

EXECUTIVE COMMITTEE MEETING
Administration Building
UNH Coop Extension Conference Room
3855 Dartmouth College Highway
North Haverhill, NH
March 21st 2022

PRESENT: Representatives Sykes, Gordon, Abel, Greeson, Weston, Egan, Simon,
Commissioner Lauer, Commissioner Ahern, Commissioner Piper – via Zoom, County
Administrator Libby, Administrative Asst. Norcross, Register Monahan – via Zoom

Rep. Sykes called the meeting to order at 8:00 AM and began with the Pledge of Allegiance led
by Rep. Sykes.

Rep. Sykes asked if everyone had a chance to read the minutes from the January 24th meeting.

MOTION: Rep. Egan moved to approve the minutes from January 24th. Rep. Gordon
seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”,
Rep. Gordon “yes”, Rep. Greeson “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the
vote being six (6) in favor and none in opposition the motion passes.

Rep. Sykes stated that he received communication through Rep. Gordon from Rep. Ladd
requesting that he be replaced on the Executive Committee due to scheduling conflicts. Rep.
Gordon stated that his understanding is that the full Delegation would have to vote on a
replacement for Rep. Ladd but he has invited Rep. Simon to the meeting who, if the Delegation
found acceptable, would be the new representative on the Executive Committee. Rep. Gordon
explained that stated that Rep. Simon would be unable to vote on any motions but he has invited
him to the meeting to make sure he is well informed as they move forward.

Treasurer Hill gave the following Treasurer’s Report:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER’S REPORT
DATE: MARCH 21, 2022



CURRENT CASH POSITION (as of 02/28/22)

Grafton County General Fund

Checking Account (ICS @ .65%)	\$18,506,085.53 (Woodsville Guaranty Savings Bank)
Investment Account (ICS @ .20%)	\$ 1,011,071.02 (Mascoma Savings Bank)
Investment Account Money Market (.02%)	\$ 1,137.89 (NH Public Deposit Investment Pool)
Investment Account (Money Market .15%)	\$ 1,311.96 (TD Bank)

Investment Account (Repurchase .20%)	\$ 1,001,577.20 (Bank of NH)
Investment Account (ICS .25%)	\$ 1,000,184.44 (Claremont Savings Bank)

Grafton County Committed Accounts

Deeds Surcharge ICS (1.00%)	\$ 212,020.53 (Woodsville Guaranty Savings Bank)
Deeds Surcharge Money Market (.10%)	\$ 2,089.24 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.75%)	\$ 64,028.70 (Service Credit Union)
Nursing Home Capital Reserve (1.00%)	\$ 163,308.18 (Woodsville Guaranty Savings Bank)
American Rescue Plan (ARPA) (.30%)	\$6,776,231.14 (Bank of New Hampshire)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interested in the current fiscal year (7/1/21-02/28/22) is \$35,542.58.

MOTION: Rep. Gordon moved to approve the Treasurer’s Report. Rep. Egan seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Gordon “yes”, Rep. Greenson “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being six (6) in favor and none in opposition the motion passes.

CA Libby stated that she reviewed the bylaws and the Executive Committee has the authority to appoint a replacement member.

MOTION: Rep. Gordon moved to appoint Rep. Simon to fill Rep. Ladd’s position for the remainder of the term. Rep. Weston seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Gordon “yes”, Rep. Greenson “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being six (6) in favor and none in opposition the motion passes.

Commissioner Lauer gave the following Commissioners’ Report:

Commissioners’ Report
March 21, 2022

The Commissioners are pleased to present this report to the Executive Committee.

The Commissioners have appointed former County Administrator Julie Libby back as County Administrator permanently.

FY 2023 Budget:

- Budget meetings with departments are scheduled to begin on March 24th. We have started late this year in hopes that we would have the wage study completed with a plan for implementation. Unfortunately, that has not happened yet, so departments will develop budgets using current wage charts. The Commissioners will meet on March 24th, March 29th and March 31st to complete department reviews. The Commissioners will then meet

throughout April to develop their recommended budget, which is anticipated to be ready by May 1st.

Nursing Home:

- Admissions continue to be very slow due to Nursing Home Covid safety protocols, and staffing shortages. The current census is: 97.
Staffing shortages continue to be a significant issue, we currently have the following vacant positions: 15.05 LNA's, 15.85 RN/LPN's, 5 FT and 10 PT Dietary Aides, 3 PT Housekeepers. The stipend program will end on April 2nd.
- COVID Testing Update. The Nursing Home had an outbreak from mid-January until early March. We have had a number of residents and staff that have had COVID. We did have one (1) resident that passed away while sick with COVID. We have been testing residents and staff weekly. As of March 11, 2022 we officially came out of outbreak status, and the building is currently COVID free. Weekly testing has stopped and will not need to be done again unless we have positive staff or residents.

