assuring security, and maintaining liquidity of county funds.

Total interest earned in fiscal year 2018 was \$68,104.03, which exceeded budget projections by \$41,304.03.

In addition to the tax revenue investments, The Nursing Home Capital Reserve account, Sheriff's Dispatch Capital Reserve account and the Register of Deeds Surcharge account are invested at the best rates possible while maintaining liquidity as needed.

It is an honor to serve as Treasurer for the residents of Grafton County.

Respectfully submitted,

Karen Liot Hill

Grafton County Treasurer

GRAFTON COUNTY ATTORNEY

Lara Joan Saffo

Annual Report Fiscal Year 2018

The Office of the Grafton County Attorney promotes public safety and pursues justice through the courts. County Attorney Lara Saffo continues to employ an experienced group of prosecutors. The Deputy County Attorney is longtime prosecuting attorney Paul Fitzgerald. Grafton County's Assistant County Attorneys are John Bell, Mariana Pastore, Tara Heater, Viktoriya Kovalenko, Lise Solbeck, Antonia Barry and Melanie Maynor. Office Administrator Alison Farina, Assistant Office Administrator Christine Ash, and Legal Assistants Laura Kelley, Debra Belyea and Toni Mayo and Case Intake, Gretchen Moulton continue to serve as staff to the office.

Prosecuting felony cases is the primary function of the county attorney's office. The greatest portion of attorney and staff time is focused on litigation, and the office is equipped to meet this challenge. During the fiscal year, the office opened 932 case files and represented the citizens of Grafton County in over four thousand, four hundred scheduled court appearances. Additional cases were reopened for probation violations, and post conviction activity, such as habeas corpus hearings and requests for annulments. Each month we strive to provide a summary of case referrals, by agency and type of crime. This is available for the public's review.

The special services investigator, Wayne Fortier, played an instrumental role in developing cases for prosecution, assisting law enforcement with his expertise, freshening cold case files, and working with the Grafton and Sullivan County Child Advocacy Center at DHMC.

The Office of Victim/Witness Assistance remains one of the County Attorney's most critical programs, helping to promote the Victim's Bill of Rights and providing information to crime victims. Grafton County's two victim/witness coordinators are Carin Sillars and Sabra Stephens. They are assisted by Stacey Cass, who serves as our victim/witness assistant for domestic violence and sexual assault

cases in Circuit Court, and Dawn Gove, the administrative assistant for the victim witness program and special projects.

As county attorney, I cannot express my appreciation enough for the dedication and hard work of all of the above. Our busy caseload is combined with numerous important public safety initiatives. In addition, new legislation changed how felony cases are processed in the court system resulted in additional work, as the county attorneys are now involved at arrest, as opposed to the previous system where we became involved later in the court process. All members of the office work incredibly hard to accommodate this increase in work and caseload. I am honored to work with the team at the Office of the Grafton County Attorney.

Grafton County continues to actively participate in the continued success of the Grafton County Drug Court Sentencing Program. We also continue to support Mental Health Courts and hope they expand to include felony level mental health court in Grafton County. We are proud to report that Mental Health Courts works closely with veterans services so we can better serve our veterans, and that Grafton County has diversion services for juveniles and adults. We hope to see these initiatives expanded, and well as increased sentencing options for non- violent defendants with significant addiction issues.

The Office of the Grafton County Attorney accomplished several more tasks during the year, including:

- The attainment of federal funds to (1) contribute to the Office of Victim/Witness Assistance (2) subsidize the costs of a prosecutor's position to focus on domestic violence and sexual assault cases (3) continue a misdemeanor level circuit court domestic violence and sexual assault Victim/Witness Program and (4) fund two roving advocate positions out of our invaluable Advocacy Programs, Voices Against Violence and Burch House, serving the Littleton and Plymouth catchment areas.
- The continued successful operation of the Grafton/Sullivan Child Advocacy Center at Dartmouth Hitchcock Medical

Center, which provides services for children throughout Grafton County.

- The continued promotion of Sexual Assault Resource Teams. Grafton County now has four Sexual Assault Resource Teams, serving the Plymouth area, the Lebanon/Hanover catchment area, the Haverhill area and now the Littleton area. This initiative results in collaborations between the various agencies serving adult victims of sexual assaults. Among other things, SARTs offers free training in the areas of domestic violence, sexual assaults, stalking, human trafficking and strangulation. SARTs also formally evaluate cases after the criminal prosecution is completed, with an eye on improving services in the future.
- We had previously created a drug unit in the Office of the Grafton County Attorney. We now have created a Domestic Violence/Sexual Assault unit.
- Participation in the Internet Crimes Against Children Task Force and other cybercrime initiatives, including the continued development of expertise in the ever changing field of cybercrime.
- The development of training opportunities for prosecutors and law enforcement.

The Grafton County Attorney's Office thanks the County Delegation and Grafton County Commissioners Linda Lauer, Omer Ahearn, Jr. and Wendy Piper. Their hard work and backing, coupled with support from area law enforcement and private citizens, help make Grafton County a safe and peaceful place to live and work. In particular, we wish to thank the commissioners and delegation for an additional prosecutor position that enabled us to start the Domestic Violence/Sex Crimes Unit. Our Plymouth Area Sexual Assault Resource Team brochure quotes Alice Vachss: "There s a much larger debt than kindness that we owe to sex crimes victims brave enough to seek justice – we owe them a skillful, effective response."

This unit will ensure that this thoughtful, trauma informed expertise is applied in every felony level domestic violence and sexual assault case into the future.

The Grafton County Attorney's Office wishes to dedicate its annual report to the members of law enforcement in Grafton County for their efforts and dedication to their profession. We cannot thank them enough. All of their hard work on behalf of the citizens of Grafton County is greatly appreciated. .

Respectfully submitted,

Lara Joan Saffo
Grafton County Attorney

GRAFTON COUNTY SHERIFF'S DEPARTMENT

Sheriff Douglas R. Dutile

Annual Report Fiscal Year 2018



To the Honorable Grafton County Commissioners,
Grafton County Delegation and Citizens of Grafton
County:

It is an honor to present the annual report of the Grafton County Sheriff's Department for Fiscal Year 2018. This year marks my 7th term as your sheriff, 14 years. I am proud to represent the Citizens of Grafton County and look forward to future terms. Together, we can meet any challenges that come our way.

One of the many issues still taxing our society and the Sheriff's Department is mental illness; we are still managing this challenge. While we expand our training to deal with mental illness, the Sheriff's Department is also tasked with moving these Patients to special care facilities. These facilities are as far away as Portsmouth, and as close as Franklin.

Our staff continues to meet the challenges of an ever changing society. Heroin, Opiate, prescription drug use and abuse are still trending in our communities. It has been labeled an epidemic. Along with this trend come burglaries and petty thefts/property crimes, and death not to mention the physical and the mental health problem that our state is dealing with. These problems and issues seem to have a direct relationship to the opiate issues in the County and State. The Sheriff's Department has taken a very active role with the NH Attorney General's Office Drug Task force and a leading role in the Operation Northern Alliance which is a joint effort with local, State, Federal, and County Law Enforcement to impact the drug problem in Grafton County.

The Grafton County Sheriff's Department assigned a deputy to the Grafton County Drug Court in 2017 and 2018. The deputy was

involved in the Community Supervision, monitoring drug court participants in the community through home visits, drug testing and continued communications. A deputy was ultimately assigned as the interim Coordinator for the program. Overseeing the activity of the team, conducting quality assurance of each team member, overseeing budgetary concerns of the drug court and coordinating services from each discipline, and the local community.

We stay very vigilant investigating sex crimes like child pornography. We are very active in a state wide program called ICAC (Internet Crimes Against Children) and with the assistance of the County Attorney we are prosecuting these crimes against children.

As time has passed technology has become a key component in nearly all types of criminal matters. The Grafton County Sheriff's Department has taken steps to grow our criminal division and become a resource for the communities that we serve. We have a deputy certified to extract forensic data and evidence from computers and mobile devices. Which is a key component for investigating and combating internet crimes against children, seeking those who may solicit children, or who may be actively seeking to download or share child sexual abuse images across the internet. This ability extract data is also a huge benefit in drug and many other criminal investigations.

We still stay very active in and investigate all issues and criminal acts that occur on county property especially at the Grafton County Department of Corrections.

As always, the majority of the Sheriff's Department activities are mandated by law, including prisoner transports and the movement of acute mentally ill subjects to the proper medical institution, (IEA's). Other responsibilities include security ordered by the justices of the Superior and Circuit Courts, apprehension of persons wanted by the courts, and the service of civil process.

All these activities continue to demand the majority of our staff time and resources.

All Sheriff's Department Deputies, Court Officers, Communication's Personnel, and Office Staff are dedicated and committed in providing the highest quality of service to our citizens of Grafton County. I would like to express my sincere appreciation to the entire staff for their loyalty, support and dedication.

I would like to thank County Administrator Julie L. Libby, her conscientious staff, the County Commissioners and the County Delegation for all of their support and interest in the operations of the Sheriff's Department. I look forward to your continued support and working relationship. Remember, we remain faithful in, "Serving the People and Protecting Property".

Respectfully submitted

Douglas R. Dutile
Grafton County Sheriff

GRAFTON COUNTY HUMAN SERVICES

Nancy Bishop

Annual Report Fiscal Year 2018

To the Honorable Commissioners of Grafton County:

In FY 18, Grafton County Human Services continued to monitor the county's liability for Long Term Care Medicaid payments to NH Department of Health & Human Services (DHHS), provide input on legislative issues, coordinate the Social Services Grants and network with community agencies and services.

Grafton County's statutory CAP obligation for Long Term Care Services, set according to RSA 167-18-a, was \$6,858,384. This is an increase of \$6,197 over FY17 levels.

The average number of recipients per month the county reimbursed to DHHS for Nursing Care Services was 228 at a total cost to the county of \$5,046,508.

The average number of recipients per month the county reimbursed to DHHS for Home & Community Based Care Services (AKA: Choices for Independence) was 201 at a total cost to the county of \$1,721,900.

Please refer to the chart on the next page for a breakdown of payments by town. The totals include adjustments for Estate Recovery credits of \$134,134.

This fiscal year we began conversations with the Department of Health and Human Services (DHHS) regarding alternatives to managed Medicaid for Long Term Supports and Services. After reviewing programs utilized in other states, it was evident that none of the programs could be easily replicated for use in New Hampshire. We will continue to work with DHHS to develop a structure that makes sense for citizens and our state.

In closing, I would like to thank the Board of Commissioners, the County Delegation and the Executive Director for your continued support.

Respectfully submitted,

Nancy J. Bishop

Director

FY 2018 Long Term Care Medicaid Reimbursements to NH DHHS

TOWN	INC	#	HCBC	#	TOWN
	PAYMENTS	Cases	PAYMENTS	Cases	TOTAL
ALEXANDRIA	\$ 46,595.55	4	\$ 19,730.32	5	\$ 66,325.87
ASHLAND	\$ 191,302.27	11	\$ 22,841.39	13	\$ 214,143.66
BATH	\$ 132,765.22	5	\$ -	0	\$ 132,765.22
BENTON	\$ 24,735.52	3	\$ -	0	\$ 24,735.52
BETHLEHEM	\$ 155,650.47	12	\$ 32,786.94	8	\$ 188,437.41
BRIDGEWATER	\$ 35,092.23	3	\$ 9,277.92	2	\$ 44,370.15
BRISTOL	\$ 145,401.39	10	\$ 86,684.94	16	\$ 232,086.33
CAMPTON	\$ 90,806.26	10	\$ 105,544.65	18	\$ 196,350.91
CANAAN	\$ 97,427.58	7	\$ 40,907.95	8	\$ 138,335.53
DORCHESTER	\$ 23,476.77	1	\$ 18,127.02	4	\$ 41,603.79
EASTON	\$ -	0	\$ -	0	\$ 80,780.97
ELLSWORTH	\$ -	0	\$ -	0	\$ -
ENFIELD	\$ 138,544.06	11	\$ 80,780.97	11	\$ 219,325.03
FRANCONIA	\$ 31,401.02	4	\$ 6,546.68	2	\$ 37,947.70
GRAFTON	\$ 120,630.40	9	\$ 40,528.44	8	\$ 161,158.84
GROTON	\$ 28,011.23	2	\$ -	0	\$ 28,011.23
HANOVER	\$ 206,643.10	14	\$ 26,449.94	9	\$ 233,093.04
HAVERHILL	\$ 870,324.77	52	\$ 155,506.84	30	\$ 1,025,831.61
HEBRON	\$ 8,551.37	1	\$ 495.18	1	\$ 9,046.55
HOLDERNESS	\$ 60,443.28	4	\$ 1,294.55	2	\$ 61,737.83
LANDAFF	\$ 43,270.12	2	\$ 17,602.24	2	\$ 60,872.36
LEBANON	\$ 753,625.16	64	\$ 308,076.03	43	\$ 1,061,701.19
LINCOLN	\$ 171,039.82	11	\$ 23,997.34	4	\$ 195,037.16
LISBON	\$ 350,682.05	19	\$ 121,383.70	15	\$ 472,065.75
LITTLETON	\$ 712,187.04	46	\$ 219,395.65	39	\$ 931,582.69
LIVERMORE	\$ -	0	\$ -	1	\$ -
LYMAN	\$ 17,389.77	2	\$ 481.08	4	\$ 17,870.85
LYME	\$ 65,613.79	5	\$ 7,583.19	1	\$ 73,196.98
MONROE	\$ 64,716.06	3	\$ 14,290.96	1	\$ 79,007.02
ORANGE	\$ -	0	\$ 9,526.08	5	\$ 9,526.08
ORFORD	\$ 41,550.59	3	\$ 32,115.28	2	\$ 73,665.87
PIERMONT	\$ 77,495.11	6	\$ 170.62	10	\$ 77,665.73
PLYMOUTH	\$ 163,113.99	10	\$ 78,961.16	3	\$ 242,075.15
RUMNEY	\$ 46,180.00	5	\$ 6,023.80	1	\$ 52,203.80
SUGAR HILL	\$ 1,108.73	1	\$ 14,405.75	6	\$ 15,514.48
THORNTON	\$ 40,260.95	4	\$ 40,031.45	6	\$ 80,292.40
WARREN	\$ 84,541.46	7	\$ 40,159.19	1	\$ 124,700.65
WATERVILLE	\$ 29,759.20	1	\$ 10,702.50	8	\$ 40,461.70
WENTWORTH	\$ 42,511.69	9	\$ 6,501.40	5	\$ 49,013.09
WOODSTOCK	\$ 236,082.04	10	\$ 21,961.13	0	\$ 258,043.17
XXXX *	\$ (250,080.00)	0	\$ -		\$ (250,080.00)
	\$ 5,098,850.06	371	\$ 1,620,872.28	294	\$ 6,800,503.31

Notes: * Statutory Credit under RSA 167:18-a, this amount is not calculated by individual client.

Key: INC – Nursing Facility Services, Medicaid payments

HCBC – Home and Community Based Care (Choices for Independence), Medicaid payments

GRAFTON COUNTY HUMAN RESOURCES

Karen Clough

Annual Report Fiscal Year 2018

To Citizens of Grafton County, the County Commissioners and Grafton County Delegation:

It is my privilege to present the following report for Fiscal Year 2018 on behalf of the Grafton County Human Resources Department.

The Human Resources Department works collaboratively with all departments at Grafton County in the areas of recruitment, retention, labor relations, benefits administration, compensation, employee relations, employment policies, maintaining personnel files, safety, wellness, training, orientation, and legal compliance with federal and state regulations.

We currently have approximately 450 employees countywide, as such, continuing our efforts of recruiting new employees and retaining existing staff is essential as our employees at Grafton County are the most valuable resource we have. Our greatest need this past year continued to be for nursing staff (RN's, LPN's and LNA's). As last year, we continue to experience a national shortage of these types of workers. We also recruit regularly for Correctional Officers for the Department of Corrections. We will continue to work diligently on the recruitment and retention for these positions.

June 30, 2017 completed the one year collective bargaining agreement in the Nursing Home. Through ongoing negotiations, we were able to come to agreement on terms for a new contract as of October 3, 2017. This contract is effective through June 30, 2018. On October 18, 2017, pursuant to an August 15, 2018 Order for Election, the full-time Correctional Officer bargaining unit through NCEU, was decertified and no bargaining unit is currently present within the Department of Corrections.

For Fiscal Year 18 we faced a 15.74% increase in premiums for our current health insurance plans with Harvard Pilgrim. In an effort to reduce the increase we received proposals from other providers and looked at different options through our current provider. We were

able to make some small changes to our plans which included changing to a value formulary drug plan and we were able to reduce the increase by \$119,160. We continue to educate staff on all tools available to them to help become wise healthcare consumers and in turn, hopefully, have a positive impact on our claims.

We continue to honor our long term employees and the Board of Commissioners' hosted the 2nd annual Employee Recognition Dinner for employees who have reached milestones in years of service. I would like to thank the Board of Commissioners and the Commissioners' Office Staff for organizing this event. It was very well received and the recognition much appreciated by the employees of Grafton County. The dinner held last October honored employees of 5 years up to 46 years of service! We are very fortunate at Grafton County to have such dedicated and long serving employees. Their service and dedication does not go unnoticed and is very much appreciated.

In closing, I would like to thank the HR team, Samantha Lauzon and Nancy Clement, for their contributions to the HR department and Grafton County and for providing excellent service to all our employees. Thank you to the Board of Commissioners, Delegation, and the taxpayers of Grafton County for their continued support.

Respectfully submitted,

Karen Clough
Director of Human Resources

GRAFTON COUNTY HUMAN RESOURCES DEPARTMENT

Statistical Report: July 1, 2017 thru June 30, 2018

<u>Turnover Rate (Calendar year)</u>	FY18	FY17
All employees (including full-time, part-time, and per diems)	21%	22%
 <u>Employee Headcount (as of June 30)</u>		
Total # of all employees		457
Total # of full-time employees		291
Total # of part-time and per diem employees		166
 <u>Family Medical Leave of Absence (FMLA)</u>		
Total number of approved FMLA applications processed in FY18	91	
 <u>Workers Compensation</u>		
Total number of first report of injuries processed in FY18	41	
 <u>Recruiting</u>		
Total number of new employees hired in FY18	93	
 <u>Separations</u>		
Total number of employee separations processed in FY18	96	

GRAFTON COUNTY REGISTRY OF DEEDS

Kelley Jean Monahan

Annual Report Fiscal Year 2018

To the Citizens of Grafton County, the Honorable Commissioners and Delegation Members;

The Registry of Deeds represents a cornerstone of our economy. During Fiscal Year 2018 the Grafton County Registry of Deeds recorded 16,749 documents into the Official Public Record. In accepting and recording these documents we processed over \$13,000,000.00, redirecting to the State of New Hampshire Department of Revenue Administration in the form of Real Estate Transfer Tax (RETT) and a percentage to LCHIP, Land and Community Heritage Investment Program. As a result of our efforts, Grafton County Registry of Deeds collected \$1,057,993.62 as our share of the collected revenue. These funds, contributed to the general fund of the County, help offset the total amount of taxes to be raised by the citizen of Grafton County.

During FY2018 a great deal of time was invested in planning for our total hardware upgrade and renegotiation of our software contract. Technology is moving at a rapid pace, and it has affected the work flow of the office. E-recording now represents over half of our incoming documents. I have worked tirelessly with our software partner Fidlar Technologies and our NH Register of Deeds Association to establish a clear path to the future. The Real Estate market in Grafton County is booming and we are prepared.

We lost a member of our team unexpectedly in 2015 and since that then, we have had to put a few important preservation projects on hold. We sacrificed this time out of consideration of the overall operating budget of the county. We could afford to wait no longer and with the cooperation of the Board of Commissioners and the Delegation, we welcomed our new member in February 2018. Kim Carpenter joins veteran members Beth Wyman, Brenda Dodge, Mary DeRosia and George Morris. I am proud to say that I believe that we have the most knowledgeable, friendly and helpful team in the state of New Hampshire.

As your Register of Deeds, I seek balance. Balance of access to records verses consideration of protection of private data in the age of the internet. The needs of our users are very diverse and seek to serve all the people of Grafton County and all the users of the data base. A knowledgeable team member answers the phone on the first ring and will work the caller through their concerns and questions. We help people at the counter from 8-4 Monday-Friday. I have established secured h tiers of access options via the internet. We have 8 computer stations in house for the use of the public. Our software partner offers a secure and free service called Property Fraud Alert. The FBI has identified real property theft on paper to be the fastest growing white-collar crime. Visit our website at NHDeeds.com for detailed information. We are here to serve.

After 8 long years, it seems that the people of New Hampshire may have defeated the threat of the Northern Pass Project. I testified before the Site Evaluation Committee as the Grafton County Register of Deeds. One of my statements to the Committee was that I believed that it was not the intent of the original PSNH right of way easements to allow for the proposed project. I stated that the original intent of the property owner was to help deliver electricity to their rural neighbor to the north. These easements, many which were granted in the 1930s and 1940s, were never intended to be bundled and sold off to a foreign company to bring massive power lines from Canada to Southern New England. For the part that I played in this battle, I am gratified as I drive through our beautiful county.

Respectfully submitted,

Kelley Jean Monahan

GRAFTON COUNTY DEPARTMENT OF INFORMATION TECHNOLOGY

Brent Ruggles

Annual Report Fiscal Year 2018

Highlights of projects completed this year by the Grafton County Department of Information Technology team included:

Replacement of 22 PC's at the Department of Corrections – 22 new replacement PC's were purchased to replace existing PC systems that were 6 years old. This completes a complete refresh of all the Department of Corrections PC systems. The refresh of the equipment was completed over a 2 year period to help flat line expenses.

Installation of New Security Video Cameras and Network Video Recorder – GC IT team installed 12 new Video Security Cameras and a Network Video Recorder at the Grafton County Nursing Home. The new system tracks the main entrances and the employee entrances as well as entrances onto each Nursing Unit and the main corridors thru out the Nursing Home Facility. The new system is state of the art and includes motion detection as well as ability to capture video in the dark. Videos can be retrieved back thru out a 6 week period.

New eMAR System setup at the Nursing Home – The IT Department deployed and configured 16 new Notebooks on med carts and office areas to run the new eMAR System. eMAR is an electronic medication administration record solution proven to improve patient safety and drastically reduce the amount of time spent on documentation. The new system tracks all medications given to the residents and automatically reorders medications and maintains inventory.

Installation of new Anti-Virus System – The IT team successfully deployed a new Anti-Virus system to replace the existing Kaspersky system. The new system is WEB Based and does not require a physical server saving money. The new system has one of the best detection rates in the industry and includes protection for zero day threats as well as integrated WEB Protection and Email Protection.

Nursing Home Receives WIFI System Update – The GC DoIT updated and replaced 6 of the Nursing Homes Wireless Network Access Points as well the team installed 2 additional Access Points to help improve signal quality.

Network Firewall's Replaced – With assistance from and outside Vendor the IT Department replaced the Core Firewall's for the County's Campus's Computer Systems. The current firewall's were over 6 years old and had reached End of Life and would no longer receive security updates. The new firewall's come with increased security protection and monitoring of Internet traffic.

Email Security System – The IT Department added a new Cloud Based Email Archival System that also includes a New Cloud Email Security System. This system automates the process of Email Archival to comply with the State Mandated Right to Know Law. SPAM has now been reduced to less than 1% of total emails received. The new email system also allows users to send out encrypted email to meet compliance with CJIS, HIPPA and Human Resources requirements.

The Grafton County Department of Information Technology Manager would like to give special thanks to the following staff for either assisting in or providing back end support for the above projects:

The Grafton County Administrator, Julie Libby and the Grafton County Commissioners for their support of technology at the County. The Grafton County Technical Support Team, Barry Page and Joey Riendeau for their dedication, assistance and involvement with all facets of completing this past year's IT projects, as well as taking care of our regular day to day IT operations and providing fast response and excellent customer service to our campus departments and employees.

Yours in Service,

Brent Ruggles
IT Manager
Grafton County DoIT

GRAFTON COUNTY MAINTENANCE

James C. Oakes

Annual Report Fiscal Year 2018

This year's report summarizes major milestones and projects completed this year. Due to the lack of space, lesser tasks, projects and events are not mentioned.

Sewage Force Main Replacement Project - \$250,000 budget.

Purpose: replace 1,050 ft. of ductile iron pipe that was rotting away from the outside due to corrosive soils and replaced it with corrosive resistant PVC sewage piping. Also installed two new vaults with a blow off and air release mechanisms to facilitate maintenance and smooth operations.

- Secured easement from the Town of Haverhill to support this project and future repairs
- Competitively bid and secured engineering services of Dubois & King, Inc. for feasibility study, project design and project oversight
- Competitively bid, secured services of Blue Mountain Trucking & Excavating for construction of new sewer force main
- This project was close to completion at the end of this fiscal year and preliminary calculations indicate it will be completed under budget

Circuit Court Administrative Area Asbestos Abatement & Renovation Project - \$27,400 budget. Purpose: Existing asbestos coated ceilings lacked adequate access points to service failed mechanical equipment above, thus the ceiling required removal and replacement with a suspended type.

