

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
November 21, 2016

PRESENT: Representatives Smith, Sykes, Darrow, Abel, Gionet, Commissioners Cryans, Richards and Lauer, CA Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: RD Monahan, Treasurer Parker, Omer Ahern

EXCUSED: Reps. Rebecca Brown, Townsend, and Erin Hennessey.

10:00AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Darrow.

Rep. Sykes stated that there were three (3) sets of minutes to be approved.

Rep. Abel moved to approve the minutes from the June 17th meeting. Rep. Gionet seconded the motion and all were in favor.

Rep. Darrow moved to approve the minutes from the September 19th Public Hearing. Rep. Gionet seconded the motion and all were in favor. Rep. Smith abstained.

Rep. Gionet moved to approve the minutes from the September 19th Delegation Meeting. Rep. Darrow seconded the motion and all were in favor. Rep. Smith abstained.

CA Libby noted a typo in the minutes from the May 23rd Delegation Vote to set Elected Officials salaries. She stated the error was in the chart that lists the Treasurers salary and asked the committee for their permission to adjust that number. She stated that is not the salary that was voted on. The Committee agreed to adjust the set of minutes to reflect the correct salary for the Treasurer.

Treasurer Parker arrived and gave the following report.

Bonnie Parker

Treasurer's Report

Executive Committee Meeting

November 21, 2016

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is: \$148,302.73.
- The Combined Accumulated interest in the current fiscal year (July 1st to October 31, 2016) is \$1,648.47.

We have investments as follows:

- Our Deeds Surcharge CD valued at \$132,301.86 @ Woodsville Guaranty Savings Bank @.55% will mature 8/20/17.
- Our Dispatch Capital Reserve account valued at \$116,045.86 is invested in a money market account at .35% at Service Credit Union.
- The Nursing Home Capital Reserve valued at \$236,204.17 is invested in an ICS (Insured Cash Sweep) account @ Woodsville Guaranty Savings Bank @ a rate of .30%
- Funds in the General Fund continue to 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. Tiered interest takes effect after the balance in the account falls below \$1M. We currently have a balance less than \$1M therefore our rate varies based on the daily balance.

As authorized by the Delegation and the Commissioners, we have secured a \$9 million line of credit at WGSB @.90% for covering expenses in anticipation of tax receipts. Of this LOC, we have utilized \$6,000,000.

The due date for tax payments is December 19th to avoid penalty. As of Friday 11/18 we have collected \$460,078 from three (3) towns (Livermore, Orange and Woodstock)

In an attempt to set up EFT (electronic funds transfer) for tax payments, I have advised that we offer this convenience.

Rep. Sykes thanked Treasurer for her service to Grafton County as this is her last meeting.

Rep. Abel moved to accept the Treasurer's Report. Rep. Smith seconded the motion and all were in favor.

Commissioner Cryans then gave the following Commissioners Report.

Commissioners' Report
November 21, 2016

- The bond refinancing was very successful. The bonds were sold on October 4th and the closing was October 14th. The final savings to the county will be: \$875,593.07. This savings will be realized over the remaining 15 years of the bonds with the largest savings occurring in fiscal year 17. The savings in the current fiscal year will be \$341,174.30
- Annual audit was completed in early October. Copies are available upon request.
- The Commissioners' held the dedication of the annual report on November 1st; the report was dedicated to the following people: District 1: Jeff Hastings; District 2: Dave Harkless and District 3: Cathy Bentwood.

- The Correctional Officers voted in a union on October 7th. The National Association of Correctional Employees Union (NCEU) now represents all full time correctional officers (line staff) at the jail. Negotiations for the first contract will begin soon.
- On November 17th the Commissioners honored 65 employees for their length of service to the County. 19 employees were honored with more than 30 years of service to the County. Each year the county recognizes employees who have been employed 5, 10, 15, 20, 25 and over 30 years of service.
- On October 27th the Commissioners honored former Superior Court Judge Jean Burling by naming Courtroom #2 at the Grafton County Superior Court the “Jean K Burling Courtroom.”
- September 22 – 24 was the annual NHAC conference. It was held in Portsmouth. The following Grafton County Employees were recognized: Amy Lynn Kukler as the Nursing Home Employee of the Year; Dustin Taylor (Maintenance) County Employee of the Year; Paul Fitzgerald, County Attorney Employee of the Year and Mike Cryans as the County Commissioner of the Year.

Commissioner Cryans recognized Rep. Gionet, Rep. Rebecca Brown and Rep. Townsend for their service to Grafton County and stated that this is their last meeting. He then recognized Commissioner Richards for her service to Grafton County and noted that this is his last Executive Committee meeting as well.

Rep. Smith moved to accept the Commissioners’ report. Rep. Darrow seconded the motion and all were in favor.

CA Libby gave the following County Administrators Report:

County Administrator’s Report
November 21, 2016

- ❖ Jail Census: 96 in-house; 6 on EM; Supervising 13 in Drug Court.
- ❖ Nursing Home Census: 128.

Fiscal Year 2016 Yearend:

- ❖ Unassigned fund balance ended at \$999,047 (up \$700K from FY 15)
- ❖ Total FY 2016 budget \$40,349,987 total expended \$39,524,458 (under budget \$825K)
- ❖ Total Revenue budgeted was \$37,349,987 total received \$37,994,002 (over revenue \$644K)
- ❖ Reduction in overall fund balance was \$1,473,828. Our total fund balance at FY 16 yearend was \$3,174,389.

Financial Reports:

- ❖ Monthly Variance Report

- Revenue: CA Libby stated that she broke out the bed tax and proshare payments in this report because those payments make the Nursing Home's revenue look off due to bed tax payments coming in quarterly and proshare payments coming in one payment. The nursing home is running above in revenue by roughly \$145,000. There are a few other departments that are running behind in revenue but nothing alarming.
- Expenses: CA Libby noted that there was nothing of concern at this point in time. She noted that IT looks over expended at this time due to paying for all their software renewals at the beginning of the year.
- ❖ Pro-rated Report – CA Libby stated that they are \$230,000 over in revenue and \$1 million under expended. They have an unassigned fund balance of \$1,940,610. She noted that the unassigned fund balance at this same time last year was only \$180K and that this year is looking good thus far. She went on to explain that this trend proves that the nursing home renovation project is really what drove the issues in FY 15 & 16.
- ❖ Over Expenditure Report – CA Libby stated that they are over expended \$11,500 on the repair and maintenance line on the biomass plant. She explained that they had an issue with pipes that are underground near the barn and nursing home that corroded and had to be replaced. Salt got into the manholes from plowing in the winter which caused the pipes to corrode. They have taken the necessary steps to insure that this will not happen again.

Rep. Gionet moved to accept the County Administrator's report. Rep. Abel seconded the motion and all were in favor.

Old Business:

Rep. Gionet stated that at the Delegation Meeting on September 19th he had addressed the money that they thought was coming from the contractor on the nursing home issues. He stated that he wants to make sure that the next Delegation pursues that issue moving forward.

New Business:

RD Monahan wanted to inform the Executive Committee that in one year's time they have had \$33,664.32 in copy revenue that previously people were taking without paying. She stated that there was no spike in business, they were getting control of the people who were abusing the system and taking copies without paying for them. She handed out a spreadsheet with information for the Executive Committee to have.

Rep. Sykes stated that on December 12th the full Delegation will meet for the Reorganization Meeting at 10:00am in the UNH Extension Conference Room.

10:45 with no further business the meeting adjourned.

Sincerely,

Stephen Darrow, Vice Chair