

## EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
Monday November 25, 2013

PRESENT: Representatives White, Ladd, Smith, Mulholland, Gionet, Lauer and Sykes. Commissioner Richards, Executive Director Clough and Administrative Asst. Samantha Norcross.

EXCUSED: Representative Aguiar and Commissioner Cryans

9:00AM Rep. White called the meeting to order and began with the Pledge of Allegiance led by Representative Smith.

Rep. White asked that everyone remain standing for a moment of silence for Commissioner and Executive Councilor Ray Burton.

Rep. White asked if everyone had a chance to read the minutes. Rep. Ladd moved to accept the minutes from the September 23<sup>rd</sup> Executive Committee meeting. Rep. Sykes seconded the motion and all were in favor.

Treasurer Parker arrived and gave the following report:

Bonnie Parker  
Treasurer's Report  
Executive Committee Meeting  
November 25, 2013

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is:  
\$499,090.56
- Combined Accumulated interest in the current fiscal year (July 01– November 24, 2013) is \$4072.40.
  - All funds are invested.
    - Funds in the General Fund earn interest at a tiered level at Woodsville Guaranty Savings Bank and remain secured with a letter of credit from the Federal Reserve Bank of Boston.
    - All funds in excess of \$1M earn .30%. The tiered interest takes affect after the balance in the account falls below \$1M.
    - Our Nursing Home Capital Reserve CD is invested at Ledyard National Bank at .55% and is now valued at \$68,153.44.
    - Our Dispatch Capital Reserve CD valued at \$250,493.37 is invested at Meredith Village Savings Bank at .35%.

- Our Deeds Surcharge CD valued now at \$60,709.37 including interest earned through 11/18 is invested in a 12 month CD at Ledyard National Bank yielding .50%.
- On September 27, as authorized by the Delegation at their June 24<sup>th</sup> meeting, the Treasurer obtained a \$5 million Line of Credit for TAN (Tax Anticipation Note) at Woodsville Guaranty Savings Bank at .50%. Our first drawdown was on September 27<sup>th</sup>. To date, we have utilized \$2.5 million of our Line of Credit.
- Taxes of \$547,332.14 have been received from 4 towns. All taxes are due by December 17<sup>th</sup>.
- Investment bid letters will go out to area banks in the first week of December.

Rep. Lauer moved to accept Treasurer's report. Rep. Smith seconded the motion.

Discussion:

Rep. Gionet asked if Treasurer Parker had a chance to look into the credit unions. Treasurer Parker stated that she has not had a chance to look into that yet because they have not had any money to invest. She stated the next round will be when they start receiving tax money.

They voted on the motion. All were in favor.

Atty. Saffo arrived to discuss alternative sentencing programs, a home for Drug Court and her legal opinion regarding bonuses that were given. She brought with her, Drug Court Coordinator Bob Gasser, a parent of a Drug Court Graduate, Juvenile Restorative Justice Coordinator Katie Shelton, and Mental Health Coordinator Shelly Golden.

Atty. Saffo stated that Drug Court was initially created as a pilot project and to this day still does not have a definite home. She stated that there is mental health court and restorative justice as well. She said that currently the Mental Health Court and Restorative Justice are run under the Attorney's Office.

She discussed the possibilities for the structure of the alternative sentencing programs with the Committee. She handed out the current organizational chart where she wrote in her proposed idea to the Committee. She suggested having one (1) department for alternative sentencing with one (1) department head and under that department have Drug Court, Restorative Justice and Mental Health Court.

Atty. Saffo stated that from an elected official stand point, any elected official can become unelected. She said she doesn't feel that alternative sentencing should be under the opinion of one person. It should be under the opinion of the Committee on whether to fund it or not. It shouldn't be up to an elected department head as to whether these programs rise or fall.

Treasurer Parker asked what the qualifications of the department head would be. Atty. Saffo stated that other Counties have paved the way for them as far as the qualifications they are looking for. Like any other position they would look for experience and education, this is a relatively new field so she would not require having years of experience in the field of alternative sentencing.