- Supported New Hampshire Administrative Office of the Courts (AOC) by setting up temporary office space on the 2nd floor and helped vacate in preparation for project.
- Competitively bid and secured asbestos abatement services of Enviro-Vantage, Inc. for the physical removal of asbestos laden ceilings and asbestos pipe elbows on piping above ceilings
- Competitively bid and secured environmental monitoring services of the Lawson Group to monitor the physical abatement and disposal processes in accordance with federal and state guidelines

and to take air samples during and after the abatement process to ensure acceptable thresholds were not exceeded

- The department secured materials and installed new suspended ceilings, ductwork and LED lighting. We also painted walls and reran data cables to enhance looks and operations
- Completed project \$1850 over budget due to a greater number of pipe elbows needing abatement than was anticipated

Sprinkler System Projects - Competitively bid, secured and directed sprinkler repair services for following projects.

- Administration Building - \$3,500 budget. Replaced 115 standard response heads in Administration Building attic spaces to stay in compliance with NFPA 25
 - Completed project for \$3,300, under budget \$200
- Maintenance/Farm Building - \$7,700 budget. Eliminated 29 dry pendent heads and replaced with exposed standard response heads. Eliminated \$6,500 in recurring cost every 10-years and replaced it with an \$883 recurring cost every 50-years, thus saving the county \$31,617 (current dollars) over next 50-year period.
 - Completed project for \$6,800, under budget \$900

Nursing Home Bed Replacement Project - The department assembled and distributed 24-new NOA hospital beds, culminating in the replacement of 119 of the 139 beds being replaced over a 5-year period. We stripped the electro-mechanical parts from the Arro beds being phased out to support the remaining 20 beds left in fleet. The new NOA beds are extremely reliable and are essentially maintenance free, unlike the Arro beds that failed at an exorbitant rate due to inherent electro-mechanical problems that plagued the fleet from day-1 and cost the county \$63,000 for repair parts between 2007 and 2014, a staggering 33% of the Arro bed capital cost.

Security Camera Projects – Supported the County’s IT Department’s installation of security cameras throughout the nursing home by running Cat5e cabling from server rooms to numerous camera locations. Also supported a New Hampshire AOC initiative to install numerous security cameras through the County Courthouse by establishing wiring routes and providing other technical support.

Facility Maintenance & Life Safety – Proactively addressed maintenance, inspection and test requirements across all spectrums of facility care, including completion of newly established fire and smoke door inspection requirements. Upon review of the department’s Nursing Home compliance documentation and a thorough physical inspection of this facility, the State of New Hampshire Health & Human Services Life Safety Inspector rated the life safety of the Nursing Home a zero defect rating.

Biomass Plant Fuel Savings – Our FY18 biomass fuel savings increased over last year’s due to a small rise in fossil fuel prices in addition to lower repair & maintenance costs. In FY18 we burned 1,716 tons of hardwood bole chips costing \$59 a ton, displacing 84,740 gallons of #2 oil at a cost of \$2.193 per gallon and 8,846 gallons of propane at a cost of \$1.2335 per gallon. In FY18 the biomass plant saved the county tax payers \$80,654. The cumulative fuel savings since starting up the plant in FY14 has reached \$531,414.

In closing, I thank the County Administrator for her continued support of the department. I also thank the County Commissioners and County Delegation for their support as well. Lastly, I want to recognize the hard working men and women of this department who keep the complex facilities and grounds safe, clean and operating smoothly.

Respectfully submitted

James C. Oakes
Maintenance Superintendent

**UNIVERSITY OF NEW HAMPSHIRE COOPERATIVE
EXTENSION**

Heather Bryant

Annual Report Fiscal Year 2018

The mission of UNH Cooperative Extension is to strengthen people and communities in New Hampshire by providing trusted knowledge, practical education and cooperative solutions. We work in collaboration with county, state and federal government in four broad topic areas; Youth and Family Development, Community and Economic Development, Natural Resources, and Food and Agriculture.

Our team welcomed a new member this year. Lisa Knapton joined us in May as our Food and Agriculture Program Assistant, taking over for Janene Robie who left in February.

Knapton joined Heather Bryant and Mary Choate, Field Specialists in Food and Agriculture; Lisa Ford, Extension Teacher for Nutrition Connections based at the Whole Village Resource Center in Plymouth; Jim Frohn, Field Specialist in Natural Resources; Donna Lee, Program Manager for 4-H Youth Development; Michal Lunak, State Dairy Specialist; and Geoffrey Sewake, Field Specialist in Community and Economic Development. Teresa Locke and Kristina Vaughan are our support staff and serve as the initial point of contact for phone and walk-in clients.

Here are some of our noteworthy impacts during the past year:

Heather Bryant conducted 57 farm visits and is working on two on-farm research/demonstration projects in cooperation with the Grafton County Farm. One is a USDA-SARE funded high tunnel tomato nutrient and pest management project with partners in NH, ME and VT, and the other is looking at integration of cover crops and no-till into field and vegetable crop production in collaboration with partners at the Grafton County Conservation District and Natural Resources Conservation Service.

Mary Choate taught seven ServSafe® classes to 70 restaurant staff, five S.A.F.E. classes to 128 school and food pantry/community meals staff, and created and taught four fun, new home food safety classes titled *“I haven’t Poisoned Anyone Yet, as Far as I Know- a Home Food Safety Update”*, to 21 consumers, including Grafton County Nursing Home staff. She also focused this year on training to allow her to better help farms and food processors comply with new requirements under the Food Safety Modernization Act.

Lisa Ford reached out to more than 350 participants, in locations such as Head Start, community settings and senior housing sites bringing nutrition education and food security lessons to individuals throughout Grafton County. Seniors Eating Well, a new curricula for seniors, was piloted in five locations and included lessons and taste tests highlighting the health effects of grains, snacking, fitness, cooking/seasoning with herbs and more. One participant commented, “Great class...Great information. Very happy I participated.” These programs help participants save money while making healthy lifestyle choices.

Jim Frohn conducted 43 woodlot visits covering 6400 acres, and referred 26 landowners to consulting foresters. He led or assisted with 24 workshops, events, and meetings including Agriculture in the Classroom presentations and professional forester meetings. He worked with numerous partners, including NH Timber Harvesting Council, Northeastern Area Association of State Foresters, NH Tree Farm, and the Grafton County Conservation District.

With help from Lisa Knapton and Janene Robie, Grafton County Master Gardeners continued to educate community members with science based gardening guidance using libraries, summer camps, community gardens and gardening clubs as platforms for teaching new skills. This year’s annual summer meeting was held in June at Kirkwood Gardens in Holderness NH. The group also held a lilac pruning workshop and are working on a plan to re-configure parts of the Memorial Garden, both at the Grafton County Complex.

Under the guidance of Donna Lee, 4-H Program Manager, 88 screened leaders worked with 235 youth (ages 5 to 18) across the county on projects which enhanced their personal development and increased their life-skills. A notable highlight of the 4-H year was the Slow Cooker event held on January 6th. This was a collaboration of work with staff from the Nutrition Connections team, Coos county, and Grafton county. A total of 27 youth and 12 adults participated at the Grafton county site and applied the skills they learned to the Food Show competition at the end of the January.

Michal Lunak continued his collaboration with UNH Professor Peter Erickson on a grant funded by the Tillotson Charitable Foundation titled “Developing a Dairy Beef Industry in Coös County”. The goal of this project is to evaluate whether it is economically feasible for dairy and cattle farmers to raise dairy beef using shelled corn as a main feed instead of forages. This project was completed and a paper was submitted to the Professional Animal Scientist. As in previous years, the USDA/RMA grant sponsored workshops were completed on time. This year, based on producer feedback, more webinars were offered. This will be expanded into next year as well.

The Community Economic Development team received a Train-the-Trainer grant to engage with several other extension universities to co-learn how to utilize trail systems as an asset for community and economic development. From this body of work, the CED Team has since created a pilot program called Downtowns & Trails, which is currently being implemented in Grafton County’s own Bristol, with Geoffrey Sewake as the lead Field Specialist.

Respectfully,
Heather Bryant

GRAFTON COUNTY NURSING HOME

Craig J. Labore, Administrator
Annual Report Fiscal Year 2018

It has been another eventful year here at Grafton County Nursing Home. The fast-paced nature which we work under is due in large part to the continually evolving healthcare environment we work in. Over the past several years, the one constant we have come to rely on is “change.”

As difficult as “change” can be at times, this year, Grafton County Nursing Home and other nursing home providers throughout the state, received welcomed news on a positive change. This came in the form of the State Legislature finally putting an end to the planned move to a managed Medicaid program for the Long Term Services and Supports (LTSS) population. Thanks to a strong legislative advocacy campaign across the LTSS provider spectrum, in addition to the willingness of a large number of state legislators who listened to our concerns, LTSS providers secured the passage of HB 1816, which officially ended the attempt to place those receiving LTSS services, under the care management of insurance companies. HB 1816 called for the continuation of studying alternative delivery models to help support the growing number of LTSS program participants. There are many creative approaches to meeting the needs of the LTSS population and we feel confident in our ability to play a role in the design of a system that will work for New Hampshire and meet needs of this vulnerable population.

This past year also saw Grafton County Nursing Home continue to develop new programs and systems to maintain regulatory compliance with the continued changes coming from the federal government. Changes in regulations create many additional duties for us here at GCNH and provide yet another example of just how busy this past year has been for us, and how busy the coming years will be as we continue to implement systems and procedures to remain in compliance with the hundreds of pages of regulations which we must operate under.

One of the most significant challenges we faced throughout the fiscal year pertains to the continuation of workforce shortages for healthcare

workers; both Nurses (RNs and LPNs) and Licensed Nursing Assistants (LNAs). The state of New Hampshire (and states across the country for that matter) is experiencing a significant nursing shortage that is affecting all sectors of healthcare. Throughout the past year, our nurses and LNAs have worked many hours of overtime to help ensure our residents received the quality of care Grafton County Nursing Home is known for. There were certainly many challenging days throughout the past year, but we are very fortunate to have such dedicated and caring individuals that are part of our team. We were also fortunate to have strong support from the County Commissioners and County Delegation, allowing the use of contract nursing, which in turn allowed us to staff our shifts to preferred levels, ensuring our residents received the highest level of quality care. We continue to think of new and creative ways to attract and retain staff. There are also efforts underway at the state level to address this shortage through the re-institution of Licensed Practical Nursing (LPN) programs at the Community College level. Unfortunately, despite these efforts, we do not anticipate a resolution to the nursing shortage in the near future.

This year saw the continuation of many events that bring enjoyment to all of us here at Grafton County Nursing Home, residents and staff alike. In August we held our annual Carnival Day event for staff and residents. The event featured carnival food, clowns, music and a dunk tank. Despite an unseasonably cold start to the morning, several members of the nursing home management team climbed up to be “dunked.” A special thank you to Abbott Rentals for donating the dunk tank and to Mountain Milk for donating the water to fill the tank. Also a special thank you to the Grafton County Maintenance Department for picking up and dropping off the dunk tank.

In September, we held our 4th annual fireworks show. Thanks to some good timing on the part of our Activities staff, we were able to take advantage of an end of season firework sale that resulted in our residents getting to see a fantastic fireworks show. A special thank you to Suzi and Mike Wilds who volunteered their time to launch the fireworks show for our residents. We would also like to say a special thank you to the North Haverhill Fire Department for being present to ensure a safe and enjoyable event and the Grafton County Sheriff’s Department, for providing traffic control along Route 10.

In October, we held our annual “Trick-Or-Treat Street” event. We welcomed well over four hundred (400) little ghouls and goblins to our home. Residents on each of the four nursing neighborhoods had the opportunity to see the children dressed up in their costumes and hand out candy as they passed by. There were lots of smiles and chocolate covered faces and hands that evening!

In November, we held our annual Thanksgiving Day meal for residents and their friends and families. Historically, this meal has taken place on Thanksgiving Day. This was the second year in a row that we held it on the Monday before Thanksgiving Day, in an effort to try and cut down on some of the stress holidays can place on families trying to be in multiple places throughout the day. Once again, we had a tremendous response to this event, welcoming approximately 170 family members of our residents. Despite some cramped spaces, everyone had a great time and had their fill of turkey and all the fixings.

In May, Grafton County Nursing Home celebrated National Nursing Home Week. This year our Resident Council chose to have a pirate theme for the week-long celebration. Our Activities Department and other Departments throughout the building decorated our nursing home to a point where one might think they were on the set of a Pirates of The Caribbean movie. There were several activities which took place throughout the week, including minute-to-win-it games, picture taking with a pirate, and a dance at the end of the week.

This year, Grafton County Nursing Home was again recognized by U.S. News and World Report as one of the best nursing homes in the state of New Hampshire. We were also selected for the prestigious Eli Pick Leadership Award from the American College of Healthcare Administrators. This recognition is only given out to approximately 11% of nursing homes throughout the entire country. These acknowledgments confirm what our community already knows- that our dedicated team of caregivers work hard to ensure our residents receive the highest level of quality care and quality of life.

We are very fortunate to have an active volunteer program here at Grafton County Nursing Home. Our volunteers, comprised of

individuals from the community, staff, and in some instances, nursing home residents, provide support and assistance to our residents in so many ways; through entertainment, one-on-one visits and assisting on trips outside of the nursing home, such as our annual visit to the North Haverhill Fair. During the past year, our volunteers donated approximately 1,917 hours of their time to the nursing home. National studies show that if volunteers were paid, their time would equate to an hourly rate of \$25.52 per hour. To put these two numbers in perspective, this means our volunteers contributed \$48,928 worth of their time to our residents. All of us at Grafton County Nursing Home express our heartfelt gratitude to each volunteer, and thank them for their dedication to our residents and to our nursing home.

This year, Tara Emerson was recognized by her peers as the Licensed Nursing Assistant of The Year for Grafton County Nursing Home. Tara has worked at Grafton County Nursing Home for eighteen years and continuously shows a spirit of teamwork and true dedication to the residents of Grafton County Nursing Home. Another award recipient this year was Ruth Demick. Ruth was selected as the 2017 New Hampshire Association of Counties Nursing Home Employee of The Year for Grafton County Nursing Home. Ruth has worked in the Dietary Department for twenty-three years and currently works as our Baker. Ruth works extremely hard and diligently to ensure the Residents have the best tasting treats for special occasions. Whether it is our monthly birthday parties, special events that the nursing home puts on, or an Activity program, Ruth consistently keeps perfecting her craft, tweaking recipes until they are absolutely perfect. Congratulations to both Tara and Ruth on these well-deserved awards.

In closing, I, along with the rest of the team consider it a privilege to care for our residents and value the opportunity we are given. We are very thankful for the continued support of so many throughout Grafton County, including the County Commissioners, County Delegation, community members, and local and civic organizations.

Respectfully submitted by:
Craig Labore
Administrator

GRAFTON COUNTY DEPARTMENT OF CORRECTIONS

Thomas Elliott

Annual Report Fiscal Year 2018



To the Honorable Board of Commissioners and the Citizens of Grafton County, I present the following report for Fiscal Year 2018 on behalf of the Grafton County Department of Corrections.

The facility averaged 83 inmates per day for a total of 30,295 days. The average length of stay for an inmate was 29 days at our facility. In an attempt to keep expenses down as much as possible we managed to come in approximately \$287,888 under budget, thus returning that money to the taxpayers of Grafton County. Department revenues came in at \$211,003.

In keeping with the mission of the Grafton County Department of Corrections, while maintaining a balanced correctional system of institutional and community programs, we continue to be successful with our Inmate Programs. Our in house FIRRM program, Crossroads and Decisions, Parenting Classes, Anger Management and vocational certificate programs, along with Substance Abuse programs and faith based programs continue to thrive within the facility with inmates attending the various programs offered a total of 8,987 times throughout the year. It has been proven that the more education and programs that people are offered the less likely they are to return to the facility. In conjunction, I am extremely grateful to all the volunteers and employees who dedicated their time and effort to make these programs function as an integral part of our daily mission.

The Correctional staff processed 1075 inmates into the facility (707 males and 312 females *56 Coos females), conducted 324 video hearings from the facility for the various Courts throughout the state, and processed 1,364 visitors into the facility. These actions are all in addition to their normal daily activities and various duties.

COMMUNITY CORRECTIONS

Community Corrections supervised 52 inmates in various programs such as Electronic Monitoring, FIRRM, Pre-Trial Release and Work Release throughout the year. They administered 260 urine tests while travelling over 9,500 miles within the County. In addition, they were also responsible for 111 transports from our facility to various medical and treatment facilities, as well as courtesy rides for individuals being released who cannot find or have the need for transportation.

Operation Impact accomplished 212 presentations throughout the year to a number of schools, thus travelling 6820 miles.

The Community Work Program provided labor to at least 26 different community sites utilizing a total of 1,478 inmate hours and travelling 3,672 miles. These included clean-up projects, painting and general labor to towns that could not have otherwise afforded to have the work done.

The newly launched for FY18 FIRRM and Pre-Trial Release programs continue to gain a foothold with the Courts throughout Grafton County and provide a much needed reintegration system for inmates that are returning to our local communities.

I would like to thank the Grafton County Commissioners and County Administrator for their support and vision in allowing us to create programs such as FIRRM and Pre-Trial Release that will allow us to stay on course with the future trends of Correctional Facility programming.

In closing I want to especially thank all the hard working employees that work in the various disciplines throughout the department. They are a dedicated and innovative group of people that we are fortunate to have. Their energy, enthusiasm and commitment to this department is very much appreciated in such a difficult work environment that Corrections poses.

Respectfully Submitted,

Thomas Elliott

GRAFTON COUNTY ALTERNATIVE SENTENCING

Annual Report Fiscal Year 2018

The Grafton County Alternative Sentencing Program was created to utilize common goals, resources, community connections, valuable insight and support to maximize the effectiveness of all the Alternative Sentencing Programs. During Fiscal Year 2018 the programs run by the Alternative Sentencing Department were: Drug Treatment Court, which has offenders with Felony level offenses or enhanced misdemeanor drug crimes and are diagnosed with a substance use disorder and are considered “High Risk/High Need”, Mental Health Court, which has participants that have Misdemeanor level offenses and are diagnosed with a mental health disorder, the Adult Diversion Program, which holds Felony level offenders accountable while providing the resources, skills and education to reduce the risk of committing crimes in the future, and Juvenile Restorative Justice Programs, where juvenile participants are first time misdemeanor and violation level offenders.

The goal of Alternative Sentencing is to help Grafton County community members who are involved in the criminal justice system become positive, productive and self-reliant members of the community while connecting them to resources such as individual counseling, intensive outpatient group counseling and case management services.

Grafton County Drug Treatment Court Sentencing Program seeks to improve community safety; save lives; decrease financial costs currently incurred by the criminal justice system and assist non-violent criminal offenders in breaking the cycle of crime and addiction. The program participants are judicially supervised with frequent court appearances, random drug testing, community supervision and the utilization of evidence based treatment practices to address and transform the participant into healthy, productive, law abiding citizens. The program was funded by the State of NH in Fiscal Year 2018. The Drug Court Coordinator and the Case Manager worked directly with New Hampshire Probation and Parole, counseling services and the community to assist prison bound felons get and STAY clean, by providing participants the resources and environment to learn how to live a healthier lifestyle.

Grafton County decided during FY 18 that they would not renew their contract with the State of NH and would not continue to administer Drug Court effective July 1, 2018. The State of NH put an RFP out and selected North Country Health Consortium to take over the administration of the program. Annie Crowley, former Grafton County Case Manager, was hired by NCHC as the Drug Court Coordinator. Grafton County ran the program through the middle of August, 2018 to assist with the transition of the program.

Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety. Shelly Golden is the Mental Health Court Coordinator who oversees three Mental Health Courts; ASSERT in Littleton, Plymouth Mental Health Court and Halls of Hope in Lebanon.

Adult Diversion Program seeks to hold eligible offenders accountable while providing the resources, skills and education to reduce the risk of committing crimes in the future. The program is an alternative to prosecution and offers a defendant a chance to avoid a criminal conviction and other punitive sanctions including fines, probation and incarceration. During FY 2018 the program had two (2) Case Managers Ashley Belyea and Kenn Stransky. This program began taking participants into the program November 1, 2015.

Juvenile Restorative Justice Program promotes community-based alternatives to the formal court process that; integrates restorative justice practices; promotes positive youth development; promotes safer communities; reduces juvenile crime and recidivism and provides intervention at the earliest opportunity possible. This program takes first time juvenile offenders and draws them back into our community while holding them accountable for their actions, rather than processing them through the criminal justice system. Grafton County has contracted Valley Court Diversion Program (VCDP) to cover Lower Grafton County and Communities for Alcohol & Drug-free Youth (CADY) to service Central Grafton County and services to Northern Grafton County are provided by County staff out of the North Haverhill office. As of May 1, 2015 the

program has received Accreditation through the State of New Hampshire Juvenile Court Diversion Network.

Grafton County employs David Belanger MA, MLDAC, to facilitate all SUD screenings, assessments, evaluations and be the therapist for several participants in the various programs.

Thank you to the dedicated and hard-working Alternative Sentencing staff that run and assist with these programs.

Respectfully submitted,

Julie L Libby
County Administrator

GRAFTON COUNTY CONSERVATION DISTRICT

Gary Peters, Chair

Annual Report Fiscal Year 2018

GCCD has had tree and shrub sales for 26 years. A saying that fits: The best time to plant a tree was 20 years ago, the next best time is now. In the past 17 years, this program has sold 30,000 trees – softwood and hardwood root stock for replanting. Shrubs such as cranberries, elderberries and lilacs total at 29,500 plants. Fruit trees – apple, plum, cherry total at 5,540. Berries, including strawberries, grapes, blueberries total at 19,775 plants. We at GCCD are proud of these figures and happy to be able to provide this service. It is an even bigger fundraiser to sponsor other events we do.

GCCD has acquired two pieces of equipment to rent. We have spent much time to practice the use and care of these. The soil aerator was obtained by a grant we applied for and received from the NH State Conservation Committee Moose Plate Program. The no-till seed drill was acquired from the Granite State Graziers. The District will be managing both, and I think they should be ready to go this spring.

This year we were able to coordinate a cover crop program on the Grafton County Farm corn fields. This project was planned and carried out by Heather Bryant of UNH Extension Service. This experiment was with different seed mixes, different planting dates, and different methods of application, especially to see what works or doesn't work well in our area. The results are in, and we would like to thank Donnie Kimball, Farm Manager, for his time and cooperation in this endeavor.

We also thank the County Commissioners and Delegation for letting this happen, and also funding our office manager. Thank you.

Conservation District Activities Include:

Fall Tour of Grafton County Conservation Projects Fall 2016:

Lisbon sites - A late winter ice jam caused the water to leave the Ammonoosuc River channel and flow along a hayfield beside the

railroad bed, taking hayfield with it. When that water reached a stone culvert, the force of the two streams washed out a major portion of the field, and created a new channel to the Ammonoosuc River. The landowner qualified for Emergency Conservation Program assistance and worked with Farm Service Agency and Natural Resources Conservation Service (NRCS) to stabilize the channel and plant a riparian forest buffer. This project abuts land owned and conserved by the Ammonoosuc Conservation Trust (ACT). A component of the NH DES wetland permit to repair the hayfield damage included a buffer extending onto the ACT land. The ACT property is managed for wildlife habitat, and is the site of an on-going riparian buffer restoration. Ron Rhodes, Connecticut River Watershed Council (CRWC) assisted with the permit process and financial assistance. This project required partnership, patience and persistence. Sugar Hill site - The GCCD AerWay increases water and nutrient infiltration, and breaks up soil compaction at the surface layer. The airway is great for pasture renovation in smaller areas, and was demonstrated at the Iris Farm in Sugar Hill.

Demonstration Cover Crop Project at the Grafton County Farm:

GCCD has been working with County Farm Manager, Donnie Kimball, planting several cover crop mixes to demonstrate the soil health benefits of cover cropping; reduced soil erosion, improved soil structure, water storage, and nutrient management. In spring 2017, the County Farm was able to plant an early corn variety into four standing cover crop mixes using a no-till drill with a crimper roller to prepare the planting area. Grafton County Farm was one of several NH farms demonstrating this new technology. NRCS and Heather Bryant, UNH Cooperative Extension (UNH CE) Ag Resources provided technical guidance. The Grafton County Farm project was included in a late fall Cover Crop Tour of sites in New Hampshire and Vermont. After the 2017 fall harvest, several new cover crop mixes will be planted in demonstration areas to assist with a state-wide project to determine suitable planting dates, mixes with low and high spring biomass, and planting techniques at different sites.

GCCD Begins Equipment Rental Program to Improve Soil

Health: The District received a Conservation Moose Plate grant to purchase an AerWay aerator to help smaller farmers improve soil health by reducing soil compaction. The AerWay is pulled behind a tractor and has tines on a roller that break up soil to increase air and water movement within the soil. The AerWay is equipped with a broadcast seeder so that seeding can take place in the same pass. An aerator provides many benefits to soil health and can be used throughout the growing season.

GCCD has entered an agreement with the Granite State Graziers to rent a no-till Eco-Drill to NH farmers. The Eco-Drill brings the benefits of no-till seeding to smaller fields and pastures. Coulters slice the soil, openers form a seed trench, seed is placed directly into the soil, then rolled with a cultipacker. A no-till system reduces erosion and improves moisture conservation. It can also reduce fuel and labor costs while building healthy soil structure.

Annual Meeting at Alumni Hall in Haverhill: GCCD presented the Agriculture Steward of the Year 2016 award to Nate Tullar, Tullando Farm. Nate is the third generation of Tullar dairy farmers exploring ways to produce high quality milk while maintaining a healthy herd, productivity and farm efficiency. Nate uses no-till planting techniques and cover crop varieties that improve soil health, and better manage water and nutrient resources. Nate continues the tradition of constant improvement at Tullando Farm, and hosts tours for potential-to-experienced farmers sharing knowledge gained at Tullando Farm.

