

**Minutes of Executive Committee
Cheshire County Delegation
2017 Budget Review
Monday, January 9, 2017
Commissioner's Conference Room
County Hall
12 Court Street**

Present: Chair Bruce Tatro, Reps John Hunt, Dan Eaton, David Meader, Paul Berch, John Mann, Michael Abbott, James McConnell, John Bordenet.

Department of Corrections budget was presented by Richard Van Wickler, Superintendent. Van Wickler provided an overview of his budget including a request of personnel and a capital expense request for a transport vehicle. He stated that he had a letter of support for the vehicle from the US Marshal Service.

The question was asked if the feds have support for the vehicle purchase includes any financial support. Van Wickler stated they have not pledged anything beyond the current reimbursement rates that have been set. The question was also asked does the cost of the new vehicle fall in line with the cost of the repair that they put into the old "hand-me-down" cars from the Sheriff's Dept. The question was asked why the DOC vehicle fleet was so high (8) cars.

Van Wickler explained the transportation uses of the vehicles. Rep Eaton discussed the NH fleet leasing programing that would make the purchase of the vehicle easier as it is spread over time. Rep Eaton asked Superintendent to get the numbers on what it would cost to lease with that method. The question was asked about using the existing Keene bus system and it was stated that is not a viable option due to the nature of the "customer".

The question was asked if the funding was built-in for the passing of the CBA. Trombly stated that funds have been added to eliminate the potential of a budget shortfall. There was discussion on the duties of the Medical Services Coordinator and the new position within the medical department that has been requested. Van Wickler provided details on that.

The question was asked if the admin in medical was approved could the on-call LPN usage be reduced? Trombly spoke to the current staffing struggle with staffing for the medical department at the DOC. The question was asked if the 2nd MLADC was hired and how was that working out. Van Wickler stated it is working well but cautions everyone this is not the end all answer to the opioid epidemic.

There was question in regards to utilities usage. Van Wickler discussed that there is going to a recalibration of the geo-thermal system and this should assist with cost of the utilities. The system should have been commissioned upon opening of the jail but for some reason it was not.

The discussion led to the change in the certification of the correctional officers as well as the change to group I retirement instead of group II. Coates and Van Wickler think that the changes have only had a positive impact on the county, from consistency in training, less travel and overall more cost effective.

Sheriff's Department budget was presented by Sheriff Rivera. The Sheriff gave a brief overview of the budget. A discussion regarding the contracts with the towns and the revenue generated was had. The question was asked if Felonies First has had any impact on the Sheriff's office. The Sheriff said there has only been a positive impact with less trips to and from the DOC.

There was a question with regard to a deputy assisting with animal control in conjunction with the Monadnock Humane Society (MHS). The Sheriff does not have a deputy that assists with this. The MHS stated that their position has been eliminated and through further conversation the Sheriff has had with the new MHS director will be looking into restoring it in some capacity. There is a possibility they will be looking to have this position again, possibly utilizing one of the county's deputies. Administrator Coates is waiting to have something in writing from the MHS before any further discussions are had.

The question was asked are there any requests that the sheriff wants that are NOT currently in the budget. The Sheriff stated yes, within the dispatch center (discussed during the dispatch center review) and in capital requests. The capital requests included 3 vehicles with one eliminated. The Sheriff had also requested \$4,000.00 for handguns. This was eliminated at the Commissioners level. Sheriff requested to reinstate the handguns at \$4,500.00 and that he would use \$3,500.00 from the sheriff forfeiture as an offsetting revenue therefore only needing \$1,000.00 to fund the upgrade of the handguns.

There was discussion had with regards to the state vehicle leasing program. The question was asked as to what the vehicles are being used for. The Sheriff went into how many papers are served annually as well the other obligations. The Sheriff is going to get numbers for purchase of the vehicles vs. the leasing of the vehicles.

It was noted that the Misc. Sheriff Revenue line should be \$20,000.00 not \$2,000.00, the correction was made.

Sheriff Dispatch Center budget was presented by Sheriff Rivera. The Sheriff would like line .82 reinstated to the amount that the dept. original amount requested of \$9,000.00. The question was asked why the commissioners decreased the funds (from \$9,000.00 to \$7,000.00). Trombly stated the reduction was made due to prior year usage in conjunction with the fact that they have a lot of new equipment the dispatch center. The original funding request was restored. Then discussion was had regarding the need to create a capital reserve account for future replacement of equipment.

Human Resources budget was presented by Sheryl Trombly, Finance Director. The HR Director position is still vacant. The search for a candidate is in progress. There is an increase in the HR manager salary, as they know the search for a director will require additional funds to fill the position. The only adjustment in the operational expenses was to reallocate the tuition reimbursement funds. Other than that, the departmental expenses are level funded. Some of the decrease of the MNH tuition usage is due to the training in house for LNA's instead of sending them to the Red Cross. There was discussion regarding the hiring and retention of staff.

Deeds budget was presented by Anna Tilton, Register of Deeds. The budget is level funded for operations the only increase is to the payroll lines which is not decided by Anna.

Medicaid (Human Services) budget was presented by Sheryl Trombly. There was a discussion regarding the state's Medicaid cap and that this is to be voted on by the reps in Concord this year. They will want to be mindful of this and the down shift to counties

General Government budget presented by Sheryl Trombly. Sheryl explained what the department does. The P&L insurance that is in the department is beyond Pam's control.

Drug Court budget presented by Allison Welch, Program Director. Allison gave a brief history of the department as well as an overview and how the department works. Alison gave an overview of how grant applications are in place and where they stand as of today. There were discussions regarding the stories of the participants and how moving the stories are. Allison gave an overview on her request for a salary increase. There were no changes made.

Respectfully Submitted,

Misty Hall
Clerk, Pro Tempore

**Minutes of Executive Committee
Cheshire County Delegation
2017 Budget Review
Monday, January 23, 2017
Assisted Living Conference Room
Maplewood Nursing Home
201 River Road, Westmoreland, NH**

Present: Chair Bruce Tatro, Reps John Hunt, Dan Eaton, David Meader, Richard Ames, John Mann, James McConnell, John Bordenet.

Budget Review for Maplewood Nursing Home (MNH).

The facilities budget was presented by Bruce Harrison, Facilities Manager. The outside services line increased due to the hiring of the project manager for the potential addition to MNH.

Electricity costs are down due to the new contract with the vendor. Harrison stated that the fuel can be decreased by \$5,600.00 bringing it from \$168,577.00 to \$162,977.00. Additionally, the vehicle gas line can be reduced by \$3,125.00 bringing it from \$9,625.00 to \$6,500.00. The capital request for capital expenditures were decreased at the Commissioners level, eliminating most of the requests with the exception of the security system and all other items will be reconsidered during the potential construction phase and use the bond funds or reconsidered with the Proshare funds during the summer.

MNH Administration budget was presented by Kathryn Kindopp, Nursing Home Administrator. Kathryn talked about the changes they have made to attract and retain staff. Rep. McConnell brought up that he feels that it is important to make sure that MNH is competitive for the hiring process and wants to make sure that MNH has the funding needed to do so. **Motion made by Rep McConnell seconded by Rep Eaton to add \$500.00 to outside services line to fund the application fee for nursing staff, motion passed.** Kathryn gave an overview of what the bed tax is. Kathryn discussed the addition of the dues to the NHHCA and its importance. At the request of a representative, Kathryn gave an overview of her opinion on phase II of managed care.