Rep. Mulholland asked if they could craft the position as they go along or do they need to have definite guidelines before they can hire anyone. Atty. Saffo said we can go along the route of Strafford County which is an administrator to run a small department with training and experience in this area.

Rep. Smith asked Atty. Saffo if she foresees the administrative position will cut hours for Drug Court since the administrative person would be doing the administrative work for Drug Court. Atty. Saffo said that right now the Drug Court Coordinator hours are 20 hours a week and he is only on site on Mondays. She stated she would like to see more presence. She wants someone on site to answer calls and questions.

Rep. White stated that the path from here is the discussion at budget time with Atty. Saffo's recommendations when they look at the programs in totality rather than individually.

Rep. Ladd stated that he thinks Atty. Saffo is an outstanding attorney and he supports this as long as it will take a load off of her.

Rep. Ladd asked Atty. Saffo if she has thought about how we set up Dispatch within the Sheriff's Department.

Atty. Saffo stated that is also an option. She stated she feels that the Public Defender's Office may not approve of that as a long term solution having alternative sentencing under prosecution but she is open to all these options.

Atty. Saffo stated that the second reason she was there was to discuss an \$8000 grant that they applied for to set up an Early Case Resolution Program.

Atty. Saffo discussed with the Committee what the Early Case Resolution Program is and stated that it will enable the Attorney's Office to be run more efficiently and save money.

Rep. White stated the reason that Atty. Saffo is here today is to brief us on the situation and the potential fiscal impact that this will have during budget season.

Rep. Gionet asked what the tradeoffs on the grant are. He asked if they were to get the grant are they required to do anything once the grant is up. Atty. Saffo stated they are not committed to anything.

Rep. Ladd stated asked if Atty. Saffo could explain why their numbers are up. Atty. Saffo discussed the case numbers in years past compared to this year and why she is so supportive of alternative sentencing. The number one increases in numbers they have had are due to drugs/burglaries.

The parent of a drug court graduate told his son's story and how important drug court is.

Mental Health Coordinator Shelley Golden and Restorative Justice Coordinator Katie Shelton each discussed their respective programs and passed out brochures and videos to the Committee.

Rep. Smith stated that she has watched the video on Restorative Justice before and recommends that everyone watch it.

Rep. White stated that the Executive Committee asked Atty. Saffo a few months ago to render her legal opinion on bonuses that were given.

Attorney Saffo discussed her legal opinion with the Committee. She confirmed to the Committee that the Commissioners' do have authority to issue these bonuses and that they are perfectly legal to come out of bonded funds. She stated that she wasn't sure what other questions the Committee might have, she stated to her it is a very black and white issue. Representative Ladd stated that he wanted to speak to Attorney Saffo in private regarding the opinion. She stated that was fine and that they would be able to determine if his issues should be reported back to the Committee before their January meeting.

Commissioner Richards gave the following Commissioner's Report:

Commissioners' Report to the Executive Committee  
November 25, 2013

- ◆ Very sadden by Commissioner Burton's passing
- ◆ Ray Burton Park – dedicated on October 22<sup>nd</sup>.
  - Memorial benches will be placed in the spring along with planting of trees, shrubs and flowers in the garden.
- ◆ Superintendent-in-training Position.
  - Supt. Libby has shared with the Commissioners his plans to retire in 2014.
  - Commissioners voted to implement a succession plan to identify if there is anyone within the current Department of Corrections with the qualifications and ability to become the next Supt.
  - The position was posted in early November – four (4) individuals from within the DoC have applied and will now go through an interview process with a Committee comprised of:
    - HR Director Cramer
    - Commissioner Cryans

