

MINUTES
Cheshire County Commissioners Meeting
Wednesday, August 6, 2014 9:30AM
Administration Building
33 West Street
Keene, NH 03467

PRESENT: Commissioners Pratt, Rogers, and Zerba

STAFF: Administrator Wozmak, Director of Finance Trombly, Administrator Kindopp, MNH Facilities Manager Harrison, and Assistant County Administrator (ACA) Bouchard

GUESTS: Westmoreland Selectperson J. Hammond, Dale Pregent, Charles Weed.

Chairman Pratt opened the meeting at 9:30AM recognized Administrator Wozmak for the purpose of providing the weekly operational update.

Wozmak reminded the Commissioners that a meeting of the Delegation Farm Committee will be taking place on August 11th at 2:00pm in the Assisted Living Facility conference room.

Wozmak discussed the Conservations Districts work with Antioch University of New England and the plans to move forward with the installation of a pollinator planting program at the Maplewood Gardens site. Wozmak said that a bee hive is being donated to the site by a local beekeeper and half of the honey proceeds will be donated to the Community Kitchen in Keene.

Wozmak then discussed the condition of the two (2) farm hand houses and said that both houses are in need of substantial work. He also said that the old jail building continues to deteriorate and the building should be demolished in the near future.

He then discussed the progress of the surveyor who is working on creating an accurate map of the County property in Westmoreland. ACA Bouchard said that based on phone conversation with the surveyor a preliminary report should be available by the end of the week.

Wozmak then discuss an alternative to the removal of the underground oil tank at 33 West Street Administration Building. He said that based on meetings with NH Gas in Keene it may be feasible and far more economical to convert the building to gas fuel and to remove the tank from service. Data from NH Gas and from a tank removal company should be available next week so that a financial model can be created to determine the best option(s).

Wozmak then said that two (2) campers were on-site at the farm and a public inquiry was received about whether the campers were being lived in. Wozmak stated that a conversation with the leasee revealed that one of the trailers was being used by the leasee and his family for when they attend 4H shows and the second trailer belongs to new tenant who had just moved into the Herdsman's house and whose daughter was visiting for a few days.

Wozmak then reviewed a meeting he had with Maplewood Task Force Chair John Hoffman and discussed an information campaign that is being considered to inform the public of the findings and recommendations of the Task Force.

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The Administrator then discussed the status of the Old Courthouse renovations and said that based on the project timeline and cost estimates a request will be made to the Delegation building committee to recommend further allocation of funds to continue the project.

Wozmak then discussed a staff compensation issue that affects part-time employees that collect either social security or state retirement benefits. He reviewed the rules in place by social security that deal with dollar income limits before benefit deductions occur if the employee has not reached full retirement age.

Finance Director Trombly was then recognized for the purpose of providing the Financial Quarterly Review. Trombly provided and discussed the following summary document:

RE: 2nd quarter 2014 Budget Review

At the end of the second quarter, **revenues** adjusted for the tax collection pattern, are 50.26% remaining overall for the county and Nursing Home revenues at 47.44% remaining. As revenues should be at 50%, this indicates that revenues are running slightly short for General County and are ahead of expectations for the Nursing Home. The totals combined amounts to an overage of approximately \$256,373.

At the end of the second quarter, **expenses** are also on target with a combined excess of \$303,273 after adjusting for major items that have not been expended due to timing. Overall county expenses are estimated at 50.58% remaining with Maplewood at 50.95% remaining. These two percentages show that we are above the June 30th target of 50%.

As you review the second quarter reports, the following areas may be of interest:

Revenues: General County

Page 1 - Federal Grants are at 63.29% remaining. This revenue item is contingent on timing of grant awards. Offsetting expenses are budgeted and are expended only upon receipt of grant funds.

Page 1 - ARRA FMAP at 100% remaining. This amount was authorized to offset Capital Improvements that will be made to the Old Court House in 2014. A great deal of work will be undertaken in the third quarter and as funds are expended transfers will be made to offset the corresponding expenses.

Page 2 – Registry of Deeds Fees is at 56.69% remaining. As of June recorded documents were down from 2013 levels by approximately 1,500. Other than the typical increase in real estate transactions during the summer months, there is nothing at this time that would suggest to expect an increase in recordings in the near future. It is likely this revenue will fall short of budgeted revenue projections.

Page 2 – Federal Inmate revenue is at approximately 41.94% remaining. The second quarter has seen a steady increase in the number of Federal Inmates held. Over the past several months, the average has been at 33 with a year to date average of 24. Based on the current run rate, there is the potential to hit revenue projections by the end of the third quarter.

