

GRAFTON COUNTY EXECUTIVE COMMITTEE MEETING
Administration Building
North Haverhill, NH 03774
January 22, 2024

PRESENT: Reps. Sykes, Baldwin, Bolton, Sellers, Rochefort, Sykes, Stringham – via Teams, Murphy – via Teams. County Administrator Libby, Assistant County Administrator Burbank, Administrative Assistant Norcross, Commissioner Piper, Commissioner Ahern

OTHERS PRESENT: Treasurer Liot Hill – via Teams, Register of Deeds Monahan

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

Rep. Sykes requested that a standing teams link be created and advertised for Executive Committee meetings, as there are some members of the public who have asked about accessing their meetings.

Rep. Sykes stated the minutes from the November 20th meeting needed to be approved.

MOTION: Rep. Bolton moved to approve the minutes from the November 20th Executive Committee meeting. Rep. Rochefort seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin, “yes,” Rep. Bolton,” Rep. Murphy, “yes,” Rep. Sellers, “yes,” Rep. Rochefort, “yes,” Rep. Stringham, “yes”; Rep. Sykes, “yes.” With the vote being seven (7) in favor, none in opposition. the motion passes.

Treasurer Hill gave the following Treasurer’s Report via Teams:

TO: GRAFTON COUNTY EXECUTIVE COMMITTEE
FROM: KAREN LIOT HILL, TREASURER
SUBJECT: TREASURER’S REPORT
DATE: JANUARY 22, 2024



CURRENT CASH POSITION (as of 12/31/23)

Grafton County General Fund

Checking Account (ICS @ 4.80%)	\$ 9,034,409.23 (Woodsville Guaranty Savings Bank)
Investment Account Money Market (5.43%)	\$ 7,532,784.46 (NH Public Deposit Investment Pool)
Investment Account (ICS @ 5.13%)	\$ 2,502,144.29 (Mascoma Savings Bank)
Investment Account (6Mo. CD @ 5.00%)	\$ 2,510,230.62 (TD Bank)
Investment Account ICS @ 4.80%	\$ 1,005,188.72 (Bank of NH)
Investment Account (ICS @ 4.45%)	\$ 25,913.51 (Claremont Savings Bank)
Investment Account (ICS @ 4.50%)	\$ 1,009,922.38 (Northway Bank)
Investment Account – ICS (4.25%)	\$ 500,174.66 (Franklin Savings Bank)

Grafton County Reserved/Dedicated Accounts

Deeds Surcharge ICS (2.80%)	\$ 261,283.09 (Woodsville Guaranty Savings Bank)
Deeds Surcharge Money Market (.07%)	\$ 2,998.42 (Woodsville Guaranty Savings Bank)
Dispatch Capital Reserve (.45%)	\$ 86,674.94 (Service Credit Union)
Nursing Home Capital Reserve (2.80%)	\$ 795,702.92 (Woodsville Guaranty Savings Bank)
WGSB ICS Money Market	\$ 43.52 (Woodsville Guaranty Savings Bank)
American Rescue Plans Funds (4.80%)	\$ 5,496,690.65 (Bank of NH)
NTIA Letter of Credit ICS (4.80%)	\$ 4,306,100.49 (Bank of NH)

RECENT TRANSACTIONS of NOTE

- The Combined Accumulated interest in the current fiscal year (7/1/23-12/31/23) is \$280,941. The FY '24 budget is \$375,300.
- The County did not need to borrow any money in anticipation of taxes during FY '24, even though we had to set aside \$4,274,643 as a cash-secured letter of credit for the NTIA Broadband Project.
- Taxes were due on December 18, 2023. Taxes have all been paid. We had two late towns. We have received those payments and the interest that was accrued. We collected a total of \$26,515,876 in tax revenue for FY 2024.
- Investment letters were sent to all banks with branches in Grafton County. These letters were sent out on December 7th with bids due back by the close of business on Friday, December 15, 2023. We received proposals from ten (10) banks. We invested money at all banks that responded with at least a 4.25% interest rate. All monies have been invested as of the second week in January.
- The Commissioners approved the following Investment Plan on December 19, 2023:
 - Woodsville Guaranty Savings Bank – Insured Cash Sweep – 4.80% - All funds remaining in the County’s possession after the investments below are made. This would be approximately \$5,333,657.
 - Franklin Savings Bank – Insured Cash Sweep – 4.25% - \$500,000
 - Northway Bank – Insured Cash Sweep - 4.50% - \$1,000,000
 - Passumpsic Savings Bank – 6 Month CD – 4.75% - \$1,000,000
 - Bank of NH – Insured Cash Sweep – 4.8% - \$1,000,000
 - TD Bank – 6 Month CD – 5.00% - \$2,500,000
 - Mascoma Bank – Insured Cash Sweep – 5.13% - \$2,500,000
 - Claremont Savings – 13 Week CDARS – 5.00% - \$2,500,000
 - Bar Harbor Bank & Trust – 26 Week CDARS – 5.10% - \$2,500,000
 - NH Public Deposit Investment Pool – 5.46% - \$7,500,000

Interest rates are favorable for the remainder of FY '24, and we will exceed the budget.