- Executive Director Julie Clough
- Hillsborough County Supt. David Dionne
- Commissioners will have the final authority to appoint per RSA 30-B:3
- The goal is to have the Supt-in-training position filled by January 01, 2014 with the eventual promotion to Superintendent upon Superintendent Glenn Libby's retirement.
- Funding for this position will come from within the existing Department of Corrections FY 2014 budget – budget will be monitored closely if at any time it looks like it will be bottom line over-expended more than \$5K ~ the Executive Committee will be immediately notified. It is not anticipated to happen.
- Commissioners feel that it is important to promote from within where possible and they feel this is the best method to follow to identify if we can fill this key position from within.
- ◆ Health Insurance Rates – Guaranteed Maximum Rate Increase for FY 2015 increase 11.9% ~ \$450K increase based on current numbers.
- ◆ Re-pointing of Administration Building is complete.
- ◆ The Biomass Plant is operational and being used to heat the Complex.
- ◆ UNH Cooperative Greenhouse is in the process of being relocated from behind the Drug Court to across the street behind the farm stand.

◆

Commissioner Richards thanked ED Clough and her staff for the wonderful of the job they did at the Association of Counties Conference in October and the months of planning that took place in order to make it a success.

Commissioner Richards stated that Commissioner Cryans has announced his intention to run for District 1 Executive Councilor.

Rep. Smith moved to accept the Commissioner Report. Rep. Lauer seconded the motion and all were in favor.

Executive Director Clough gave the following report:

ED Clough stated that the Committee has two (2) sets of financial reports for the months of September and October

Monthly Variance Report for October:

ED Clough stated that almost every department is behind schedule in revenue but not significantly. On November 1<sup>st</sup> they received a supplemental bed tax payment of \$107,000 which is due to an underpayment earlier this year. She stated they are starting to receive dispatch revenues for this quarter and will begin to start receiving tax payments. She suspects things will look better on the November reports.

ED Clough said that a few departments are running over where they should be on the expense side much due to the three (3) payrolls in August and the property liability insurance and workers comp was paid in full.

Rep. Ladd stated that in looking at Sheriff's department revenue side is significantly down. ED Clough stated that they just received in November a lot of dispatch revenue; she expects that the number looks much better now.

Prorated Report:

ED Clough stated that they are at 33.79% on revenue and 32.26% on expended side which is where we are supposed to be at this point in the fiscal year.

She said that she continues to monitor farm budget line by line each month.

Monthly Over-Expenditure Report:

ED Clough stated that the biggest issue on that report is the contract nursing services. The Nursing Home continues to be using a lot of it. They are using it for LNAs as well now not just nursing. There have been a fair amount of vacancies.

Rep. Ladd asked if there is competition elsewhere where we are losing these employees too. ED Clough stated that some of it is because of that, we lose people to Dartmouth, Cottage and Glenclyff because of higher wages.

Rep. Sykes asked if explain how they are trying to address that.

ED Clough stated that we are currently working on a climate survey that they are doing with all employees in the Nursing Home trying to figure out what the issues are as to why people are leaving and if it is something that they can address. They do exit interviews as well. All info is kept by HR to see if there is a common denominator to see why they are having high turnover.

Rep. Ladd asked what the reasons were as to why we may be losing these people and if it is a certain age bracket that we are losing. ED Clough stated she will have HR Put together a turnover report for the Committee for the January meeting.

Rep. Smith stated that the key question is: are we hiring the right people and what can we do to improve that.

Rep. Gionet asked categorically in the other Counties, are these departments are a common issue? Director Clough stated that it is a common issue.

Rep. Gionet moved to accept the Executive Directors report. Rep. Shackett seconded the motion and all were in favor.

Old Business: none

New Business:

The Committee discussed the District 2 Commissioner vacancy.

Rep. White stated that the dates were tentatively looked at. The public would be asked to solicit letters of interest and resumes if they interested in the Commissioner District 2 vacancy.