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Page 5- Transfer from Fund Balance is at 100% remaining. This line item will remain at 100% throughout the year. No entry is made to this item, as the offset is an accounting function of an automated decline in fund balance based on actuals and the final amount needed from fund balance at year-end.

Expenses General County

Page 11 – Finance/Accounting is at 48.81% remaining. This is due to timing of audit service bills paid during 1st quarter.

Page 13 - Computer Operations is at 48.78% remaining. This is also due to timing in that many maintenance contracts are due at the beginning of the year.

Page 14 – Human Resources – This budget is at 46.65% remaining. This department oversees the budget item associated with Employees seeking tuition reimbursement. At the end of the second quarter, funds for general county employees exceeded the amount appropriated but is still in line with the overall allocation when combine with the separate line item that is used to account for nursing home expenses. As the County is supportive of educational development that meets the needs of the county, it is possible the combined line items could go over by year-end if additional employees apply for this reimbursement.

Page 23 - 26 – Department of Corrections – Overall this budget is at 50.29% remaining. Although this indicates they are within budget as of June 30, 2014 one area of concern is the Propane expense for 2014. As of March 31, 2014 the facility had already expended 61% of their 2014 budget. With rates up nearly 50% from 2013 it is likely this line item will go over. However other line items such as meals that are running under budget will help to offset the overage.

Page 32 - Public Health - This budget balance is at 65.16% remaining. All expenses associated with this budget are offset by grant revenues and follow closely with the revenue percentages that are remaining.

Revenues – Maplewood Nursing Home

Page 36-37 – Overall revenues for Maplewood Nursing Home are at 47.44% remaining (adjusted for timing) which calculates to an overage of approximately \$332,000 at the end of the second quarter. A census of 135 was budgeted for 2014 and at the end of second quarter the average census was 138. The actual second quarter report shows revenues at 34.45% which is due to the receipt of ProShare funds that came in \$1,319,011 over the original budgeted amount. The Commissioners will be providing their recommendations to amend the 2014 budget for the receipt of these additional funds.

Expenses – Maplewood Nursing Home

Page 37-54 – Maplewood Departments – Overall expenses for Maplewood are at 50.95% remaining (adjusted for timing). This equates to expenses being under by approximately \$156,222.

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The Administration budget on page 40 which accounts for the 5.5% Bed Tax paid on all Nursing Home revenues is over budget and will likely go over budget by year-end. This is, however, a direct result of the increased revenues the nursing home is achieving. All Nursing Homes in the State must pay a 5.5% bed tax on all revenues. These funds are then combined with a 50% federal match. The combination of the 5.5% collected from all Nursing Homes and the 50% Federal match is then redistributed back to the Nursing Homes based on the number of Medicaid bed days. Revenue line #3404.11.00 (Nursing Quality Assessment Return) on page 36 accounts for Maplewood's receipt of their bed tax allocation.

There will be a meeting of the Executive Committee on August 15, 2014 at 1:00 p.m. at the Cheshire County Department of Corrections to review these reports.

Following Trombly's report the Commissioners asked a number of questions concerning the current report and discussion of projections for the remainder of the budget year. The Commissioners thanked Director Trombly for her report and some language changes in the summary document were discussed.

The Commissioners then recognized Maplewood Facilities Manager Harrison for the purpose of providing the Maplewood Quarterly Facilities report. Harrison presented the following update:

Accomplishments:

- RFP's out for (5) shower rebuilds, DA Tank replacement, Energy Audit, CSR AC and condensate pump replacement. Met with contractors on site and with Commissioner's for final approval. All projects are moving forward, 3 of the 5 showers are complete, DA tank engineering and Energy Audit are 90%, CSR AC is being installed and the condensate pump is being scheduled.
- H/R hallway and new transportation office carpet replaced and walls repaired and painted, MDS office patched and painted, Café and employee entrance hallway painted, two apartments in ALF painted.
- Boiler #1 taken off line cleaned and inspected. Had electrical problems at start up and brought Northeast Mechanical in to service / tune up.
- Honeywell brought in their engineer to look at laundry dryer venting and HRU operation to give us their recommendations
- BDM sweeping brought in to clean up the road and parking lots
- New Maintenance tech went to weekend shift – well received by the staff, lowers our cost for on call personnel during those hours and eliminates daily trip to inspect equipment on the weekends
- M.B. Maintenance installed a new tank sensor in the 12k gallon tank – added costs not planned for New lift and tub installed in the 4th floor north tub room
- Department attended Crisis Intervention training with Rick Van Wickler – very well received and paid off already

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- Tracked down another hot water issue on the north side 4th floor tub room and public restrooms to a faulty mixing valve on the north end 2nd floor tub. It was allowing cold water to back feed into the hot water line.
- Attended the NH Emergency Preparedness conference in Manchester