Matt Cadreact established Cadreact Logging in 1988, now a fully-mechanized, whole-tree, family-operated logging company. Safety, efficiency, and quality workmanship are principles that keep Cadreact Logging in high demand with foresters and landowners. Matt is well-known and respected for his honesty, integrity and attention to detail in the forestry community. Matt Cadreact, Cadreact Logging received GCCD's Forest Steward of the Year 2016 award.

Stewardship and Outreach: In February GCCD, UNH CE, NRCS and the Wildlife Management Institute presented a workshop on Improving Wildlife Habitat on Your Land, providing information on food, cover and shelter for the wildlife. Staff and Supervisors attended a Soils Education Training Day in May and presented soils information to 150 Grafton County students at the Ag in the Classroom School to Farm event at the Rocks Estate, and the Open Barn at Hatchland Dairy in June.

Respectfully submitted,

Gary Peters, Chair

GRAFTON COUNTY FARM

Donald Kimball

Annual Report Fiscal Year 2018

To the citizens of Grafton County, the County Commissioners and the Grafton County Delegation Members:

I present the following report for 2018 on behalf of the Grafton County Farm.

Fiscal Year 2018 was a below average year for the farm. Milk prices are lower than last year, ranging from sixteen to nineteen dollars per hundredweight. Prices dropped to around fourteen dollars per hundredweight for base price. The County Farm was able to maintain a little higher price due to producing high quality milk with high components.

2017 fall harvest did well for the farm stand and dairy farm. The pumpkin and squash harvest did well considering we were fighting the weeds and being short-handed. Mostly, due to the late start to our planting season and wet conditions during the year. We also were short staffed and inmate population was lower than usual.

The planting season of 2018 started in early May. Staffing has not been an issue and the weather has been in our favor so far. The vegetable crop has done well and the gardens look great. The grass crops have yielded well and the corn looks good.

The Grafton County Farm had below average year due to the milk prices. The herd still continues to improve genetically and currently is one of the top producing herds in the United States. This past year the GRAFCO cows won several awards. Including, this spring we were awarded the prestigious “HERDS OF EXCELLENCE AWARD”. Only 17 Registered Holstein farms won the award in the Country. The award is based off having very high producing cows with high type too. I encourage people to stop by and give us a visit.

We have our annual Sheep Shearing Day and Pumpkin Day for W.E.S. We also this June held our Grafton County Farm and Forestry Day. Hundreds of people stopped in for the event to see the animals

and go on a hay ride around the fields.

In submitting this report, I would like to thank my Herdsman Ben White, and Assistant Herdsman Brian Tillotson for their hard work. I would also like to thank County Administrator Julie Libby and the Board of Commissioners for their support.

Respectfully Submitted,
Donald Kimball
Grafton County Farm Manager

*Meetings of the Grafton County
Executive Committee
&
Full Delegation*

Regular Executive Committee Meetings

Pages 51-84

- ❖ September 18, 2017
- ❖ November 20, 2017
- ❖ January 22, 2018
- ❖ March 19, 2018
- ❖ May 21, 2018

Executive Committee Budget Meetings

Pages 85- 106

- ❖ June 4, 2018
- ❖ June 8, 2018
- ❖ June 11, 2018
- ❖ June 15, 2018

Full Delegation Meetings

Pages 107 -122

- ❖ December 13, 2017
- ❖ May 21, 2018 - Set Elected Officials Salaries
- ❖ June 25, 2018 - Vote On FY19 Budget

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
September 18th, 2017

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

OTHERS PRESENT: Treasurer Hill

EXCUSED: Rep. Smith

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

Rep. Sykes stated that the first order of business was to replace Represent Hennessey who resigned from the Executive Committee in June. He stated that according to the by-laws she needs to be replaced with another Republican. He stated that he has spoken with Vice-Chairman Darrow and as of yet they do not have a replacement for her. The Committee will take this up again at their November meeting.

Rep. Sykes stated that there were six (6) sets of minutes that need to be approved.

Rep. Abel moved to approve the minutes from the May 22nd 2017 meeting. Rep. Campion seconded the motion and all were in favor.

Rep. Darrow moved to approve the minutes from the June 5th Budget meeting. Rep. Abel seconded the motion and all were in favor.

Rep. Darrow moved to approve the minutes from the June 9th Budget meeting. Rep. Binford seconded the motion and all were in favor.

Rep. Campion moved to approve the minutes from the June 12th Budget meeting. Rep. Schwaegler seconded the motion and all were in favor.

Rep. Abel moved to approve the minutes from the June 16th Budget meeting. Rep. Campion seconded the motion and all were in favor.

Rep. Schwaegler moved to approve the minutes from the June 26th Delegation Meeting. Rep. Binford seconded the motion and all were in favor.

Treasurer Hill gave the following Treasurers Report:

TO: GRAFTON COUNTY EXECUTIVE
COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER'S REPORT
DATE: SEPTEMBER 18, 2017
CURRENT CASH POSITION (as of 8/31/17)



Grafton County General Fund

Checking Account (ICS @ .70%)	\$626,518.99 (Woodsville Guaranty Savings Bank)
General Fund Municipal Savings Acct (.50%)	\$2,066.32 (Mascoma Savings Bank)

Grafton County Committed Accounts

Deeds Surcharge CD (.55%) (Woodsville Guaranty Savings Bank)	\$153,031.37
Dispatch Capital Reserve (.35%) (Union)	\$153,492.34 (Service Credit Union)
Nursing Home Capital Reserve (.35%) (Woodsville Guaranty Savings Bank)	\$110,668.64

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the previous fiscal year (7/1/16-6/30/17) was \$33,618.77
The Combined Accumulated interest in the current fiscal year (7/1/17-8/31/17) is \$2,620.24
- FY 2018 Tax Anticipation Notes:
 - The Delegation authorized the borrowing of up to (ten) million dollars at the Delegation meeting on June 26, 2017. There were two (2) proposals received for the TAN's for FY 18: The proposal from Woodsville Guaranty Savings

Bank with an interest rate of 1.29% for a line of credit with no requirement for a legal opinion to be issued. A second proposal was received from Mascoma Savings Bank with an interest rate of 1.95% for a line of credit with a legal opinion required, which requires additional expense. Treasurer Hill recommended that the Commissioners accept the proposal from Woodsville Guaranty as it would be the lowest cost to the taxpayers.

- On July 25, 2017 the Commissioner approved the proposal from Woodsville Guaranty Savings Bank with a rate of 1.29% for up to a \$10M line of credit.
 - As of Friday, September 15th we have drawn down a total of \$2.5M. The nursing home bond payment was paid on 9/14/17 which required a \$1M drawdown.
- Tax bills are expected to go out in late October with the due date being December 18th.
 - The investment CD that was at Meredith Village Savings Bank matured on June 22, 2017 and was withdrawn and deposited to the General Fund at WGSB for cash flow needs. The total interest earned from that CD was \$2,913.41.
 - The investment account at Mascoma Savings Bank is still open with a balance of \$2,066.32. There was a \$500,000 withdrawal from that account in late August for cash flow needs prior to the first TAN drawdown.
 - The Register of Deeds Surcharge CD at WGSB matured on 8/20/17. \$729.51 was earned in interest. \$20,000 was added from the Surcharge Daily account at Bank of NH and the account was renewed for another one (1) year term.

Rep. Darrow 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 18, 2017

- Union Updates:
 - Still negotiating with the UE (Nursing Home)

- Correctional Officers filed a Decertification Petition with the Public Employee Labor Relations Board and there will be a Decertification vote for the Correctional Officers with the results being counted on October 4th. They will either maintain being represented by the NCEU or they will have no representation at all.
- The annual financial audit was completed at the end of July. Preliminary result show that it went well. We will have finalized audit reports in mid-October.

Representative Abel asked who completes the annual audit. Commissioner Lauer stated that it was Melanson, Heath.

- There was a Drug Court Graduation held on August 21st with three (3) men graduating.
- The Nursing Home State Survey was conducted last week. The Survey team arrived on a Sunday morning and exited on Tuesday.
 - The Survey team was very complimentary of the building and staff. Their interactions with everyone made their work very easy. They also shared that the residents and families they spoke with had many great things to say about the staff and just how well they felt cared for.

Looks like we are going to receive two deficiencies:

- 1) We failed to have an FTE posting for the number of staff working, posted in the lobby (we had it posted on the units).
- 2) Pain parameters for three residents were not clear and they also found one diet recommendation that was not followed-up on. They intend to cite these two together.
- Both minor deficiencies. All in all it was a very good annual survey.
- NHAC Annual Conference is next week September 20 – 24 at the Sheraton Harborside in Portsmouth.
- The Commissioners will be hosting the 2nd Annual Employee Recognition Dinner on October 18th. 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.

Representative Sykes stated that he was able to attend the Drug Court graduation and stated that it was a very worthwhile event to attend and he encouraged all members to find time to attend one. Rep. Champion stated that

she had attended an Adult Diversion graduation and stated that they are remarkable.

Rep. Binford moved to accept the Commissioners' Report. Rep. Campion seconded the motion and all were in favor.

CA Libby gave the following County Administrator's Report:

County Administrator's Report
September 18, 2017

- ❖ Jail Census: 71 in-house; 2 on Electronic Monitoring; 6 FIRR; 5 Pre-trial Services
- ❖ Nursing Home Census 132

Review of Year-end FY 2017

Overall Revenue Exceeded Expenses by \$419,340 which resulted in an increase to the County's overall fund balance bringing it to \$3,593,729. The Unassigned Fund Balance increased by \$620,210 to \$1,619,257. This is about 4% of operating costs – which is still below where it recommended level of between 7% - 14% but it is an improvement from FY 2016 which is what we anticipated.

Financial Reports – FY 2018:

- ❖ Monthly Variance Report
 - Revenue:
 - Through two (2) months in the fiscal year most department revenues are running slightly behind. This is normal for this point in the fiscal year.
 - 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 18.
 - County Attorney/Victim Witness – Quarterly grant reimbursement. No revenue thus far in FY 18.
 - Alternative Sentencing – Majority of revenue is a quarterly grant reimbursement which no monies have been received in FY 18.
 - 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.)
- ❖ 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 16.74% or over revenue by \$31K and at 15.03% or under expended by \$700K. This all factors into the unassigned fund balance which at this point is \$2,180,588.60. Based on the pro-rated numbers we are right on target with revenues and under-expended.
- ❖ Over Expenditure Report
 - There are two (2) accounts over-expended:
 - ❖ Due to an unexpected vehicle repair
 - ❖ Due to the retirement payout of 2 long term employees

Rep. Sykes questioned the County's use of Kapersky ant-virus software in light of the recent Department of Homeland Security suggestion that the software could leave systems open to hacking by the Russian government. Commissioner Lauer stated that she would follow up with IT Manager Ruggles at the next regularly-scheduled meeting with him.

Rep. Maes moved to accept the County Administrator's Report.
Rep. Abel seconded the motion and all were in favor.

Old Business: None

New Business: The first order of new business was to discuss an amendment to the by-laws allowing each party to appoint an alternate to the Executive Committee. The Committee discussed their opinions on the topic and debated about whether or not they wanted to pursue such an amendment. Representative Sykes stated that they could establish a subcommittee to look at this and come up with language for the full Committee to look at. After further discussion the Committee decided that there were too many questions at this point to establish a subcommittee. Rep. Sykes suggested that the Committee members forward all questions regarding the topic to him in the

next month and he would endeavor to get answers and have a report for the Executive Committee at their next meeting.

Next the Committee discussed subcommittees that were suggested during the last few meetings in June. The first subcommittee that was suggested was to study employee compensation. Rep. Hennessey had suggested this at the last Executive Committee meeting. Several Committee members stated that they did not know why the Executive Committee would undertake this. They felt that this is currently handled by the Commissioners and that it is not within the purview of the Executive Committee. They felt that they Committee is asked to vote on salary increases and that anything they need is explained to them at that time.

Rep. Sykes stated that he agrees and he is inclined not to appoint a subcommittee to look into this as this is the Commissioners responsibility.

The second suggested subcommittee was to study the farm. Representative Binford stated that he believes that the farm should be looked at. He's not sure that a subcommittee is the appropriate method, but he feels that the farm should breakeven at a minimum. Several representatives stated that the strategic planning for the farm really should fall under the purview of the Commissioners. Representative Sykes stated that he agreed although he is disinclined to focus on whether the farm breaks even or not. Commissioner Lauer stated that there was a study done of the farm by UNH Cooperative Extension a couple of years ago and she would find that report and share it with them. Representative Binford stated that he isn't saying that there isn't a benefit to the farm, he just feels he needs to be able to justify it to the taxpayers.

Representative Sykes feels that the Commissioners have a better sense of the long term strategic plan for the farm. He believes there are things that the farm is missing out on and he would like the Committee to be able to share their thoughts with the Commissioners, but he feels the Commissioners should be the ones studying the farm.

Committee Reports: Medicaid Managed Care – There is no report.

Comments of the Delegates: Representative Schwaegler told the Committee that the NH Timberland Owners Association was holding a recognition of the farm of the year (which was a farm in Lebanon) at the end of September and she encouraged everyone to attend.

The next meeting of the Executive Committee will be Monday, November 20, 2017 at 9:00 AM.

10:14 AM with no further business the meeting adjourned.

Sincerely,

Stephen Darrow, Vice-Chair



EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
November 20, 2017

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

OTHERS PRESENT: Treasurer Hill, Human Services Administrator
Bishop, Nursing Home Administrator Labore

EXCUSED: Reps., Sykes, Maes, Schwaegler, Binford

9:00 AM Rep. Sykes called the meeting to order and began with the Pledge
of Allegiance led by Rep. Abel. It was noted that there was no quorum
therefor they would hold the meeting and listen to reports but could take any
action.

Treasurer Hill gave the following Treasurers Report:

TO: GRAFTON COUNTY
EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL,
TREASURER
SUBJECT: TREASURER’S REPORT
DATE: NOVEMBER 20, 2017



CURRENT CASH POSITION (as of 10/31/17)

Grafton County General Fund

Checking Account (ICS @ .70%) \$833,119.96 (Woodsville
Guaranty Savings Bank)
General Fund Municipal Savings Acct (.50%) \$2,069.26 (Mascoma Savings
Bank)

Grafton County Committed Accounts

Deeds Surcharge CD (.55%) \$153,031.37
(Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.35%) \$153,582.14 (Service Credit
Union)

Nursing Home Capital Reserve (.35%) \$110,724.13 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the current fiscal year (7/1/17-10/31/17) is \$3,693.39
- FY 2018 Tax Anticipation Notes:
 - As of this date we have drawdown \$6,000,000 of the authorized \$10M from the tax anticipation notes.
- Tax bills were sent out on October 27th with the due date being December 18th.
 - As of this date we have received tax payments from two (2) towns:
 - Franconia
 - Woodstock
- There is a Jail Bond payment of \$1,081,718.77 due on December 1st.

Rep. Abel asked when the taxes are due. County Administrator Libby stated that by statue they are due on December 17th but this year the 17th is on a Sunday therefor taxes are due on Monday the 18th.

Commissioner Lauer gave the following Commissioner's Report.

Commissioners' Report November 17, 2017

- Union Updates:
 - An agreement was reached with the United Electrical Workers' – Local 278 at the Nursing Home. The contract was ratified by the members on October 2nd and by the Commissioners on October 3rd.
 - The National Corrections Employee Union was voted out of the Jail on October 4th. There is no longer any union representation at the Department of Corrections.
- The annual financial audit is complete. Copies are available upon request. No significant findings. Audit went well.
- There was a Drug Court Graduation held on November 13th with two (2) women graduating.

- NHAC Annual Conference was held September 20 – 24 at the Sheraton Harborside in Portsmouth. The following Grafton County employees received recognition: Assistant County Attorney Tara Heater, County Attorney Employee of the Year and Dietary employee Ruth Demick was named Nursing Home Employee of the Year.
- The Commissioners hosted the 2nd Annual Employee Recognition Dinner on October 18th. There were 81 employees who have earned recognition for their years of service to Grafton County. These recognitions begin at 5 years of service and are recognized thereafter in 5 year increments. We had employees beginning with 5 years all the way up to 46 years in attendance at the dinner. It was a wonderful evening that was well received by all. We are truly fortunate to have wonderful and dedicated staff members in all Grafton County departments
- Commissioners will host a Holiday Open House for employees on Tuesday, December 19th at the Nursing Home.

CA Libby gave the following County Administrator's Report:

County Administrator's Report
November 20, 2017

- ❖ Jail Census: 95 in-house; 2 on Electronic Monitoring; 9 FIRRM; 4 Pre-trial
- ❖ Nursing Home Census 132

Financial Reports – FY 2018:

- ❖ Monthly Variance Report
 - Revenue:

Through four (4) months in the fiscal year most department revenues are running slightly behind.

The Nursing Home is running behind due to a lower than projected Medicare population. We budgeted for an average of 7 and YTD we have had an average of 4. We also budgeted revenue for an average of 1 Veteran and to-date have had none. We are running higher than projected on Medicaid patients however because the reimbursement is so much lower it has not offset the difference. We have also been running a little lower than projected on the Private Pay residents but that has improved.

Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly. We received \$399,240.68 for the first quarter.

Department of Corrections: FIRRM program started out slower than anticipated with fewer participants. Community Corrections revenue is behind. Also budgeted for an RSAT (Residential Substance Abuse Treatment) grant that at this time we have not received. We are also behind on payments for the Governor’s Commission funding. This will get fully collected by yearend.

Farm: The Farmstand had an off year. Revenue projections were for \$60,000 total receipts at this point are \$47,022.5. Farm revenue will depend on price of milk and our production.

County Attorney/Victim Witness – Quarterly grant reimbursement. First quarter revenues are now received.

Sheriff’s Department – Looks behind due to timing. We received a large deposit for dispatch revenue in November. This revenue is on target.

Alternative Sentencing – Majority of revenue is a quarterly grant reimbursement. First quarter monies have now been received. Also included in the revenue is Medicaid funds. We have been approved as a Medicaid provider and are finalizing things before we begin receiving funding.

Taxes are collected once per year in December.

Expenses

Through three (3) months most departments are below spending levels. The only department that is not is IT and that is due to mostly to one-time payments that are made at the beginning of the fiscal year. ie (services contracts for software)

- ❖ Pro-rated Report –
 - 33.33% 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 October report we are at 33.11% or under revenue by \$92K and at 30.09% or under expended by \$1.4M. This all factors into the unassigned fund balance which at this point is \$2,579,289.92.

❖ Over Expenditure Report

- There are several accounts over-expended:
 - ❖ Nothing out of the usual – each department has monies to cover the overages.

Medicaid Managed Care Update – Nursing Home Administrator Labore & Human Services Administrator Nancy Bishop.

NHA Labore and HSA Bishop handed out the attached PowerPoint and reviewed it with the committee and answered various questions.

Next Meeting: January 22nd, 2018 at 9:00am.

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

Sincerely,

Stephen Darrow, Vice-Chair



EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
January 22nd, 2018

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

OTHERS PRESENT: Treasurer Hill, Register of Deeds Monahan

EXCUSED: Reps., Binford, Smith and Ham.

Rep. Abel moved to approve the minutes from the September 18th meeting. Rep. Campion seconded the motion and all were in favor.

Rep. Abel moved to approve the minutes from the November 20th meeting. Rep. Campion seconded the motion and all were in favor. Reps. Maes and Sykes abstained.

Rep. Abel moved to approve the minutes from the December 13th 2017 Delegation meeting. Rep. Maes seconded the motion all were in favor. Rep. Abel and 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: JANUARY 22, 2018



CURRENT CASH POSITION (as of 12/31/17)

Grafton County General Fund

Checking Account (ICS @ 1.31%) \$10,507,563.98 (Woodsville Guaranty Savings Bank)

Money Market (1.10%) \$ 1,500,271.23 (TD Bank)

CDARS (1.25%)	\$ 2,000,000.00 (Mascoma Savings Bank)
Certificate of Deposit (CD - .75%)	\$ 500,000.00 (Meredith Village Savings Bank)
General Fund Municipal Savings Acct (.50%)	\$2,072.21 (Mascoma Savings Bank)

Grafton County Committed Accounts

Deeds Surcharge CD (.60%) (Woodsville Guaranty Savings Bank)	\$153,031.37
Dispatch Capital Reserve (.35%) Union)	\$153,704.61 (Service Credit Union)
Nursing Home Capital Reserve (.30%) Guaranty Savings Bank)	\$110,779.65 (Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the current fiscal year (7/1/17-12/31/17) \$13,667.82
- FY 2018 Tax Anticipation Notes:
 - Total Drawdown - \$6,250,000 – Interest \$17,786.06. TAN was repaid to Woodsville Guaranty Savings Bank on December 15, 2017.
- Tax bills – All taxes were paid on time with the exception of the Town of Dorchester. Their payment was received on 12/26/17. Interest was assessed and an invoice has been mailed to them. We collected a total of \$25,077,129 in tax revenue for FY 2018.
- The following Investment Plan was approved by the Commissioners on December 12, 2017:
 - Woodsville Guaranty Savings Bank – Insured Cash Sweep – 1.31% - All funds remaining in the County’s possession after the investments below are made. This would be approximately \$13.3M.
 - Mascoma Savings Bank – 26 Week CDARS – 1.25% - \$2,000,000
 - TD Bank – Money Market – 1.10% - \$1,500,000
 - Meredith Village Savings Bank - .75% - \$500,000
- Investment letters were sent to all banks that have a branch located within Grafton County. These letters were sent out on

November 30, 2017 with bids due back by the close of business on Friday, December 8, 2017.

- We received proposals from seven (7) banks. I have attached a spreadsheet that details the banks that responded. This spreadsheet shows the various different investment options that were provided by the different financial institutions.

Rep. Darrow moved to approve the Treasurer's report. Rep. Maes seconded the motion and all were in favor.

Commissioner Lauer gave the following Commissioners' Report:

Commissioners' Report

January 22, 2018

- Real Estate Auction outcome – Property Sold for more than the County was authorized to bid.
- Farm received two (2) awards from DHIA (Dairy Herd Improvement Association) in Lancaster, PA in December. The first award was for the Holsteins – they were ranked 8th out of all the herds tested by Lancaster (PA) DHIA (they are ranked on pounds of protein.) The second award was for the Jerseys. They were ranked 3rd for all of the colored breeds. Also ranked on pounds of protein. Additionally, one of the Jersey cows just received a Hall of Fame certificate.

Commissioner Lauer stated that Herdsman Ben White has done an excellent job with the dairy herd and that the quality of the herd is excellent, which pays dividends as we receive extra on our milk price for those excellent standards. These accolades are quite an accomplishment for the farm.

Commissioner Ahern added that we are also fortunate to have the State Dairy Specialist's office here in Grafton County.

- Grafton County Farm and Forest Day Planning has begun
 - Date for the event is June 23, 2018
- Held the Dedication Ceremony for FY 2017 Annual Report on December 4th – the recipients were:
 - Bev McKinley, Enfield
 - Dave Wentworth, Franconia
 - Alden Lewis "Skip" Van Sickle, Jr., Holderness (Posthumously)
- FY 2019 Budget
 - Department Budgeting has begun
 - Commissioners to meet with Department Heads in March

- Commissioners budget should be done by early May
 - Workers' Compensation Rates will increase by 6.0% or \$14,634
 - Property/Liability Rates will decrease by 5.6% or \$10,111
 - Health Insurance – Not-to-Exceed Rates show a 41.69% increase – based on current plans that would result in a \$1,250,000 increase for FY 2019.
 - Actively looking at alternatives and ways that we can reduce that increase.
- Commissioner Piper is now the Chairman of the NHAC Legislative Committee.

The Committee discussed the farm, its recent awards and how far they have come with their dairy herd.

Rep. Campion moved to send a letter to FM Kimball and Herdsman White recognizing their contributions to the farm. Rep. Schwaegler seconded the motion and all were in favor.

RD Monahan was present at the meeting and wanted to inform the committee that HB1478 seeks to encourage first time home buyers by lowering the transfer tax from .75 cents on the hundred to .65 cents on the hundred. The impact to the state is going to be \$18 million. She stated that this is intended to encourage low income first time homebuyers. She stated that there is some false information out there surrounding this bill and she encourages the Delegation to keep their eye on it. Rep. Abel asked if she is for or against the bill. RD Monahan stated that the Register of Deeds Affiliate is opposed to this bill. She explained that using the numbers that Sullivan County came up with, on a \$120,000 house it is an average savings of \$100 to the homebuyer. \$100 is not going to stop someone from purchasing a house. RD Monahan stated that she will get the numbers for the fiscal impact to Grafton County.

Rep. Darrow moved to approve the Commissioners' report. Rep. Campion seconded the motion and all were in favor.

CA Libby gave the following County Administrators Report:

County Administrator's Report
January 22, 2018

- ❖ Jail Census: 80 in-house; 5 on Electronic Monitoring; 16 Pre-trial; 12 FIRR (included in the in-house population and EM numbers)
- ❖ Nursing Home Census: 131

Financial Reports – FY 2018:

- ❖ Monthly Variance Report

Revenue:

Through six (6) months in the fiscal year most department revenues are running slightly behind.