Quality Improvement (QI) was presented by Kathryn Kindopp, Theresa Woolbert, DNS and Sabryna Priest, QIC Coordinator. The budget for lines 19-97 (operational expenses) are level funded. It is the intention to send Sabryna to the ECS conference if it is held in 2017 and the funding for this is in the budget as presented.

Dietary was presented by Kathryn Kindopp and Bethany Lawson, Dietary Director. Kindopp discussed the change of the food service vendor a few years ago. The discussion led to how the new contract has different requirements with regards to food purchasing. Lawson brought

forward a recommendation to decrease the supply line by \$2,500.00 bringing it from \$76,008.00 to \$73,508.00.

Nursing budget was presented by Kathryn Kindopp and Theresa Woolbert. Woolbert explained the new line item for on-call pay and its necessity. The budgeted census numbers were discussed. Rep. Hunt asked if the commissioners had ever put the thought into selling (10) of the beds to a private facility, if we never fill them. This question led to a discussion that had been discussed in the past as the feeling was that we will need them in the future and once they are gone there is no ability to get them back. There has been change to the staff development position and the increase to the education line, as they are testing using an on-line platform for education. They feel that this has the potential to be more effective and cost efficient. The FTE was not eliminated but the funding was shifted on a trial basis.

TLC budget was presented by Kathryn Kindopp and Theresa Woolbert. It was asked what the ratio regular beds to TLC beds were. The unit is a 22-bed unit but due to the dynamics of the unit there is the occasion where there is spill over; additionally, they cannot force residents to move into the unit. Rep. Hunt stated that he felt the OSS line is a bit high and is budgeted a bit high. There currently is no one in the massage therapist position. Rep Hunt wishes to eliminate the funding for that since it isn't being used. Kindopp discussed the impact of new regulations and they may use these funds for the potential increase in psychiatric services that will be needed.

Motion by Rep Hunt to decrease the line by \$2,000.00 seconded by Rep Tatro motion passed.

Environmental Services was presented by Kathryn Kindopp and Robin Rahe, Environmental Services Manager. There were two changes to the budget this year over last year and they were made to the uniform line to accommodate the union contract. The other change was to the OSS line to accommodate the hiring of temporary staff. There is a bed frame replacement program which is needed in order to replace beds. Every year the request is either reduced or eliminated. To date we had the opportunity replace 97. The question was asked if the beds would be able to be funded through the bond if that happens, the answer was yes.

Activity department was presented by Kathryn Kindopp and Kendra Hall, Activities Director. The department operationally is level funded with the exception of the uniform allowance, which was increased to accommodate changes in the union contract. The discussion was had that it would be appreciated to shop local instead of shopping at large chain retailers. Rep. Tatro asked why the county does not have one person purchasing for the county. Chris Coates and Sheryl Trombly both offered feedback on the how this happens and why. If the county were to add a purchasing agent that this would come at a cost of funding the position at the tune of \$40,000-\$50,000 per year. Additionally, the complexity of purchasing for the multitude of different departments; activity supplies are very different from supplies of dietary, nursing or finance.

Social Services was presented by Kathryn Kindopp and Teresa Walsh, Social Services director. The operations budget is level funded. Teresa gave an overview of the dept. no changes were made.

Occupational Therapy (OT) was presented by Kathryn Kindopp and Gina Cutler, OT Director. The operations budget is level funded with the exception of uniforms, which was increased to accommodate changes in the union contract. No changes were made.

Physical Therapy (PT) was presented by Kathryn Kindopp and Laurel Moody, PT Director. The operations budget is level funded with the exception of uniforms, which was increased to accommodate changes in the union contract. The question was asked since skilled services are profitable, does the nursing home market themselves for those services. Both Kindopp and Moody discussed how the nursing home's relationship with the local hospital and physicians supports their marketing efforts. The average # of skilled patients from last year, per month was between 7-15.

Misc. Services for Residents was presented by Kathryn Kindopp. There was discussion regarding the need to shift some of the pharmacy charges from Med A drugs to the pharmacy line in the amount of \$4,600.00. This changes Med A drug purchase line from \$80,000.00 to \$75,400.00 and Outside Services – Pharmacy from \$10,000.00 to \$14,600.00.

Speech Therapy was presented by Kathryn Kindopp. The nursing home has not had a FT speech therapist since the 2015 budget. The funding for this budget has decreased due to the lack of staff available to hire. There is a desire to keep the FTE approved for 1, in the event a speech therapist became available. The nursing home currently has someone available on a per diem basis that allows them to meet the regulatory requirement.

Assisted Living (ALF) presented by Chris Neal, ALF Administrator and Kathryn Kindopp. Electricity is down due to a new contract. The question was asked if we were still profit center and it was stated that it is not a profit center but more of a break-even operation. The increase in Medicaid residents vs. private pay has gone up, which reduces the amount of reimbursement.

Conservation District presented by Amanda Littleton and John Treat, Treasurer of the Conservation District. The history of the funding was provided by Sheryl Trombly. Amanda provided copies of the annual report and highlights of the projects for the year. There were no changes to the budget as presented.

Respectfully Submitted,

Misty Hall
Clerk, Pro Tempore

**Minutes of Executive Committee
Cheshire County Delegation
2017 Budget Review
Monday, February 6, 2017
Commissioner's Conference Room
County Hall
12 Court Street**

Present: Chair Bruce Tatro, Reps Dan Eaton, David Meader, Richard Ames, Paul Berch, John Mann, Michael Abbott, James McConnell, John Bordenet.

Representatives from HCS came in to explain their request for funding in the amount of \$103,000.00, (an increase of \$48,000.00). The Commissioners proposed budget was \$55,000.00. There were no changes to the Commissioners proposed funding. There were questions regarding the agencies reserve funds as well as the sources of funding. There was some discussion on how these services allow for the community member to stay in their homes longer and keep them from being sent to nursing homes.

Representatives from Monadnock Center to Violence Prevention came in to explain their request for funding in the amount of \$9,000.00 which is a level funded request. The Commissioners proposed budget was \$9,000.00. The funding for MCVP offsets the cost of rent the county charges them for their space at County Hall. There were no changes to the Commissioners proposed funding.

Representative from Hundred Nights Inc. came in to explain their request for funding in the amount of \$15,000.00 (an increase of \$5,000.00). The Commissioners proposed budget was \$10,000.00. There were no changes to the Commissioners proposed funding. There was discussion with regards to Hundred Nights looking for long-term solution for their space needs and the possibility of seeking funding sources to purchase space.

Representative from The Community Kitchen came in to explain their request for funding in the amount of \$15,000.00 (which is an increase of \$2,500.00). The Commissioners proposed budget was \$12,500.00. There were no changes to the Commissioners proposed funding. There was discussion with regards to local grocery store donating to the Community Kitchen and it was mentioned that Hannaford is the only grocery store to donate and they don't know where they would be without those donations. The kitchens vehicle that is used to pick up donations is in rough shape and the hope is to raise enough funding to be able to replace the vehicle. Additionally, they need to think long-term with regards to their space as the second floor of their current building isn't adequate and they will either need to renovate the existing space or find a new location.

