

GRAFTON COUNTY EXECUTIVE COMMITTEE MEETING
Administration Building
North Haverhill, NH 03774
November 22nd 2022

PRESENT: Reps., Sykes, Gordon, Weston, Abel, Greeson, Egan, Murphy. Commissioners Piper, Lauer and Ahern, County Administrator Libby, Administrative Assistant Norcross

OTHERS PRESENT: Commissioner Elect McLeod, Representative Elect Heather Baldwin

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

Rep. Sykes stated that the first order of business was to approve the minutes from the September 19th Executive Committee meeting.

MOTION: Rep. Weston moved to approve the minutes from the September 19th meeting. Rep. Greeson seconded the motion and all were in favor.

Treasurer Hill gave the following Treasurer's Report: (* see attached)

MOTION: Rep. Egan moved to accept the Treasurer's Report. Rep. Greeson seconded the motion and all were in favor.

Commissioner Piper gave the following Commissioner's Report: (* see attached)

Commissioner Piper answered questions from the committee.

MOTION: Rep. Egan moved to accept the Commissioner's Report. Rep. Murphy seconded the motion and all were in favor.

CA Libby gave the following County Administrators Report and FY22 Financial Recap: (* see attached)

CA Libby answered questions from the committee.

MOTION: Rep. Murphy moved to accept the County Administrators Report. Rep Egan seconded the motion and all were in favor.

New Business:

ARPA Request – CA Libby stated that in late October of this year Horizons Engineering and Tri-State Drilling & Boring completed a 1,000-foot test well that produces approximately 35-gallons a minute. In their final report, Horizons stated that based on the results of the installation activity, it is recommended that if the County wishes to continue to pursue development of a stand-alone water source for the County Complex, additional test well sites on the property be considered

and explored. Therefore, they are requesting an additional \$53,300 in ARPA funding to dig a second test well. CA Libby noted that this location is 2nd best location of the three recommended sites but requires NH DES permitting to bring a drill rig into this location which adds an additional cost to this well that the first well did not.

MOTION: Rep. Egan moved to approve the ARPA request for the 2nd test well in the amount of \$53,300. Rep. Abel seconded the motion and all were in favor.

Comments of the Delegates – Rep. Egan stated that with the next Grafton County Broadband Committee meeting happening before the end of his tenure he would still be attending and he would volunteer to still help in any way with that committee as well as help with the nursing shortage through his employment at the college.

Rep. Greeson asked if the county could issue block grants to each community that might have a project that needs to be done but might not be able to due to funding. Commissioner Piper explained that the Commissioners have prioritized the complex and staff first and they are now looking at the possibility of using these funds for the communities. CA Libby stated that she is waiting for department head projections for ARPA funds to see what money the county feels they will need in the next few years and then determine how much funding would be left for outside agencies/communities.

Next meeting date – Reorganization Meeting December 12th at 9am.

Rep. Sykes thanked Reps. Egan, Abel, Gordon and Weston for their service and hard work they have put in to Grafton County. Rep. Gordon stated that he has enjoyed working with everyone. Rep. Abel stated that in serving in the state legislature and their integration as Executive Committee members, he admires the professionalism of the staff and Commissioners. He stated that that he feels would be great if state government could be as efficient and professional as county government to address changing challenges. They are doing an excellent job providing services to their constituents.

Rep. Sykes stated that this is Commissioner Lauer’s last Executive Committee meeting as well and thanked her for her dedication to Grafton County.

9:04 AM with no further business the meeting adjourned.

Respectfully Submitted,

Joyce Weston, Clerk

The image shows two handwritten signatures in black ink. The first signature is 'George E. Dyle' and the second is 'Chair'. Both are written in a cursive, flowing style.