December 13<sup>th</sup> will be the deadline to close letters/resumes acceptance. December 20<sup>th</sup> or 23<sup>rd</sup> reconvene the Executive Committee to discuss the letters that have been received and select who will be interviewed. January 6<sup>th</sup> the Executive Committee will do interviews and recommend to the full delegation their choice on January 27<sup>th</sup>

Rep. White asked how the rest of the Executive Committee felt on the timeline that has been given.

ED Clough passed out a copy of the Commissioner Vacancy Ad. She stated her thought was to send to the Boards of Selectmen to post in their town halls and advertise in all newspapers. It would run in the December 4<sup>th</sup> papers.

Rep. Smith asked if that was enough time. Rep. Shackett stated that it isn't coming as a surprise to the public. He feels that a week will be enough time.

Commissioner Richards stated that she has always enjoyed the non-partisan aspect of the job. She stated that the majority of the board is democrat and asked if that will have any bearing on their decision. Rep. White stated that he will be looking for someone who has close values and views to Commissioner Burton.

Rep. Ladd stated that he wants to keep the politics aside. The question should be how we fill those shoes which we never will. There were certain issues that were very important to Commissioner Burton and he want to bring someone to the table who may possibly echo his values.

Rep. White asked the Committee what they prefer for the date.

Rep. Shackett suggested that resumes be emailed to the Executive Committee to allow them to review them before the meeting so they are not reading through a dozen resumes during the meeting.

Representative White stated that the entire process is all public.

The Committee was all in favor of the meeting being on the December 20<sup>th</sup>.

The vacancy will be advertised this week and the deadline for resumes and letters of interest will be December 13<sup>th</sup>. December 20<sup>th</sup> the Executive Committee will convene to discuss and review all letters.

Rep. White then stated that January 6<sup>th</sup> after the interviews the Executive Committee will discuss who they will recommend to the full delegation.

Rep. Ladd moved to accept the timeline as proposed. Rep. Gionet seconded the motion. Rep. Lauer abstained and all were in favor.

Rep. Ladd stated that the important issue is what Commissioner Burton stood for, we really should be looking at what was Ray. Rep. White asked the Committee to take a second or two to write down thoughts on who was Ray and what qualities they should what to look for.

Rep. Lauer excused herself.

The Committee discussed the criteria that they are looking for.

Rep. White stated that the values are very important in this position. Their perspective on the Grafton County budget and the funding priorities that are expressed in the budget are very important.

Rep. Sykes stated that each candidate needs to be asked how they will reach out to all their constituents in such a vast geographical area.

Rep. Ladd asked if there was there anything that Commissioner Burton focused on in the budget.

Commissioner Richards stated that Commissioner Burton was very supportive of County personnel and the farm. She went on to stated that he was one of the first public servants to come out with his opinion on Northern Pass and was very well known for his opposition on the Northern Pass.

Rep. Shackett stated that it is hard to differentiate Ray Burton's two (2) jobs. We need to keep in mind what the County issues are not his Executive Councilor district.

Commissioner Richards stated that he was a champion of supporting the social services aspect of our funding.

Rep. Smith stated that the skills he brought to both jobs were the same. He brought people together to solve a problem. He was a problem solver not a dictator.

Rep. Ladd stated that he (Ray) was not aligned with either party to the degree where he let politics dictate his decisions.



Rep. Ladd asked ED Clough when she works with the Commissioners is there something she sees that could be strengthened or be a void.

ED Clough stated that she thinks someone that has a general sense of business working is helpful because we are running a business. She stated the biggest thing with Commissioner Burton was he cared so much about people that it didn't matter how small your issue was or who you were he helped everyone.

Commissioner Richards stated making them aware of the schedule that is required of the Commissioners is very important as they attend many meetings across their districts.

Representative White stated with everyone's agreement we will next meet December 20<sup>th</sup>, January 6<sup>th</sup> for the purposes of interviews and recommendations. January 27<sup>th</sup> the full delegation will meet and the EC will meet after the full delegation.

11:42 with no further business the meeting adjourned

Respectfully submitted,

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James Aguiar, Clerk