Representatives from Monadnock Developmental Services came in to explain their request for funding in the amount of \$32,000.00 (which is an increase of \$3,000.00). The Commissioners proposed budget was \$29,000.00. There were no changes to the Commissioners proposed funding. General discussions with regards to the services provided were had.

Representatives from the City of Keene, Youth Intervention Program (YIP) and Juvenile Court Diversion Program (JCDP) came in to explain their request for funding in the amount YIP in the amount of \$15,600.00 and JCDP \$15,000.00, which is level funded request for YIP and an increase for JCDP in the amount of \$7,500.00. The Commissioners proposed budget was YIP \$15,600.00 and JCDP \$7,500.00. There were no changes to the Commissioners proposed funding. General discussions with regards to the services provided were had.

Representatives from Monadnock Family Services came in to explain their request for funding in the amount of \$63,000.00 which is an increase of \$3,000.00. The Commissioners proposed budget was \$60,000.00. There were no changes to the Commissioners proposed funding. General discussions with regards to the services provided were had.

Representative from Monadnock Child Advocacy Center came in to explain their request for funding in the amount of \$7,500.00 which is an increase of \$2,500.00. The Commissioners proposed budget was \$5,000.00. There were no changes to the Commissioners proposed funding. General discussions with regards to the services provided were had.

Respectfully Submitted,

Misty Hall
Clerk, Pro Tempore

**Minutes of Executive Committee
Cheshire County Delegation
2017 Budget Review
Monday, February 27, 2017
Commissioner's Conference Room
County Hall
12 Court Street**

Present: Chair Bruce Tatro, Reps Dan Eaton, David Meader, Richard Ames, John Mann, Michael Abbott, James McConnell, John Bordenet.

County Attorney budget was presented by Chris McLaughlin, County Attorney. Chris noted that most of the increases are related to having one additional attorney on staff for the felonies first program. Chris also went into to discuss the necessity of obtaining the services of forensic psychiatrist and forensic accountants due to the complexity of the cases that they were presented with. Rep Eaton will evaluate what they are able to do on the state level to assist with the forensic psychiatrist. A question regarding office supplies and copy supplies and the lack of the use was asked and this is due to copy supplies and office supply lines being combined. Extradition line increased by \$1,000.00 but this is a figure that varies from year-to-year and this is an item that is not predictable. **There was a motion by Rep Eaton seconded by Rep McConnell to add \$1,500.00 to line item 4123.97.00 to purchase shelving for the sex offender file storage, vote taken 8-0.**

Regional Prosecutor Program budget was presented by Chris McLaughlin, County Attorney. The largest increase was due to increasing the half-time administrative assistant to full-time. This was done at the request of the towns. This budget is fully funded by the towns.

Medical Examiner budget was presented by Chris McLaughlin, County Attorney. This office is controlled by the AG's office but funded at least partially by the counties. The views line appears to be under funded. Chris noted that this line is also one that is difficult to predict. There were no changes made to the budget.

Delegation budget was presented by Chris Coates, County Administrator. The majority of the decreased to the budget is due to eliminating the funding for the minute taker as it is no longer needed. The question with regards to the budgeted amount for travel was had as there was discussion some thinking it may be too high. The decision was made to leave it as is it may be needed.

Commissioner's budget was presented by Chris Coates, County Administrator. The substantial decrease is due to the website design that was funded in 2016 was a one-time project and not an ongoing expense. The legal is down substantially and this is due to the fact that they have been able to finalize 2 CBA contracts.

Finance budget was presented by Sheryl Trombly, Finance Director. Sheryl brought forward 2 changes to the budget she would like to make and they are for the bank fees reducing it by \$100.00 as it was not needed. The second being Continuing Education to reduce that line by \$250.00. Sheryl went into the justification of the personnel request was made for the Assistant Finance Director. There were a few general questions with regards to personnel request changes in general, no changes were made to the request. The OSS line increased due to the need for the OPEB analysis which is done every other year. There is a request in the equipment purchase line to purchase large computer monitors to transition half the staff over to the larger monitors. There was further discussion on making this a one-time purchase and getting them for the entire department instead of just half. **There was a motion made by Rep Mann seconded by Rep Eaton to increase the line to \$2,000.00 to support purchasing new larger monitors for the entire department, vote taken 8-0.**

Treasurer budget was presented by Sheryl Trombly, Finance Director. The increase on the travel line will allow the Treasurer to attend the NHAC conference. The OSS is for the financial advisory fee for the TAN issuance that is done annually. Debt service budget is for the TAN interest which has increased in anticipation of an increased interest rate of the borrowing. There was further discussion on whether or not a collection of taxes done 2 times a year would be beneficial. It was noted that this would need to be done through the legislature. There was a request made to evaluate the cost and the benefits of a fiscal year instead of a calendar year. Trombly will evaluate this and report back at a later date.

Personnel Administration budget was presented by Sheryl Trombly, Finance Director. An overview of the department was given and there were no changes made.

Information Technology (IT) budget was presented by Robert Hummel, IT Director. An overview of the budget was given and Hummel explained that the operational expenses are down. He feels the department is adequately staffed for their current operations but he does see there is a need countywide for a database administrator. This position would support operations county-wide. The cost of this position would be in excess of \$65,000 a year due to the expertise needed for such a position. They would need to hire a full-time staff member to do this and the feeling there is enough work to keep fill the time of a full-time staff. An at length conversation was had on the need and improved efficiencies could be generated. A presentation for the delegation meeting will be made for the new position. Hummel will provide the Finance Director with the job description so that an evaluation of funding can be done. The job description will be ready by March 13th and will be presented to the Delegation at their meeting on March 20th.

Grants Management and County Received grant budgets were presented by Suzanne Bansley, Grants Manager. Bansley provided an overview of the department and the grants that were awarded and managed. She then went onto explain the need for the assistant to increase from PT to FT. Discussion regarding the grants administration staff expense are offset by the

administration fees charged to the grants. County Administrator Coates discussed that the desire to increase the amount of grant funds to offset projects (i.e.: L-Chip to do the windows in the County Hall building). **Motion was made by Rep Ames seconded by Rep Bordenet to increase the staff from PT to FT (that was previously eliminated at the Commissioners level) the vote 8-0. This will increase the budget by \$15,541.00 with a total bottom line of \$108,406.00.**

The System of Care Grant when complete it is not intended for the county to take over these positions. When the grant is complete it is the intent that the school districts will absorb these positions.

Facilities: County Hall and the Administration buildings were presented by Rod Bouchard, Project Manager/Assistant County Administrator. There were discussions regarding the fact that some of the equipment experienced failures this year. No other questions were had.

There was an overview of the capital expenditures. The demolition of the old jail facility cost includes the remediation of the asbestos in the building. There was a shifting of funds from the farm (demo day care house) to the DOC for boiler repairs as this is more of a necessity. There is a decrease \$530,160.00 for the cupola repair as the grant was not awarded. The revenue offset was adjusted as well. Generator at the farm was removed in the amount \$10,500.00 as it was further discussed with the tenant and it is not needed.

Behavior Health Court budget was presented by Michael Potter, Case Manager/Program Director. Michael discussed that Medicaid expansion and the ACA saved the program funds as the providers that the participants go to are able to bill other sources instead of the county. There were no changes to the budget. There was a question regarding personnel funding for the LADC, that funds were not spent as anticipated and it was clarified they are seeking to fill the position.