The Nursing Home is running behind due to a lower than projected Medicare population. We budgeted for an average of 7 and YTD we have had an average of 4.326. We also budgeted revenue for an average of 1 Veteran and to-date have had none. We are running higher than projected on Medicaid patients however because the reimbursement is so much lower it has not offset the difference. We are also been running slightly higher than projected on the Private Pay residents. The Medicaid reimbursement rate for 1/1/18 did increase to \$175.46, which is higher than budgeted. I expect to see a decrease in the deficit as the year progresses.

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 second quarter payment yet.

Department of Corrections: FIRR program started out slower than anticipated with fewer participants. Community Corrections revenue is behind. Also budgeted for an RSAT (Residential Substance Abuse Treatment) grant that at this time we have not received. We are also behind on payments for the Governor’s Commission funding. This will get fully collected by yearend.

Farm: The Farmstand had an off year. Revenue projections were for \$60,000 total receipts at this point are \$50135.53. The price of milk is projected to drop dramatically in the coming months. The Farm revenue depends heavily on the price of milk and our production.

Alternative Sentencing – Majority of revenue is a quarterly grant reimbursement. The first 2 quarter monies have now been received. This grant is a reimbursement of expenditures – the revenue is behind but the expenses are also down. Also included in the revenue is Medicaid funds. We have been approved as a Medicaid

provider and are finalizing things before we begin receiving funding.

Expenses

At the six month mark there are several departments showing ahead of where they should be with expenditures:

Alternative Sentencing Department – requested funds from the Drug Court budget to hire an Administrative Assistant. Transfer of funds has not yet been completed.

IT – continues to be from large contracts paid at the beginning of the year.

Bond Payments – all principal payments for the year have been made. Line items will not be over-expended at year end.

Other – TAN Interest was paid in full \$17,786.06 I don't anticipate this category being over at year end.

Nursing – Contract Nurses – the budget was for \$657,471 through six months \$456,108.52 has been spent. Tracking to spend over \$900K which will be over-expended by \$250K+.

Overall the budget is still under expended by \$317,618.15

- ❖ Pro-rated Report –
 - 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 50.04% which is right on target and at 47.95% or under expended by \$883,153. This all factors into the unassigned fund balance which at this point is \$2,005,867.53.
- ❖ Over Expenditure Report
 - There are only two (2) accounts over-expended:
 - ❖ One is a 100% revenue offset. December Revenue did not get posted in time.
 - ❖ AS Supplies – underestimate of utilization.

Rep. Abel asked if a line item comes in over budget does the Delegation need to vote to approve that. CA Libby explained that the bylaws state that the Commissioners have the authority to transfer money within a budget to

cover over expenditures up to \$5,000. The nursing home is considered one (1) budget and there will likely be monies within the nursing home budget to cover the nursing over expenditures and she does not foresee the Commissioners needing to seek approval from the Executive Committee.

Rep. Campion stated that they had spoken at one point about the IT Security Software Kaspersky and she asked for an update. CA Libby stated that they are no longer with Kaspersky; their contract was expiring this year. The county is now with a company called Bit Defender which has been deployed within the last few months. The Committee requested to have IT Manager Ruggles come to their next meeting to discuss their new software and how the changes have affected the county's IT operations.

Rep. Darrow moved to approve the County Administrator's report. Rep. Maes seconded the motion and all were in favor.

New Business - By Laws Amendment – Alternates on Executive Committee. Rep. Sykes stated that the committee had made a decision that there was nothing to do at that time because there were more questions than answers. He had suggested at the time that if there were any questions the committee wanted answers for to send them to himself and no one did so. He stated that to him that implies that there is little or no interest in pursuing this idea. The committee all agreed to make a motion to do away with the bylaws amendment.

Rep. Abel moved to not move forward with the bylaws amendment.
Rep. Darrow seconded the motion and all were in favor.

FY2019 Budget Meeting Dates

The committee discussed the dates for the June Executive Committee budget meetings. They set the following dates: June 4th, 8th, 11th, 15th, 18th if needed and 25th Delegation Vote on the FY19 Budget.

The committee also discussed the need for the Delegation vote to set Elected Official salaries. They discussed holding that meeting on May 21st before the Executive Committee meeting but stated that they will further discuss that issue once they have more information on other meeting dates.

Medicaid Managed Care Subcommittee

- Rep. Campion stated that there are several Medicaid bills working their way through the house. She stated that she is now on the Health and Human Services Elderly Affairs committee where most of the Medicaid bills pass through. She explained

that the one that applies to Medicaid Managed Care is being brought by Rep. Kurk and it essentially eliminates Step 2 which is the Medicaid Managed Care portion that applies to Nursing Home facilities. She stated that there is a fair amount of opinion that seems to think that Medicaid Managed Care does not work for nursing homes. To her knowledge there has not been a state that has fully implemented Medicaid Managed Care. She stated that the hearing for this is February 1st at 10am.

- House Bill 1531 would create a commission to study the performance of managed care. It was designed to evaluate step 1 because it was implemented to save money but there are no studies that prove it has done that yet.

The next Executive Committee meeting will be March 19th at 9:00am

10:00 AM with no further business the meeting adjourned.

Sincerely,

Stephen Darrow, Vice – Chair



EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
March 19th 2018

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

OTHERS PRESENT: Treasurer Hill, Nursing Home Administrator Labore, Human Services Administrator Bishop, IT Manager Ruggles

EXCUSED: Rep. Binford

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

Rep. Campion moved to approve the minutes from the January 22nd meeting. Rep. Darrow seconded the motion and all were in favor. Reps. Smith and Ham abstained.

Treasurer Hill gave the following Treasurer’s report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER’S REPORT
DATE: MARCH 19, 2018



CURRENT CASH POSITION (as of 02/28/18)

Grafton County General Fund

Checking Account (ICS @ 1.31%) Guaranty Savings Bank)	\$ 5,899,228.57 (Woodsville
Money Market (1.10%) Bank)	\$ 1,502,940.02 (TD
CDARS (1.25%) Savings Bank)	\$ 2,003,839.27 (Mascoma
Certificate of Deposit (CD - .75%) Savings Bank)	\$ 500,000.00 (Meredith Village
General Fund Municipal Savings Acct (.50%) Savings Bank)	\$ 2,174.10 (Mascoma

Grafton County Committed Accounts

Deeds Surcharge CD (.60%) (Woodsville Guaranty Savings Bank)	\$153,270.12
Dispatch Capital Reserve (.35%) Union)	\$180,483.23 (Service Credit
Nursing Home Capital Reserve (.30%) (Woodsville Guaranty Savings Bank)	\$ 96,169.02

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the current fiscal year (7/1/17-02/28/18) \$39,022.91

Rep. Schwaegler moved to approve the Treasurer's report. Rep. Abel seconded the motion and all were in favor.

Commissioner Lauer gave the following Commissioners' Report:

Commissioners' Report

March 19, 2018

- Grafton County Farm and Forest Day is June 23, 2018
- FY 2019 Budget
 - Commissioners have been meeting with Department Heads to review budget requests. During April the Commissioners will meet to finalize their recommended FY 2019 budget.
 - Commissioners' Budget will be out at the beginning to middle of May
 - Final Health Insurance Rates for FY 2018 will be set this month – the County received a 41.69% increase Not-to-Exceed from NH Interlocal Trust. After final rates are set – the Commissioners will be making a decision regarding health insurance coverage for FY 2019.

Rep. Darrow moved to approve the Commissioners' report. Rep. Smith seconded the motion and all were in favor.

CA Libby gave the following County Administrators Report:

County Administrator's Report

March 19, 2018

- ❖ Jail Census: 77 in-house; 2 on Electronic Monitoring; 14 Pre-trial; 13 FIRR
- ❖ Nursing Home Census: 129

Financial Reports – FY 2018:

Monthly Variance Report Revenue:

Through eight (8) months in the fiscal year most department revenues are running slightly behind.

The Nursing Home is gaining ground but is still running behind due to a lower than projected Medicare population. We budgeted for an average of 7 and YTD we have had an average of 4.326. We also budgeted revenue for an average of 1 Veteran and to-date have had none. We are running higher than projected on Medicaid patients however because the reimbursement is so much lower it has not offset the difference. We are also been running slightly higher than projected on the Private Pay residents. The Medicaid reimbursement rate for 1/1/17 did increase to \$175.46, which is higher than budgeted. I expect to see a decrease in the deficit as the year progresses.

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 second quarter payment yet.

Department of Corrections: FIRR program started out slower than anticipated with fewer participants. Community Corrections revenue is behind. Also budgeted for an RSAT (Residential Substance Abuse Treatment) grant which has been recently received. We are also behind on payments for the Governor's Commission funding. This will get fully collected by yearend.

Farm: The Farmstand had an off year. Revenue projections were for \$60,000 total receipts at this point are \$50,337.53. The price of milk has dropped \$3/hundred weight in the past month. Milk is currently \$14.88 this is projected to be the low point. The Farm revenue depends heavily on the price of milk and our production.

Alternative Sentencing – Majority of revenue is a quarterly grant reimbursement. The first 2 quarter monies have now been received.

This grant is a reimbursement of expenditures – the revenue is behind but the expenses are also down. Also included in the revenue is Medicaid funds. We have been approved as a Medicaid provider and are finalizing things before we begin receiving funding.

- Expenses

At the eight (8) month mark there are several departments showing ahead of where they should be with expenditures:

Alternative Sentencing Department – requested funds from the Drug Court budget to hire an Administrative Assistant. Transfer of funds has not yet been completed.

Bond Payments – all principal payments for the year have been made. Line items will not be over-expended at year end.

Nursing – Contract Nurses – the budget was for \$657,471 through eight months \$617,419.69 has been spent. Tracking to spend over \$1M which will be over-expended by \$350,000.

Overall the budget is still under expended by \$287,273.41

- ❖ Pro-rated Report –
 - 66.67% 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 February report we are at 66.36% which is under where we should be and at 63.52% or under expended by \$1,352,500. This all factors into the unassigned fund balance which at this point is \$2,155,747.
- ❖ Over Expenditure Report
 - There are several over-expended accounts
 - ❖ A couple of them are benefit related and occurred due to a change in staff and unanticipated benefits.
 - ❖ One is a 100% revenue offset.
 - ❖ AS Supplies – underestimate of utilization.
 - ❖ Maintenance Vehicle R&M – due to aging vehicles and unanticipated repairs

Rep. Smith moved to approve the County Administrator's report.
Rep. Campion seconded the motion and all were in favor.

ITM Ruggles arrived to discuss the antivirus software update as requested by the committee. He stated that he terminated their agreement with Kaspersky. There were a lot of concerns regarding that decision and he did note that after nine (9) years they never became infected with any malware. They are now using Bit Defender out of Romania. He stated that they looked into three (3) different companies and after a lot of research and reference checks they chose Bid Defender. He enrolled in a three (3) year contract which resulted in them receiving one (1) year for free with a discount. He stated that this new software is working out well so far but noted that there is a language barrier and they have been promised that they will be getting more US techs as this company is growing at a rapid rate. He stated that this was a large job in switching all systems over to this new antivirus software and took him and his two (2) staff roughly three (3) weeks of man power to complete the update but it was completed before the deadline when Kaspersky would no longer update. Rep. Sykes asked for more information regarding the process IT Manager Ruggles to come to the decision to use this software. IT Manager Ruggles stated that he did extensive research using online resources noting that he stayed away from any bias sources. He also noted that they brought in a demo of the software and ran it with test viruses and was impressed with the overall system. Rep. Schwaegler asked if IT Manager Ruggles knew of any other counties using this software. He stated that he did not but he did have references from Bid Defender and spoke with two (2) county facilities in other states who were very pleased with the software. Rep. Campion asked if he knew what other counties are using. IT Manager Ruggles stated that unfortunately the IT Managers in the ten (10) counties do not meet but he has reached out to them during his tenure here to work through various issues. IT Manager Ruggles noted that antivirus software is not 100% effective but they are doing everything they can to prevent any issues from coming up. The committee thanked IT Manger Ruggles for coming in and giving them an update.

Medicaid Managed Care Subcommittee Update - 9:30

Rep. Campion stated that Executive Committee formed a subcommittee to study and understand what they might do as a county to plan in anticipation of implementation of Medicaid Managed Care for nursing facilities. She stated that the bill of greatest relevance to this topic is HB1816 which was amended in Health and Human Services. It was passed as amended and now presumably will be coming to the House. The bill itself effectively terminates stage 2 and stage 3 of Medicaid Managed Care including nursing facilities. This has been a recommendation from anyone who has looked at how Medicaid Managed Care has been implemented for populations beyond acute care. She stated that the Commissioner had published a report and a

plan for implantation for Medicaid Managed Care for the state that was released significantly later than anticipated and after the legislation had been written after the committee could consider. There is conflict between what DHHS and the Commissioner have published and what the counties have recommended with HB1816. She invited Nursing Home Administrator Labore who has been on the committee to discuss prior legislation about Medicaid Managed Care to discuss the details of these discussions with the Committee. NHA Labore went on to discuss these details with the committee as to what Medicaid Managed Care would do to nursing homes and answered various questions from them. He stated how important getting their fellow representatives to vote in favor of HB 1816 was. The Committee thanked NHA Labore for the update.

CA Libby handed out the Executive Committee budget meeting schedule.

The Executive Committee also discussed the need for the Delegation vote to set Elected Official salaries. CA Libby stated that the salaries need to be set before the filing period opens which is the first week in June. CA Libby stated that typically the May meeting they schedule the full Delegation and Executive Committee meeting. She asked the committee for any information they would like to have going into that meeting to set salaries. Rep. Sykes stated he would like to know how long the current salaries have been in place as well as the COLAs for county employees during that time frame. Rep. Champion asked for the current elected officials salaries in the other New Hampshire counties. Rep. Smith stated that everyone needs to remember that they are setting salaries for a position not an employee.

The Executive Committee set the full Delegation meeting to set Elected Officials Salaries at 9am on May 21st with the Executive Committee to immediately follow.

Commissioner Ahern stated that SB443, Electric Freedom Bill has passed in the Senate and is now moving to the House. Rep. Ladd had submitted this bill eight (8) or so years ago but nothing ever came of it. Grafton County is held captive by Woodsville Water and Light and the statute states that the municipal power company may allow its customers to go outside to shop for electric but Woodsville Water and Light has not allowed Grafton County to go elsewhere. There is a Public hearing tomorrow and he strongly encourages the Representatives to vote in favor of the bill.

10:09 AM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk



EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
May 21st 2018

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

OTHERS PRESENT: Treasurer Hill

EXCUSED: Rep. Bonnie Ham

Rep. Sykes called the meeting to order at 10:50 am and began with the Pledge of Allegiance led by Rep. Schwaegler.

MOTION: Rep. Darrow moved to approve the minutes from the March 19th meeting. Rep. Maes seconded the motion and all were in favor.

Treasurer Hill gave the following Treasurer’s report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER’S REPORT
DATE: MAY 21, 2018



CURRENT CASH POSITION (as of 04/30/18)

Grafton County General Fund

Checking Account (ICS @ 1.31%) Guaranty Savings Bank)	\$ 2,151,354.14 (Woodsville
Money Market (1.10%) Bank)	\$ 1,505,869.09 (TD
CDARS (1.25%) Savings Bank)	\$ 2,008,029.68(Mascoma
Certificate of Deposit (CD - .75%) Village Savings Bank)	\$ 500,000.00 (Meredith

General Fund Municipal Savings Acct (.50%) \$ 2,177.85
(Mascoma Savings Bank)

Grafton County Committed Accounts

Deeds Surcharge CD (.60%) \$153,270.12
(Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.35%) \$180,664.25 (Service Credit
Union)
Nursing Home Capital Reserve (.30%) \$ 96,217.24
(Woodsville Guaranty Savings Bank)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the current fiscal year (7/1/17- 04/30/18) \$56,444.64
- I attended the NH Government Finance Officers Association Annual Conference at the Red Jacket in North Conway – May 3rd & 4th.

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

Commissioner Lauer gave the following Commissioners’ Report:

Commissioners’ Report
May 21, 2018

- Grafton County Commissioners Proposed Budget has been released:
 - Public Hearing – 5/23/18 – 6:00 PM
 - 4.67% Increase in the Amount to be Raised by Taxes
 - Budget Increase 2.75%
- Farm and Forest Day is June 23, 2018
- Drug Court Transition as of July 01, 2018
 - Staff Turnover within Alternative Sentencing
 - Drug Court Coordinator Resigned 4/2/18
 - AS Director Resigned – 4/10/18
- Join Litigation Against the Manufacturers and Distributors of Opioids – Bonsignore Trial Lawyers, PLLC & NapoliShkolnic, PLLC

- DHHS – 1115 Waiver – Funding IDN’s (Integrated Delivery Networks) – Commissioner Lauer explained that the 1115 Waiver provided funding for the Integrated Delivery Networks that have been established. Part of the funding involves County money, and the State through some discussions with CMS has been notified that these funds are county monies and that once the State of NH receives this money; it has to be transferred to the Counties. The State is not in a position to require the Counties to transfer these funds back to the State, but Commissioner Meyers explained that the understanding all along was that this would happen and the counties would retain 1%. Commissioner Meyers will be attending the Delegation meeting on June 25th to explain this to them and to obtain a vote from them that they approve receiving this unanticipated revenue and agree to retain 1% of the monies and return 99% of the funds to the State to be used to fund the IDNs. Commissioner Lauer explained that any county that chooses not to return the monies, those funds would be deducted from monies paid to IDNs within that County. Commissioner Lauer and County Administrator Libby answered various questions from the Committee.

MOTION: Rep. Campion 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
May 21, 2018

- ❖ Jail Census: 89 in-house; 3 on Electronic Monitoring; 8 FIRRM; 17 Pre-trial Services
- ❖ Nursing Home Census: 123

Financial Reports – FY 2018:

Monthly Variance Report
Revenue:

Through ten (10) months in the fiscal year most department revenues are running slightly behind.

The Nursing Home is still running behind due to a lower than projected Medicare population. We budgeted for an average of 7

and YTD we have had an average of 4.75. We also budgeted revenue for an average of 1 Veteran and to-date have had none. We are running higher than projected on Medicaid patients however because the reimbursement is so much lower it has not offset the difference. We are also been running slightly higher than projected on the Private Pay residents.

Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly.

Department of Corrections: Community Corrections revenue is behind. Also budgeted for an RSAT (Residential Substance Abuse Treatment) grant which has been recently received. We are also behind on payments for the Governor’s Commission funding. This will get fully collected by yearend.

Farm: The Farmstand had an off year. Revenue projections were for \$60,000 total receipts at this point are \$50,887.53. The price of milk has been lower than projected. Although the price is up some it is still below what was budgeted. The farm revenue depends heavily on the price of milk and our production.

Alternative Sentencing – Majority of revenue is a quarterly grant reimbursement. The first 3 quarter monies have now been received. This grant is a reimbursement of expenditures – the revenue is behind but the expenses are also down. Also included in the revenue is Medicaid funds. We have been approved as a Medicaid provider and we are now enrolling our LADC as a Provider and then will be able to begin billing and receiving funds.

Expenses

At the ten (10) month mark there are only two areas showing ahead of where they should be with expenditures:

Bond Payments – all principal payments for the year have been made. Line items will not be over-expended at year end.

Nursing – Contract Nurses – the budget was for \$657,471 through ten months \$775,510.71 has been spent. Tracking to spend over \$900,000 which will be over-expended by \$275,000.

Overall the budget is still under expended by \$1,180,152

Pro-rated Report

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 82.91% which is slightly under where we should be and at 79.48% or under expended by \$1,658,471. This all factors into the unassigned fund balance which at this point is \$2,242,055.

Over Expenditure Report

There are a number of over-expended accounts

A couple of them are line items that have reimbursements coming back that will offset the expense.

One is a 100% revenue offset.

Several of them are line items where the annual expenditures were underestimated when the budget was prepared.

Wages – LPN line is due to having more LPN’s on staff than anticipated. We hire either RNs or LPNs but budget them in different lines items – there will be enough funds in the RN line to cover the overage.

Wages – Staff Coordinator – Staff change resulted in a more experienced person being hired and salary is higher than what was budgeted for previous employee.

Contract Nurses – Is the large overage – we continue to rely heavily on contract nurses to fill shortages. We are short staff and in addition a high number of Family Medical Leaves is putting a strain on staffing coverage.

All overages appear to be reasonable, not out of the ordinary and there will be enough funds within departments to cover them.

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

Rep. Sykes noted that the dates for the Executive Committee Budget meetings are on the agenda.

Medicaid Managed Care Subcommittee – Rep. Campion stated that HB1816 that would eliminate stage 2 of Medicaid Managed Care has passed both houses and now needs to be signed.

11:31 AM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk



EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 4th 2018

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

OTHERS PRESENT: DoC Supt. Elliott, HR Director Clough, Register of Deeds Monahan, Maintenance Supt. Oakes

EXCUSED: Rep. Ham

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

CA Libby noted that every salary line throughout Commissioners' budget is higher than the department requests because the COLA was not added into the department request.

Department of Corrections – Supt. Elliott

Revenue

Department of Corrections – Supt. Elliott stated that this line item includes revenue from housing Coos County female inmates, employee meals, social security incentives and inmate phone calls. He noted that this is a population driven line item.

Community Corrections – Supt. Elliott stated that they receive revenue for inmates who are out on work release, electronic monitoring, or pretrial services.

Governor's Commission Grant – Supt. Elliott stated that this line item is the funding from the Bureau of Drug and Alcohol Services to provide substance abuse counseling. They just received notice that they are receiving \$150,000 in funding for FY19.

The new revenue projection for FY19 is \$293,285.00

Rep. Smith asked why we did not receive the RSAT Grant. Supt. Elliott stated that it was not offered last year. She asked with the declining population if we are looking into ways to make use of that space. Supt. Elliott stated that he did look into an RFP that the State of Vermont had put

out to house State Prisoners but their facility cannot support what they were requesting. He also stated that he is in preliminary talks with the Federal Government regarding accepting Federal inmates. He does not have any additional information regarding that as this is very preliminary.

Expense

Department of Corrections

Supt. Elliott passed out the attached packet of statistics for FY18 to the committee for their review.

Supt. Elliott stated that without part time employees full time Officers are providing coverage for call outs, vacation time or FMLA. Those coverages are all overtime hours – which are factored into the increased retirement costs.

He stated that the health insurance line has increased \$69,382.00 and the retirement is up \$96,926.00.

This budget is up \$212,909 or a 4.1%.

Community Corrections

Supt. Elliott handed out a document that breaks down the various programs that the Community Corrections department provides.

Rep. Smith asked why the substance abuse testing line has decreased. Supt. Elliott stated that he over budgeted last year as he believed that the FIRR program would have more participants. He stated that this year they have budgeted what they feel the need based on the numbers they have.

Supt. Elliott stated that this line item is staffed by one LADC and one (1) part time certified recovery support worker.

Nightwatchmen

Supt. Elliott stated that the Nightwatchmen work 7p-3a patrolling the complex. There is one (1) 4/5 position and four (4) part timers.

RSAT Grant

He stated that this grant funded to provide substance abuse counseling for women. They have received this grant funding for FY19.

Commissioner's Office/ Misc. – County Administrator Libby

Revenue

Abandoned Property/Federal PILT – CA Libby stated that she took the last five (5) years averages to budget for FY19.

Interest – She stated that the Treasurer had initially set the revenue at \$50,000 but once the Commissioners reviewed the budget based on the current nine (9) month numbers, they felt comfortable increasing it to \$60,000.

Courthouse Rent – CA Libby stated that they just renegotiated a new four (4) year lease with the Superior Court that has a 1.5% increase each year and those numbers are reflected in the FY19 budget.

Dividends/Misc.

Retiree Drug Subsidy – CA Libby stated that the county receives monies back from Retirees who are enrolled in the health insurance.

She noted that they are using \$1,050,000 to offset taxes.

Expense

Commissioners' Office

CA Libby discussed the health insurance process with the Committee noting that the county was originally given a 41.69% increase in health insurance rates from NH Interlocal Trust. She stated that after many discussions the majority of the Board of Commissioners decided to go with HealthTrust for a number of reasons. She stated that HealthTrust overall had many more benefits to offer and was the most comparable plan to what the employees currently have. There is a 13.74% increase this year. She stated that enrollments have already been completed.

Maintenance – Supt. Oakes

Expense

Supt. Oakes stated that there is a 52% increase in the sewage lines.

Supt. Oakes stated that he did an across the board increase to his Repair and Maintenance Accounts due to increased HVAC repairs.

He stated that he was looking to start setting money aside in the capital outlay for the purchase of a new truck in a few years. He noted that this was cut at the Commissioners' level.

Contract Services – Complex – Supt. Oakes stated that the increase in this line item is due to the biennial cleaning of forty four (44) storm catch basins and the five (5) year water tank inspection.

He stated that they have the normal merit increases and the COLA included in the salary lines as well.

Rep. Smith stated that she is concerned about the aging HVAC equipment and vehicles that will eventually fail. She asked if there has been and thought about budgeting money in the capital outlay to eventually replace some of these old HVAC units. Supt. Oakes stated that long term it would be prudent to start setting the money aside.

Supt. Oakes stated that the sander is ten (10) years old and needs to be repaired for about \$2,500.

Rep. Darrow asked if money has been budgeted to repave the courthouse parking lot. Supt. Oakes stated that he had budgeted this year to repave in front of the nursing home, the admin parking lot and behind the admin building but that was cut as well. Commissioner Lauer stated that they have a \$145,000 sewer project that is budgeted for FY19 that is in the second year and needs to be finished. They understand that they are pushing the can down the road but next year they can look at this again when they don't have the \$145,000 sewer project in the budget.