Department of Corrections:

- The current in-house census is 43 with another 14 on pretrial services and 2 being monitored electronically. We continue to face significant staffing shortages with 13 vacant full-time positions out of 43. There is also 1 vacant full-time position in Community Corrections. The impact of COVID has also been difficult on the staff and staffing. Masks became optional at the Department of Corrections for staff on March 3, 2022.

County Courthouse:

- The Commissioners will be meeting with the Sheriff and County Attorney to discuss the EH Danson report and what the specific future needs of the departments in the courthouse are in order to move forward with addressing the courthouse.

IT:

- SNS is in the process of implementing the Cyber-security updates that were approved with ARPA funding. Most of the new equipment has been ordered. Some equipment is delayed due to supply chain issues, but the project is moving forward.

Broadband Committee Update:

- The National Telecommunications and Information Administration (NTIA) grant application was denied. The Broadband Committee continues to meet and move forward with plans. They are exploring all funding opportunities.

Human Resources:

- Paypoint HR has presented a report on the Wage and Classification study to the Commissioners. Discussions continue regarding the report and implementation.

Farm DoC:

- The Commissioners were presented with a comprehensive research document regarding Farm DoC. The Commissioners will be meeting in the near future to have further discussions and make decisions regarding implementation.

American Rescue Plan Act of 2021:

- The projects that were approved in the first and second rounds are in different phases and all being worked on. The Commissioners have presented you with the third round of ARPA requests for your consideration today. This round was to address items that would have been requested by departments in upcoming budgets, other than the Broadband request.

Commissioner Lauer answered questions from the Committee.

MOTION: Rep. Egan moved to accept the Commissioners’ report. Rep. Greeson seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Gordon “yes”, Rep. Greeson “yes”, Rep. Simon “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being seven (7) in favor and none in opposition the motion passes.

CA Libby gave the following County Administrator’s report:

County Administrator’s Report
March 21, 2022

Financial Reports

- ❖ Monthly Variance Report compares the budget on an equal monthly basis to actuals and looks at the positive (black) or negative (red) variances. These reports represent eight (8) months complete.

Nursing Home Revenue:

Payer Source	FY 2022 Budget	FY 2022 YTD Actuals
Medicaid	88	80
Medicare	3	2
Private Pay	22	20
Veterans	1	2
Total	114	104

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- COVID and staffing levels continue to have an impact on the revenue at the nursing home. The chart above is as of February 28, 2022. We are below our budgeted census in three (3) of our (4) payer sources. Veteran's is up slightly. Our Medicaid reimbursement rate is higher than was estimated at the time of the budget which is helping to offset a lower census. Our current census is 97. YTD revenue for the nursing home is currently showing a positive variance due to the higher reimbursement rate. We have also received \$711,140.80 in federal HHS payments for COVID and an additional \$167,500 from GOFERR.
- Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly, these reports reflect two (2) quarters.
- The Department of Corrections is currently showing a negative variance due primarily to lower census, no federal inmates, and a lag in BDAS payments.
- The farm is showing a positive variance. All revenues projected from the farm stand have been met and all other sources are on-target, other than a planned timber cut that will not take place this fiscal year.
- County Attorney/Victim Witness/Roving Advocate. These grants are direct reimbursement for expenditures. Reimbursements are requested quarterly. The Roving Advocate grant ended on 9/30/21. The County had applied for a new grant however, that grant was not awarded, therefore, the monies budgeted in that category for revenue and expense will stop as of the October financials.
- The Register of Deeds revenue continues to be up in FY '22. Revenue continues to be above monthly projections. Revenue is already at over 75% collected.
- The County has received the first two (2) quarters of Enhanced FMAP from the State of NH. In the amount of \$549,114.29. One of the changes made by the COVID relief efforts due to the Public Health Emergency is the FMAP percentage changed, and there was an increase of 6.20% that the federal government is picking up – therefore reducing the counties percentage paid for Long Term Care Services from 50% of the non-federal share to 43.80%. This will continue until the quarter after the Public Health Emergency ends. At this point, we will collect for the remainder of FY 22.
- Miscellaneous Revenues include an unanticipated Return of Surplus from HealthTrust in the amount of \$351,688.49.