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



CURRENT CASH POSITION (as of 10/31/22)

Grafton County General Fund

Checking Account (ICS @ .65%)	\$ 2,161,886.64 (Woodsville Guaranty Savings Bank)
Investment Account (ICS @.20%)	\$ 1,012,758.70 (Mascoma Savings Bank)
Investment Account Money Market (.20%)	\$ 1,149.08 (NH Public Deposit Investment Pool)
Investment Account (Money Market .20%)	\$ 1,313.29 (TD Bank)
Investment Account (Repurchase .20%)	\$ 1,002,921.02 (Bank of NH)
Investment Account (ICS 2.33%)	\$ 1,007,417.92 (Claremont Savings Bank)

Grafton County Committed Accounts

Deeds Surcharge ICS (1.00%)	\$ 233,458.19 (Woodsville Guaranty Savings Bank)
Deeds Surcharge Money Market (.05%)	\$ 4,208.17 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.4499%)	\$ 76,364.51 (Service Credit Union)
Nursing Home Capital Reserve (1.00%)	\$ 570,429.60 (Woodsville Guaranty Savings Bank)
American Rescue Plan Funds (1.75%)	\$12,866,499.23 (Bank of NH)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the current fiscal year (7/1/21-10/31/22) is \$26,278.77. Interest rates have rebounded and with ample funds invested we will surpass our revenue projections for FY 2023.
- FY 2022 Tax Anticipation Notes: The Delegation authorized the borrowing of up to five (5) million dollars at the Delegation meeting on June 29, 2021. I am very happy to report that Grafton County will not need to borrow any Tax Anticipation Notes for this year!
- Tax bills have been sent out to Grafton County municipalities and as of today we have received payments from two (2) communities: Town of Woodstock and Dorchester for a total of \$595,566

Commissioners' Report
November 21, 2022

The continued overriding major issue facing the county currently is staffing. We have vacant positions in most all departments across the campus. You will see details in each department that is included in this report, but there are also vacancies in: Maintenance, Dispatch, Sheriff's Department, Alternative Sentencing, Deeds and the County Attorney's office. We are continuing recruitment efforts and advertising, but very few applicants are applying for positions.

Nursing Home:

- The census at the nursing home is currently 84. We have admitted a number of residents but have also had a number of residents pass away leaving the census in the mid-eighties. The staff is currently working on appropriate admissions as quickly as they can be done. There are two (2) admissions scheduled for this week.
- Staffing shortages continue to be a significant issue; we currently have the following vacant positions: Assistant Director of Nursing, 30.25 LNA's, 17.05 RN/LPN's, FT and PT Dietary Aides, and PT Housekeepers.

Department of Corrections:

- The current in-house census is 59 with another 17 on pretrial services and 2 being monitored electronically. The inmate population continues to be largely pre-trial leaving the DoC with few options for inmates to work outside the facility.
- We continue to face significant staffing shortages with 15 vacant full-time positions out of 43. There are also two (2) full-time staff on Family Medical Leave and one (1) full-time officer away on Military Leave – leaving the jail down 18 full-time positions.
- The jail has implemented an “all hands on desk” protocol. Community Corrections and Programs personnel who are trained Correctional Officers will be pulled from their normal job responsibilities to work inside the jail until such time as additional correctional staff is hired.

Farm:

- The farm staff was able to complete all fall harvesting and chores with the assistance of Hatchland Farm. In exchange for the custom cropping that was provided by Hatchland they purchased the standing corn that was not needed by the farm due to the reduction in the herd. When all was completed the county ended up receiving a check from Hatchland for \$3,000. The county very much appreciates the relationship that we have with Hatchland Farm and all of the assistance they have provided.
- There continues to be a great collaboration between the farm and jail, and the jail has provided a great deal of assistance through Farm and Community Project Sergeant Anthony Griffin. He is able to supervise a couple of inmates to be able to help with chores. With staffing issues at the jail, Sergeant Griffin is going to not be available to work with the farm as much as he will be working inside the jail.
- Staffing issues continue to plague the farm as well. Glenn Libby has been serving as the

Interim Farm Manager on a part-time basis since August and will continue in that role until January 1, 2023. On January 1, 2023 the Commissioners have decided that Herdsmen Ben White will be promoted to Interim Farm Manager. Mr. Libby will remain in his position as the Assistant to the Farm Manager to help Mr. White with his transition.