MOTION: Rep. Baldwin moved to approve the Treasurer’s Report. Rep. Sellers seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin, “yes;” Rep. Bolton;

Rep. Murphy, “yes;” Rep. Sellers, “yes;” Rep. Rochefort, “yes;” Rep. Stringham, “yes;” Rep. Sykes, “yes.” With the vote being seven (7) in favor and none in opposition the motion passes.

Commissioner Piper gave the following Commissioner’s Report:

Commissioners’ Report
January 22, 2024

Staffing Update:

Since our last report in November, we have continued to hire LNAs, RNs, LPNs, and Correctional Officers.

In November, we had 25.85 vacant LNA positions; as of today, we have 23.65. We had 11.65 vacant RN/LPN positions; as of today, we have 10.15.

We did begin a LNA class on 9/14/23 with seven (7) enrolled. We have four (4) successfully complete the course and get licensed.

We have had significant interest in our next class, starting with eight (8) students in early March.

Regarding contracted staff, we currently have three (3) nurses, down from nine (9) nurses in November. We have eleven (11) LNAs, increasing from eight (8) in November. We have had to bring on additional LNAs because we do not have any employed 3 PM – 11 PM LNA staff. This will change later this month. These contracts will begin to expire in March. We have reduced spending on contract staff by \$731,634 in the first six (6) months of FY ’24 compared to the last six (6) months of FY ’23. We have spent \$1,552,580.98 to date, which should result in fiscal year 24 spending being significantly less than was spent in FY 2023.

In November, we had eight (8) FTEs open for Correctional Officers; we now currently have six (6) openings.

We continue to receive applications for LNAs, RNs, LPNs, and Correctional Officers.

Nursing Home:

- The census at the nursing home is currently 96. We have had several residents pass away recently, four (4) from the flu and another (3) from medically related issues.

Department of Corrections:

- The current in-house census is 71, with another 22 out of the facility. We have 11 on pretrial services. Superintendent Lethbridge is doing well, getting acquainted with the DoC and NH.

Sheriff’s Department

- Director of Communications Tom Andross retired on January 13, 2023, after a 32-year career at Grafton County. Thayer Paronto has been appointed Interim Director of Communications.

Broadband Update:

- Proposals for an Owner's Project Manager have been received. Three (3) proposals were received and opened by the Commissioners on 12/19. Interviews were held with two (2) firms on Thursday, January 18th. The Broadband Committee favors one (1) firm and will be doing follow-up and negotiation with that firm.
- The project's first phase is the Environmental Assessment, which is being completed by eX2. No construction can begin until that process is complete. The project is 96% ariel on existing poles and 4% underground in existing disturbed rights-of-way. eX2 has just entered into an agreement with the firm to conduct the EA. It is anticipated that this will take 30 to 90 days. Therefore, the EA process is anticipated to be complete by the end of April.
- We will release an RFP soon to begin looking for Internet Service Providers to work with.
- On January 4, 2024, NTIA and the White House Intergovernmental officials hosted an event in Grafton County to highlight our project. A roundtable discussion was held at the Sugar Hill Meeting House, and the following participated in the roundtable:
 - Tom Perez, Senior Advisor and Assistant to the President and Director of the Office of Intergovernmental Affairs, The White House
 - Alan Davidson, Assistant Secretary of Commerce for Communications, and Information and NTIA Administrator
 - Maggie Hassan, U.S. Senator, New Hampshire
 - Irene Amsbary, Librarian, Richardson Memorial Library
 - Elaina Bergamini, Resident, Town of Grafton
 - Brigitte Codling, Town Manager, Town of Haverhill
 - Amanda Isabelle, Superintendent, Mascoma Valley School District
 - Ed Shanshala, CEO, Ammonoosuc Community Health Services
 - Haley Spencer, Student, Woodsville High School
 - Pamela Sullivan, Owner, Sullivan Creative & Executive Director, Women's Rural Entrepreneurial Network

The event was very successful. Media coverage and a video of the event are on our website at www.co.grafton.nh.us under the Broadband tab.

Courthouse Update:

- The last communication with the State of NH was on December 28, 2023. They indicated a Court Accreditation meeting would be held on January 19th and that Grafton County would be discussed during that meeting and then provide us with an update. The Commissioners will begin discussing next steps at their first meeting in February.

Water System

- Horizons Engineering has submitted our Concept Approval Request to the NH Drinking and Groundwater Bureau following the requirements of Env-Dw405.04. Now, we await a response from DES.

American Rescue Plan Act of 2021:

- Grafton County received \$17.4M in ARPA funding. Thus far, there have been seventy-seven (77) ARPA projects approved by the Commissioners and Executive Committee for \$15,878,781.88. These projects are in different phases; many have been completed, and

others are ongoing. All funds are required to be obligated by December 31, 2024. We have approximately \$2.6M unobligated funds.

Union Updates:

- Negotiations are about to begin with both the United Electric Workers at the Nursing Home and the Teamsters at the Sheriff’s Department.