UNH Coop Extension budget was presented by Steve Roberge. Roberge provided an overview of the projects they are working on. The \$10,000 increase is related to the addition of a PT staff that mainly works in the area of 4-H mainly in after-school programs. He is currently working with the county on its timber sales and making sure the county uses this resource to the fullest.

Respectfully Submitted,

Misty Hall
Clerk, Pro Tempore

**Minutes of Executive Committee
Cheshire County Delegation
2017 Budget Review
Monday, March 6, 2017
Commissioner's Conference Room
County Hall
12 Court Street**

Present: Chair Bruce Tatro, Reps John Hunt, Dan Eaton, David Meader, Richard Ames, James McConnell, John Bordenet.

Director of Finance, Sheryl Trombly provided an overview of where the budget stands today and passed out a list of changes made during the Executive Committee review. Rep. Hunt asked about the specifics of Proshare funds budgeted for 2017. The 2016 Proshare funds that were set aside for to be used to offset taxes to be raised for 2017 were \$1,024,834.00. Additionally, there is currently a use of \$1,000,000.00 of surplus. There was discussion with regards to reserve funds and the limits were discussed. Rep. Hunt feels the limit is too high. Trombly discussed how Moody's mentioned during the county's most recent rating review that the county should actually increase the fund balance. Rep. Hunt stated with the potential of needing bond funds for renovations to Maplewood, this would not be the time to make a change to that policy. Rep. McConnell asked for clarification on what Proshare funds are. Trombly provided an explanation of the process. Some discussion was had around the uncertainty of the future of Proshare funds. Discussions regarding the likelihood of the Phase II of Managed Care were had. Managed care Phase II is expected to be delayed; although the governor has been very public that he wishes to see it implemented by year-end.

There are 37 federal inmates budgeted and that is on target for the current census. The increased revenue budget for the federal inmates is targeted to be used for one-time expenditures and not long term on going expenses.

Rep. Hunt asked about the removal of the Americas promise grant and Sheryl explained it was removed from both side of the budget (revenue and expense). The cupola was removed as well as the L-Chip grant was not received for this project.

Rep McConnell made a motion to reduce the outside agencies to \$74,850.00. Rep Tatro seconded. Discussion ensued, on the amounts requested. Rep. Eaton went into how the services are very much needed by the constituents of the county. Rep. Tatro asked what the impact would be at the local level if these funds were to be cut. Rep. Eaton said that it is nearly impossible to be able to measure that. Rep. Ames discussed that certain agencies help reduce the costs that the county would incur if these services were not provided. Commissioner Cartwright discussed how the admin costs for HCS are too high and that their reserves are substantially high as well and

they could find these funds to offset their expenses. Rep. Hunt discussed the fact that he feels these organization are double dipping by asking both the county and the towns/city for funds.

Rep. McConnell discussed how he personally donates to some of these and he feels they are important but feels that they have other avenues of funding available. Administrator Coates asked if the organizations came to the county instead of the towns for funding would the county fund all of it? Further discussion was had that the county probably would not fund the full request. These agencies are told by many funding sources how they should be seeking funding from many sources and this contradicts the prior discussions. Due to the timing of the county budget and the town budget if they bypass the town budget and we turn them down they lose the opportunity to raise funding. **A vote on the motion was made 1-5 (Rep Hunt recused himself from the vote) motion failed.**

Motion was made by Rep. Bordenet to increase Hundred Nights to \$15,000.00 Meader seconded. Eaton asked why it was reduced. The reason Hundred Nights budget was decreased was that all outside agencies were decreased to be level funded. The history of the funding was discussed. Chris mentioned that Hundred Nights sought a CCDBG grant but were not ready and will be coming back this summer. **A vote on the motion was made, 4-3 motion passed.**

Motion was made by Rep. Bordenet to increase Community Kitchen \$15,000.00 Meader seconded. Eaton discussed that continuing to increase the funding of these bit by bit year over year is a good way for the support of eliminating the funding to be gained. Hunt does not support this motion. **A vote on the motion was made, 2- 5 motion failed.**

Rep. McConnell motion made to eliminate the \$55,000.00 for VNA @ HCS not seconded. Motion failed.

Hunt abstained from the process with regards to HCS due to personal conflict. Commissioner Weed suggested to Rep McConnell to write to the board asking them why their reserves are so high and stated that historically they are not good at explaining it.

Motion by Rep. Tatro to reduce VNA from \$55,000.00 to \$40,000.00 seconded by Rep. McConnell. Eaton disagrees in decreasing the funding but suggestions that Rep. McConnell and Chris Coates work together to draft a letter that the agency's funding is in jeopardy if they can't explain themselves a bit better with regards to their reserves. Rep. Tatro explained the motion was because of the reserves they have on hand. The discussion was had the HCS has the funds and not VNA (parent company vs the actual company). **Motion withdrawn.**

The IT positon will be presented to the Executive Committee prior to the Delegation meeting on March 20, 2017 once the numbers are finalized.

Discussion was had regarding the leasing of the Sheriff vehicle. Rep. Eaton went on to discuss the purpose of the lease and in order to make it work the leased car must be sold at the end.

There is \$96,000.00 in the budget to purchase the vehicles; the first year would decrease the budget to approx. \$30,000.00 to lease them instead of the purchase.

Motion made by Rep. Eaton Motion to implement a pilot program for lease/purchase of the vehicles and at the end of the lease they are auctioned off and a new lease is generated to replace the vehicle. The sale of the vehicle should generate revenue. Rep. McConnell seconded the motion. There will be a reduction of \$65,000.00 to the budget for the vehicle bringing it to \$31,000.00. There is also a vehicle budgeted for the jail and this program will cause a reduction to that budget by \$19,500.00 bringing the budget for that vehicle to \$15,500.00. Rep. Eaton made note that there is a Statement of purpose that the lease/purchase is a better option than the purchase of the vehicle. **A vote on the motion was made, 7-0 motion passed.**

Trombly noted that the revenue budget will be increased by \$8,000.00 for timber sales.

The bottom line \$45,366,304.00 which represents an increase 3.33% overall and represents \$24,281,016.00 for taxes to be raised. Motion was made by Rep. Hunt to approve the budget seconded by Rep Eaton. **A vote on the motion was made, 7-0, motion passed.**

Rep. McConnell asked if the funding for the demolition of the old jail is included in this budget and Chris Coates stated that yes, it is.

The next meeting will be held at 6:00 pm on March 20, 2017.

Respectfully Submitted,

Misty Hall
Clerk, Pro Tempore

**Minutes of the
Cheshire County Delegation
March 20, 2017
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chair Dan Eaton, Vice Chair Paul Berch, Clerk Marjorie Shepardson, Reps. John Hunt, Lucy Weber, Bruce Tatro, Richard Ames, John Bordenet, James McConnell, David Meader, Frank Sterling, Barry Faulkner, and John O'Day. (Gladys Johnsen arrived late – no votes registered).

Absent: Rep's Parkhurst, Johnsen, Ley, Mann, Abbott, Pearson, Harvey, Fenton, and Stallcop.

The meeting was called to order at 7:00PM by the Chairman.

The meeting opened and the Executive Committee's proposed budget was discussed followed by a motion from Rep. Tatro, seconded by Rep. Meader,

To accept and adopt the Executive Committee proposed budget for 2017 in the amended amount of \$45,366,304.00.