Human Resources – Director Clough

Nurse Practitioner – HR Director Clough stated that with the wage adjustment last year the nurse practitioner salary has not changed and this employee is at max.

Education and Conference – HR Director Clough stated that she had originally budgeted \$5,000 to begin some organizational and development training with the staff and managers in the Nursing Home but after further discussion they decided that they will not proceed with this training this year.

Recruitment and Retention – She noted that this line is based off usage and the \$1,200 has been sufficient. This line is for wellness fairs, drug screen test kits, etc.

Dues Licenses & Subscriptions – HR Director Clough stated that this line item includes the criminal record checks, nurse practitioner annual membership to the American Psychiatric Nurses Association and annual Society for Human Resource Management (SHRM) for the HR Director and HR Senior Generalist.

Advertising – HR Director Clough stated that she rounded up to \$18,000 for FY19. The usage this year has increased due in part to many nursing job postings.

Travel Expenses – HR Director Clough stated that travel expenses are based on monthly HR Affiliate meetings at Primex, quarterly Association of New Hampshire Public Employer Human Resource Administrators (ANHPEHRA) meetings at Primex, eight (8) trips to Primex for their trainings and mileage to the Annual Employment Law Update in Manchester.

New Equipment – They have budgeted \$629 for the purchase of a new electric binding machine.

Rep. Sykes asked if they are looking at the nontraditional ways of recruiting employees. HR Director Clough stated that they are always looking into ways to recruit and retain employees.

Register of Deeds – Kelley Monahan

Revenue

RD Monahan reviewed the various revenue line items and stated that she has left the revenue flat but tweaked it slightly. She stated that she lowered the online services line item due to people migrating from the online services to tapestry and increased the tapestry line accordingly.

Expense

Clerical –She stated that this line item also includes the full year’s salary of her new staff member where this year her budget only has six (6) months of her salary.

Software Contract – Her current contract expires June 30th. She stated that she requested a bid waiver from the Commissioners and is currently negotiating with Fidlar to renew this contract. She answered questions from the Committee regarding the Fidlar contract.

Commissioners’ Office/Misc. – County Administrator Libby

CA Libby reviewed the Commissioners' Office budget stating that it increase 1.57% over last year's budget. All the increases are in salary and benefit lines, many other line items have been reduced.

Grafton County Economic Development Council – typically been funded at \$50,000 and this year they have reduced that line item \$5,000.

Conservation District – The County funds the Administrative Assistant position. This budget is the salary and benefits.

Regional Planning Commission – CA Libby stated that the county pays dues to North Country Council, North Country RD & Upper Valley RPC.

Health Reimbursement Account – CA Libby stated that the county pays 50% of the deductible costs for employees. In FY19 that will be changing. The HRA will only be available for the higher deductible plan. She has reduced the costs of that in the budget to reflect that.

Flexible Spending Administration- CA Libby explained that because the county is switching to HealthTrust there is a monthly charge to administer the flex spending accounts.

Bonded Debt - CA Libby stated that the county currently has four (4) sets of bonds. FY19 is the last year for the Water Tank Bond and the Nursing Home is paid off in FY 2024.

Contingency – CA Libby stated that this is where the county budgets for all outside counsel fees for the entire complex. The Commissioners have a \$1,500 contingency fund.

11:40 AM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk



EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 8th 2018

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

OTHERS PRESENT: Nursing Home Administrator Labore, Finance Manager Jurentkuff, IT Manager Ruggles, UNH Extension – Heather Bryant.

EXCUSED: Reps. Ham, Schwaegler and Smith.

Rep. Sykes called the meeting to order at 9:00 am and began with the Pledge of Allegiance.

Nursing Home – Administrator Labore & Finance Manager Jurentkuff

Revenue

NHA Labore stated that they are projecting a 129 average daily census.

He stated that the Medicaid rate is increasing \$1.15. They have adjusted that number by roughly \$41,135.00.

He stated that they are requesting a rate increase of \$10 a day to \$305 a day for a private pay single room and \$285 for the semiprivate rooms.

They have decreased their Veterans census as they had not received the response they had hoped for. They are not budgeting for any.

NHA Labore stated they are trying to remain consistent with what they have budgeted for in FY18 noting that they are requesting to increase the resident's cable rate .50 cents a day to \$9.00 per day to help offset the increase they received from the cable provider.

They are projecting roughly \$13.2 million in revenue for FY19.

Expense

Dietary

Food Service – replacement of the Dietician who came in at a higher rate than the previous dietician was at.

Nursing

Wage – Nursing Admin – NHA Labore stated that this increase is from the House Supervisors being reclassified into this line item from the RN Direct Care.

Contract Nursing Services – NHA Labore explained that this increase is offset by a decrease in the RN salary lines as they are not using the amount of RN's but are seeing an increase of the contract services.

Recruitment Discussion – The Committee discussed different recruitment ideas with NHA Labore on ways to get nurses into the nursing home and ways to retain those hires.

Contract Education – NHA Labore stated that there is a continued regulatory focus on the reduction of antipsychotic medications. Percentages above the national average, determined by CMS, will be met with decreased reimbursement and negative ratings on quality measures, as posted on the Medicare.gov Nursing Home Compare website. Grafton County Nursing Home's percentage is currently above the average. Dr. Sandeep Sobti, who also serves as their Medical Director, is recognized throughout the state by the state survey teams and Quality Improvement Organizations, as a leader in the effort to reduce psychotropic medications. He conducts trainings for state survey teams. This would be for one (1) full day per month for resident consultation for dementia residents and education of non-pharmacological interventions for nursing staff.

Therapeutic Recreation

Education and Conference – NHA Labore stated that there is a continued regulatory focus on enhanced activity programing for Dementia residents. National conferences such as the one they are requesting to send their Activities Director to in FY19 allow for networking and sharing of ideas. They have budgeted \$2,500.

Pharmacy & Physician

Med A Rx – NHA Labore stated that the decrease is due to the projected census.

Oxygen – He noted that this is also based on their census and what they are using.

Capital Reserve

Generator Upgrade – NHA Labore stated that the Nursing Home is not 100% covered by the generator. The elevator in the 1969 building and the booster to the dishwasher are not covered. They are looking to spend \$2,000 to upgrade the generator to power the entire Nursing Home.

50 Desktop PC's – As of January 2020 Microsoft will not be supporting Windows 7 and they are preparing for that by replacing the old desktops.

Security Camera System – NHA Labore stated that they had previously purchased security cameras to place throughout the Nursing Home. He is asking for an additional four (4) cameras this year to place around the nurse's stations.

IT – Manager Brent Ruggles

ITM Ruggles discussed his budget noting that the main increase in the employee related line items is the health insurance.

He explained that they allocate \$42,500 to the nursing home to offset their IT services.

IT Manager Ruggles stated that his budget has a 1.5% or \$6,302.00 increase for FY19.

Rep. Abel asked if he is likely to overspend or is he is going without things that should be done. ITM Ruggles stated that they will see an increase next year. They will need to update all systems to Windows 10 by 2020. He noted that this update is needed for security and HIPPA purposes.

Capital Outlay

They will be replacing sixteen (16) desktops and six (6) laptops throughout the complex. He noted that two (2) of their leases are in the capital outlay budget as well.

Alternative Sentencing – County Administrator Julie Libby

Revenue

CA Libby stated that they have removed the \$290,000 in revenue for the Drug Court as they are turning Drug Court over to the state.

CA Libby stated that Alternative Sentencing has received BDAS funding and she will be updating the budget for the Executive Committee next week.

Expense

CA Libby explained that they have decided to not have a specific Alternative Sentencing Director. They are looking at expanding the responsibilities of the MLADC to include supervision of the staff in the office. She noted that with the exit of Drug Court it gives the MLADC more time to take on those additional responsibilities.

Salary Line – CA Libby explained that this increase due to the fact that last year there was not an Administrative Position in the budget. The Commissioners added that position in November. FY19 will have the full cost of that position in the budget.

CA Libby stated that she worked with the staff in the Alternative Sentencing Department to come up with the budget and numbers they feel were reasonable to work with.

Contract Services – CA Libby stated that they have contracted with an outside agency to get the Medicaid billing set up.

Satellite Office Rental – CA Libby explained that this increase is due to the one of the satellite offices currently being paid for out of the Drug Court. She stated that the staff still needs to that satellite office so it has been added to the budget.

Rep. Campion asked if the MLADC is able to take on the additional supervisory responsibilities. CA Libby stated that he is, he has had previous supervisory responsibilities. He has stated that he is comfortable taking on the new role.

UNH Cooperative Extension – County Office Administrator Heather Bryant

COA Bryant stated that most of the line items in her budget are associated to salaries and benefits. The Support Staff, Professional Staff and Extension Operation lines typically go up based on the consumer price index which has a 2.1% increase this year.

Revenue – COA Bryant explained that this revenue is the contribution towards the support staff and supplies for Mike Lunak. She stated that he is a state specialist and typically he would be based on campus but because a majority of the dairy farms are in Grafton and Coos Counties it made more sense for him to be in the Grafton office.

10:30 AM with no further business the meeting adjourned.

Sincerely,

Stephen Darrow, Vice – Chair



EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 11th 2018

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

OTHERS PRESENT: Farm Manager Kimball, Sheriff Dutile, Director Andross, Attorney Saffo, Human Services Administrator Bishop.

EXCUSED: Reps. Ham

Rep. Sykes called the meeting to order at 9:00 am and began with the Pledge of Allegiance.

Farm – Manager Donnie Kimball

The Executive Committee was given a copy of the fiscal year 2018 Farm Stand report which shows that a total of \$41,285 of produce was produced and either donated or used in the Jail instead of being sold for revenue.

Sale of Milk – FM Kimball stated he budgeted \$17 per hundredweight and 2.2 million lbs. The milk prices are looking better as the months go on. He stated that it is going to reach over \$18.00 by the first of July and he feels comfortable going to \$18.00 per hundredweight. He stated that he would discuss this with the Commissioners who would come back to the Executive Committee with a recommendation.

Misc. Farm Revenue – FM Kimball stated that he increased this line item \$10,000 in hopes to sell more hay and feed next fiscal year.

Expense

FM Kimball stated that he will be retiring in December.

FM Kimball stated that it is cut and dry. He kept as much as he could level funded and tried to cut back where possible.

Rep. Smith asked how the vehicles are working this year. FM Kimball stated that he has budgeted to replace one (1) truck. They have three (3) pickups and one (1) farm truck.

Rep. Darrow stated that the total budget has decreased despite the increases in wages and health insurance. FM Kimball stated that there is not a lot of extra in this budget.

Capital

FM Kimball stated that he wants to replace one (1) pickup. He purchased a used truck three (3) years ago and budgeted \$10,000 but struggled to find one for that price so he has budgeted \$15,000 for FY19.

Sheriff's Department/Dispatch – Sheriff Dutile & Director of Communications Andros

Revenue

Rep. Campion asked why the Alarm Monitoring Services line item has decreased for FY19. Director Andross stated that they have equipment in Dispatch that people have alarms coming to anyone who is residential, commercial or school district who they monitor. Most of the alarms they monitor are county alarms or police and fire department alarms, which they do not charge for. They have done an estimate in the current budget that was fairly accurate except they had two (2) accounts decide to go be monitored somewhere else during the current budget year. The FY19 estimate is based on they believe will be their new customers.

Expense

Sheriff Dutile stated that the main increases in the budget were due to health insurance. He stated that the rest of the increases are minor.

Rep. Sykes asked what is included in the New Equipment line. Sheriff Dutile explained to the Committee what was included in his new equipment request.

Director Andross stated that the main increase in the Dispatch budget is the increase in health insurance.

Rep. Campion asked if the volume in calls to Dispatch changed at all in the last five (5) years. Director Andross stated that they have seemed to plateau the last few years with calls and have not seen any major increases.

Capital

Sheriff Dutile stated that they have budgeted again for the purchase of three (3) cruisers. Rep. Darrow asked how many cruisers the Sheriff Department has. Sheriff Dutile stated that they have thirteen (13) cruisers.

Dispatch Capital Reserve

Director Andross stated that they have included the purchase of a Dispatch chair in the budget. They took them out of the budget last year to save money and have tried different cheaper chairs that did not work.

Director Andross stated that they will be replacing all of the desktop pcs in Dispatch. He noted that these computers are used 24/7 therefore do not last as long as an administrative office computer.

CA Libby stated that historically Dispatch transfers 10% of their Dispatch fees to the Capital Reserve but the Commissioners this year have decided to decrease that and contribute \$30,000. Commissioner Lauer stated that she spoke with Sheriff Dutile after that decision was made and she would like him to speak about it. Sheriff Dutile stated that they are behind the eight ball now as last year the Executive Committee reduced the amount to be contributed to Capital Reserve. He requested that the Executive Committee reconsider funding the full 10% this year.

County Attorney's Office – Attorney Lara Saffo

Revenue

Atty. Saffo stated that there is an increase in revenue for FY19 and totals \$188,137.00.

VOCA Grant – Atty. Saffo stated that they have just received notice that they will be receiving an additional \$35,137.00 to increase their misdemeanor circuit court victim witness coordinator part time to full time.

Circuit Court Prosecution – She explained that this increase is from the contracts with the Haverhill, Bethlehem and Rumney to provide circuit court prosecution and is a wash. This is a 35hr/week position. Atty. Saffo stated that Haverhill's contract is increasing.

Expense

Atty. Saffo stated that in the Assistant County Attorney line there was a new hire for the last 6 months of FY18 and in FY19 the employee's entire salary is budgeted for.

CAC Initiative – Atty. Saffo stated that she did request an increase in this line item that was not fully funded. She discussed the Child Advocacy Centers in the other New Hampshire Counties noting that Grafton County

has very low funding for CACs. She had asked to increase that line item to \$30,000 but the Commissioners did not fund that full amount. They funded \$22,500.

New Equipment – Atty. Saffo noted that this increase is for the purchase of a small printer for the Plymouth site and replacing a laptop in case of a break. She stated that they are also looking to purchase a new sink for their bathroom as the one they have now the staff are unable to wash their dishes in due to the sink being too small and the faucet being too low. She noted they are also looking for more storage for breakroom and to purchase two (2) new desks for the employees located in the admin building front office. These two (2) employees do not have enough room on the desks that were available over here for all of their paperwork and equipment. There are also dual monitors for several staff members budgeted. She noted that they had budgeted for a replacement laptop in case one breaks and IT had stated that they have the money budgeted if that were to happen so the Commissioners reduced this line item by \$1,000.

Human Services/Social Services – Administrator Bishop

Revenue

Recoveries – HSA Bishop stated that she increased this line item based on averages over the last five (5) years. She explained that recoveries are a result of a person going into a Nursing Home that is on Medicaid.

Expenses

HSA Bishop stated that the largest portions of her budget are the Nursing Home Expenses and the Home and Community Based Care. She explained that these line items are the County's portion of the long term supports and services for Medicaid clients. She stated that overall the county cap that is set on an annual basis is \$119,925,000. Of that there is a \$5 million adjustment that's made so net it is roughly \$114 million that the counties are responsible for reimbursing the State of New Hampshire. The cap is disaggregated through a couple of different formulas that Health and Human Services provide. She stated that she has not received that report for this coming fiscal year but anticipates having it before the end of the fiscal year. She stated that what she has budgeted is her best guess of what Grafton County's portion will be.

Social Services

Commissioner Lauer stated that they level funded existing agencies and did not accept any new agencies for FY19. Commissioner Piper stated that the

question they asked when they are visiting these agencies is how does this money the county is spending now save the county money in the long run.

The Commissioners noted a few agencies that have the same funding amounts but are allocated differently.

Commissioner Lauer stated that the employees are well aware that the county spends \$500,000 on social services but their COLA did not meet the CPI and that causes some unrest. Commissioner Piper stated that this was an issue for employees that they heard about privately and publicly.

Rep. Schwaegler stated that she spoke with someone who works at one of these agencies and a lot of their funding comes in through donations and the county's portion is a drop in the bucket.

Rep. Sykes thanked the Commissioners for bringing up a point that he had not thought about in regards to the employees.

11:03 AM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk



EXECUTIVE COMMITTEE BUDGET MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 15th 2018

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

EXCUSED: Reps. Ham, Schwaegler and Maes

Rep. Sykes called the meeting to order at 9:00 am and began with the Pledge of Allegiance.

CA Libby stated that the Delegation By-Laws states that if a department is going to be over expended by more than \$5,000 they need permission by the Executive Committee to transfer funds into that budget. She stated that in looking at the May financial reports it appears that the Nursing Home will be over expended by an excess of \$5,000 by the end of the fiscal year. Rep. Darrow asked if there was enough money within the budget to cover these over expenses. CA Libby stated that there was.

Rep. Smith moved to authorize the Commissioners to transfer in excess of \$5,000 to the Nursing Home for FY18. Rep. Campion seconded the motion and all were in favor.

CA Libby handed out spreadsheets of the Equalized Valuation for the towns in Grafton County for the last three (3) years to show the Executive Committee that the county's amount to be raised by taxes is not the same amount that each individual town will see. She stated that it all depends on the town's equalized valuation and that can increase or decrease each year. She answered questions from the committee.

Revenue

CA Libby handed out updated spreadsheets outlining the new revenue that she had previously discussed.

She stated that the amount to be raised by taxes is at \$26,075,005 or 3.98%.

CA Libby stated that FM Kimball had mentioned in his budget presentation with the committee increasing the price per hundredweight of milk. The Commissioners met with FM Kimball at their last Commissioner meeting to

discuss this request and were all in agreement to not increase the price of milk for FY19.

Rep. Binford moved to accept the revenue estimates as presented.
Rep. Darrow seconded the motion and all were in favor.

Expense

Elected Officials Salaries – CA Libby stated that the Executive Committee should make a motion to change the budget to reflect the salaries of the Elected Officials that were voted on by the Delegation. She mentioned that these salaries were set to begin on January 1, 2019 so and since the county budget is a July – June budget – the salaries reflected will include six (6) months of the current salary and six (6) months of the new salary. She stated that she will update the Committee with the new numbers as they go through the budget.

Rep. Champion moved to raise elected officials salaries by \$4,271.00 to reflect the salaries set by the Delegation at the May 21st Delegation meeting. Rep. Abel seconded the motion and all were in favor.

Grafton County Economic Development – Rep. Sykes requested to have them come to an Executive Committee to give them an update on how they are doing.

Farm

Rep. Abel asked if there is any historical reason the farm does not have a capital reserve account. CA Libby stated that there used to be one back when the farm was more profitable. That profit is what was used to fund the capital reserve account. It has been many years without that profitability. Rep. Smith stated that she has always asked that the Farm budget be more realistic so they would break even at the end of the year. It is also important to take into consideration the donations from the farm stand and the vegetables that are used in the Department of Corrections and Nursing Home.

Regional Planning Commission – Rep. Champion asked the Commissioners to share what is happening on behalf of the county by being affiliated with the Regional Planning Commissions. Commissioner Lauer stated that paying dues gives them a seat at the table. She is a part of North Country Council and they discuss regional development issues and rather than having each town go off on their own it's a forum for everyone in the region to sit together and talk about the impacts. Rep. Smith recommended that the

representatives go to their respective RPC meetings. Rep. Darrow stated that they had this discussion during the budget process. He stated that the county pays dues to three (3) of the commissions but not Lakes Region and he stated that he doesn't believe that they receive any less from Lakes Region because they don't pay dues. He stated that the Town of Grafton stopped paying dues but that did not mean they were not a part of the planning process. He stated he wants to know what they are getting for paying dues.

Rep. Darrow moved to eliminate the \$1,467.00 in dues for the three (3) Regional Planning commission. Rep. Binford seconded the motion.

Discussion:

Rep. Darrow stated that not paying dues does not mean they will not be a part of the process. Rep. Sykes stated that someone once said to him that budgets are an expression of your priorities and when you do not put money into something it shows you do not think it is important. He stated that he feels that it would look really bad for the county to say they do not care about the regional planning commissions. It is small money to say that they care about the planning commissions.

The Committee voted on the motion. Two (2) Reps., Darrow and Binford were in favor. Four (4) Reps., Smith, Sykes, Campion and Abel were in opposition. With the vote being two (2) in favor and four (4) in opposition the motion fails.

Bonded Debt

Rep. Abel wondered if there is a meaningful addition to monies that could be used for reducing taxes and whether we would be better of prepaying bonds down. CA Libby said that all of the bonds are set bond payment schedules and there is no prepayment allowed.

Transfer to Dispatch Capital Reserve

CA Libby stated that at the end of FY18 the balance will be \$156,311.97. With the recommended contribution of \$30,000 and the expenses requested in FY19 that would leave a balance of \$135,111.97. Rep. Sykes stated that Sheriff Dutile had requested the Executive Committee to reconsider the funding amount for FY19. The Committee discussed the request and agreed that they would leave that item as is for FY19.

Nursing Home

Nursing Department

Rep. Campion stated that they have a fairly extensive conversation with NHA Labore about the contracted nursing line and increasing recruitment efforts. She stated that she questions reducing the contract nursing line items in hopes that the recruitment efforts will get better. Rep. Sykes stated that they should leave the money in the budget because it is what is anticipated that will be needed. He stated that he is at the point he would risk a little bit of money to try something new. This problem isn't going away.

Beautician – Rep. Smith asked why this was taken out. Commissioner Piper stated that she has heard complaints more than once from the Beautician about her salary. When this motion was approved the beautician's response was that she was ok with it as she may be able to increase her salary. It is not customary for nursing homes to pay for beautician services. If you are on Medicaid you get up to \$70 a month for expenses beyond your general living expenses. It is customary for nursing homes residents themselves to pay for hair styling out of that money. Taxpayers are already paying for hair stylist services because it is Medicaid money but it is a much bigger pool than asking Grafton County taxpayers to pay for it. Commissioner Piper added that it is also hard for her to ask seniors to pay for another senior's hair styling. Rep. Smith stated that it is challenging to feel like a respected person living in a nursing home and this added one aspect of self-esteem and if we divided \$24,000 between all taxpayers it is not a lot of money. She stated that \$70 a month is not a lot of money to work with and one (1) hair style can use up most of that.

Rep. Smith moved to add in the money for the beautician services. Rep. Abel seconded the motion. Three (3) Reps., Abel, Smith and Campion were in favor. Three (3) Reps., Binford, Darrow and Sykes were in opposition. With the vote being three (3) in favor and three (3) in opposition the motion fails.

CA Libby stated that the undesignated fund balance should finish between \$1.5 and \$1.7 million.

Rep. Binford asked if we have any way of knowing which social service agencies are collecting from the county and the towns. Commissioner Lauer stated that there is no way to know that. She has always felt that these are multi-town agencies and the appropriate place would be the county not the towns. It doesn't seem fair as a resident of Bath to be asked to fund an agency that also supports Lisbon. Rep. Binford asked if would it make sense

as a county to let the towns know that these are the agencies being funded by the county and let the towns decide whether they want to fund them or not. Rep. Smith stated that she doesn't feel that is the counties responsibility to go out and do that. Rep. Sykes stated that these agencies are looking everywhere they can to find money to fund their operations. Rep. Sykes stated that they underfund a lot of these agencies with the benefits the county receives from them. Commissioner Ahern stated that he has a lot of concerns with these agencies requests. When these agencies send in their request for funding they send a lot of information. Some of these agencies are multimillion dollar agencies and the county's funding accounts for a very small percentage of their budget where smaller agencies could really use that money. Rep. Sykes stated that many of these agencies keep people out of the nursing home, court and the Department of Corrections.

Rep. Campion stated that changing in the staffing at Alternative Sentencing has been made and the MLADC is taking over supervision responsibilities. She asked what kind of supervision experience he has and if it is administrative. Commissioner Lauer stated that when they spoke to the staff about these changes and the MLADC stepped up and stated he wanted to take on that role. The Administrative Assistant does most of the administrative work within that department. Rep. Sykes stated that this is more of a personnel discuss more than it is a budget discussion.

CA Libby stated that the bottom line is \$44,197,281.00 or a 2.76% increase. The amount to be raised by taxes is \$26,079,276.00 or a 4% increase.

Rep. Smith moved to appropriate \$44,197,281.00 with the amount to be raised by taxes of \$26,079,276.00 or 4%. Rep. Abel seconded the motion. Four (4) Reps., Abel, Campion, Sykes and Smith were in favor. Two (2) Reps., Darrow and Binford were in opposition. With the vote being four (4) in favor and two (2) in opposition the motion passes.

CA handed out a copy of the PowerPoint that was presented to the Commissioners on Tuesday from the IDNs. Commissioner Meyers is requesting to be at the full Delegation meeting on June 25th from 9:00-10:00 to go over all of the work that the IDNs are doing in order to request a motion that Grafton County gives back 99% of a dollar amount to the state and the county retains 1% percent. She stated that Commissioner Meyers wants to have this all taken care of in all counties by August. Rep. Smith asked what happens if they were to say no. CA Libby stated that the IDNs will then not get the full funding that they have been told they will receive. Rep. Abel expressed concerns about having this combined with their budget vote and feels they should have another meeting to address this issue. He

stated that he cannot make this decision in an hour when they have to vote on the budget as well. CA Libby stated that with the quorum issues having another meeting in July would be very difficult to get that quorum. After further discussion the majority of the Committee agreed to have this discussion at the Delegation meeting on the 25th.

11:05 AM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk



DELEGATION MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
December 13, 2017

PRESENT: See attached sign in sheet

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

Rep. Smith called the roll. Fourteen (14) members were present and a quorum was declared.

