

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday December 20, 2010

PRESENT: Representatives Bulis, Aguiar, Sova, Gionet, Almy, White, Brosseau, Townsend and Ladd, Commissioner Cryans, Executive Director Clough and Secretary Martino.

OTHERS: C. Elliott, O. Ahern, K. Monahan, RD Sharp and H. Brown.

As Chairman of the Delegation, Rep. Bulis called the meeting to order at 10:00 AM and Clerk Rep. Sova called the role for the Executive Committee. All were present with the exception of Rep. Townsend. Rep. Bulis said that per the RSA's he would like to hear nominations for officers of the Executive Committee.

Rep. Ladd moved to nominate Rep. Bulis as Chair, Rep. Aguiar as Vice Chair and Rep. Sova as Clerk. Motion was seconded by Rep. Brosseau. The role was called for the vote and 8 Reps. (Bulis, Aguiar, Sova, Gionet, Almy, White and Brosseau) were in favor. The officers were approved.

Rep. Bulis asked that everyone stand for the pledge of allegiance which was led by Rep. Almy.

There was a discussion about the approval of minutes since the current Executive Committee and Delegation members are different than the ones who were at the meetings for which the minutes are from. Rep. Bulis said that it was his intent to establish some rules via a committee but for now his suggestion was for the committee to accept the minutes, not actually approve them. Rep. Ladd said that at town meetings they actually approve the minutes the following year. Rep. Almy didn't agree with that way of doing it saying that you may not that have the same people. The consensus was to simply accept the minutes.

Rep. White moved to accept the minutes from November 11th, November 22nd and December 6th, which was seconded by Rep. Gionet. All were in favor.

TREASURER'S REPORT

Director Clough gave the Report of the Treasurer and said that Treasurer Sievers has left the area and will no longer be around to take care of any of the signature paperwork.

10:12 Rep. Townsend arrived.

Treasurer-elect Carol Elliott will be taking over in January.

Director Clough reviewed the Cash Management Report dated November 3, 2010, which she said is updated monthly.

Rep. Gionet asked who prepares the report, to which Director Clough replied that it is generated through her staff.

Director Clough updated the committee on the receipt of town tax payments saying that there are 39 towns and 1 city in Grafton County and so far all but Benton and Dorchester have paid their taxes to the County. \$17,854,391 has been collected so far with about \$90K left to be paid.

At the last budget vote, the Delegation authorized the County to borrow up to \$5M in TAN's. The County borrowed \$2M at an interest rate of 1%. The TAN has been paid back including an interest payment of \$2,616.

Treasurer Sievers sent Director Clough an email regarding investments for the tax money and what was approved by the Commissioners at their last meeting, was that \$3M would be placed in Mascoma Savings Bank in a 6 month CD earning .75%. The balance of the money would be left in Woodville Guaranty Savings Bank which will pay .6% for amounts over \$1M. Up to \$20M is collateralized. Treasurer-elect Elliott will then review investing the money when she takes office.

Rep. Almy asked whether Lake Sunapee bank had been solicited and Director Clough said that Treasurer Sievers had said that she had asked all the banks in Grafton County and if they didn't reply she counted them out.

Rep. Gionet asked if the County had any plans to investigate Optima bank, which was one of the banks that Treasurer Sievers had considered, that had a higher interest rate. Director Clough said that she would leave that to the incoming Treasurer.

Commissioner Cryans said that some banks just don't want the additional funds.

Rep. Gionet asked who was functioning as the Deputy Treasurer and Director Clough replied that Frank Stiegler was appointed Deputy last May and will be the one opening the account at Mascoma.

Director Clough said that she is still in touch with Treasurer Sievers by email and by phone and has received authorization to use the Treasurer's signature stamp in her absence. Director Clough is working with Carol Elliott during the transition stage.

Rep. Almy moved to accept the recommendation of the Commissioners via Treasurer Sievers and to approve moving \$3M into a six month CD at Mascoma Savings Bank earning an interest of .75%, and allowing the balance of the tax payments to remain in Woodville Guaranty Savings at an interest rate of .6% until Treasurer Elliott makes other recommendations. Motion was seconded by Rep. Townsend. All were in favor.

Director Clough reviewed the Jail bond information regarding the investments. \$4.3M has been dispersed. The second bond sale will be in the amount of \$15.5M and is scheduled for March/April. Total amount of bond will be \$33M.

Rep. Almy asked about the timing of going for the second bond considering the financial climate nationally and Director Clough said that the County has a Financial Advisor who has been keeping an eye on things and will keep the County's interests in mind.