A discussion began and a vote was called. The resulting roll call vote was 14 to 0 (14-0) in favor of the motion.

Rep. McConnell questioned funding of outside agencies. He said that he would like to reduce the Visiting Nurses and eventually eliminate them from funding.

Rep. Bordenet spoke, saying that the Visiting Nurses are a non-profit agency and saves the County taxpayers significant monies by keeping people in their homes as long as possible.

Rep. Eaton then added that the Executive Committee has started weaning some non-profits off of the County budget but have aimed to keep the agencies that save the County money. He then said that there is not a one step process for funding and that some agencies rely on both County and Towns for their operating funds.

Rep. Hunt then moved, and Rep Ames seconded the following motion:

To adopt 2017 taxes to be raise from the city and towns of the County in the amount of \$24,281,016 for the 2017 budget year.

There being no discussion, the vote was taken, which was unanimous in favor (14-0)

A motion was then made by Rep. Burrige, seconded by Rep. Faulkner

To accept the recommendation of the Executive Committee and to ratify the Commissioners approval of the collective bargaining agreement effective upon ratification through March 31, 2019 for the Cheshire County Department of Corrections.

Brief discussion followed, and the resulting vote was 14-0 in favor of the motion.

County Administrator Chris Coates was then recognized for the purpose of presenting an update on the reconstruction of the Maplewood Nursing Home.

Coates read a letter from the Administrator of the Maplewood, Kathryn Kindopp, to her staff thanking them for their hard work and dedication and announcing that the recently completed State Survey resulted in a deficiency free rating.

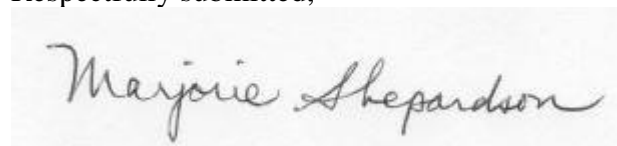
Coates then said that the Maplewood reconstruction team's work was proceeding well and that expectations were being met or exceeded and that overall the project is on target.

Coates then introduced Steve Horton, of Steve Horton Construction Consulting, who has been retained as the County's Owner's Representative for the project and Ingrid Nichols, Principal Architect of Banwell Architects who has been selected as the architectural firm for project.

Horton provided an overview of the process that is being followed and the steps that have been taken to produce the design plans to date. He then introduced Ingrid Nichols who provided a detailed walkthrough of project and discussed the numerous design issues and decisions of the current draft plan. Administrator Kindopp assisted in the presentation and answered questions concerning the operation of proposed facility design.

There being no further business coming before the Delegation, Rep. Burch moved to adjourn the meeting and was seconded by Rep. Sterling. The was adjourned at 7:55PM.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Shepardson". The ink is dark and the signature is written on a light-colored, slightly textured background.

Rep. Marjorie Shepardson, Clerk

**Minutes of the
Maplewood Reconstruction Bond Public Hearing
Cheshire County Delegation**

**May 8, 2017
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chair, Daniel A. Eaton, Vice Chair, Paul S. Berch, Clerk, Marjorie Shepardson, Reps. Lucy M. Weber, Michael Abbott, John E. Mann, John Bordenet, David Meader, Gladys Johnsen, Donovan Fenton, Richard Ames, Douglas A. Ley, Marjorie J. Shepardson James W. McConnell, Barry Faulkner, Henry A. L. Parkhurst, Bruce L. Tatro, William Pearson, and Delmar Burridge.
Absent: John B. Hunt, Franklin W. Sterling, Cathryn A. Harvey, Joseph Stallcop, John O'Day

The Public Hearing was called to order at 7:00PM by Chairman Eaton and he introduced Steve Horton, Owners Representative, Maplewood Nursing Home Reconstruction Project, Nursing Home Administrator, Kathryn Kindopp, and Banwell Architects Managing Partner, Ingrid Nichols who presented a detailed PowerPoint presentation on the reconstruction of Maplewood project.

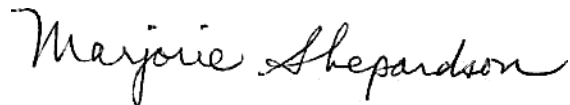
The presentation was very well received and the public asked a number of questions around configuration, costs, amenities for the residents, and staffing.

Rep. Eaton reminded those in attendance that another public hearing and a Delegation meeting to vote on the authorization of a bond in the amount of \$35,960,015.00 would take place on May 22nd in the Delegation Meeting room at 12 Court Street.

At 8:05pm there being no further business to discuss, Rep. Eaton closed the public hearing.

There being no further business to come before the Delegation the meeting was adjourned at 8:10PM by unanimous voice vote.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Shepardson".

Rep. Marjorie Shepardson, Clerk

**Minutes of the
Maplewood Bond Public Hearing
and Delegation Meeting for the
Cheshire County Delegation**

**May 22, 2017
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chair, Daniel A. Eaton, Vice Chair, Paul S. Berch, Clerk, Marjorie Shepardson, Reps. Lucy M. Weber, Michael Abbott, Cathryn A. Harvey, John E. Mann, Joseph Stallcop, John Bordenet, David Meader, Gladys Johnsen, Donovan Fenton, Richard Ames, Douglas A. Ley, Marjorie J. Shepardson, John O'Day, James W. McConnell, Barry Faulkner, Henry A. L. Parkhurst, Franklin W. Sterling, Bruce L. Tatro, William Pearson, and Delmar Burrridge.
Absent: John B. Hunt

The Public Hearing was called to order at 7:00PM by Chairman Eaton and he introduced Steve Horton, Owners Representative, Maplewood Nursing Home Reconstruction Project, and Nursing Home Administrator, Kathryn Kindopp.

The Chairman addressed the public and noting there were no new attendees of the public from the previous meeting, asked if the public wished to hear the entire presentation again. He said that there would be no new information, just a reiteration of the previous meeting. He asked the question again and upon not hearing a request in the affirmative moved the meeting to taking questions.

Steve Horton answered questions concerning the washouts on the nursing home driveway and the potential installation of the solar panels that are not part of the proposed budget for the nursing home reconstruction project.

At 7:06pm Andrew Kellar, Clark Fenner, and Jack Munn from NH Solar Garden were introduced and began a presentation of a conceptual overview of what a solar installation at the Maplewood site would look like. The key point that was made by the Solar Garden team is that a solar installation can be installed at no cost to the taxpayers.

A PowerPoint presentation was made and was followed by a question and answer session.

At 7:30pm there being no further business to discuss, Rep. Eaton closed the public hearing.

At 7:31pm the Delegation meeting was opened by the Chairman who recognized Rep. Berch for the purpose of a motion.

Rep. Berch *Moved to raise and appropriate a sum not to exceed thirty-five million nine hundred sixty thousand and fifteen dollars (\$35,960,015) to finance the costs associated with the reconstruction of the Maplewood Nursing Home in Westmoreland, NH. Such sum to be*

raised through the issuance of bonds or notes pursuant to the provisions of NH RSA 28 and NH RSA 33, as amended; and to authorize the County Commissioners to issue, negotiate, sell and deliver said bonds and notes and to determine the rate of interest thereon and the maturity and other terms thereof.

