

EXECUTIVE COMMITTEE MEETING

Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
Monday January 23, 2012

PRESENT: Representatives Bulis, Sova, Gionet, Ladd, Townsend, Aguiar, White and Brosseau, Commissioners Ahern and Burton, Executive Director Clough, Treasurer Elliott and Secretary Martino.

EXCUSED: Rep. Almy

Rep. Bulis called the meeting to order at 9:00 AM with the Pledge of Allegiance being led by UNHCE Office Administrator Deb Maes.

D. Maes had come in to bring copies of the reorganization plan from UNH and passed out copies of that plan to the committee.

Rep. Ladd asked how UNHCE is preparing for jobs other than in agriculture, saying that things seem to be turning away from that. D. Maes explained some of the new things that UNHCE will be looking at in the future.

D. Maes was thanked for coming and bringing in the materials.

Rep. Sova moved approval of the Executive Committee minutes from November 21, 2011 which was seconded by Rep. Gionet. All were in favor.

Rep. Gionet moved approval of the Delegation minutes from December 12, 2011 which was seconded by Rep. Aguiar. All were in favor.

TREASURER'S REPORT

Treasurer Elliott said that she sent out bid requests for interest rates for investment of tax payments received by the County. She said that she sent out 13 requests and received only 7 responses with disappointing results. At this point, Woodsville Guaranty Savings Bank is offering 0.50% on balances in the general account that are over \$1M. She said this was the best option. She informed the committee that she has made it clear to the other banks that the funds are liquid and can still be invested if a good offer becomes available.

Rep. Brosseau moved to accept the Treasurer's Report which was seconded by Rep. Sova. All were in favor.

COMMISSIONERS' REPORT

Commissioner Ahern gave the Commissioners report to the committee

- ◆ Nursing Home Administrator
 - Eileen's Retirement – Effective 12/16/11
 - Renee Shields – DoN was appointed Acting Administrator
 - Eileen has remained on as our licensed Administrator – being at the facility 8 hours/week and available to the Acting Administrator as needed.
 - Craig Labore will start as the Nursing Home Administrator on January 30, 2012.

- ◆ New Jail
 - Building is approximately 85% - 90% complete
 - Outside is 95% complete
 - The project will likely come in under budget
 - Corrections and Maintenance very busy preparing to occupy facility
 - Ribbon Cutting Ceremony/Public Tours – Sunday, May 6th 1PM – 5PM

- ◆ Budget
 - Commissioners have set the budget schedule for meeting with departments.
 - Budget preparation information has been sent out to Departments
 - Estimate that the Executive Committee will receive the Commissioners' proposed budget late April/Early May
 - Benefits Committee is meeting to discuss Health Insurance Options
 - Incorporation of Performance Audit recommendations will be considered in terms of financial impact and determination of need.
 - There will be no Maintenance Allocations to Departments this year other than for the Nursing Home due to Cost Reimbursement requirements. The information will still be tracked and available but individual budgets will not carry those expenses. They will all be contained within a Maintenance budget.

- ◆ Biomass Plant
 - On January 3rd the Commissioners received a report from Banwell Architects recommending that the County move forward with a heat only system with connectivity to the Admin Building, Nursing Home, Courthouse and New Jail.
 - The projected cost is \$3M
 - The proposed plant has a cash positive result in the 1st year of \$20K and over \$3.8M over a 25-year time period.
 - Commissioner Ahern has set-up a meeting with Freedom Energy Logistics to provide additional information tomorrow and then the Commissioners will be voting on moving the project forward.
 - Anticipate request for approval from Delegation prior to June 30th.

- ◆ General

- Nursing Home Reimbursement Rate decreased \$1.03 to \$151.00/day effective January 01, 2012. This will result in a \$9,500 loss in projected revenue for the Nursing for the balance of FY 12
- RFP's for the Engineering Design of the Automated Isolation Valve and Vault for the Water Tank were opened last week and awarded to Pathways Engineering out of Lebanon.
- Old Jail Committee Meeting – 1/24/12 @ 1PM – Extension Conference Room.

Rep. Aguiar asked what the cost was on the design for the automated valve tank and Director Clough said that it was \$14,667.50

Rep. White asked if that was the engineering costs only and the reply was yes.

Rep. Bulis asked if Woodsville Water & Light was on board with this valve and Commissioner Ahern said he believed so.

There was a brief discussion about the possibility of adding an electrical component to the biomass project.

Commissioner Burton noted that there will be another forum on what to do with the old Jail tomorrow afternoon and he will ask for suggestions along with the associated costs and considerations as to whether or not they could get the votes for approval. Rep. White said he would urge Commissioner Burton to be sure to consider the costs of keeping the old Jail open and heated for next winter and what that might do to the budget. Commissioner Burton said that no specific costs have been identified and if the building were to come down it would be after RFP's were solicited.

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

EXECUTIVE DIRECTOR'S FINANCIAL REPORT

Census in the Nursing Home is 134 and in the Jail the census is 90

Director Clough reviewed the Variance Report and then reviewed the pro rated report which she said is slightly over revenue with \$1.6M under expenses. There is a \$1.8M unassigned fund balance.