Rep. Gionet moved to accept the Treasurers Report which was seconded by Rep. Townsend. All were in favor.

COMMISSIONERS' REPORT

Commissioner Cryans said that Commissioner Burton needed to attend a Governor & Council meeting today and Commissioner Richards, coming to the end of her term, has opted out of the meeting.

Commissioner Cryans noted that three of the Elected Officials that will be sworn in in January are present. Those being: Carol Elliott, Treasurer, Kelly Monahan, Register of Deeds and Omer Ahern, Commissioner.

There are five officials that will remain the same and those are Sheriff Doug Dutile, Commissioner Burton, Commissioner Cryans, County Attorney Lara Saffo and Register of Probate Rebecca Wyman.

Commissioner Cryans said that the Commissioners had toured the Jail site a couple of weeks ago and encouraged the committee to be sure to do the same in the future. He said that a lot has been completed in the last six months and it's moving along quite fine.

Rep. Aguiar suggested that those members who have not toured the existing Jail should do so.

Rep. Almy asked if there were any plans for the existing building and Commissioner Cryans replied that in his opinion, it doesn't make any sense to keep the building, but that decision has yet to be made.

Rep. Aguiar moved to accept the Commissioners Report which was seconded by Rep. Gionet. All were in favor.

EXECUTIVE DIRECTOR'S FINANCIAL REPORT

Director Clough began with the Nursing Home census which is 129 with a capacity of 135. The census at the Jail is 79 in-house, 20 in Drug Court, and 6 inmates on electronic monitoring.

The monthly variance report was reviewed.

Revenue: There are a number of Departments that are currently behind. The Nursing Home should even out as the year continues.

Expense: Most Departments are under expended. IT Dept. pays ahead for its software and those figures will come back in line. In the Farm budget, grain prices have increased. As far as the Bond goes, that will eventually even out. Three interest payments have been made on that.

Rep. Almy asked if NHA Bolander has been asked about revenue projections and Director Clough said that there are none at this point regarding the Pro-Share payments. Rep. Almy said that when the Medicaid rates go up, the Pro-Share payments go down.

Rep. Aguiar asked if the revenues and expenses balance out in regard to the Farm and Director Clough said that revenues and expenses are compared.

Rep. Gionet asked about selling the milk from the Farm locally and why that couldn't be done. Director Clough said that only producer of milk locally is Hatchland Farm and there is some reason why the Farm can't sell its milk to Hatchland. All milk from the Farm is sold to Agrimark. At present the price of milk is \$19.20 though that may start to decline. Rep. Gionet said that he thought that FM Kimball should be asked that question directly.

Rep. Almy said that the Farm should be utilizing UNH and Director Clough said that they are working together and have helped FM Kimball quite a bit.

Commissioner Cryans informed the committee that he had just spoken with NHA Bolander on the phone and the Medicaid rate is up \$2.03.

Director Clough continued with her report, going on to the Prorated Report. Five months have been completed and the County is slightly over revenue at \$66K and under expended \$1.1M. The undesignated balance is \$4,273,295.

Rep. Gionet moved to approve the Executive Director's Report which was seconded by Rep. Brosseau. All were in favor.

OLD BUSINESS:

Rep. Bulis asked Director Clough to go over the reasons why the County chose not to use a Clerk of the Works.

Director Clough began by saying that Maintenance Supt. Oakes is primarily serving in that position with Supt. Libby and herself. She said that Supt. Oakes is extremely thorough and has been involved from the beginning with the design process. Outside consultants provide the expertise in areas that Supt. Oakes is not comfortable with and the consultants work directly for the County. Consultants include: SW Cole, SFC Engineering and JF Penny.

There are also State plumbers on site twice a week. Reports are generated which are properly kept and it has been noted by the Construction Manager that this is the most fully inspected project he's been on.

Rep. Bulis said that he feels like he knows more that he did before and confident that the Commissioners have the put the right mechanisms in place.

Rep. Sova asked about consultants being bonded and Director Clough said she would have to check on that.

Rep. Ladd asked where the consultants would stand if down the road there is a problem. Director Clough replied that all communications are documented so there's no chance of a he said/he said and Supt. Oakes is the point person on that and keeps all the documentation with a copy to her.

Rep. Brosseau asked about the cost of the special contractors versus the cost of a Clerk of the Works. Director Clough said that SW Cole was charging \$175K, JF Penney \$55K and SFC Engineering \$37K. She said they would likely have to have these consultants any way.