- The farm is still looking for a Farm Assistant. The farm has reduced the size of the herd. We are now currently milking 55 cows as opposed to 80, and we have also reduced the number of young replacement animals.
- The Committee that was formed by the Commissioners, which includes Farm staff, DoC staff, Extension, Conservation, Administration staff and the Commissioners, to look at the complete mission and purpose of the farm continues to meet to accomplish its goal.

Broadband Committee Update:

- The Broadband Committee has applied for the NTIA (National Telecommunications and Information Administration) Middle Mile grant. Award notifications will be made in March, 2023. There were a significant amount of applications submitted. The Committee will have their next meeting at the end of November.

American Rescue Plan Act of 2021:

- The projects that were approved in the first four (4) rounds are in different phases and being worked on.
- One of the ARPA projects previously approved was for the Municipal Wells. Please see the attached request for additional ARPA funding to be approved for this project.
- We have worked with Representative Stavis to file an LSR to help with the issue that we have with the Feasibility Study for a Municipal Septic for the County Complex.
- Grafton County has received Local Assistance and Tribal Consistency Funds (LATCF) – We received \$288,665.25 this year and will receive \$288,665.25 next year. The funds are from the American Rescue Plan. There was \$2 billion appointed to Treasury across FY22 and FY23 to provide payments to eligible revenue sharing counties for use on any government purpose except for lobbying activity. The purpose of the LATCF program is to serve as a general revenue enhancement program. An eligible revenue sharing county is a county that is independent of any other unit of local government determined by the Secretary of the Treasury and is the principal provider of government services within its area of jurisdiction and there is a negative revenue impact due to the implementation of federal program changes. Grafton County is a revenue sharing county resulting from the county's PILT (Payment in Lieu of Taxes) payment. This is due to having National Forest Land within our county. Grafton County is one (1) of four (4) PILT counties in New Hampshire.

Lastly, we would like to thank Representatives: Gordon, Abel, Folsom, Weston, and Egan for their services and dedication throughout their terms and wish them best wishes for the future.

County Administrator's Report
November 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 four (4) months complete.

Nursing Home Revenue:

Payer Source	FY 2023 Budget	FY 2022 YTD Actuals
Medicaid	73	65
Medicare	2	1
Private Pay	22	16
Veterans	3	2
Total	100	84

- The census at the nursing home continues to have an impact on the revenue. The chart above is as of October 31, 2022. We are below our budgeted census in all payer sources. Our current census is 84. Total revenue for the nursing home is currently showing a negative variance of \$534,580.54.
- Proshare/Bed Tax – ProShare is a lump sum payment received all at once in June. Bed Tax is paid quarterly, these reports reflect the first four (4) months of the fiscal year. We only received a very small bed tax payment.
- The Department of Corrections is showing a negative variance currently. BDAS revenue is behind and we have had no federal inmates to date.
- The farm is showing a positive variance, this is due to the selling of livestock and farm stand revenue.
- County Attorney/Victim Witness. These grants are direct reimbursement for expenditures. Reimbursements are requested quarterly.
- The Register of Deeds revenue continues to be up in the four (4) months of FY '23.

Expenses

- Through four (4) months we have a few departments that are showing negative variances. They are all minimal and should fall back in line as the year goes on. The bonded debt line shows a negative variance due to a large payment that is made on July 01.
- The Nursing Department is showing over-expended at this time. Contract Nursing line was budgeted at \$1,911,000 through four (4) months we have expended \$1,288,428.18. This is unprecedented spending on agency staff and is due to the severe staffing shortages within the nursing department. It is likely that we will have funds within other salary lines to cover some of the over-expenditure.
- ❖ Pro-rated Report: This report looks at the % of the year complete and then pro-rates revenues and expense based on known variates on revenues and expenses.
 - 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 reports we are at 32.28 % which is below revenue by \$472,911.15 and at 31.06% or under expended by \$1.1M.
- ❖ 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. There is nothing out of the ordinary. There are several COVID expense lines showing over-expended in the nursing home, these are lines we receive reimbursement for.