

## EXECUTIVE COMMITTEE MEETING

Administration Building  
3855 Dartmouth College Highway  
North Haverhill, NH  
Monday September 17, 2012

PRESENT: Representatives Bulis, Sova, Gionet, Ladd, Townsend, Aguiar, Brosseau, and Almy. Commissioners Cryans, Burton and Ahern. Executive Director Clough and Bookkeeper Kristen Murray. Ms. Murray kept minutes of the meeting.

EXCUSED: Representative Andy White

OTHERS: Register Monahan, Cooperative Extension Office Administrator Deb Maes, Teresa Locke, UNH Cooperative Extension Advisory Council Chairman Martha Mcleod and Human Services Director Nancy Bishop.

Rep. Bulis called the meeting to order at 9:00 AM with the Pledge of Allegiance led by Kristen Murray.

Rep. Bulis noted that there were two (2) sets of minutes from June 25<sup>th</sup> that needed to be approved and asked if anyone had any changes or edits for the minutes dated June 25<sup>th</sup>. None were noted. Rep. Almy inquired as to whether the adjustments she requested earlier had been made. It was determined that they had been.

Rep. Sova moved to approve both the Delegation Meeting minutes and the Executive Committee meeting minutes from June 25, 2012 which was seconded by Rep. Gionet. All were in favor.

### **Register Monahan met with the committee:**

Register Monahan expressed that she was uncomfortable with the “illegal use” terminology being used in reference to her proposal to use the Surcharge account for the preservation of historic documents that was expressed at a prior Executive Committee budget meeting. She felt without a qualified legal opinion this was not terminology that should be used. She requested cooperation from the Executive Committee regarding the Surcharge account and its use.

Rep. Bulis asked Monahan if she had a specific Legislative proposal. Monahan responded that she would like to present a uniform policy for all New Hampshire Registries that would specify to all Executive Committees what appropriate and inappropriate uses of the fund are. She discussed presenting this to the Registers at their November Meeting and then moving forward for Legislative support. Rep Ladd stated that the County Association needed to be on board with the suggested policy.

### **Cooperative Extension Office Administrator Maes met with the committee:**

Deb Maes presented the Memorandum of Understanding between the University System of New Hampshire and Grafton County Convention and Commissioners for the Executive Committees approval. She stated that there had been small adjustments in the wording as a result of the reorganization and that other than that it was the same as the document that was signed in 2006. Maes offered UNH Extension's appreciation for the support it receives from the Commissioners and Grafton County. She informed the Committee that Commissioner Cryans, Rep. Bulis and Martha Mcleod the County Extension Advisory Council Chair all needed to sign the Memorandum. John Pike, Dean and Director of UNH Cooperative Extension as well as Mark Huddleston, President of UNH would also sign. Commissioner Cryans mentioned that the Commissioners are strong supporters of the Cooperative Extension and that they try and attend monthly meetings as a sign of their support. Commissioner Cryans also stated that Extension is an invaluable and underutilized resource. Commissioner Ahern concurred with Commissioner Cryans opinion and mentioned Extension's support of 4-H and families. Commissioner Ahern finished by stating that we have a great group of people in Extension.

Rep. Sova moved to approve the Memorandum and Rep. Brosseau seconded the motion.

Rep. Almy stated that she had not seen this agreement in her 16 years with Grafton County and would like to know more about what they are approving. D. Maes stated that it references the reorganization and that Grafton County will continue to support UNH. Rep. Almy asked if there have been changes to services. D. Maes stated that the Memorandum did not list any changes to services. Rep. Townsend asked if Rep. Bulis had read the agreement. Rep. Bulis stated that there were discussions but he had not read the document in full and that he had been remiss in not forwarding it to everyone. It was agreed that the Representatives would like to read the MOU before approving. Rep. Bulis asked when it needed to be signed by. D. Maes stated within the next couple of months. Rep. Bulis requested that D. Maes provide copies to the Committee members and return next month.

Rep. Brosseau withdrew his second to the motion. Rep. Sova withdrew his motion.

### **TREASURER'S REPORT:**

Treasurer Elliott stated that it is time to secure a TAN. She stated that we would need the funds by the 1<sup>st</sup> of October. She had the order for Rep. Bulis to sign. She stated that Woodsville Guaranty Savings Bank had offered 1%, Meredith Village 1.05% and that she was waiting to here from Sunapee Bank and Northway Bank. She cannot say for certain right now, but Woodsville looks like the best option.