The motion was seconded by Rep. Mann.

The floor opened for questions and comments and Rep. Sterling rose to speak about why he is voting for the motion.

A vote was called and upon a roll call the motion passed with 21 Yea's, 1 Nay, and 1 absent.

Rep. Parkhurst was then recognized for the purpose of presenting a motion. Parkhurst moved ***To vote to support the continued rehabilitation of the Old Courthouse cupola and to seek matching grant funding anticipated to be 50% of the total project costs, from grant funding sources such as Land and Community Heritage Investment Program (LCHIP), and other private funding opportunities.***

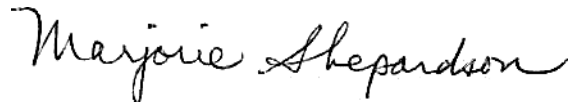
The motion was seconded by Rep. Pearson.

County Administrator Coates was recognized and rose to speak to the purpose of the motion and the overall project to complete the restoration of the Old Courthouse building. He said that part of the requirements needed to qualify for a Land and Community Heritage Investment Program (LCHIP) grant is public support from the County Delegation members.

Following a short discussion, a roll call vote was taken and the motion passed with 22 Yea's and 1 absent.

At 7:55PM there being no further business to come before the Delegation, Rep. Burch moved to adjourn the meeting and was seconded by Rep. Sterling. Upon vote the motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Shepardson".

Rep. Marjorie Shepardson, Clerk

**Minutes of
Cheshire County Delegation Executive Committee
2017 Mid-Year Budget Review
Monday, August 14, 2017
County Hall Building
Commissioner's Conference Room
12 Court Street
Keene, NH 03431**

Present: Chair Rep. Bruce Tatro, Reps; Dan Eaton, John Hunt, David Meader, Michael Abbott, James McConnell, John Bordenet, Richard Ames.

Absent: Rep. Paul Berch and Rep. John Mann

The meeting opened at 5:30pm and the Chair recognized Sheryl Trombly who discussed the 2nd Quarter Budget review.

She said that the Medicaid reimbursement rate is going up approximately eight (\$8.00) dollars per resident per day and that the revenues for the nursing home and department of corrections are on target and the expenses are about \$330,000.00 below budget.

At the end of the second quarter, revenues adjusted for the collection of taxes as well as other revenues impacted by timing of receipt have reached 49.94% of the budgeted revenue with the Nursing Home having achieved 49.53%. As revenues, should be at 50%, this indicates that revenues are slightly short of expectations for both the General County and Nursing Home. The totals combined are under by approximately \$27,000.00.

At the end of the second quarter, expenses are under budget by approximately \$330,000.00 after adjusting for major items that have not been expended due to timing. Overall county expenses are at 49.51% spent and Maplewood having expended 47.82% of their appropriated budget. As you review the second quarter reports, the following areas may be of interest:

Revenues: General County

Page 1— Municipal Assessment is a 0.00% of the projected budget. This remains at zero for most of the year until the Department of Revenue Administration provides the appropriation listing and the bills have been mailed. Taxes will be due by December 1st for 2017.

Page 1— Grants Reimbursement line items — Federal Grants Reimbursement as well as Non-Federal Grants Reimbursements combined have achieved approximately 26% of budgeted revenues. These revenues are offset by expenses so any shortfall would have a direct impact on expenses coming under as well.

Page 2 — Sheriff Fees overall are at 43% realized as of the second quarter. With current deputy vacancies in the department, revenues will likely continue to come under projections for the year. This shortfall will be covered by payroll expenses as a result of the vacancies coming under.

Page 2 — Registry of Deeds has achieved 48.41% of the budgeted projections. As recorded documents tend to be slower in the winter months, it is possible as the year progresses that this revenue will get closer to projections for 2017.

Page 2 — Federal Inmates revenues are at 46.41% received the 2017 census is budgeted for 37 Federal Inmates. At the beginning of the year, the census started off low. As of today the current census is at 54 with an average of 37. If these census levels continue, we should exceed budget projections by years end.

Page 3 — Sale of County Property — This revenue item is for the anticipated sale of the Blood Farm Home in Westmoreland The property is being actively marketed however no worthy offers have yet to be made.

Page 4 — Jaffrey District Court Lease — This budget line is at 9.60% of its projected revenues at the end of the second quarter but will attain 100% of its budgeted revenue. This revenue is the lease payment received by the State of NH that is directly tied to the annual bond payment for the Jaffrey District Court House. The State reimburses the County two times a year to coincide with the timing of the interest and principal payments.

Page 5- Transfer from Fund Balance is at 0.00%. This line item will remain at a 00% throughout the year. No entry is made 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.

Page 5 — Transfer from Capital Reserve — This item is at 0.00% as of the second quarter. This budget item specifically offsets certain capital reserve projects and as the projects are expended transfers will be made to offset the applicable expenses.
Expenses General County

Page 10 — Commissioners — This department is slightly over. As part of the further research into Phase II of Managed Care, each County contributed \$10,000 (to be matched by the State) towards hiring a consultant to support the work of the County and State Finance Committee who will work together to study Phase II and the long-term care delivery system. This payment will likely put the department slightly over by year end but will be managed within the overall county budget.

Page 12 — Finance/Accounting — This department is slightly over budget having expended 51.70% as of the second quarter. This is timing due to audit costs which is a major line item in the finance budget. This budget will level off by years' end.

Page 29 — Human Services (Medicaid Expense) — This budget covers the County contribution towards the cost of County Residents living in Nursing Homes and Home and Community based Care and supported by Medicaid The County is responsible for 100% of the nonfederal share. Having just received our billing for the last year of 2017, this budget line will go over by approximately \$53, 000 for 2017 and is expected to be managed within the overall budget for

2017 without any further amendment needed. However, in order to cover the increase for next year this expense will increase by at least \$150,000 for 2018.

Coates discussed the efforts at the County and State level to create a study for the implementation of Managed Care in the State. He said that the County's and the State have contributed \$100,000.00 each to fund the study.

Page 32 — Behavioral Health Court has expended only 30.24% of their budget. Medicaid Expansion has had a significant impact on reducing the need for County payment to providers for services for clients in this program. As many clients are now covered under the expansion program, providers are able to bill for their services.

Page 33 — 34 — County Received Grants and Drug Court are both running under budget as of June 30th, as these budgets are fully grant funded, as explained earlier, revenues are also coming in under as well.

Page 35 — Bonded Debt — Debt payments are made according to debt payment schedules throughout the year. The principal and interest payments will be fully expended by the end of 2017.

Revenues — Maplewood Nursing Home

Page 37- Overall Maplewood Nursing Home has achieved 49.53% of the 2017 revenue projections (adjusted for timing). The nursing home has received a daily Medicaid rate increase effective July 1, 2017 of \$8.70/day. Due to this rate increase, it is hopeful that the nursing home will come very close to meeting revenue projections for 2017. A census of 134 was budgeted for 2017. The current average census to date is 131.

Expenses — Maplewood Nursing Home

Page 38-55 — Maplewood Departments — Overall expenses for Maplewood are at 47.82% expended (adjusted for timing). This equates to expenses being under budget by approximately \$307,000.

The Administration budget on page 40 which accounts for the 5.5% Bed Tax paid on all Nursing Home revenues is currently at 53.92% expended. This current overage is based on the timing of the bed tax payments. This budget will level off and come in on budget by year-end.