Rep. Sellers wanted to note that the Representatives could not attend the Broadband roundtable discussion on January 4th because they were in session. He stated that it was very disappointing as it was their County, and they could have had more say. CA Libby added that the County did not select that date. The White House told them when the event would be held.

Commissioner Piper answered questions from the Committee.

MOTION: Rep. Sellers moved to approve the Commissioners’ Report. Rep. Bolton seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin, “yes;” Rep. Bolton; Rep. Murphy, “yes;” Rep. Sellers, “yes;” Rep. Rochefort, “yes;” Rep. Stringham, “yes;” Rep. Sykes, “yes.” With the vote being seven (7) in favor and none in opposition the motion passes.

CA Libby gave the following County Administrators Report:

County Administrator’s Report
January 22, 2024

Financial Reports

- ❖ Cash Management Report – This report shows where the county’s funds are invested. This includes operational monies and reserve accounts.
- ❖ Monthly Variance Report compares the budget on an equal monthly basis to actuals and looks at the positive (black) or negative (red) variances. These reports represent six (6) months complete.

Nursing Home Revenue:

Payer Source	FY 2024 Budget	FY 2024 YTD Actuals
Medicaid	68	71
Medicare	7	4
Private Pay	19	16
Veterans	4	5
Total	98	96

- The census at the nursing home has remained steady during this fiscal year, and our average daily population is slightly below budget. We see some deviation in the payer sources, but the census remains consistent. The chart above is as of December 31, 2023. Our current census is 96. The nursing home had an influenza outbreak. It was primarily contained in one unit in December, and no residents were admitted to that unit then. Total revenue for the nursing home is currently showing a negative variance of \$70,174.74 due to the variance in payer sources and being slightly below budget. The Medicaid rate for January 1st is \$3.19 more than what was budgeted for so that will help offset the variance going forward.
- Proshare/Bed Tax – ProShare is a lump sum payment received in June. Bed Tax is paid quarterly. These reports reflect the receipt of only the 1st quarter payment of \$391,965.20. This payment is on target with the budget.
- The Department of Corrections is showing a negative variance currently. This is due to the timing of Bureau of Drug and Alcohol (BDAS) grant funds, no revenue collected for Federal inmates and lower-than-anticipated revenue from Community Corrections.
- The farm revenue is showing a slight negative variance. This is due to lower-than-anticipated milk revenue and because the timber harvest that is budgeted for has not happened.
- County Attorney/Victim Witness. These grants are direct reimbursements for expenditures. Reimbursements are requested quarterly.
- The Register of Deeds revenue shows a favorable variance of \$132,943.97.
- Interest Income is showing a favorable variance of \$93,291.43. Interest rates received for investments in December remain very strong. We will exceed revenue projects significantly.
- Taxes are all collected.

Expenses

- Through six (6) months, we have a few departments that are showing negative variances. The Governor's Commission (BDAS) account is showing a \$13,384. Negative variance due to a part-time position becoming fully grant-funded. The employee was a full-time employee, but part of the salary was paid from the Jail budget. Funds will be transferred to cover the salary and benefits. The Other category shows a negative variance due to higher Outside Counsel costs. That line will be over-expended at year-end. The bonded debt line shows a negative variance because the only bond payment for the fiscal year was made on July 1st. The Dietary department in the nursing home shows a negative because the LNA students worked as Dietary aides and were paid from the Dietary budget while taking

classes. This was not anticipated during the budget process. In addition, the nursing home has seen a dramatic rise in the cost of nutritional supplements, and many residents are receiving these supplements, impacting the food supply line. I will continue to monitor.

- ❖ Pro-rated Report: This report looks at the % of the year completed and then pro-rates revenues and expenses based on known variations on revenues and expenses.
 - 50% of the fiscal year completed. On the pro-rated report, I factor in the revenue and expenses that are either over or under at this point in the fiscal year. Based on the December reports, we are at 50.23%, above revenue by \$105,501.24, and at 46.31% or under-expended by \$2M.
- ❖ Over-Expenditure Report – This report shows any over-expended line item at month's end.
 - Several accounts are over-expended at this point. There is nothing concerning or out of the normal.

CA Libby answered questions from the Committee.

MOTION: Rep. Baldwin to approve the County Administrator’s Report. Rep. Sellers seconded the motion. Rep. Baldwin called the roll. Rep. Baldwin, “yes;” Rep. Bolton; Rep. Murphy, “yes;” Rep. Sellers, “yes;” Rep. Rochefort, “yes;” Rep. Stringham, “yes;” Rep. Sykes, “yes.” With the vote being seven (7) in favor and none in opposition the motion passes.

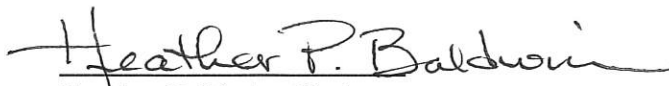
New Business:

Next Meeting Date - March 25th at 9:00 am

Comments from the Public – There were none.

9:53 AM With no further business, the meeting adjourned.

Respectfully Submitted,


Heather Baldwin, Clerk