Commissioner Ahern stated at the last UNH Cooperative Extension Advisory meeting Forester Jim Frohn presented the group with an auction notice regarding a 61 acre piece of property that abuts county property. He stated that the Forester has done a great job putting together a packet outlining the property. Commissioner Ahern stated that he went over the auction packet and the values of the property. There are four (4) abutters to this property, the county being one of them. There is timber ready to be harvested on this property within the next year that would provide income. He stated that he feels this is a win win situation for the county and taxpayers. It would add to the County's present woodland operation and forest management plan. It is a very rare and unique opportunity for the County to be at the auction and the potential to pick up an investment.

Forester Jim Frohn discussed the attached packet laying out all the information regarding the piece of property. He answered questions from the Delegation.

* 9:42 AM – Rep. Darrow moved to enter into non-public session for the purposes of consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community according to RSA 91-A:3, II (d). Rep. Maes seconded the motion. This motion requires a roll call vote, Rep. Smith called the roll. Fourteen (14) Reps., Almy, Bennett, Boutin, Darrow, Dontonville, Higgins, Josephson, Ladd, Maes, Massimilla, Nordgren, Schwaegler, Smith and Sykes were in favor and none were in opposition. Rep. Sykes stated that a majority of the Delegation voted “yes” we will now go into non-public session.

*10:00 AM Rep. Sykes declared that the meeting was now back in public session. We voted during the non-public session to seal the minutes of that session. We will now move on to the next item of business.

Other Business:

Rep. Sykes stated that there is a vacancy on the Executive Committee and at this time Representative Darrow would like to appoint Representative Bonnie Ham.

Rep. Darrow moved to appoint Rep. Ham to the Executive Committee. Rep. Nordgren seconded the motion and all were in favor.

Rep Higgins moved to adjourn the meeting. Rep. Smith seconded the motion and all were in favor.

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

Sincerely,

Suzanne Smith, Clerk



DELEGATION MEETING
Vote to Set Elected Officials Salaries
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
May 21st 2018

PRESENT: see attached sheet

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

Rep. Smith called the role. Twenty (20) members were present and a quorum was declared.

Rep. Bailey asked if there are any benefits available to the elected officials. CA Libby stated that the full time elected officials are eligible for health insurance and the New Hampshire retirement system. Part time elected officials are not.

Rep. Migliore asked about the change in health insurance and asked for the justification. CA Libby stated that they received an increase of 41.69% from New Hampshire Interlocal Trust who provides Harvard Pilgrim insurance and is the county's current health insurance provider. The majority of the board decided to switch to Health Trust who provides Anthem for a number of different reasons.

Rep. Rand stated that Rockingham County significantly increased their Sheriff, Register of Deeds and County Attorney salaries. He stated that he is wondering if that is a result of their understanding of what it takes to get a good person to do those jobs and if they need to look at that as well in Grafton County. Rep. Hennessey stated that the cost of living is much lower in Grafton than it is Rockingham.

Atty. Saffo was asked her opinion on the County Attorney's salary. Atty. Saffo stated that she is comfortable with talking about the salary line as she does not plan to run for office again. She stated that the Deputy County Attorney makes more money than the County Attorney and thinks it is wise to increase this salary for the future county attorney. She answered more questions from the Delegation.

Rep. Smith stated that they need to remember they are setting salaries for a position not a person.

MOTION: Rep. Hennessey moved that the Register of Deeds have a 0% increase. Rep. Binford seconded the motion.

Discussion: Rep. Hennessey stated that this position received a raise last year and is right in the middle of the range with the other Register of Deeds. Rep. Smith stated that if they voted 0% right now would that leave this position out of a potential COLA when that vote may come. CA Libby stated that if the Delegation votes to give a COLA it would include all elected officials unless they exempt one.

MOTION: Rep. Abel moved to amend the motion and give each of the Elected Officials a 1.5% COLA and subsequently vote on the individual office if there is any other adjustment.

Rep. Hennessey declined the amendment. She stated that she thinks each office should be voted on separately. Rep. Almy stated that she is reluctant to leave the Register of Deeds without at least a COLA. Rep. Rand stated that they are picking out one (1) office saying no raise and he would not like to deal with it this way. He stated that he wants to vote this down and vote on one that deals with it on a broad base. Rep. Hennessey stated that she does not think that an across the board adjustment is the way to go. Rep. Binford stated that the Register of Deeds requires no specific qualifications for that position and this is a reason to stop the increases in this position.

A roll call vote was called. Seven (7) Reps., Bailey, Binford, Brown, Darrow, Hennessey, Migliore and Schwaegler were in favor. Thirteen (13) Reps., Abel, Almy, Bennett, Campion, Dontonville, Higgins, Josephson, Maes, Mulligan, Nordgren, Rand, Smith and Sykes were in opposition. With the vote being seven (7) in favor and thirteen (13) in opposition the motion fails.

MOTION: Rep. Hennessey moves to increase the salary of the County Attorney by 3.6%. Rep. Bailey seconded the motion.

Discussion: Rep. Hennessey stated that in looking at the numbers she thinks this is a fair amount. It would bring the salary to roughly \$84,000. Rep. Rand stated that he doesn't think this is enough. He feels \$90,000 is the right number. Rep. Smith stated that she has concerns of raising the salary when they have no idea who will be in this position. They need to vote on the position not the person.

A roll call vote was called. Seven (7) Reps., Bailey, Binford, Brown, Darrow, Hennessey, Migliore and Schwaegler were in favor. Thirteen (13) Reps., Abel, Almy, Bennett, Campion, Dontonville, Higgins, Josephson, Maes, Mulligan, Nordgren, rand, Smith and Sykes were in opposition. With the vote being seven (7) in favor and thirteen (13) in opposition the motion fails.

MOTION: Rep. Almy moved to increase the County Attorney's salary to \$90,000. Rep. Campion seconded the motion.

Discussion: Rep. Almy stated that she has lived through two (2) bad County Attorneys. She stated that they have had a good County Attorney for a number of years. When they underprice the market they are discouraging people that are good attorneys and are making more money than that elsewhere. There are four (4) counties above \$90,000. Rep. Sykes stated that they have expanded the duties of the County Attorney over the past ten (10) years. Rep. Bailey stated that there are people that can no longer afford their taxes. He thinks a 3.6% increase is generous. He stated that statistically the average attorney is around \$40,000 in New Hampshire. Rep. Migliore stated that the larger counties are all around \$90,000 and does not see how Grafton County can justify being in the same category with the larger counties. Rep. Schwaegler stated that they have 89,000 people in Grafton County as opposed to 400,000 in Hillsborough. They need to consider the population disparity. Rep. Hennessey stated that what they are voting on now is almost an 11% increase. Rep. Schwaegler stated that she is worried about the voters. They have never had an 11% increase. Rep. Smith stated that she has an issue with an 11% increase because it is an elected official. She would go with something around 5.5%. Rep. Sykes stated that you get what you pay for; they need to do what they can to get the best person to run for this position. He stated that he is not comfortable with this increase but it may be needed.

A roll call vote was called. Seven (7) Reps., Abel, Almy, Bennett, Campion, Maes, Rand and Sykes were in favor. Thirteen (13) Reps., Bailey, Binford, Brown, Darrow, Dontonville, Hennessey, Higgins, Josephson, Migliore, Mulligan, Nordgren, Schwaegler, and Smith were in opposition. With the vote being seven (7) in favor and thirteen (13) in opposition the motion fails.

MOTION: Rep. Campion moved to increase the County Attorney's salary by 6% to \$86,000.10. Rep. Higgins seconded the motion.

A roll call vote was called. Thirteen (13) Reps., Abel, Almy, Bennett, Campion, Dontonville, Higgins, Josephson, Maes, Mulligan, Nordgren, Rand, Smith and Sykes were in favor. Seven (7) Reps., Bailey, Binford, Brown, Darrow, Hennessey, Migliore, and Schwaegler were in opposition. With the vote being thirteen (13) in favor and seven (7) in opposition the motion passes.

MOTION: Rep. Almy moved to increase both the Sheriff and Registry of Deeds by 1.5%. Rep. Higgins seconded the motion.

Discussion: Rep. Mulligan asked if they taking into consideration that these increases are being funded by taxpayers. Rep. Abel stated that he would like to make the observation we have had about a \$5,000 increase total. He stated that he understands the principle but they are not talking about millions of dollars. Rep. Binford asked when in the past ten (10) years has the overall budget been cut. They have to draw a line somewhere. Rep. Almy stated that what they are trying to do is find out what is reasonable to compensate these positions. Rep. Smith noted that the people who are fulfilling these positions are county residents so they are affected by these increases as well.

A roll call vote was called. Fifteen (15) Reps., Abel, Almy, Bailey, Bennett, Campion, Dontonville, Higgins, Josephson, Maes, Mulligan, Nordgren, Rand, Schwaegler, Smith and Sykes were in favor. Five (5) Reps., Binford, Brown, Darrow, Hennessey, and Migliore were in opposition. With the vote being fifteen (15) in favor and five (5) in opposition the motion passes.

Treasurer Hill was present at the meeting. She stated that the Treasurer's duties include signing checks weekly, coming to Commissioner and/or Executive Committee meetings when needed to present reports. She stated that the position also receives mileage reimbursement. She stated that her sense is that the person running for Treasurer isn't motivated by salary and that the salary is fair.

MOTION: Rep. Bailey moved that the Treasurer receive no increase. Rep. Binford seconded the motion.

A roll call vote was called. Seventeen (17) Reps., Almy, Bailey, Bennett, Binford, Brown, Campion, Darrow, Dontonville, Hennessey, Higgins, Josephson, Maes, Migliore, Mulligan, Nordgren, Schwaegler and Smith were in favor. Three (3) Reps., Abel, Rand and Sykes were in opposition. With the vote being

seventeen (17) in favor and three (3) in opposition the motion passes.

MOTION: Rep. Almy moved that the Commissioners do not receive increases. Rep. Binford seconded the motion.

Rep. Abel stated that he feels they should give the same cola to the Commissioners as they give to the regular employees. He is against this motion. Rep. Sykes stated that he thinks the position deserves an increase as they put in a lot of work. Rep. Almy withdrew her motion.

Rep. Binford kept the motion in place. Rep. Brown seconded the motion.

Discussion: Rep. Hennessey asked if one of the Commissioners would like to speak to the motion. Commissioner Lauer stated that the Delegation has the historical data. Since 2008 the Commissioner salary has gone up \$150 and the chair has gone up by \$300. She stated that aside from the facts she will refrain from any other comments. Rep. Rand stated that as a token he feels the Commissioners should each receive \$100.

A roll call vote was called. Nine (9) Reps., Bailey, Binford, Brown, Dontonville, Hennessey, Josephson, Migliore, Schwaegler, and Smith were in favor. Eleven (11) Reps., Abel, Almy, Bennett, Campion, Darrow, Higgins, Maes, Mulligan, Nordgren, Rand and Sykes were in opposition. With the vote being nine (9) in favor and eleven (11) in opposition the motion fails.

MOTION: Rep. Rand moved to increase all three (3) Commissioners by \$100. Rep. Smith seconded the motion.

Discussion: Rep. Rand stated that it is symbolic. They appreciate the Commissioners and the job they do. Rep. Abel stated that he feels it is not enough.

A roll call vote was called. Sixteen (16) Reps., Almy, Bailey, Bennett, Binford, Brown, Campion, Darrow, Dontonville, Hennessey, Higgins, Josephson, Mulligan, Nordgren, Rand, Schwaegler, and Smith were in favor. Four (4) Reps., Abel, Maes, Migliore and Sykes were in opposition. With the vote being sixteen (16) in favor and four (4) in opposition the motion passes.

MOTION: Rep. Bailey moved to reconsider the Sheriff's increase of 1.5%. Rep. Hennessey seconded the motion.

Discussion: Rep. Bailey stated that based on the numbers a 3% increase is right on the mark with other County Sheriff's and is appropriate.

A roll call vote was called. Fifteen (15) Reps., Abel, Bailey, Bennett, Brown, Campion, Darrow, Dontonville, Hennessey, Higgins, Josephson, Maes, Mulligan, Nordgren, Schwaegler and Sykes were in favor. Five (5) Reps., Almy, Binford, Migliore, Rand, and Sykes were in opposition. With the vote being fifteen (15) in favor and five (5) in opposition the motion passes.

MOTION: Rep. Bailey moved to increase the Sheriff's salary 3%. Rep. Hennessey seconded the motion.

Rep. Bailey stated that unlike other departments the Sheriff has to be available 24-7. Rep. Schwaegler spoke with one of the deputies and they stated that when they get a call with someone who has to be picked up in another state and needs to be transported back to New Hampshire the Sheriff needs to be the one to make those decisions any time day or night.

A roll call vote was called. Sixteen (16) Reps., Abel, Almy, Bailey, Bennett, Brown, Campion, Darrow, Dontonville, Hennessey, Higgins, Josephson, Maes, Mulligan, Nordgren, Schwaegler and Sykes were in favor. Four (4) Reps., Binford, Migliore, Rand, and Smith were in opposition. With the vote being sixteen (16) in favor and four (4) in opposition the motion passes.

The following is a recap of the actions that were taken on Elected Officials salaries for 2019/2020

	Current Salary 2017-2018	Increase	Salary 2019-2020	% Increase
Commissioner Chair	\$ 11,439.95	\$ 100.00	\$11,539.95	0.87%
Commissioners	\$ 10,932.95	\$ 100.00	\$11,032.95	0.91%
Treasurer	\$ 6,570.72	\$ -	\$ 6,570.72	0.00%
County Attorney	\$ 81,132.17	\$4,867.93	\$86,000.10	6.00%
Register of Deeds	\$ 59,264.24	\$ 888.96	\$60,153.20	1.50%

Sheriff

\$ 62,773.70	\$1,883.21	\$64,656.91	3.00%
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Rep. Sykes stated that the full Delegation will meet to vote on the budget June 25th at 9:00am.

10:41 AM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk



DELEGATION VOTE ON FY19 BUDGET

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 25th, 2018

PRESENT: See Attached Sheet

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

Rep. Smith called the role. Twenty (20) members were present and a quorum was declared.

PRESENT: See attached

Department of Health and Human Services Commissioner Jeff Meyers handed out the attached PowerPoint and reviewed it with the Delegation.

Commissioner Meyers stated Grafton County's proshare payment will be \$2,067,456 or an increase of \$574,468.00 over last fiscal year. The state is asking the county to take a percentage of the county's extra proshare payment over last years and invest this in the IDNs and do the same thing in 2019 and 2020. If a county decides that it does not wish to invest in the program they would have to reduce the services coming into that county. He feels there are a great number of counties who are feeling positive about this program.

Rep. Sykes stated that because this is an unexpected piece of business, he doesn't want to risk the quorum. This will be taken up at the end of the meeting where they will have a full discussion and time for questions after they deal with the budget.

9:36 AM Rep Sykes recessed the meeting for Party Caucuses. Party members left the room to caucus with their respective parties

10:03 AM Party members returned and the meeting was reconvened

MOTION: Rep. Abel moved to appropriate \$44,197,281 for fiscal year 2019 of which \$25,979,276 is to be raised by taxes. Rep. White seconded the motion.

Discussion: Rep. Smith wanted to discuss the nursing home budget and the \$24,260.00 for Beautician services that was cut by the

Commissioners to save taxpayers money. She stated that living in a nursing home is less than optimal and this is a way for elderly men and women to have their hair cut and styled to make them feel like human beings. The residents on Medicaid get \$70 a month for spending money which does not go very far when they have to pay for hair styling. She feels this is something that should not have been taken out of the budget.

MOTION: Rep. Smith moved to amend the motion and add \$24,620 for beautician services in the nursing home budget. Rep. Nordgren seconded the motion.

Discussion:

Rep. Almy asked what happened if this line item is cut from the budget. Rep. Sykes stated that the beautician will still be available but residents will have to pay for the services. Rep. Almy they have to buy many basic necessities out of that \$70 per month and haircuts will take a large piece of that. NHA Labore was present and was asked how much different hair styling will cost. He stated that permanents are \$55, \$20 for wash and cut and \$15 for men's haircut. Commissioner Piper spoke to why she made this motion at their level. She stated that this had not been county policy until 2012. She stated that she couldn't ask an elder in her district to pay for another elder's hair styling. Commissioner Piper also noted that the beautician has complained about not making enough money. If the Delegation were to put the money back in the budget it will take away the ability for her to be able to charge for her services and the Delegation should at least increase her salary.

A roll call vote on the amendment was called. Twelve (12) Reps., Abel, Almy, Bennett, Dontonville, Ham, Maes, Massimilla, Mulligan, Nordgren, Rand, Smith and Sykes were in favor. Eight (8) Reps., Binford, Brown, Darrow, Hennessey, Higgins, Ladd and Schwaegler and White were in opposition. With the vote being twelve (12) in favor and eight (8) in opposition the amendment passes.

Rep. Sykes stated that the new amended motion will appropriate \$44,221,541 for Fiscal Year 2019 of which \$26,003,536 is to be raised by taxes.

A roll call vote on the amended motion was called. Thirteen (13) Reps., Abel, Almy, Bennett, Dontonville, Higgins, Maes,

Massimilla, Milligan, Nordgren, Rand, Smith, Sykes and White were in favor. Seven (7) Reps., Binford, Brown, Darrow, Ham, Hennessey, Ladd and Schwaegler were in opposition. With the vote being thirteen (13) in favor and seven (7) in opposition the motion passes.

MOTION: Rep. Almy moved to authorize the Treasurer to borrow Tax Anticipation Loans in an amount up to \$10,000,000. Rep. White seconded the motion. Thirteen (13) Reps., Abel, Almy, Bennett, Dontonville, Higgins, Maes, Massimilla, Milligan, Nordgren, Rand, Smith, Sykes and White were in favor. Seven (7) Reps., Binford, Brown, Darrow, Ham, Hennessey, Ladd and Schwaegler were in opposition. With the vote being thirteen (13) in favor and seven (7) in opposition the motion passes.

MOTION: Rep. Rand moved to contribute \$30,000 from Dispatch Fees for fiscal year 2019 to the Dispatch Capital Reserve Account. Rep. Almy seconded the motion. Thirteen (13) Reps., Abel, Almy, Bennett, Dontonville, Higgins, Maes, Massimilla, Milligan, Nordgren, Rand, Smith, Sykes and White were in favor. Seven (7) Reps., Binford, Brown, Darrow, Ham, Hennessey, Ladd and Schwaegler were in opposition. With the vote being thirteen (13) in favor and seven (7) in opposition the motion passes.

MOTION: Rep. Maes moved to expend \$51,200 from the Dispatch Capital Reserve account for equipment for the Dispatch Center. Rep. White seconded the motion. Sixteen (16) Reps., Abel, Almy, Bennett, Dontonville, Hennessey, Higgins, Ladd, Maes, Massimilla, Mulligan, Nordgren, Rand, Schwaegler, Smith, Sykes and White were in favor. Four (4) Reps., Binford, Brown, Darrow and Ham were in opposition. With the vote being sixteen (16) in favor and four (4) in opposition the motion passes.

MOTION: Rep. Smith moved to contribute \$40,000 from Medicaid ProShare funds to the Nursing Home Capital Reserve account. Rep. White seconded the motion. Fourteen (14) Reps., Abel, Almy, Bennett, Darrow, Dontonville, Higgins, Maes, Massimilla, Mulligan, Nordgren, Rand, Smith, Sykes and White were in favor. Six (6) Reps., Binford, Brown, Ham, Hennessey, Ladd and Schwaegler were in opposition. With the vote being fourteen (14) in favor and six (6) in opposition the motion passes.

MOTION: Rep. Mulligan moved to expend \$62,753 from the Nursing Home Capital Reserve account for equipment at the

nursing home. Rep. Almy seconded the motion Eighteen (18) Reps., Abel, Almy, Bennett, Binford, Darrow, Dontonville, Hennessey, Higgins, Ladd, Maes, Massimilla, Mulligan, Nordgren, Rand, Schwaegler, Smith, Sykes and White were in favor. Two (2) Reps., Brown and Ham were in opposition. With the vote being eighteen (18) in favor and two (2) in opposition the motion passes

MOTION: Rep. White moved to expend \$78,968 from the Register of Deeds Surcharge account for equipment. Rep. Abel seconded the motion. A roll call vote was called. Seventeen (17) Reps., Abel, Almy, Bennett, Binford, Darrow, Dontonville, Hennessey, Ladd, Maes, Massimilla, Mulligan, Nordgren, Rand, Schwaegler, Smith, Sykes and White were in favor. Two (2) Reps., Brown and Ham were in opposition. With the vote being seventeen (17) in favor and two (2) in opposition the motion passes.

IDN Discussion:

Rep. Almy stated that all of this depends on the continued proshare payments. She asked if these additional funds will continue. Commissioner Meyers stated the exact dollar amount year to year is a factor of what the Medicaid Allowable Cost is in the nursing homes. What has changed is when they really looked through the cost reports there were additional costs that could be claimed that had not been previously which is why there has been an increase in proshare payments. Unless the cost structure of the nursing home were to change dramatically they can continue to expect to continue to receive these increased proshare payments.

Rep. Abel stated that there have been discussions that showed various ratios of how money might be kept by the county and given back to the state. He asked if there a way for them to get a better sense of what the actual cost will be so the county could try to make sure it matched that amount. Commissioner Meyers stated that the resolution he drafted would give the County Administrator authority to work with their department and discuss that figure. It would not exceed 60% of the increase over last year's proshare payment. Commissioner Meyers explained that he felt that if all the counties agreed to participate it would like be much closer to 50%.

Commissioner Meyers went on to answer other various questions from the Delegation. Representatives from each of the three (3) IDNs in Grafton County were present and answered questions from the Delegation as well.

Rep. Abel stated it would be helpful to get a sense of the timeline that would work. Commissioner Meyers stated that they would like to have this wrapped up with all the counties by Labor Day.

Rep. Sykes stated that he wants to make sure they get this vote done when they still have a quorum. Any action that they take today is not necessarily definitive or final. They can revisit and get more questions answered.

Rep Nordgren requested that the Democrats caucus.

*11:15 AM Rep. Sykes recessed the meeting for the democrats to caucus.

*11:45 AM The meeting reconvened

Rep. Darrow requested a republican caucus.

*11:45 AM Rep. Sykes recessed the meeting for the Republicans to caucus.

*12:03 PM The meeting reconvened

Rep. Almy requested a report from the IDNs at the end of the year if this passes.

MOTION: Rep. Nordgren moved to accept the model resolution as presented. Rep. Maes seconded the motion.

MOTION: Rep. Rand moved to amend the motion and add Grafton County into the resolution. Rep. Massimilla seconded the motion. A voice vote was called and all were in favor.

MOTION: Rep. Nordgren moved to adopt the following resolution as presented to the Delegation with the addition of Grafton County:

WHEREAS, the State of New Hampshire in partnership with the counties and providers established a program known as the Behavioral Health Transformation Waiver to increase the capacity of behavioral health services in New Hampshire, integrate behavioral health and primary care and increase supports for persons who are transitioning out of institutional settings; and

WHEREAS, the Department of Health and Human Services in January 2016 obtained up to \$30 million per year for five years in

federal funding from the Centers for Medicaid and Medicare Services (CMS) for this program that was based on both state and county health care spending; and

WHEREAS, in order to deliver these additional behavioral health services there have been established seven new Integrated Delivery Networks across the state that are comprised of each county, community mental health centers, hospitals, physician practices, area agencies delivering disability services and many social service agencies; and

WHEREAS, the State has obtained approval from CMS of a State Plan Amendment for the funding of ProShare and Certified Public Expenditure payments for the counties that will generate additional ProShare and Certified Public Expenditure revenue beyond what was budgeted by the counties for 2018 and that is expected to exceed the projected ProShare budgets for 2019 and 2020; and

WHEREAS, the Behavioral Health Transformation Waiver is to be funded through December 31, 2020,

NOW THEREFORE, in order to support the programs and services that are benefiting Grafton County and its residents through the Integrated Delivery Networks, the authorized representatives of the County of Grafton, approve the following:

1. For calendar year 2018, a contribution of county funds that will not exceed 60% of the incremental increase in the State's payment to the county for the operation of the county nursing facility in excess of the budgeted and customary ProShare payment for 2018;
2. For the calendar years 2019 and 2020, no later than July 15th of those years and following payment by the Department of Health and Human Services of the county's ProShare and/or Certified Public Expenditure Payment and submission of a detailed description of the calculation of such payments, a contribution of county funds not to exceed 60% of the incremental increase in the State's payment to the county for the operation of the county nursing facility each year in excess of the customary ProShare payment for 2019 and 2020; and
3. For the three calendar years 2018, 2019 and 2020, the County Administrator is hereby authorized to work with the Department in order to structure any Intergovernmental Transfer from the counties

to the state utilizing monies not previously federally matched in order to satisfy all applicable federal requirements.

A roll call vote was called. Fourteen (14) Reps., Abel, Almy, Bennett, Darrow, Dontonville, Ham, Ladd, Maes, Massimilla, Mulligan, Nordgren, Rand, Smith and Sykes were in favor. With the vote being fourteen (14) in favor and non in opposition the motion passes.

12:13 PM with no further business the meeting adjourned.