Rep. White said that these companies are assuring the quality of the work as it is being done.

Rep. Gionet said he would still like to see a Clerk of the Works so they would have someone who would be assuming responsibility if something went wrong.

There was a discussion about change orders and how that process goes.

Director Clough had said that JF Penney was doing the commissioning of the building and Rep. Aguiar asked what that meant. She replied that they review all the mechanical and electric systems and test and balance them to make sure everything is running properly. She said that was not done at the Nursing Home, though they had a Clerk of the Works, and there have been a number of issues because things were not balanced properly.

Rep. Aguiar asked if SMRT was still involved with the project and Director Clough said they were.

Rep. Bulis asked for an update of the water tank project. Director Clough began by saying that after the tank was installed, it was determined that there was insufficient turnover in the tank which led to bacterial issues during the warm weather. This information was relayed to the Delegation at the annual budget meeting and they requested to have a project report done. RFP's were put out and Horizon Engineering was hired to do the report. A copy of the report was handed out to everyone. The recommendation by Horizon was for the County to explore having its own water system which would require testing for flow and quality of water. At present Woodsville Water & Light must open and close a valve in order to keep the water flowing properly. This comes at a charge of \$25 for each occurrence.

Rep. Gionet stated that if this operation employed a two pipe system and if there were a Clerk of the Works on this project, this wouldn't be happening.

Rep. White asked if the water project could be financed along with the Jail project since there was a savings. Director Clough said that they should wait for the results of the testing first before making any considerations regarding finances. She said that the test should be available before the County goes out for the second bond.

Rep. Ladd asked if the Commissioners have dealt with Dufresne Engineering regarding the tank not working property and Director Clough replied that all of that has been relayed through Supt. Oakes and Dufresne's argument is that they used the maximum occupancy of the Jail when designing the tank, even though, as Rep. Ward brought up, that was a 20 year outlook. This may still be followed up on however.

Rep. Ladd said he thought it would be appropriate for Supt. Oakes to come to the next meeting and supply further information. Director Clough will schedule him.

NEW BUSINESS:

Rep. Bulis wanted to go over the budget process with the committee and Director Clough had an outline of the timing of the process which she passed out to everyone.

Rep. Almy asked Rep. Aguiar, who was on the Executive Committee, what went wrong last year that made the budget process stall. He said that they changed the timeline. Director Clough said that the committee felt that they didn't have ample time to go over everything and there is no doubt that the budget is getting more complicated each year. Rep. Almy said it was unfortunate that it dragged out and if that should happen again, then people need to be aware as many have plans to leave that time of year. Rep. Bulis said it was his intention to be able to communicate with the Commissioners and to be able to keep abreast of the County activity.

Commissioner Cryans said this is the first time the budget has ever been extended like that and he would like to see that it finds its way back to being on time as it causes some real problems.

Rep. Aguiar said that he would like to be able to have insight and input into the negotiations with employees while the Commissioners are going through that process saying it might help in the long run.

Rep. Bulis said that he feels that there is a need to set by-laws and that there should be a committee that will meet and then bring back the information to the full Executive Committee. After asking who would be interested in serving the following motion was made.

Rep. Gionet moved to appoint Reps. Ladd, Almy and Townsend to a committee to establish by-laws for the Executive Committee which was seconded by Rep. Brosseau. All were in favor.

Rep. Bulis discuss the performance audit and said that it will help to make Departments work smarter. Director Clough said that Coos is the only County that has had a performance audit. Rep. Almy said that she had spoken to the Representative who had a part in the audit in Coos and that it may end up costing more money than was put in the budget, however they (Coos) did find a lot of information that was important to Dept. heads.

Rep. Bulis said he would like to defer this discussion until next month.

Rep. Bulis asked if there were any comments from the public.

H. Brown said that he has been involved with the County since he was put out of business by the Farmstand and said that they need to straighten out the issue with the water tank and to go back to the company who put it in.

He stated that the Farm should be closed down and that laws are not being followed and things are not put out to bid properly and that laws are continually broken.

He said that he was ignored when he asked about a bond for the water tank

Register of Deeds Sharp said he wanted to wish the best to the incoming officers and that he has never received any credit for the fiscal success of the County though he feels he has saved it money.

Rep. Bulis thanked RD Sharp for his four years in office.

The next meeting will be held on January 24, 2011 at 10:00 AM

12:02 PM Rep. Aguiar moved to adjourn, which was seconded by Rep. Gionet. All were in favor.

Respectfully submitted,

Charles Sova, Clerk