Rep. Almy asked when we borrowed last year. Treasurer Elliot stated around mid to end of October. Rep. Gionet inquired as to how much we were looking to borrow. Treasurer

Elliott stated she had been authorized for up to \$5 million and it would be on a line of credit. Rep. Gionet asked if all towns were paid up from last year. Treasurer Elliott said yes. Treasurer Elliot also stated that last year we borrowed \$3.6M .

Rep. Ladd moved to accept the Treasurer's report. The motion was seconded by Rep. Almy. All were in favor.

### **COMMISSIONERS' REPORT:**

Commissioner Burton gave his report on the old jail committee meeting that was held on the 10<sup>th</sup> of August. The next public discussion is scheduled for Friday, November 30<sup>th</sup> at 2:00pm. He stated he had two (2) requests from the August meeting and that on August 11, 2012 he had contacted Bob Tortorice, who is a Franconia resident and a certified energy builder, at the request of Deb Warner, who stated that Mr. Tortorice would like to volunteer his time to assist with the building. He was also asked to contact Jay Wolter from Beckett Academy to see if they might have any interest in the facility. Jay Wolter expressed that he would like to visit the old jail and Commissioner Burton referred him to Superintendent Oakes. Commissioner Burton stated that he requested an inventory listing of used furniture and equipment. He suggested that once the list is compiled the County can offer it for in house use first and then outside. Commissioner Burton then stated that Yvonne Nanasi from New Hampshire Preservation Alliance was present and had made a few comments. He also reported that Chris McAllister a senior at Woodsville High School with an interest in architecture would be touring the facility and working with an architect from Franconia to offer suggestions. It was asked what the cost associated with maintaining the facility will be. Commissioner Burton stated the cost to be approximately \$55K to keep the old jail through June next year.

Rep Gionet asked if the remarks made by Yvonne Nanasi were available to read. A copy of the minutes will be forwarded to him. There was further discussion regarding historic preservation. Commissioner Burton stated it was his understanding that even if the building was listed on the Register of Historical Places it would not affect plans of rehabilitation or demolition. Rep. Ladd asked if there had been any discussion about demolition and if there had been a thorough investigation into what the costs would be to tear down. ED Clough stated that the Scott Lawson Group had been contracted with to look at what materials are currently in the building and a report should be ready by October. Rep. Gionet asked if any consideration had been given to the monetary value of the contents and/or building materials. Rep. Aguiar asked if any corporations had made an offer as part of there estimate on value of contents. ED Clough stated there would be a review of the value of contents and materials. Rep. Bulis thanked Commissioner Burton and offered his hope that it would come to a quick resolution.

9:40AM Commissioner Burton was excused.

Commissioner Cryans continued the Commissioners' report. He reported that the Nursing Home had recently undergone its Annual Health and Life Safety Inspection and was

found to be deficiency free. Commissioner Cryans stated the he and Commissioner Ahern had attended a congratulatory event for the staff at the Nursing Home.

Commissioner Cryans reported that the Corrections and Maintenance staff continue to work on the transition to the new jail and that things have been going well and are moving in the right direction.

Commissioner Cryans noted that State Commissioners Wrenn and Merrill recently visited the Complex including the farm stand.

Commissioner Cryans stated that the NHAC conference is to be held Oct 22<sup>nd</sup> & 23<sup>rd</sup>.

Commissioner Cryans stated that the Commissioners have voted to retain the two support staff employees in UNH Cooperative Extension as county employees and that UNH will administer the remaining funds that were budgeted for Extension in FY13.

Commissioner Cryans reported that on July 4<sup>th</sup> and 23<sup>rd</sup> the Nursing Home suffered damages as a result of lightning strikes. Commissioner Cryans stated that both claims had been submitted to Primex (the County's insurance carrier) and that Superintendent Oakes had estimated the damages to be \$14,300 for the first event and \$55,000 for the second.

Commissioner Cryans then reported on the automated isolation valve project currently underway on Route 10. He stated that it should be completed by the end of the month and that it should solve any issues regarding the water tank. Commissioner Cryans expressed that the working relationship with Woodsville Water and Light had been pleasant throughout the project.

Commissioner Cryans stated that the Biomass General Contractor bid had been awarded to MacMillin of Keene, NH, and that the project had a tentative completion date of July 1, 2013. He also stated that the remaining \$180,555 of the Department of Energy Grant that funded architecture and engineering on the plant was approved for use in other phases of the project. Commissioner Cryans stated that the cost of the Biomass project had come in below the original estimate at \$2.3M and additionally was below the approved repurposed funding from the jail project of \$2.5M. Therefore, no borrowing will be necessary. Rep. Bulis thanked Commissioner Cryans for the Biomass report.