Trombly said that the remaining departments are well within budgeted expenses and the nursing home administration, with the support of the nursing home departments, continues to work hard to manage expenses as the lower census requires less staffing. As a result, expenses are coming under as of the second quarter by approximately \$307,000. As we are only at the mid-year point in the 2017 budget and payroll increases have not been fully recognized, it is expected that expenses overall will accelerate somewhat from what was realized in the first half of the year.

Following questions and discussion, Rep. Hunt makes a motion to accept the 2nd quarter report and was seconded by Rep. McConnell. Upon vote the motion passed unanimously.

Coates then introduced the Pro-Share funding budget suggestions and then Trombly reviewed the 2017 Pro Share Fund Budget Amendments in detail.

Trombly and Coates discussed the potential of the discontinuation of Pro Share from the Federal and State funding sources. The plan presented offers a way to anticipate the termination of the funds.

Commissioner Cartwright discussed another approach would increase the bond amount by about \$494K and would reduce the over interest costs by approximately \$250,000.00. The anticipated tax increase would be about \$48.68 per 100k of valuation. The addition of the \$494K would increase the cost by \$7.00 per thousand. A discussion of how the County tax payments can be leveled as much as possible in the future was covered by Coates.

Rep. Eaton moved to accept the following motion “*Motion to Increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$1,085,503 for the receipt of State of NH Proportional Share Funds not previously budgeted, and to authorize the use of Proshare funds for the following:*

***Increase account # 4900.97.11, Maplewood Capital Equipment by \$181,000 to include:
\$100,000 Replace (4) Washing Machines***

\$65,000 Replace County Wheelchair Van

\$12,000 Replace ATV

\$4,000 Replace Ice Machine for Staff Cafe

Increase account # 4900.97.52, Capital Equipment Nursing by \$5,000 for Misc. Resident Furniture Replacement

Increase account # 4900.97.57, Capital Equipment Physical Therapy by \$5,180 to purchase (2) Broda Recliners

Increase account # 4900.97.51, Dietary Capital Equipment by \$200,000 to include:

\$6,125 Replace Electric Hot Food Table

\$7,050 Replace Cambro Hot Food Storage

\$44,935 Replace Hobart Dishwasher

\$15,900 Replace 12 Burner Range with convection ovens

\$3,195 Replace Counter Top Gas Griddle

\$3,920 Replace Metro Hot Box

\$23,385 Replace Steamer Tilt braising and skillet pan

\$9,530 Replace Double Deck Oven

\$23,420 Replace Hobart Mixer

\$9,145 Replace Hobart Slicer

\$8,955 Replace Hobart Potato Peeler

\$1,910 Replace Bread Slicer

***\$2,380 Replace (2) Double sinks with tables
\$40,150 Replace Walk in Freezer***

Increase account # 4915.89.00, Maplewood Capital Reserves by \$200,000 – Funds to be used to reduce bond amount to apply to Nursing Home Construction FF&E

Furthermore, to reserve the remaining \$494,323 by applying to fund balance to offset a portion of the 2018 MNH Revenue shortfall that will ultimately offset taxes to be raised”.

The motion was seconded by Rep. Ames and upon vote the motion passed unanimously.

Rep. Eaton then moved to recommend the budget amendments to the Cheshire County Delegation and amend the total budget for 2017 to \$45,957,484.00 and was seconded by Rep Ames. Upon vote the motion passed unanimously.

At 6:30pm there being no further business to come before the delegation the meeting was adjourned.

Respectfully submitted,
R. A. Bouchard, Clerk Pro Tempore

**Minutes of the
Cheshire County Delegation
August 14, 2017
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chair, Daniel A. Eaton, Clerk, Marjorie Shepardson, Reps., Michael Abbott, Cathryn A. Harvey, John E. Mann, John Bordenet, David Meader, Donovan Fenton, Richard Ames, Douglas A. Ley, Marjorie J. Shepardson, John O'Day, James W. McConnell, Barry Faulkner, Henry A. L. Parkhurst, Bruce L. Tatro, William Pearson, John B. Hunt and Delmar Burrige.
Absent: Rep's. Vice Chair, Paul S. Berch, Lucy M. Weber, Gladys Johnsen, Franklin W. Sterling, Donovan Fenton, Joseph Stallcop.

The Public Hearing was called to order at 7:05PM by Chairman Eaton. He said that the first **order of business is to accept and adopt the Executive Committee proposed amended budget for 2017.**

Following a short question period, Rep. Tatro move to accept and adopt the Executive Committee proposed amended budget for 2017 for a total budget of \$45,957,484.00 and was seconded by Rep. Hunt. Upon vote the motion passed with 16 Yea's and 7 Absent.

Previously, in 2017, the Delegation voted a bond for the renovation of Maplewood Nursing Home in the amount of \$35,960,015.00. Together with the bond vote and the total operating budget amendment the voted appropriations for 2017 come to \$81,917,499.00.

Steve Horton then presented an update on the progress of the Maplewood reconstruction project and discussed the exterior façade drawings that have been developed to obtain a low maintenance building.

Horton discussed the solar gain problem on the Western and Southern exposures of the proposed building and covered some of the options that are available to mitigate the problem. He then addressed the Community Development Block Grant (CDBG) program and he said that based on the program requirements and the rising associated costs it was decided not to proceed with seeking the grant.

Rep. Eaton then raised the next item on the agenda, and the Court House renovation fundraising project was addressed by Cindy Stewart, the fundraising project director. She presented an overview of her background, the history of the building, and the progress of the project to date.

Stewart discussed the cost of the project and reviewed the phases of reconstruction project. She said that the current phase 2 project will cost about \$268,000.00 in total. She then addressed phase 3, the rebuilding of the cupola. An LCHIP request for \$243,000.00 has been submitted for phase 3 and approximately \$457,000.00 would remain to be raised. \$875,000.00 will be need over the next three (3) years.

She said that on October 27th a party will be held in the Delegation room with the hope of attracting 200 people who are interested in participating in the restoration and renovation of the Old Courthouse building.

The program to “sell” the individual windows in the Old Courthouse was discussed and it was learned that if all 81 windows would be “sold” as a fund-raising event about \$120,000.00 would be raised.

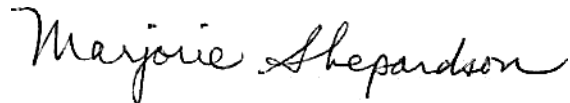
At 7:48pm Rep. Eaton introduced Angel and Nick Nicoletti, and Maury Collins, from Stoddard who discussed the “Cheshire Village at Home” program. The program is aimed at keeping senior citizens in their homes through the use of volunteers. A part-time operations staff member is being considered.

She said that transportation and socialization were two (2) of the most important services that most seniors needed. She said that the Cheshire Village at Home program is associated with the Keene Senior Center. The program started the 1st of June this year and has 40 members in 27 households. The Cheshire Village at Home program will cover sixteen (16) towns. Monadnock at Home has been in business for about seven (7) years and they cover the eastern portion of the County.

Rep. Parkhurst spoke to an issue that involved the creation of a Cheshire County flag as a project for school children.

At 8:05PM there being no further business to come before the Delegation, Rep. Burch moved to adjourn the meeting and was seconded by Rep. Sterling. Upon vote the motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Shepardson". The ink is dark and the signature is fluid, with a long, sweeping underline.