Concerns

- Found two more sections of rusted through drain pipes inside the walls. One in the staff café to the sinks and one on the 2nd floor in room 217
- X Mark lawn tractor beginning to show its age, several break downs this season, last one caused us to rent a mower for a week. Planning on FY 2015 capital
- Quantity of fans required to keep residents comfortable during the summer heat and their inherent risk of failure. Recently used capital funding to purchase 3 wall mounted fans for the elevator lobby areas on each resident floor
- Added costs to comply with SPCC plan required by DES

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Maplewood Facilities Mid-Year Budget Status - 2014

Budget Account - Q2 2014	2014 Budget	MTD Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$288,394	\$24,064	\$146,814	\$141,579	49.09%
P/R Overtime MNH	\$8,500	\$73	\$3,409	\$5,091	59.90%
Outside Services MNH	\$129,282	\$20,927	\$63,251	\$66,031	51.07%
Supplies MNH	\$8,400	\$0	\$2,185	\$6,215	73.99%
Electricity MNH	\$138,800	\$11,108	\$59,584	\$79,216	57.07%
Gas/LPG MNH	\$35,980	\$2,346	\$25,854	\$10,126	28.14%
Fuel #4 MNH	\$282,017	\$0	\$138,438	\$143,579	50.91%
Auto Repair MNH	\$11,500	\$2,905	\$7,948	\$3,552	30.89%
Building Repair MNH	\$47,350	\$2,003	\$22,306	\$25,044	52.89%
Equipment Repair MNH	\$37,350	\$1,948	\$24,437	\$12,913	34.57%
Total MNH Facilities	\$1,186,035	\$80,100	\$589,759	\$596,276	50.27%

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Harrison also provided the following update on Maplewood Capital Projects:

Project	Amount		RFP Out	RFP Due	RFP Open	Comm Meeting
2014 Area Source Boiler - Energy Assessment	\$5,500	Yes	3/21/14	4/7/14	4/8/14	4/16/14
2014 Replace the blast freezer door	\$5,000	No				
2014 Rebuild Road to the Well Head	\$3,500	N/A	N/A	N/A	N/A	N/A
2014 Domestic Hot Water Control - RFP Engineer then equipment purchase and install?	\$45,750	No				
2014 AC for CSR Storage Room / Office	\$11,500	Yes	4/25/14	5/12/14	5/13/14	5/21/14
2014 Replace Condensate Pump in Boiler room	\$5,750	Yes	4/25/14	5/12/14	5/13/14	5/21/14
2014 Replace Four Dryers and venting	\$60,000	No				
2014 Two Portable and Four wall mount AC's for Residents	\$1,650	N/A	N/A	N/A	N/A	N/A
2014 Replace DA (Dearator) Tank, Pumps and Controls - RFP for Engineer then equipment purchase and install	\$250,000	Yes	3/28/14	4/14/2014, 8/11/14	4/15/2014, 8/12/14	4/23/2014 8/20/14
2012 Replace Transfer Switch - rolled over - currently on hold with Administrator	\$30,000					
2013 Added ProShare Funds	\$12,500					
Total	\$42,500	Hold				
2013 Replace AC unit in QCI office hold until this summer to confirm if we need to replace this unit or not	\$3,700					
2012 Retile 5 Shower Rooms on all floors - rolled over	\$15,000					
2013 Added ProShare Funds				\$27,500		
Balance of 4th floor shower renovation project +/-				\$18,000		
Total				\$60,500		

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The Commissioners asked an number of questions and then commended Harrison for the good job that he is doing and the progress that has been made at the Nursing home.

Administrator Wozmak then briefed the Commissioners on the Grand Opening of the new Courthouse scheduled for September 12th. Speakers and guests were discussed and as former Clerk of Superior Court Commissioner Rogers will speak at the event if County participation is requested.

The discussion then turned to the Old Courthouse renovation project and an extended review of the project documents began. **Following the review Administrator Wozmak asked for authorization to seek the additional funds needed to move the project forward. Commissioner Zerba moved to authorize Administrator Wozmak to prepare and present a motion for consideration by the Delegation for the allocation of \$1.25M to complete the work on the Courthouse with the funds to be taken from ARRA funds previously set aside for the project. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the weekly census.

The Commissioners reviewed the manifest and **Commissioner Zerba moved to accept the manifest as presented and the motion was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.**

The Commissioners then reviewed the minutes of July 30, 2014 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

The Commissioners then reviewed the Commissioners Calendar and the Master Item tracking list.

At 11:33AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,

R Zerba, Clerk