Expenses

- Through eight (8) months we have a few departments that are showing negative variances. Most are items that were paid in full, causing the monthly percentage/expense to be skewed, but they will work themselves out as we move through the remainder of the year.
 - The Human Service (Long Term Care Expense) will not be one of them. The County's cap for FY 22 is \$7,586,523 and the budgeted amount is \$7,397,152 leaving a shortfall of \$189,371 that will be transferred from another area (yet to be determined) in the budget.
 - In addition, careful monitoring of the Farm budget continues. Almost all expenses related to the farm are up significantly at this time. With the current state of things, it seems likely that, due to increases in the cost of fuel, grain, fertilizer and sawdust, the farm may be over-expended at year. I will continue to monitor and be in a better position to forecast in May.
- ❖ Pro-rated Report: This report looks at the % of the year complete and then pro-rates revenues and expenses based on known variates on revenues and expenses.
- 66.67% of the fiscal year is 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 68.70%, which is just shy of \$1M ahead for revenue and at 60.78% or under expended by \$2.8M. This all factors into the unassigned fund balance which at this point \$8,911,778.42.
- ❖ Over Expenditure Report – This report shows any line item that is over-expended at month-end.
- We have some over-expended line items at this point. They are very minor and nothing out of the ordinary. Many are COVID expense related that we are being reimbursed for.

MOTION: Rep. Egan moved to approve the County Administrator's Report. Rep. Abel seconded the motion. Rep. Weston called the roll. Rep. Abel "yes", Rep. Egan "yes", Rep. Gordon "yes", Rep. Greeson "yes", Rep. Simon "yes", Rep. Sykes "yes", Rep. Weston "yes". With the vote being seven (7) in favor and none in opposition the motion passes.

New Business – The Committee discussed budget meeting dates as well as the Delegation meeting to set Elected Officials Salaries. The Committee agreed to have an Executive Committee meeting prior to the full Delegation meeting to discuss Elected Officials salaries and bring forth a recommendation to the Delegation. The Committee set the following schedule:

Monday, May 2, 2022 - 8:00 AM - Executive Committee to discuss Elected Officials Salaries
Monday, May 23, 2022 - 8:00 AM - Regular Monthly Meeting
Friday, June 3, 2022 - 8:00 AM - Budget
Monday, June 6, 2022 - 8:00 AM - Budget
Friday, June 10, 2022 - 8:00 AM - Budget
Monday, June 13, 2022 - 8:00 AM - Budget
If Needed: Friday, June 17, 2022 - 8:00 AM - Budget
The full Delegation will meet on:
Monday, May 23, 2022 - Set Elected Officials Salaries
Friday, June 24, 2022 - Vote on FY 2023 Budget

ARPA Requests

1. Broadband Committee – Carina Park reported that the Broadband Committee has been working for the last year and a half on a plan to bring high-speed internet to Grafton County. The first ARPA request that was approved was used to complete the engineering for the first 110 miles of the project. She explained that this request is to finish the final engineering for the rest of the middle mile, as well as complete detailed designs for the final mile for all 39 towns. \$350,000 of this request is to engineer the final mile for the backbone, and the rest is final engineering for each individual community. She stated that completing these detailed designs for the 39 communities would get them ready for grant opportunities and give them the tools they need to work with internet service providers. C. Park noted that, although they did not receive the latest round of NTIA funding, the next round of NTIA applications is specifically for the middle mile portion of the project. She explained that they are currently working on strengthening their application for this next round. C. Park answered questions from the Committee.

MOTION: Rep. Greeson moved to approve funding for ARPA request #1 for \$3,716,800.00. Rep. Egan seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Gordon “yes”, Rep. Greeson “yes”, Rep. Simon “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being seven (7) in favor and none in opposition the motion passes.

4. County Attorney’s Office Equipment – CA Libby noted that the Executive Committee tabled this proposal at their last meeting because they did not have specific numbers. The request is now for \$28,375.00 Atty. Hornick explained that this would allow her office to work remotely if and when the need arises. She stated that she has agreed to allow support staff to work remotely once a week due to the increase in gas prices and explained that right now they need to meet up in another town to switch off equipment, as they do not have everything they need.

MOTION: Rep. Abel moved to approve funding for ARPA Request #4 for \$28,375.00. Rep. Weston seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Gordon “yes”, Rep. Greeson “yes”, Rep. Simon “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being seven (7) in favor and none in opposition the motion passes.

The Committee agreed to discuss each of the requests going forward and wait until the end to vote on them.

2. IT Cyber Security – E.Wargo from SNS explained that for their original ARPA request, a network engineer came through and took a count of what equipment was needed. He then created a proposal and, due to the size of the campus, he did something different and broke it out into the five (5) buildings on the complex. The sales staff pulled from that report to make the proposal and, when that was transcribed from the vendors site to the quote, they put one (1) switch per building, totaling five (5) when there were 21 total on the vendor’s list. All twenty-one (21) switches were ordered but only five (5) were paid for. This request will pay for the other sixteen (16) switches that were ordered and have arrived.