Rep. Bulis asked if there were any questions regarding the new jail and then inquired if it was still in a financial surplus mode. ED Clough stated that a full report would be available at the October meeting and that the project is still finishing. She also stated that there will be excess funds. Rep. Bulis asked if there was an insurance deductible associated with the lightning strike claims. ED Clough advised that the deductible was \$1000 for each claim. There was further discussion regarding the lightning strike events and the damaged that was caused. It was noted the July 23<sup>rd</sup> event was the more significant.

Rep. Aguiar moved to accept the Commissioners' report which was seconded by Rep. Sova. All were in favor.

Rep. Ladd offered his appreciation and a thank you from the Executive Committee to the Nursing Home staff for obtaining a deficiency free rating in the Annual Health and Life Safety Inspection.

9:52AM Deb Maes returned to provide Commission members with a copy of the UNH MOU. Rep. Bulis state the MOU was boiler plate being that it is the same for all (10) counties. Deb Maes stated that it has been signed multiple times over the years. Rep. Sova asked why the president of UNH signed if the contract is between UNH Extension and Grafton County. Deb Maes stated, tradition. Rep. Bulis stated he would put the MOU on the October agenda.

### **EXECUTIVE DIRECTOR'S REPORT:**

ED Clough began with a recap of FY12. Referencing year end financial reports she stated that the year finished \$800,000 over revenue projections and that the budget was under expended by approximately 2.3 million. ED Clough stated that the FY12 audit was underway and she expects to have draft financial reports from Melanson Heath within the next 2 weeks and that reports will be available at the October meeting.

The Jail census today is 114 in-house with 3 out on EM and 16 being supervised in the Drug Court program. ED Clough reported the Nursing Home census at 133, just below full capacity.

ED Clough reviewed August financial reports. ED Clough stated that the Nursing Home is currently \$850k over revenue projections because of a supplemental Pro-Share payment of over \$1M from the State of NH that was received in August. ED Clough stated that she is uncertain what the next Pro-Share payment will be, but that we had met our revenue projections for FY13. ED Clough reviewed the monthly variance report. She stated that on the expense side of the reports there are many departments that show "over" where they should be at this point due to a number of normal beginning of the fiscal year factors. August had (3) payrolls as opposed to the monthly average of (2) payrolls, as well as the annual service contracts that are paid in July including the Property Liability insurance. ED Clough stated that as we move forward expenses will come back in line. Rep. Almy asked why the Nursing Home received the supplemental Pro-Share payment. ED Clough stated that it was done due to some recalculates that were made on final year end numbers, bed tax and FMAP monies. Rep. Almy inquired about why the Sheriff and Jail Departments are largely over expended. ED Clough sated that it is do to the three (3) August payrolls and the pre-pays discussed above. Rep. Bulis asked if the Nursing Home Pro-Share can be culled back. ED Clough stated that it was possible but that she cannot remember a time when that has happened. Rep. Bulis asked where the extra Pro-Share money is now. ED Clough stated that it is in the general fund. ED Clough stated that the August pro-rated report reflects revenues and expenses to be over at \$71k and \$33k respectively. Rep. Bulis asked if all FY12 items are closed. ED Clough stated that they are and that we are done with FY12. ED Clough reviewed the over expended report and attributed most of it to Property Liability payments and contracted Nursing

Services in the Nursing Home. ED Clough stated that Deeds Surcharge isn't over-expended and that it is an accounting issue that needs to be resolved. Rep. Bulis asked if there was any concern regarding Employee Health Care changes increasing. ED Clough stated that the rates that were effective 07/01/12 are good until 06/30/13. She anticipated FY14 guaranteed max rates late next month or in early November. Rep. Gionet asked what the non-budgeted expenses were in maintenance. ED Clough stated they are from the July lightning strikes. Rep. Aguiar asked if we are covered by one blanket Liability policy. ED Clough stated that yes, we are covered by Primex for all property and liability insurance. Rep. Aguiar asked how the liability costs are broken down. ED Clough stated by Property, Vehicle, Law Enforcement and Liability And that the rate expensed departmentally based on property and payroll. Rep. Aguiar asked which department is the most expensive for liability. ED Clough stated it is the Sheriff's.

Rep. Bulis offered his congratulations on Biomass Project and inquired if there was a turn on switch date. ED Clough indicated that the estimated construction completion is late February and that they are hoping to do some testing while it is still cold out. ED Clough expected construction to begin later this week. Rep. Bulis expressed that we were fortunate for the project to be underway with such high fuel prices. Rep. Townsend inquired as to whether the construction process would interfere with parking and county functions. ED Clough indicated it should not.