Sincerely,

Suzanne Smith, Clerk



COUNTY OF GRAFTON, NEW HAMPSHIRE

Annual Financial Statements

For the Year Ended June 30, 2018

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INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
County of Grafton, New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the County of Grafton, New Hampshire (the "County"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the County of Grafton, New Hampshire's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

The County's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the County of Grafton, New Hampshire, as of June 30, 2018, and the respective changes in financial position, and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis and certain pension and OPEB schedules be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2018 on our consideration of the County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the County's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

Melanson Heath

October 26, 2018

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the County of Grafton, New Hampshire, we offer readers this narrative overview and analysis of the financial activities of the County for the fiscal year ended June 30, 2018.

A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets, liabilities, and deferred outflows/inflows of resources, with the difference reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the County's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. The County's funds are reported in two categories: governmental funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating the County's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for

governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the County's near-term financing decisions. Reconciliations are provided to facilitate the comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the General Fund. A budgetary comparison statement has been provided in order to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the County. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support County programs.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

B. FINANCIAL HIGHLIGHTS

- As of the close of the current fiscal year, the total of liabilities and deferred inflows exceeded assets and deferred outflows by \$(20,785,120) (i.e., net position), a change of \$(2,807,848) in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$4,240,113, a change of \$600,278 in comparison to the prior year.
- At the end of the current fiscal year, the fund balance for the General Fund was \$4,193,736, a change of \$600,007 in comparison to the prior year.

C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

NET POSITION

	<u>Governmental Activities</u>	
	<u>2018</u>	<u>2017</u>
Current assets	\$ 7,870,006	\$ 6,526,359
Noncurrent assets	<u>47,670,360</u>	<u>48,941,905</u>
Total assets	55,540,366	55,468,264
Deferred outflows of resources	11,471,380	10,639,636
Current liabilities	7,749,803	6,982,473
Noncurrent liabilities	<u>79,389,701</u>	<u>67,743,530</u>
Total liabilities	87,139,504	74,726,003
Deferred inflows of resources	657,362	358,695
Net position:		
Net investment in capital assets	21,544,485	20,266,951
Restricted	46,377	46,106
Unrestricted	<u>(42,375,982)</u>	<u>(29,289,855)</u>
Total net position	<u>\$ (20,785,120)</u>	<u>\$ (8,976,798)</u>

CHANGE IN NET POSITION

	<u>Governmental Activities</u>	
	<u>2018</u>	<u>2017</u>
Revenues:		
Program revenues:		
Charges for services	\$ 16,777,412	\$ 15,935,281
Operating grants and contributions	1,581,700	1,378,525
General revenues:		
County taxes	25,077,129	23,985,628
Investment income	70,225	35,511
Miscellaneous	793,311	706,319
Loss on disposals	<u>(2,412)</u>	<u>(7,165)</u>
Total revenues	44,297,365	42,034,099

(continued)

(continued)

CHANGE IN NET POSITION

	<u>Governmental Activities</u>	
	<u>2018</u>	<u>2017</u>
Expenses:		
General government	6,455,354	5,954,303
Public safety	3,429,982	2,819,862
Corrections	7,300,873	6,840,275
County farm	647,505	667,093
Human services	7,525,023	7,492,436
Cooperative extension	458,007	403,363
Economic development	1,340,874	825,825
Nursing home	18,914,901	17,068,312
Interest expense	1,032,694	906,526
Other	-	200,706
Total expenses	<u>47,105,213</u>	<u>43,178,701</u>
Change in net position	(2,807,848)	(1,144,602)
Net position - beginning of year, as restated for GASB 75 *	<u>(17,977,272)</u>	<u>(7,832,196)</u>
Net position - end of year	<u>\$ (20,785,120)</u>	<u>\$ (8,976,798)</u>

* Net position reported above for fiscal year 2017 was not restated to reflect the implementation of GASB 75, as the County applied GASB 75 prospectively.

As noted earlier, net position may serve over time as a useful indicator of the County's financial position. At the close of the most recent fiscal year, total net position was \$(20,785,120), a change of \$(2,807,848) from the prior year.

The largest portion of net position, \$21,544,485, reflects our investment in capital assets (e.g., land, land improvements, buildings and improvements, and equipment and vehicles), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position, \$46,377, represents resources that are subject to external restrictions on how they may be used. The remaining balance of net position is in a deficit, primarily a result of the implementation of GASB 68 and GASB 75 related to the net pension liability and the net OPEB liability.

Governmental activities. Governmental activities for the year resulted in a change in net position of \$(2,807,848). Key elements of this change are as follows:

Governmental funds operating results	\$	600,278
Purchase of capital assets		398,901
Loss on disposals of capital assets		(8,974)
Principal debt service in excess of depreciation expense		887,608
Change in accrued interest liability		24,305
Change in compensated absence liability		(121,287)
Change in net pension liability and related deferrals		(891,659)
Change in net OPEB liability and related deferrals		<u>(3,697,020)</u>
Total	\$	<u><u>(2,807,848)</u></u>

D. FINANCIAL ANALYSIS OF THE COUNTY'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of the County's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$4,240,113, a change of \$600,678 in comparison to the prior year. Key elements of this change are as follows:

General Fund operating results	\$	600,007
Nonmajor Governmental Funds operating results		<u>271</u>
Total	\$	<u><u>600,278</u></u>

The General Fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the General Fund was \$2,272,580, while total fund balance was \$4,193,736. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total budgeted expenditures. Refer to the table below.

<u>General Fund</u>	<u>6/30/18</u>	<u>6/30/17</u>	<u>Change</u>	<u>Percentage of Total Budgeted Expenditures</u>
Unassigned fund balance	\$ 2,272,580	\$ 1,619,257	\$ 653,323	5.3%
Total fund balance	\$ 4,193,736	\$ 3,593,729	\$ 600,007	9.9%

Included in the General Fund are the County's Delegation-voted reserve funds with the following balances:

	<u>6/30/18</u>	<u>6/30/17</u>	<u>Change</u>
Nursing Home Reserve	\$ 59,306	\$ 110,581	\$ (51,275)
Dispatch Capital Reserve	<u>158,110</u>	<u>153,401</u>	<u>4,709</u>
Total	<u>\$ 217,416</u>	<u>\$ 263,982</u>	<u>\$ (46,566)</u>

E. BUDGETARY HIGHLIGHTS

Differences between the original budget and the final budget resulted in an overall increase in appropriations of \$87,648. This change relates to a use of prior year reserves (fund balance) for various purposes.

The total fund balance of all funds changed by \$600,278 during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	\$ 901,398
Expenditures less than appropriations	<u>892,226</u>
Budgetary results	1,793,624
Nonmajor governmental funds operating results	271
Use of fund balance - reduce taxes	(1,030,000)
Transfer to reserve funds	84,000
Use of reserves and restricted funds	<u>(247,617)</u>
GAAP basis results	<u>\$ 600,278</u>

F. CAPITAL ASSETS AND DEBT

Capital assets. Total investment in capital assets for governmental activities at year-end amounted to \$47,670,360 (net of accumulated depreciation). This investment in capital assets includes land, land improvements, buildings and improvements, and equipment and vehicles.

Additional information on capital assets can be found in the notes to financial statements.

Long-term debt. At the end of the current fiscal year, total bonded debt outstanding was \$28,209,138, all of which was backed by the full faith and credit of the County.

Additional information on long-term debt can be found in the Notes to Financial Statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the County of Grafton, New Hampshire's finances for all those with an interest in the County's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

County of Grafton, New Hampshire
3855 Dartmouth College Highway
North Haverhill, New Hampshire 03774

COUNTY OF GRAFTON, NEW HAMPSHIRE

STATEMENT OF NET POSITION

JUNE 30, 2018

	Governmental <u>Activities</u>
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	
Current:	
Cash and short-term investments	\$ 5,508,956
Restricted cash	403,027
Accounts receivable, net of allowances	1,547,089
Inventory	363,434
Other assets	<u>47,500</u>
Total Current Assets	7,870,006
Noncurrent:	
Capital Assets:	
Land	214,190
Capital assets, net of accumulated depreciation	<u>47,456,170</u>
Total Noncurrent Assets	<u>47,670,360</u>
TOTAL ASSETS	55,540,366
DEFERRED OUTFLOWS OF RESOURCES:	
Related to pension	5,055,745
Related to OPEB	4,317,490
Loss on bond refunding	<u>2,098,145</u>
Total Deferred Outflows of Resources	<u>11,471,380</u>
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	67,011,746
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	
Current:	
Accounts payable	3,069,631
Accrued expenses	527,246
Other liabilities	33,016
Accrued interest	424,545
Current portion of noncurrent liabilities:	
Bonds payable	2,654,581
Capital lease payable	14,882
Compensated absences	<u>1,025,902</u>
Total Current Liabilities	7,749,803
Noncurrent:	
Bonds payable, net of current portion	25,554,557
Compensated absences	471,109
Net pension liability	25,666,764
Net OPEB liability	<u>27,697,271</u>
Total Noncurrent Liabilities	<u>79,389,701</u>
TOTAL LIABILITIES	87,139,504
DEFERRED INFLOWS OF RESOURCES:	
Related to pension	653,543
Related to OPEB	<u>3,819</u>
Total Deferred Inflows of Resources	657,362
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	87,796,866
NET POSITION	
Net investment in capital assets	21,544,485
Restricted for grants and other statutory restrictions	46,377
Unrestricted	<u>(42,375,982)</u>
TOTAL NET POSITION	\$ <u>(20,785,120)</u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2018

		Program Revenues		Net (Expenses) Revenues and Change in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental Activities:				
General government	\$ 6,455,354	\$ 1,155,018	\$ 79,823	\$ (5,220,513)
Public safety	3,429,982	1,313,935	-	(2,116,047)
Corrections	7,300,873	9,628	211,003	(7,080,242)
County farm	647,505	481,299	-	(166,206)
Human services	7,525,023	-	-	(7,525,023)
Cooperative extension	458,007	5,000	-	(453,007)
Economic development	1,340,874	-	1,290,874	(50,000)
Nursing home	18,914,901	13,812,532	-	(5,102,369)
Interest expense	1,032,694	-	-	(1,032,694)
Total Governmental Activities	\$ <u>47,105,213</u>	\$ <u>16,777,412</u>	\$ <u>1,581,700</u>	(28,746,101)
		General Revenues:		
		County taxes		25,077,129
		Investment income		70,225
		Miscellaneous		793,311
		Loss on disposals		<u>(2,412)</u>
		Total general revenues		25,938,253
		Change in Net Position		(2,807,848)
		Net Position:		
		Beginning of year, as restated for GASB 75		<u>(17,977,272)</u>
		End of year		\$ <u>(20,785,120)</u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2018

	General <u>Fund</u>	Nonmajor Governmental <u>Funds</u>	Total Governmental <u>Funds</u>
ASSETS			
Cash and short-term investments	\$ 5,298,191	\$ 210,765	\$ 5,508,956
Restricted cash	403,027	-	403,027
Accounts receivable, net of allowances	1,547,089	-	1,547,089
Inventory	363,434	-	363,434
Other assets	<u>47,500</u>	<u>-</u>	<u>47,500</u>
TOTAL ASSETS	<u>\$ 7,659,241</u>	<u>\$ 210,765</u>	<u>\$ 7,870,006</u>
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 2,905,243	\$ 164,388	\$ 3,069,631
Accrued expenses	527,246	-	527,246
Other liabilities	<u>33,016</u>	<u>-</u>	<u>33,016</u>
Total Liabilities	3,465,505	164,388	3,629,893
Fund Balances:			
Nonspendable	363,434	-	363,434
Restricted	174,740	46,377	221,117
Committed	217,416	-	217,416
Assigned	1,165,566	-	1,165,566
Unassigned	<u>2,272,580</u>	<u>-</u>	<u>2,272,580</u>
Total Fund Balances	<u>4,193,736</u>	<u>46,377</u>	<u>4,240,113</u>
TOTAL LIABILITIES AND FUND BALANCES	<u>\$ 7,659,241</u>	<u>\$ 210,765</u>	<u>\$ 7,870,006</u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

**RECONCILIATION OF TOTAL GOVERNMENTAL FUND
BALANCES TO NET POSITION OF GOVERNMENTAL
ACTIVITIES IN THE STATEMENT OF NET POSITION**

JUNE 30, 2018

Total governmental fund balances	\$ 4,240,113
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	47,670,360
• Loss on debt refunding is deferred and amortized over the remaining life of the reissued debt.	2,098,145
• In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(424,545)
• Long-term liabilities not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Bonds payable	(28,209,138)
Capital lease payable	(14,882)
Compensated absences	(1,497,011)
Net pension liability and related deferred outflows/inflows of resources	(21,264,562)
Net OPEB liability and related deferred outflows/inflows of resources	<u>(23,383,600)</u>
Net position of governmental activities	\$ <u><u>(20,785,120)</u></u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2018

	General <u>Fund</u>	Nonmajor Governmental <u>Funds</u>	Total Governmental <u>Funds</u>
Revenues:			
County taxes	\$ 25,077,129	\$ -	\$ 25,077,129
Nursing home	13,812,532	-	13,812,532
Charges for services	2,961,813	9,628	2,971,441
Intergovernmental	290,826	1,290,874	1,581,700
Investment income	70,225	-	70,225
Miscellaneous	<u>755,125</u>	<u>3,473</u>	<u>758,598</u>
Total Revenues	42,967,650	1,303,975	44,271,625
Expenditures:			
Current:			
General government	5,164,122	3,386	5,167,508
Public safety	2,777,729	-	2,777,729
Corrections	5,525,230	9,444	5,534,674
County farm	575,352	-	575,352
Human services	7,496,824	-	7,496,824
Cooperative extension	387,498	-	387,498
Economic development	50,000	1,290,874	1,340,874
Nursing home	16,389,177	-	16,389,177
Capital outlay	474,712	-	474,712
Debt service:			
Principal	2,470,000	-	2,470,000
Interest	<u>1,056,999</u>	<u>-</u>	<u>1,056,999</u>
Total Expenditures	<u>42,367,643</u>	<u>1,303,704</u>	<u>43,671,347</u>
Change in fund balance	600,007	271	600,278
Fund Balance, at Beginning of Year	<u>3,593,729</u>	<u>46,106</u>	<u>3,639,835</u>
Fund Balance, at End of Year	<u>\$ 4,193,736</u>	<u>\$ 46,377</u>	<u>\$ 4,240,113</u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

RECONCILIATION OF THE STATEMENT OF REVENUES,
EXPENDITURES, AND CHANGES IN FUND BALANCES OF
GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2018

Change in fund balances - governmental funds	\$ 600,278
<ul style="list-style-type: none"> • Governmental funds report capital asset purchases as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense: 	
Capital outlay	398,901
Loss on disposals	(8,974)
Depreciation	(1,661,471)
<ul style="list-style-type: none"> • The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position: 	
Repayments of bonds payable	2,470,000
Amortization of bond premium	184,581
Amortization of loss on bond refunding	(149,868)
Repayments of capital lease payable	44,366
<ul style="list-style-type: none"> • In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due. 	
	24,305
<ul style="list-style-type: none"> • Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds: 	
Compensated absences	(121,287)
Net pension liability and related deferred outflows/inflows of resources	(891,659)
Net OPEB liability and related deferred outflows/inflows of resources	<u>(3,697,020)</u>
Change in net position of governmental activities	\$ <u><u>(2,807,848)</u></u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2018

	Budgeted Amounts				Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original Budget	From Prior Years' Budgets	Approved Transfers	Final Budget		
Revenues:						
County taxes	\$ 25,077,129	\$ -	\$ -	\$ 25,077,129	\$ 25,077,129	\$ -
Nursing home	13,134,579	-	-	13,134,579	13,812,532	677,953
Charges for services	2,966,061	-	-	2,966,061	2,961,813	(4,248)
Intergovernmental	315,158	-	-	315,158	290,826	(24,332)
Investment income	26,800	-	-	26,800	70,225	43,425
Miscellaneous	546,525	-	-	546,525	755,125	208,600
Total Revenues	42,066,252	-	-	42,066,252	42,967,650	901,398
Expenditures:						
Current:						
General government	5,416,512	37,256	-	5,453,768	5,164,122	289,646
Public safety	3,107,819	7,314	(3,500)	3,111,633	2,777,729	333,904
Corrections	5,860,410	1,100	(158,000)	5,703,510	5,525,230	178,280
County farm	597,839	-	-	597,839	575,352	22,487
Human services	7,634,035	-	(113,605)	7,520,430	7,496,824	23,606
Cooperative extension	389,483	-	-	389,483	387,498	1,985
Economic development	50,000	-	-	50,000	50,000	-
Nursing home	16,096,439	36,983	271,605	16,405,027	16,389,177	15,850
Capital outlay	330,501	4,995	3,500	338,996	314,743	24,253
Debt service:						
Principal	2,470,000	-	-	2,470,000	2,470,000	-
Interest	1,059,214	-	-	1,059,214	1,056,999	2,215
Total Expenditures	43,012,252	87,648	-	43,099,900	42,207,674	892,226
Excess (deficiency) of revenues over expenditures before other financing sources (uses)	(946,000)	(87,648)	-	(1,033,648)	759,976	1,793,624
Other Financing Sources (Uses):						
Use of fund balance - reduce taxes	1,030,000	-	-	1,030,000	1,030,000	-
Use of fund balance - prior year reserves	-	87,648	-	87,648	87,648	-
Transfer to reserve funds	(84,000)	-	-	(84,000)	(84,000)	-
Total Other Financing Sources (Uses)	946,000	87,648	-	1,033,648	1,033,648	-
Excess of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ -	\$ -	\$ 1,793,624	\$ 1,793,624

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE
FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
JUNE 30, 2018

	Agency Funds
ASSETS	
Cash and short-term investments	\$ <u>85,938</u>
TOTAL ASSETS	\$ <u><u>85,938</u></u>
LIABILITIES	
Due to others	\$ <u>85,938</u>
TOTAL LIABILITIES	\$ <u><u>85,938</u></u>

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHRIE

Notes to Financial Statements

1. Summary of Significant Accounting Policies

The accounting policies of the County of Grafton, New Hampshire (the "County") conform to Generally Accepted Accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The County is a municipal corporation governed by an elected Board of Commissioners. As required by Generally Accepted Accounting Principles, these financial statements present the County and applicable component units for which the County is considered to be financially accountable. In fiscal year 2018, it was determined that no entities met the required GASB 14 (as amended) criteria of component units.

B. Government-wide and Fund Financial Statements

Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the County. The effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter is excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. The effect of interfund activity has been eliminated from the government-wide financial statements.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Generally, all other revenue items are considered to be measurable and available only when cash is received by the County. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, certain expenditures, such as debt service, compensated absences, claims and judgments, and pension and OPEB are recorded as expenditures only when they are due.

Major Governmental Funds

The *General Fund* is the County's primary operating fund. It accounts for all financial resources of the County, except those required to be accounted for in another fund.

Nonmajor Governmental Funds

Nonmajor governmental funds include special revenue funds that account for grants.

Fiduciary Funds

Fiduciary funds are reported using the *economic resources measurement focus* and the *accrual basis of accounting*. Under this method, revenues are recognized when earned and expenses are recorded when liabilities are incurred. Agency funds are categorized as fiduciary funds and used to account for funds held by the County on behalf of others (e.g., inmate funds and patient funds).

D. Cash and Short-Term Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the General Fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

E. Inventory

Inventory is valued at cost using the first-in/first-out (FIFO) method. Inventory includes dietary, housekeeping, and supplies for use at the nursing home, maintenance supplies, and corrections supplies.

F. Capital Assets

Capital assets, which include land, land improvements, buildings and improvements, and equipment and vehicles, are reported in the government-wide financial statements. Capital assets are defined by the County as assets with a grouped cost of more than \$500 for assets acquired for use in the Nursing Home, and \$5,000 for all other assets, and an estimated useful life in excess of three years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Land improvements	20
Buildings and improvements	20 - 40
Equipment and vehicles	3 - 20

G. Compensated Absences

It is the County's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vested sick and vacation pay is accrued when incurred in the government-wide and fiduciary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

H. Long-Term Liabilities

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities Statement of Net Position.

I. Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net position".

Fund Balance - Generally, fund balance represents the difference between current assets/deferred outflows and current liabilities/deferred inflows. The County reserves portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and, therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the County uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

Net Position - Net position represents the difference between assets/ deferred outflows and liabilities/deferred inflows. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when there are limitations imposed on use either through enabling legislation adopted by the County or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

J. Fund Balance Policy

There is no rule or law in New Hampshire that governs the level of fund balance for counties. However, by looking at other guidelines that exist and by comparing the County to other counties in the state and in other states, the County arrived at a policy that fits the County's needs and standards:

- 1) The NH Department of Revenue Administration recommends that municipalities maintain a fund balance that represents between 5% and 10% of its total annual appropriations, including municipal, school, and county obligations.
- 2) The Government Finance Officer Association recommends as a best practice that "general-purpose governments, regardless of size, maintain unrestricted fund balance in their General Fund of no less than two months of regular General Fund operating revenues or regular General Fund operating expenditures. Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the General Fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the General Fund at any one time". Two months of operating revenues for operations funded by the General Fund for the County is approximately \$7 million, which is about 17% of budgeted appropriations.

Through this fund balance policy, the County will endeavor to achieve and maintain an undesignated fund balance that is between 8% and 17% of its annual budgeted appropriations, which represents one to two months of operations.

K. Use of Estimates

The preparation of basic financial statements in conformity with Generally Accepted Accounting Principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates used.

2. Stewardship, Compliance, and Accountability

A. Budgetary Information

The County follows the following procedures for establishing the budgetary data reflected in the basic financial statements:

- Prior to May 1st, County departments submit to the County Commissioners a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
- Hearings are conducted by the County Commissioners prior to the County’s budget meeting to discuss the proposed budget.
- The budget is legally enacted by the County Delegation prior to September 1st.
- Appropriations for certain projects and specific items not fully expended at the fiscal year-end are carried forward as continued appropriations to the new fiscal year in which they supplement the appropriations of that year.
- The budgets for all departments and operations of the County are prepared under the direction of the County Commissioners. Original appropriations are acted upon by the County Delegation vote.
- A copy of the budget is published in the Annual Report of the County of Grafton, New Hampshire.

B. Budgetary Basis

The final appropriation appearing on the “Budget and Actual” page of the fund financial statements represents the final amended budget after all reserve fund and line item transfers.

C. Budget/GAAP Reconciliation

The budgetary data for the General Fund is based upon accounting principles that differ from Generally Accepted Accounting Principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	Revenues and Other <u>Financing Sources</u>	Expenditures and Other <u>Financing Uses</u>
Revenues/Expenditures - (GAAP Basis)	\$ 42,967,650	\$ 42,367,643
To reverse unbudgeted use of Deeds Surcharge restricted funds	-	(28,238)
To reverse use of reserve funds:		
Nursing Home Reserve	-	(101,613)
Dispatch Capital Reserve	-	(30,118)
Budgetary Basis	<u>\$ 42,967,650</u>	<u>\$ 42,207,674</u>

3. Cash and Short-Term Investments

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the County's deposits may not be returned to it. RSA 29:1 limits deposits as follows "deposit in any one bank shall not at any time exceed the sum of its paid-up capital and surplus." The County does not have a deposit policy for custodial credit risk.

As of June 30, 2018, none of the County's bank balance was exposed to custodial credit risk as uninsured or uncollateralized.

4. Restricted Cash

Restricted cash represents cash and cash equivalents where use is limited by legal requirements. Within the General Fund, the restricted cash amount of \$403,027 is composed of amounts from the Nursing Home Capital Reserve, the Registry of Deeds Surcharge Fund, the Dispatch Capital Reserve, and the Pandemic Fund.

5. Allowance for Doubtful Accounts and Contractual Allowances

The allowance for doubtful accounts for Nursing Home receivables has been estimated at approximately \$83,000 at June 30, 2018. Nursing Home receivables are also reported net of contractual allowances.

6. Capital Assets

Capital asset activity for the year ended June 30, 2018 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets, being depreciated:				
Land improvements	\$ 2,809	\$ -	\$ -	\$ 2,809
Buildings and improvements	57,090	132	-	57,222
Equipment and vehicles	4,848	267	(144)	4,971
Total capital assets, being depreciated	64,747	399	(144)	65,002
Less accumulated depreciation for:				
Land improvements	(1,043)	(45)	-	(1,088)
Buildings and improvements	(11,846)	(1,219)	-	(13,065)
Equipment and vehicles	(3,130)	(398)	135	(3,393)
Total accumulated depreciation	(16,019)	(1,662)	135	(17,546)
Total capital assets, being depreciated, net	48,728	(1,263)	(9)	47,456
Capital assets, not being depreciated:				
Land	214	-	-	214
Total capital assets, not being depreciated	214	-	-	214
Governmental activities capital assets, net	\$ 48,942	\$ (1,263)	\$ (9)	\$ 47,670

Depreciation expense was charged to functions of the County as follows (in thousands):

Governmental Activities:		
General government		\$ 345
Public safety		180
Corrections		677
County farm		67
Nursing home		<u>393</u>
Total depreciation expense - governmental activities		<u>\$ 1,662</u>

7. Deferred Outflows of Resources

Deferred outflows of resources represent the consumption of net position by the County that is applicable to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets. Deferred outflows of resources related to pension and OPEB, in accordance with GASB Statements No. 68 and No. 75, are more fully discussed in the corresponding pension and OPEB notes. Other deferred outflows of resources consist of loss on bond refunding.