3. DoC Vehicle – Supt. Elliott explained that they have two (2) vehicles that are seven (7) years old. One has 100,000 miles; the other has just under \$100,000. He stated that they are looking to purchase a new vehicle and will phase out one (1) of the older cruisers in the next year. Supt. Elliott answered questions from the committee.

5. High Pressure Jet System – Supt. Oakes explained that this system would be used to clear stubborn clogs in sewage pipes. His department would be able to address issues more quickly as they come up. He stated that this would pay for itself over a few years.

6. Replace Flooring – Supt. Oakes explained that a number of carpets are heavily stained. He is looking to replace the UNH Extension Conference Room and corridor with vinyl planking as well as replace the carpet in four (4) offices on the 2nd floor.

7. Utility Tractor – Supt. Oakes stated that his department currently has a Kubota RTV with a dump bed and plow. They have had it for ten (10) years and HP Cummings used it for two (2) years prior during the DoC construction. He explained that they have had many maintenance issues the last couple of years. It is rotting out and needs to be replaced. He is looking to replace it with a utility tractor that will be used to clear sidewalks during the winter as well as help the farm with tasks such as harvesting potatoes.

8. BAS System – Supt. Oakes explained that all of their heating and air ventilation systems are run by a computer. He stated that over a year ago they began upgrading the Trane LON-based BAS’s in both buildings, and in the process, the contractor ran into some integration issues with some of the existing LON field controllers. Therefore, they have been left with a few areas that they cannot control properly through the updated hybrid system. He stated that, in addition, the existing LON field controllers are 20 years old, and their supportability is waning. Therefore they are looking at having to upgrade the system sooner rather than later. Supt. Oakes noted that to keep project costs down, his department staff would perform much of the labor needed.

9. Additional Functionality CSI Infoshare Software– Director Andross stated that their proposal is to finish the software project they started in the current budget. He stated that they will be going live with the large piece tomorrow morning, and in the next couple of weeks, they will turn on the rest of the project pieces that they already have in progress. This funding request is to add in pieces that they put off in the initial project so they did not take on the entire project all at

once. They will be adding personnel and training modules, as well as finishing connectivity for their remote department to allow them to complete reporting for all fire and EMS to both the state and the federal government.

10. Move Radio Control Station from Courthouse to Littleton – Director Andross explained that during times of business traffic and when utilizing multiple resources, the radio becomes inoperable, and messages need to be repeated. This project will move the control station to the Mann Hill tower site to eliminate the local interference issues.

11. Framed Wall to Replace Front Glass Wall – Sheriff Stiegler stated that they are tasked with transporting juveniles, and they do not have any place to keep them out of the public eye. This wall would provide that privacy. He also noted that the current glass wall is not sturdy, and if this wall breaks during office hours, he would have an administrative assistant sustain injuries.

12. Furniture Updates – Sheriff Stiegler stated that he is looking for ergonomic workstations. They currently have mismatch furniture that is 25–30 years old. He noted that he has Deputies using keyboards on an old piece of kitchen counter top on a file cabinet. He also explained that the photocopier is going to hit an end of service life in a year or less. He would like to replace that, as well as upgrade to a larger shredder that would create more efficiency in their office.

13. Soft Body Armor – Sheriff Stiegler stated that they have never provided this for part-time deputies, and he is looking to do so. He would also like to purchase plate carriers and ballistic helmets for their two (2) new deputies. He stated that these carriers and helmets are not a one size fits all and cannot be reused.

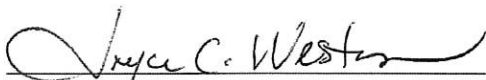
14. Sports Coats – Sheriff Stiegler stated that the Sheriff’s Department has not stayed up-to-date on the Bailiffs needs. He stated that he would like to put everyone in a new sports coat, duty belts and ear microphones. He stated that he would also like to get Class A Dress Blouses for their two (2) deputies. He explained that these would be a ¾ length dress blouse that they would use events such as parades or funerals.

MOTION: Rep. Egan moved that they to approve ARPA requests 2,3 and 5-14 for funding. Rep. Weston seconded the motion. Rep. Weston called the roll. Rep. Abel “yes”, Rep. Egan “yes”, Rep. Gordon “yes”, Rep. Greeson “yes”, Rep. Simon “yes”, Rep. Sykes “yes”, Rep. Weston “yes”. With the vote being seven (7) in favor and none in opposition the motion passes.

Rep. Simon thanked everyone for welcoming him to the committee.

10:42 AM With no further business, the meeting adjourned

Sincerely,


Joyce Weston, Clerk