Rep. Sova moved to accept the Executive Director's report which was seconded by Rep. Brosseau. All were in favor.

Rep. Bulis inquired about old business. There was none

Rep. Bulis inquired about new business. There was none.

### **EXECUTIVE COMMITTEE DISCUSSIONS**

Rep. Bulis informed the Committee that Rep. Ladd had put some information together regarding EC approval of County received grand funding and that he would lead the discussion.

Rep. Ladd reviewed RSA 24:14 regarding the County Convention adopting a policy regarding the acceptance of regarding grants. Rep. Ladd submitted a recommended policy for review. Rep. Ladd stated that the reason for establishing a policy is that there are certain implications regarding grant funding. Rep. Bulis stated that there had been some discussion amongst the delegation members indicating they would like the Executive Committee to discuss and review grant acceptance. Rep. Bulis then stated that receiving grants is good and that the Biomass grant is an excellent example of how grants can help bring projects to fruition. Rep. Bulis stated that his only reservation is that \$380k is a lot to be spent without approval of the governing body. Rep. Almy asked what are we actually looking at, how many grants have we actually received, and what kind of work load is associated with them. ED Clough stated that we are currently administering between 10 and 15 active grants and that for the most part, department heads write their

own applications. ED Clough expressed that her concern with the proposed approval policy is the time constraints that accompany grant applications. ED Clough stated that there can be a potential two week application window that could be missed if the Executive Committee does not meet within that timeframe. ED Clough stated that as it stands, the Commissioners take into consideration all of the questions and concerns that are detailed in Rep. Ladd's recommended grant acceptance policy. Rep. Bulis stated that he felt that after a grant is awarded the Executive Committee should give an approval to the expenditure. There was a discussion of the County's current grant acceptance procedure and potential policies to govern it. Rep. Sovo stated that right now there is no legal authority for commissioners to approve grants. ED Clough stated that based on a motion made annually the delegation gives authority at the annual meeting to apply for, accept and expend grants. Rep. Sovo suggested that his motion would be to drop the expend at approval in the proposed policy. There was further discussion regarding grants. Rep. Sovo stated that the grants that are in the budget are approved through the budget process and as such are taken care of regardless of any motion that the convention may make.

Rep. Ladd stated that the four questions outlined in subcategory B of the Directives listed in the recommended Grafton County Acceptance of Grant Applications policy must be asked regardless of who asks them.. Rep. Brosseau inquired about grants through UNH Extension. ED Clough stated that currently there is no grant funding with UNH or Cooperative Extension. Rep. Gionet asked if there were any Federal Grant questions/concerns with the MOU. Rep. Almy stated that was not our problem. Rep. Townsend stated that since we have given the Commissioners the authorization to pass, authorize and receive grants in the past that perhaps we should qualify that authorization to include the four questions as a requirement. Rep. Ladd asked if there was a policy in place to address the issues associated with accepting grants. Commissioner Cryans stated that they had been authorized by the Delegation to apply, receive and expense grants. When we have concerns we have addressed them. Rep. Ladd expressed that the process outlined by the recommended policy is what everyone should be doing when accepting a grant. Commissioner Cryans stated that even if the procedure has not been written that those questions have been asked. Rep. Almy stated that they needed to have some idea of what kind of grant volume we are talking about. ED Clough expressed that they would get their quarterly list of all active grants next month. Rep. Sovo reminded Commissioner Cryans that they are all temporary and that while the Commissioners have good rapport with handling grants now, in the future they may not. Rep. Sovo stated that the policy could be something formal so that those that succeed us could clearly understand. Rep. Aguiar stated that Rep. Sovo's point was well taken and that he would assume that the stumbling block with the recommended policy would be the requirement of approval prior to acceptance and asked if perhaps the Commissioners could consult with the Chair of Committee with certain grants. Rep. Ladd stated that he would be agreeable to that and that he just wanted the accountability that been lacking. Rep. Ladd stated that we have not had an issue thus far but that he was just trying to be proactive.

Rep. Sovo suggested that a sub committee be appointed with one member of the Executive Committee and one of the Commissioners to work on this. Commissioner Cryans stated that he thought ED Clough should be on the committee as well. Rep. Bulis

stated that sometimes just discussing an issue can bring a resolution without any major change. Rep. Ladd stated that the Convention's policy could be that we are directing the Commissioners to follow a specific policy when processing the application, acceptance and expenditure of the grants. ED Clough suggested before a sub committee was established that she work with the Commissioners and develop a policy that they can present at October meeting. Commissioner Ahern stated that he agreed that there should be a written policy and that the only real concern was with section C of Directives and suggested changing approval to notification. Commissioner Ahern stated that he thought the policy was generally a good idea.