Director Clough reviewed the over expended line item report and said that contract nursing is the largest over expended amount but it's possible that there may be enough funds to cover this from surplus funds from retirement rates. Director Clough will make transfers within the departments that are under \$5K and reports will be given to the Commissioners once completed. Rep. Bulis asked that the Committee receive those reports also.

Director Clough then reviewed the grants that the County has for FY12 and said that any grants that were done in January will be reported the next time.

Rep. Ladd asked Director Clough about the County Attorney's caseload and Director Clough said that it appears that the cases continue to grow. She said that the County Atty. has created a report and plans to get that report out to the committee.

A decision was made to tour the new Correctional Facility at the April meeting beginning at 9:00 AM.

Rep. White moved to accept the report of the Executive Director which was seconded by Rep. Brosseau. All were in favor. (Rep. Ladd was not present at the time of the vote)

OLD BUSINESS

Nothing to report

NEW BUSINESS

Nothing to report

COMMITTEE REPORTS

The Jail staff sub-committee has not met since the last time they met at the County.

COMMENTS OF THE DELEGATES

In discussing the Performance Audit, Rep. Bulis said that it appeared that there was no easy savings but the report did offer some suggestions and that the document was meant to be used as a tool. He said that there was a recommendation of a restructure but ultimately the Commissioners have the say in this.

Rep. Bulis thought that perhaps there could be a sub-committee to study the Farm but the Legislative body is so busy this year that time is a concern. He questioned whether or not the Executive Committee should discuss it.

Rep. Aguiar said that he was pleased to see from the Audit that the County runs very well and that the committee should find out what the Commissioners feel about the Farm and should be in agreement with them about its future.

Rep. Gionet said that because of the busy Legislative schedule he feels there is just no time right now to get into the Farm operation and it would be better to wait until a later date. Rep. White agreed but said he would like to see more opportunities for the Farm and more in-house resources such as having milk supplied to the Jail and Nursing Home along with vegetables. Rep. Brosseau agreed.

Rep. Townsend said he thought there should be some response from the Commissioners regarding the audit and what their thoughts are after reviewing it. Rep. Sova agreed and that he would ask that the Commissioners inform the committee as to where they stand in

regard to the performance audit.

The consensus of the Committee was to put the discussion about the Farm on hold for now.

Rep. Ladd spoke about wanting to see all capital projects for the County prioritized and there was discussion about this.

Rep. Gionet noted that Rep. Chandler from Carroll County is putting up an argument to get rid of County government.

There was further discussion as to the request that the Commissioners respond somehow to the suggestions of the performance audit and that perhaps there should be some kind of report that state why they would or wouldn't consider going forward with recommendations that were made. Commissioner Ahern said the Board of Commissioners is mindful of the audit and are keeping it in mind as they go forward

Rep. Bulis said he would like Director Clough to present a full explanation of the retirement fund in layman's terms so that the committee had a full understanding of what that meant, for the next meeting.

Commissioner Ahern mentioned that Supt. Libby had given the Farm Manager a list of produce that he would like to have for the new facility and that according to H. Bryant of UNHCE, this amount may require another 10 acres of land to grow, which would mean reducing the milk herd and using that feed land for crops.

There was a discussion about whether or not the committee should give the Commissioners some kind of direction on the upcoming budget. Rep. Bulis asked what the debt service would be and Director Clough said there would be a \$775K increase in debt service and then each sequential year that would be reduced. Rep. Gionet said he would like to see the budget cut considerably and that he wanted to be heard by the Commissioners with that request.

Rep. Sova discussed a new law which would require State Dept. heads to bring their budgets in at a 10% decrease, noting that it wouldn't necessarily be reduced by that much, but it was a way to structure their budget.

Rep. White suggested the committee should craft a structure of "tolerance" for what should be looked at. Rep. Ladd said they may want to consider a priority system and believed that the committee should give some direction.

Rep. Bulis said that one thing that needed to be considered was that there was one department, Corrections, that would be expanding considerably and that Corrections and the Nursing Home are huge drivers of the budget. He opined that this budget would be difficult.

Rep. Gionet stated that privatization of the Jail should be considered.

Director Clough said that it was important to understand what these cuts the committee is talking about actually mean, which is people. She said there are still 135 residents at the

Nursing Home and 100 inmates that need to be considered and there will be increases in order to go forward and to operate these facilities.

Rep. Brosseau agreed that there should be some kind of prioritization.

The discussion continued.

Rep. Bulis stated that statutorily the Commissioners develop the budget and then present it to the Executive Committee. He said he would like to hear from the Commissioners in February as to what they want to do.

The next meeting was set for Friday, February 24, 2012 at 10:00 AM

Rep. Aguiar read a note from Nursing Home Administrator Eileen Bolander, thanking the members of the Delegation who had chipped in for a gift card for her retirement.

12:00 PM Rep. Gionet moved to adjourn which was seconded by Rep. Brosseau. With no further business and all in favor, the meeting was adjourned.

Respectfully submitted,

Charles Sova, Clerk