8. Anticipation Notes Payable

At June 30, 2018, the County had no anticipation lines of credit available. The following summarizes notes payable activity during fiscal year 2018:

<u>Purpose</u>	<u>Issue Amount</u>	<u>Issue Date</u>	<u>Interest Rate</u>	<u>Balance Beginning of Year</u>	<u>Advances</u>	<u>Repayments</u>	<u>Balance End of Year</u>
Tax anticipation	\$ 10,000,000	07/27/17	1.29%	\$ -	\$ 6,250,000	\$ (6,250,000)	\$ -
Total				\$ -	\$ 6,250,000	\$ (6,250,000)	\$ -

On August 23, 2018, the County issued a \$10,000,000 tax anticipation note with a maturity date of December 28, 2018 and an interest rate of 2.40%.

9. Capital Lease Obligations

The County is the lessee of certain equipment under capital leases expiring in fiscal year 2019. Future minimum lease payments under the capital leases totaled approximately \$15,000 at June 30, 2018.

Equipment financed by capital leases totaling \$174,942 is reported in capital assets net of \$102,769 accumulated depreciation.

10. Long-Term Liabilities

General Obligation Bonds

The County issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for governmental activities. General obligation bonds currently outstanding are as follows:

<u>Governmental Activities</u>	<u>Serial Maturities Through</u>	<u>Interest Rate(s) %</u>	<u>Amount Outstanding as of 6/30/18</u>
Nursing Home Additions and Renovations	09/01/23	3.00 - 4.30%	\$ 3,625,000
Fire sprinkler system water tank	01/01/19	4.50 - 5.00%	95,000
Jail construction - 2010	12/01/20	3.00 - 4.00%	2,625,000
Jail construction - 2011	01/01/22	3.00 - 4.00%	3,100,000
2016 General Obligation Refunding bonds	07/01/31	2.50 - 5.00%	<u>16,180,000</u>
Total Governmental Activities			<u>\$ 25,625,000</u>

Future Debt Service

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2018 are as follows:

	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2019	\$ 2,470,000	\$ 955,600	\$ 3,425,600
2020	2,375,000	871,263	3,246,263
2021	2,375,000	783,381	3,158,381
2022	2,345,000	695,588	3,040,588
2023	2,350,000	596,363	2,946,363
2024 - 2028	8,105,000	2,013,950	10,118,950
2029 - 2032	<u>5,605,000</u>	<u>472,250</u>	<u>6,077,250</u>
Total	<u>\$ 25,625,000</u>	<u>\$ 6,388,395</u>	<u>\$ 32,013,395</u>

The General Fund has been designated as the source that will repay the general obligation long-term debt outstanding as of June 30, 2018.

Changes in General Long-Term Liabilities

During the year ended June 30, 2018, the following changes occurred in long-term liabilities (in thousands):

	Total Balance <u>7/1/17</u>	Additions	Reductions	Total Balance <u>6/30/18</u>	Less Current Portion	Equals Long-Term Portion <u>6/30/18</u>
<u>Governmental Activities</u>						
Bonds payable	\$ 28,095	\$ -	\$ (2,470)	\$ 25,625	\$ (2,470)	\$ 23,155
Bond premium	2,769	-	(185)	2,584	(185)	2,399
Subtotal	30,864	-	(2,655)	28,209	(2,655)	25,554
Capital lease payable	59	-	(44)	15	(15)	-
Compensated absences	1,376	121	-	1,497	(1,026)	471
Net pension liability	28,406	-	(2,739)	25,667	-	25,667
Net OPEB liability	10,686	17,011	-	27,697	-	27,697
Totals	<u>\$ 71,391</u>	<u>\$ 17,132</u>	<u>\$ (5,438)</u>	<u>\$ 83,085</u>	<u>\$ (3,696)</u>	<u>\$ 79,389</u>

On October 14, 2016, the County issued general obligation bonds in the amount of \$16,180,000 with a variable interest rate ranging from 2.50% to 5.00% to advance refund \$16,500,000 of term bonds with an interest rate of 3.00% to 4.75%. The term bonds mature on December 1, 2030 and January 1, 2032 and are callable on December 1, 2020 and January 1, 2022, respectively. The general obligation bonds were issued at 3.00% and, after paying issuance costs of \$200,706, the net proceeds were \$18,948,719. The net proceeds from the issuance of the general obligation bonds were used to purchase U.S. government securities and those securities were deposited in an irrevocable trust with an escrow agent to provide debt service payments until the term bonds are called on December 1, 2020 and January 1, 2022, respectively. The advance refunding met the requirements of an in-substance debt defeasance and the term bonds were removed from the County's financial statements.

As a result of the advance refunding, the County decreased its total debt service cash flow requirements by \$875,596, which resulted in an economic gain (difference between the present value of the debt service payments on the old and new debt) of \$638,904.

Defeased debt still outstanding at June 30, 2018 is \$16,500,000.

11. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net position by the County that is applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities. Deferred inflows of resources related to pension and OPEB will be recognized as expense in future years and are more fully described in the corresponding pension and OPEB notes.

12. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

The County has implemented GASB Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying existing governmental fund type definitions.

The following types of fund balances are reported at June 30, 2018:

Nonspendable - Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance classification includes General Fund reserves for prepaid expenditures and nonmajor governmental fund reserves for the principal portion of permanent trust funds.

Restricted - Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes General Fund encumbrances funded by bond issuances, various special revenue funds, and the income portion of permanent trust funds.

Committed - Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the County's highest level of decision-making authority. This fund balance classification includes General Fund encumbrances for non-lapsing special article appropriations approved by the Delegation and reserve funds.

Assigned - Represents amounts that are constrained by the County's intent to use these resources for a specific purpose. This fund balance classification includes General Fund encumbrances that have been established by County departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period, and surplus set aside to be used in the subsequent year's budget.

Unassigned - Represents amounts that are available to be spent in future periods and deficit funds.

The following is a summary of fund balances at June 30, 2018:

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable:			
Inventory	\$ 363,434	\$ -	\$ 363,434
Total Nonspendable	363,434	-	363,434
Restricted:			
Deeds surcharge account	174,740	-	174,740
Unexpended grant funds	-	46,377	46,377
Total Restricted	174,740	46,377	221,117
Committed:			
Delegation voted reserves:			
Nursing Home Reserve	59,306	-	59,306
Dispatch Capital Reserve	158,110	-	158,110
Total Committed	217,416	-	217,416
Assigned:			
Commissioner voted encumbrances	115,566	-	115,566
Use of fund balance in subsequent year budget	1,050,000	-	1,050,000
Total Assigned	1,165,566	-	1,165,566
Unassigned:			
Remaining fund balance	2,272,580	-	2,272,580
Total Unassigned	2,272,580	-	2,272,580
Total Fund Balances	\$ 4,193,736	\$ 46,377	\$ 4,240,113

13. **New Hampshire Retirement System (GASB 68)**

The County follows the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27*, with respect to the State of New Hampshire Retirement System (NHRS).

Plan Description

Full-time employees participate in the State of New Hampshire Retirement System, a cost-sharing, multiple-employer defined benefit contributory pension plan and trust established in 1967 by RSA 100-A:2 and qualified as a tax-exempt organization under Section 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters, and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including

counties, municipalities, and school districts are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to Group I. Police officers and firefighters belong to Group II. All assets are held in a single trust and are available to each group. Additional information is disclosed in the NHRS' annual report publicly available from the New Hampshire Retirement System located at 54 Regional Drive, Concord, New Hampshire 03301-8507.

Benefits Provided

Group 1 benefits are provided based on creditable service and average final salary for the highest of either three or five years, depending on when service commenced.

Group II benefits are provided based on age, years of creditable service, and a benefit multiplier depending on vesting status as of January 1, 2012. The maximum retirement allowance for Group II members vested by January 1, 2012 (45 years of age with 20 years of service or age 60 regardless of years of creditable service) is the average final compensation multiplied by 2.5% multiplied by creditable service. For Group II members not vested by January 1, 2012, the benefit is calculated the same way but the multiplier used in the calculation will change depending on age and years of creditable service, as follows:

<u>Years of creditable service as of January 1, 2012</u>	<u>Minimum Age</u>	<u>Minimum Service</u>	<u>Benefit Multiplier</u>
At least 3 but less than 10 years	46	21	2.4%
At least 6 but less than 8 years	47	22	2.3%
At least 4 but less than 6 years	48	12	2.2%
Less than 4 years	49	24	2.1%

Contributions

Plan members are required to contribute a percentage of their gross earnings to the pension plan, for which the contribution rates are 7% for employees and 11.55% for sheriff's deputies and correctional officers. The County makes annual contributions to the pension plan equal to the amount required by Revised Statutes Annotated 100-A:16, and range from 11.08% to 27.79% of covered compensation. The County's contribution to NHRS for the year ended June 30, 2018 was \$2,111,746, which was equal to its annual required contribution.

Summary of Significant Accounting Policies

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the NHRS and additions to/deductions from NHRS's fiduciary net position have been determined on the same basis as they are reported by NHRS. For this purpose, benefit payments (including refunds of

employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2018, the County reported a liability of \$25,666,764 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2017, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2016. The County's proportion of the net pension liability was based on a projection of the County's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined.

At the most recent measurement date of June 30, 2017, the County's proportion was .52189510%, which was a decrease of .01229055% from its previous year proportion.

For the year ended June 30, 2018, the County recognized pension expense of \$2,891,904. In addition, the County reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 58,197	\$ 326,664
Changes of assumptions	2,577,282	-
Net difference between projected and actual earnings on pension plan investments	-	326,879
Changes in proportion and differences between contributions and proportionate share of contributions	308,520	-
Contributions subsequent to the measurement date (fiscal year 2018)	<u>2,111,746</u>	<u>-</u>
Total	<u>\$ 5,055,745</u>	<u>\$ 653,543</u>

Deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in 2019. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in expense as follows:

Year ended June 30:

2019	\$ (641,726)
2020	(1,239,580)
2021	(921,298)
2022	<u>512,148</u>
Total	<u>\$ (2,290,456)</u>

Actuarial Assumptions

The total pension liability in the June 30, 2016 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.5 percent per year
Salary increases	5.6 percent average, including inflation
Investment rate of return	7.25 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the RP-2014 Employee generational mortality table for males and females, adjusted for mortality improvements using Scale MP-2015, based on the last experience study.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of the most recent actuarial experience study.

The long-term expected rate of return on pension plan investments was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation Percentage</u>	<u>Weighted Average Average Long- Term Expected Real Rate of Return</u>
Large Cap Equities	22.50 %	4.25%
Small/Mid Cap Equities	<u>7.50</u>	4.50%
Total domestic equities	30.00	
Int'l Equities (unhedged)	13.00	4.75%
Emerging Int'l Equities	<u>7.00</u>	6.25%
Total international equities	20.00	
Core Bonds	5.00	0.64%
Short Duration	2.00	-0.25%
Global Multi-Sector Fixed Income	11.00	1.71%
Absolute Return Fixed Income	<u>7.00</u>	1.08%
Total fixed income	25.00	
Private Equity	5.00	6.25%
Private Debt	5.00	4.75%
Opportunistic	<u>5.00</u>	3.68%
Total alternative investments	15.00	
Real Estate	<u>10.00</u>	3.25%
Total	<u>100.00 %</u>	

Discount Rate

The discount rate used to measure the total pension liability was 7.25%. This is a decrease of .50% from the previous valuation and has contributed to the significant deferred outflow of resources balance for changes of assumptions. The projection of cash flows used to determine the discount rate assumed that the plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. For purposes of the projection, member contributions and employer service cost contributions are projected based on the expected payroll of current members only. Employer contributions are determined based on the pension plan's actuarial funding policy and as required by RSA 100-A:16. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the County's proportionate share of the net pension liability calculated using the discount rate of 7.25%, as well as what the County's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.25%) or one percentage-point higher (8.25%) than the current rate:

1% Decrease (6.25%)	Current Discount Rate (7.25%)	1% Increase (8.25%)
\$ 33,814,673	\$ 25,666,764	\$ 18,989,875

Pension Plan Fiduciary Net Position

Detailed information about the pension plan's fiduciary net position is available in the separately issued NHRS financial report.

14. Other Post-Employment Benefits – OPEB (GASB 75)

GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, replaces the requirements of Statement No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*. GASB Statement No. 75 establishes standards for recognizing and measuring assets, liabilities, deferred outflows/inflows of resources, and expenditures related to other post-employment benefits (OPEB) liabilities and identifies the methods and assumptions that are required to be used to project benefit payments, discount projected benefit payments to their actuarial present value, and attribute that present value to periods of employee service.

County of Grafton OPEB Plan

The following disclosures are based on a measurement date of July 1, 2017, determined on an actuarial valuation as of that date.

Plan Description

The County provides post-employment healthcare benefits for retired employees through the County's plan. The County pays 100% of the healthcare premiums. The OPEB plan is not administered through a trust that meets the criteria in paragraph 4 of GASB 75.

Benefits Provided

The County provides post-employment healthcare benefits to certain eligible retirees.

Membership Data

As of July 1, 2016, the following employees were covered by the benefit terms:

Inactive employees or beneficiaries currently receiving benefit payments	83
Active employees	<u>291</u>
Total participants covered by OPEB plan	<u>374</u>

Actuarial Assumptions and Other Inputs

The total OPEB liability of \$26,486,918 was determined using the following actuarial assumptions and other inputs, applied to all periods included in the measurement, unless otherwise specified:

Discount rate	3.58%
Salary increases	2.00%
Healthcare cost trend rates	
Current year trend (Pre 65/ Post 65)	(1.03%) / 7.66%
Second year trend	9.50%
Decrement	0.50%
Ultimate trend	5.00%
Year ultimate trend is reached	2028

The discount rate was based on the index provided by Bond Buyer 20-Bond General Obligation Index based on the 20 year AA municipal bond rate as of July 1, 2017.

Mortality rates were based on the RP-2000 Combined Healthy Participant Table Projected 10 Years using Projection Scale AA.

Changes in the Total OPEB Liability

Total OPEB liability at July 1, 2017	\$	18,405,319
Service cost		1,047,889
Benefit payments		(296,461)
Interest		730,284
Assumption changes and differences between expected and actual experience		4,140,723
Change in actuarial cost method		<u>2,459,164</u>
Total OPEB liability at June 30, 2018	\$	<u>26,486,918</u>

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following presents the total OPEB liability, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

	<u>1% Decrease 2.58%</u>	<u>Discount Rate 3.58%</u>	<u>1% Increase 4.58%</u>
Total OPEB liability	\$ 30,934,407	\$ 26,486,918	\$ 23,039,853

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liability, as well as what the total OPEB liability would be if it were calculated using healthcare cost trend rates that are one percentage-point lower or one percentage-point higher than the current healthcare cost trend rates:

	<u>1% Decrease</u>	<u>Healthcare Cost Trend Rate</u>	<u>1% Increase</u>
Total OPEB liability	\$21,831,804	\$26,486,918	\$32,618,712

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to OPEB

For the year ended June 30, 2018, the County recognized OPEB expense of \$2,827,647. At June 30, 2018, the County reported deferred inflows and outflows of resources related to OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Change in benefit terms	-	-
Differences between expected and actual experience and actuarial assumption changes	4,140,723	-
Net difference between projected and actual investment earnings	<u>-</u>	<u>-</u>
Total	<u>\$ 4,140,723</u>	<u>\$ -</u>

Amounts reported as deferred outflows and inflows of resources related to OPEB will be recognized in expense as follows:

Year ended June 30:

2019	\$ 415,377
2020	415,377
2021	415,377
2022	415,377
2023	415,377
Thereafter	<u>2,063,838</u>
Total	<u>\$ 4,140,723</u>

New Hampshire Retirement System Medical Subsidy Plan

Plan Description

In addition to the County's OPEB plan discussed above, the County participates in the New Hampshire Retirement System's (NHRS) Medical Subsidy Plan (MSP). The NHRS MSP is a cost-sharing, multiple-employer other post-employment benefit plan for retiree health insurance subsidies. Benefit amounts and eligibility requirements are set by state law, and members are designated by type. The four membership types are Group II Police Officer and Firefighters, Group I Teachers, Group I Political Subdivision Employees and Group I State Employees.

Benefits Provided

NHRS MSP provides a medical insurance subsidy to qualified retired members. The medical subsidy is a payment made by NHRS to the former employer or their insurance administrator toward the cost of health insurance for a qualified retiree, his/her qualified spouse, and his/her certifiably dependent children with a disability who are living in the household and being cared for by the retiree. Under specific conditions, the qualified beneficiaries of members who die while in service may also be eligible for the medical subsidy. The eligibility requirements for receiving MSP benefits differ for Group I and Group II members. The monthly MSP rates are:

1 Person - \$375.56
2 Person - \$751.12
1 Person Medicare Supplement - \$236.84
2 Person Medicare Supplement - \$473.68

Actuarial Assumptions and Other Inputs

The County's proportionate share of the NHRS MSP OPEB liability as of June 30, 2018 is based upon an actuarial valuation performed as of June 30, 2016 (rolled forward to June 30, 2017) using a measurement date of June 30, 2017. The actuarial valuation used the following actuarial assumptions:

Price inflation	2.50%
Wage inflation	3.25%
Salary increases	5.60%
Investment rate of return	7.25%
Discount rate	7.25%

Mortality rates were based on the RP-2014 healthy annuitant and employee generational mortality tables for males and females with credibility adjustments, adjusted for fully generational mortality improvements using scale MP-2015, based on the last experience study.

The actuarial assumptions used in the June 30, 2016 valuation were based on the results of the most recent experience study, which was for the period July 1, 2010 – June 30, 2015.

Net OPEB Liability, Expense, and Deferred Outflows and Inflows

The County's proportionate share of the net OPEB liability for the NHRS MSP as of the measurement date of June 30, 2017 was \$1,210,353.

For the year ended June 30, 2018, the County recognized expense related to the NHRS MSP of \$89,739. At June 30, 2018, the County reported related deferred inflows and outflows of resources as follows:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Contributions subsequent to the measurement date	\$ 176,699	\$ -
Change in benefit terms	-	-
Difference between expected and actual experience	-	-
Change in proportion	68	-
Change in assumptions	-	-
Net difference between projected and actual investment earnings	<u>-</u>	<u>3,819</u>
Total	<u>\$ 176,767</u>	<u>\$ 3,819</u>

Contributions subsequent to the measurement date and before the end of the fiscal year will be included as a reduction of the net OPEB liability in fiscal year 2019.

Amounts reported as deferred outflows and inflows of resources will be recognized in expense as follows:

Year Ended June 30:

2019	\$ 1,250
2020	1,250
2021	<u>1,251</u>
Total	<u>\$ 3,751</u>

Sensitivity of the Net NHRS Medical Subsidy OPEB Liability to Changes in the Discount Rate

The following presents the net OPEB liability, as well as what the net OPEB liability would be if it were calculated using a discount rate that is one percentage-point lower or one percentage-point higher than the current discount rate:

<u>1% Decrease to 6.25%</u>	<u>Current Discount Rate 7.25%</u>	<u>1% Increase to 8.25%</u>
\$ 1,317,224	\$ 1,210,353	\$ 1,117,757

Consolidation of OPEB Liabilities and Related Deferred Outflows and Inflows

The following consolidates the County’s total OPEB liability and related deferred outflows/inflows, and the County’s proportionate share of the NHRS Medical Subsidy net OPEB liability and related deferred outflows/inflows at June 30, 2018:

	Net OPEB Liability	Total Deferred Outflows of Resources	Total Deferred Inflows of Resources
County OPEB Plan	\$ 26,486,918	\$ 4,140,723	\$ -
NHRS Medical Subsidy Plan	<u>1,210,353</u>	<u>176,767</u>	<u>3,819</u>
Total	<u>\$ 27,697,271</u>	<u>\$ 4,317,490</u>	<u>\$ 3,819</u>

15. Commitments and Contingencies

Outstanding Legal Issues – On an ongoing basis, there are typically pending legal issues in which the County is involved. The County’s management is of the opinion that the potential future settlement of these issues would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the County expects such amounts, if any, to be immaterial.

16. Beginning Net Position Restatement

The beginning (July 1, 2017) net position of the County has been restated in order to implement GASB 75.

	Governmental Activities
As previously reported	\$ (8,976,798)
Restate for implementation of GASB 75	<u>(9,000,474)</u>
As restated	<u>\$ (17,977,272)</u>

COUNTY OF GRAFTON, NEW HAMPSHIRE

SCHEDULE OF PROPORTIONATE SHARE
OF THE NET PENSION LIABILITY (GASB 68)

REQUIRED SUPPLEMENTARY INFORMATION

JUNE 30, 2018

(Unaudited)

New Hampshire Retirement System

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net Pension Liability</u>	<u>Proportionate Share of the Net Pension Liability</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Total Pension Liability</u>
June 30, 2015	June 30, 2014	0.50926609%	\$ 19,115,739	\$ 12,936,696	147.76%	66.32%
June 30, 2016	June 30, 2015	0.51020249%	\$ 20,211,810	\$ 13,421,888	150.59%	65.47%
June 30, 2017	June 30, 2016	0.53418565%	\$ 28,405,831	\$ 14,276,178	198.97%	58.30%
June 30, 2018	June 30, 2017	0.52189510%	\$ 25,666,764	\$ 14,163,311	181.22%	62.66%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

COUNTY OF GRAFTON, NEW HAMPSHIRE

SCHEDULE OF PENSION CONTRIBUTIONS (GASB 68)

REQUIRED SUPPLEMENTARY INFORMATION

JUNE 30, 2018

(Unaudited)

New Hampshire Retirement System

<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Contractually Required Contribution</u>	<u>Contributions in Relation to the Contractually Required Contribution</u>	<u>Contribution Deficiency (Excess)</u>	<u>Covered Payroll</u>	<u>Contributions as a Percentage of Covered Payroll</u>
June 30, 2015	June 30, 2014	\$ 1,652,177	\$ (1,652,177)	\$ -	\$ 13,421,888	12.31%
June 30, 2016	June 30, 2015	\$ 1,810,593	\$ (1,810,593)	\$ -	\$ 14,276,178	12.68%
June 30, 2017	June 30, 2016	\$ 2,023,429	\$ (2,023,429)	\$ -	\$ 14,163,311	14.29%
June 30, 2018	June 30, 2017	\$ 2,111,747	\$ (2,111,747)	\$ -	\$ 14,935,882	14.14%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

COUNTY OF GRAFTON, NEW HAMPSHIRE

SCHEDULE OF PROPORTIONATE SHARE OF THE NET OPEB LIABILITY (GASB 75)

JUNE 30, 2018

(Unaudited)

New Hampshire Retirement System Medical Subsidy						
<u>Fiscal Year</u>	<u>Measurement Date</u>	<u>Proportion of the Net OPEB Liability</u>	<u>Proportionate Share of the Net OPEB Liability</u>	<u>Covered Payroll</u>	<u>Proportionate Share of the Net OPEB Liability as a Percentage of Covered Payroll</u>	<u>Plan Fiduciary Net Position Percentage of the Net OPEB Liability</u>
June 30, 2018	June 30, 2017	0.26471197%	\$1,210,353	\$ 14,935,882	8.10%	7.91%

Schedules are intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

COUNTY OF GRAFTON, NEW HAMPSHIRE

SCHEDULES OF CHANGES IN THE TOTAL OPEB LIABILITY AND CONTRIBUTIONS (GASB 75)
 REQUIRED SUPPLEMENTARY INFORMATION
 (Unaudited)

Grafton County OPEB Plan *

Changes in Total OPEB Liability

	<u>2018</u>
Changes:	
Service cost	\$ 1,047,889
Benefit payments, including refunds of member contributions	(296,461)
Interest on unfunded liability - time value of money	730,284
Changes of benefit terms	-
Assumption changes and difference between actual and expected experience	4,140,723
Change in actuarial cost method	<u>2,459,164</u>
Net change in total OPEB liability	8,081,599
Total OPEB liability - beginning	<u>18,405,319</u>
Total OPEB liability - ending	\$ <u><u>26,486,918</u></u>
Covered employee payroll	\$ 12,822,264
Total OPEB liability as a percentage of covered employee payroll	206.57%

Schedule of Contributions

	<u>2018</u>
Actuarially determined contribution	\$ 2,927,524
Contributions in relation to the actuarially determined contribution	<u>(496,427)</u>
Contribution deficiency (excess)	\$ <u><u>2,431,097</u></u>
Covered employee payroll	\$ 12,822,264
Contributions as a percentage of covered employee payroll	22.83%

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

* Does not include New Hampshire Retirement System Medical Subsidy.

See notes to financial statements for summary of significant actuarial methods and assumptions and Independent Auditors' Report.

Grafton County Telephone Directory
3855 Dartmouth College Hwy.
North Haverhill, NH 03774

Located in the Admin Building

Commissioners' Office	787-6941
Treasurer's Office	787-6941
Human Resources Dept.	787-2034
Human Services Dept.	787-2033
Cooperative Extension Office	787-6944
Register of Deeds	787-6921
Information Technology	787-2043
Maintenance	787-2700

Nursing Home 787-6971

Grafton County Farm 787-2755

Department of Corrections 787-6767

Alternative Sentencing 787-2042

Located at the Courthouse

Sheriff's Dept.-Non Emergency 787-2111

Sheriff's Dept. - **Emergency** 787-6911

And 800-564-6911

County Attorney's Office 787-6968

Victim/Witness Department 787-2040

Probation and Parole (State) 787-6900

Superior Court & Circuit Court 1-855-212-1234

Grafton County Conservation District 353-4652

19 Archertown Road, Suite 1, Lyme Ext. 103

No. Haverhill Office, Wednesdays Only 787-6973