11:00AM Rep. Bulis called a 5 minute recess.

11:08AM Treasurer Elliot was excused.

11:09AM Rep. Bulis reconvened the meeting.

Rep. Bulis asked where the biomass plant will be situated. ED Clough stated that it would be right where the construction trailers were located during the Jail project. Rep. Almy asked for confirmation that we only have (3) inmates on electronic monitoring. ED Clough stated that was the report received from the Jail this morning. Rep. Almy was curious as to why there were only three and ED Clough suggested asking Superintendent Libby.

Rep. Bulis stated that every year during budget time there is a discussion of Social Service agencies and the County's role in funding them. Rep. Bulis stated that we all have our favorites and others where we question why we are funding them and that one that came to mind as providing great benefit to the county is the GC Senior Citizens Council. Rep. Bulis stated that the GC Senior Citizens Council provides meals and activities to the aging population of Grafton County and that if there were ever a direct benefit to the County it would be that one. Rep. Bulis stated that some counties do not make appropriations to any organizations or associations that receive local funding. Rep. Sova stated that he would like to see from the organizations requesting funding, how much they have raised at the town/city level, how much they receive in donations and how much they expect from the County. Rep. Sova stated that they need more hard facts about how these organizations are being funded. Rep. Almy stated that she believed that funding information is in the applications of which she went over about 14-15 years ago. Rep. Almy stated that she knew a lot about the GC Senior Citizens Council and that in the past they received funding from the State which has been cut drastically in recent years. Rep. Almy stated that the State is currently doing an audit about all the funding. Rep. Almy stated that Grafton County is the third lowest spending county in the State and that we spend half as much per capita as Sullivan County. Rep. Almy stated that one of the reasons that we keep our costs down is that we keep our non profits honest and alive to do the jobs that the public needs even at reduced funding. Rep. Bulis asked Rep. Almy if she had seen a steady expansion of the services we support. Rep. Almy stated that our support has been increasing ever she has been here, but at an amount less then inflation, which suggests that support is reducing. Rep. Almy stated that in inflation terms we are spending less. Rep. Almy stated that she cared about mental health and substance abuse



programs and that in Lebanon these issues have been increasing. Rep. Ladd stated that we get used to programs being funded at the State and Federal level but that the costs are shifting to local and county government. Rep. Ladd stated that we need to prioritize our agency support. Rep. Bulis suggests support focused funding. Rep. Aguiar stated we all agree and understand elderly care is important, but we fail to see the connections for other programs that we fund. Rep. Bulis stated that he wanted to see empirical data to support statements such as “we keep people out of the Department of Corrections”. Rep. Ladd stated he did not think we should be in competition with private business. Rep. Sova stated that he would like to see figures on who is in the nursing home and who could be at home instead.

11:30AM Rep. Bulis invited Human Services Director Nancy Bishop to join the discussion. HSD Bishop stated that over the last few years the Delegation has allocated less for Social Services and added fewer services. Rep. Bulis asked HSD Bishop what they, the Committee, could do better in terms of other services and if they should be redirecting some of the funding. HSD Bishop stated that was a decision for them to make. HSD Bishop stated that the majority of the Social Services budget was for Long Term care. Commissioner Ahern stated that a lot of his private law practice over the years had been with the elderly and that he could assure you the Medicaid folks going into the nursing home are being scrutinized by the Medicare system. Commissioner Ahern stated that if an individual is not Medicaid or Medicare eligible, they are a private pay and that hopefully the private pay person is paying for all expenses in their care. Rep. Bulis stated that he thought they were on the right track because they do provide funding to the elderly care agencies. Rep. Bulis asked if there were any additional comments regarding Social Service Agency Funding. Rep. Sova stated he thought that perhaps they should research further what is being asked for instead of waiting until April. Rep. Almy stated that (15) years ago she and Rep. Alger went through all the files and that could happen again with a couple of volunteers.

The next Executive Committee meeting will be on October 15<sup>th</sup> at 9:00 AM.

It was decided that there would be no EC meeting in November. There will be a Grafton County Delegation organizational meeting the second week in December for the Representatives elected to office in November.

11:47 AM. With no further business, the meeting was adjourned.

Respectfully submitted,

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Charles Sova, Clerk