Rep. Marjorie Shepardson, Clerk

**Minutes of the
Cheshire County Delegation Meeting
December 11, 2017 – 7:00PM
County Hall Building
Commissioners Conference Room
12 Court Street, Keene, NH 03431**

Present: Chair, Daniel A. Eaton, Reps. John Hunt, Henry A. L. Parkhurst, David Meader, Lucy Weber, Gladys Johnsen, Bruce Tatro, Delmar Burrridge, Richard Ames, Paul S. Berch, Douglas Ley, John Mann, Marge Shepardson, Michael Abbott, James McConnell, John Bordenet, and John O'Day.

Absent: Rep's. Frank Sterling, William Pearson, Cathryn Harvey, Barry Faulkner, Donovan Fenton (absent with notice) and Joseph Stallcop.

The meeting was called to order at 7:04PM by Chairman Eaton and he opened the meeting for public comment on the 2018 Commissioners budget. Commissioner Graves was recognized and read a portion of the letter that was sent to the delegation members concerning the Commissioners budget. (Full text of the letter follows – This letter and the 2018 Proposed Budget of The Commissioners can be found on the County website www.co.cheshire.nh.us)

TO: Members of the Executive Committee, County Delegation, Selectmen of the Towns in the County and Mayor of the City of Keene

FROM: The Cheshire County Board of Commissioners

DATE: November 29, 2017

SUBJECT: Commissioners' Proposed 2018 Budget

Enclosed is your copy of the Cheshire County Board of Commissioners Proposed Budget for 2018. We will be presenting the budget and taking questions during a public hearing on Monday, December 11, 2017 at 7:00 PM on the second floor of Cheshire County Hall, 12 Court Street, Keene, NH 03431.

The total of the 2018 proposed budget is \$50,552,358. This figure represents an increase of \$4,594,874 (10.00%) from 2017. Taxes to be raised are proposed at \$28,197,998. This figure is an increase of \$3,916,982 (16.13%) from 2017.

As this is the first significant increase in taxes since 2012 with an overall tax increase of 1.83% over the last six years, the major contributing factor is the new bond for the County Nursing Home. As you should be aware, a \$35,960,000 bond to renovate and build an addition to Maplewood Nursing Home in Westmoreland was voted on by the Delegation on March 22, 2017. Of the increase in taxes, the first bond payment represents \$2,849,209 (11.73%) of the 2018 increase in taxes.

The last time the County had a major bond was in 2008 with the construction of the Department of Corrections. At that time, the county budget experienced a similar substantial increase to taxes and the budget went up by \$3,492,389 in order to service the first payment on that bond. We had the ability to refinance the Jail bond after ten years and were able to save over \$1,000,000 in interest costs. We have built this opportunity into the Nursing Home bond as well, and will act upon it if interest rates at that time support exercising this option. During our review of the proposed department budgets, we made reductions to expense requests totaling \$433,312 and increased revenues by \$1,191,528.

Although considerable adjustments were made during our review, other areas outside of the Nursing Home bond payment were difficult to contain such as employee normal wages adjustments of approximately \$416,500 (1.72%), expenses for County residents needing Medicaid Assistance for nursing homes and home-based care up by \$168,000 (.69%), and increases in health insurance costs of \$523,000 (2.15%). Furthermore, the Commissioners have included \$142,000 (.58%) in this budget to fund ¹/₂ of the impact of a wage and classification study, the first study to have been completed since 2003.

We recognize that the impact of the bond would cause a sharp increase in the County budget but are pleased with the efforts of our department managers and elected officials as they recognize the pressure to minimize the impact on the taxpayer while meeting our obligation to provide necessary and essential services to the citizens of the County while fulfilling our obligation to provide fair and equitable wages to the County's hardworking employees.

As you may know the Commissioners proposed budget is reviewed by the Executive Committee of the Delegation which then makes its own proposal to the full Delegation of Cheshire County State Representatives. The Commissioners look forward to working closely with the Executive Committee of the Delegation for their review of the department and elected official's budgets. These reviews typically occur during the month of January and February. During the meeting on December 11, 2017, the Executive Committee will determine a tentative schedule for these reviews. Once the Executive Committee reviews are finalized at a meeting yet to be determined, they will present their budget to the full Delegation for final approval.

The Board of Commissioners looks forward to answering any questions you may have at the public hearing on December 11, 2017 at 7:00 PM at County Hall, 12 Court Street, Keene.

Very truly yours,

Cheshire County Board of Commissioners

Graves reviewed the reasons that the budget increased and cited wages, Medicaid, health insurance costs, and a portion of the recently completed Wage and Salary survey as responsible for the bulk of the non-bonded increase.

A question concerning who the vendor for the wage and survey was asked by Rep. Burrridge and it was learned that a consulting firm (Don Jacobs) conducted the initial survey and that Finance Department completed the rest of the study and looked at similar sized County's (Belknap, Grafton, and Sullivan) to obtain the data.

There being no further questions from the public or the Representatives on the Commissioners proposed budget, ***Rep Meader moved to vote on the proposed motion re: Register of Deeds Surcharge Funds and moved to authorize the Register of Deeds to expend the 2018 surcharge fund in the of \$14,400 and was seconded by Rep Parkhurst.***

The Register of Deeds was recognized and spoke to the request saying that as it was the same as last year and that the monies being requested will be used for the payment of the software and support systems used by the Registry for operations. (The Registry is not supported by the County Information Technologies Department but uses a specialized outside vendor as most of the rest of the Registries throughout the state).

The motion was then moved for vote and passed 17 – 0 upon roll call.

The Chair then recognized Maplewood Owners Representative Steve Horton for the purpose of providing an update on the Reconstruction of the Maplewood Nursing Home.

Horton said that the Schematic Design phase has completed and the project team has moved into the Design Development phase. (The five (5) phases of Construction are; 1. Schematic Design 2. Design Development, 3. Construction Documents, 4. Bidding and Negotiation, and 5. Contract Administration).

He said that he anticipates it will be about three (3) weeks to begin to obtain data for pricing purposes from the Construction Management firm (Engelberth).

He then discussed the work being done on the Bio Mass system proposed for the project and said that the current focus is on a Green Chip system but that both Pellet and PDC (Precision Dimensioned Chips) were being considered at the same time.

There being no further questions for Horton, **Rep. Berch made a motion to reconsider a 2016 vote by the Delegation for the disposition of any funds resulting from the sale of the Blood Farm and was seconded by Rep. Abbott.**

Motion re: Sale of the Blood Farm Proceeds recommendation from the Farm Committee Motion to accept the recommendation to the Delegation from the Farm Committee and reconsider the vote of March 14, 2016 that would have applied a portion of the proceeds from the sale of the Blood Farm to the Farm Capital Reserves and to deposit all proceeds from the sale to the County General Fund for the full benefit of offsetting taxes to be raised.

Upon Roll Call vote the motion passed unanimously, 17-0.

The Chair then recognized Cindy Stewart for the purpose of receiving an update on the fundraising efforts of the restoration of the Old Courthouse building and the current phase of matching the grant that was received from The New Hampshire Land and Community Heritage Investment Program (LCHIP) program. She discussed a painting by local artist Tim Campbell which will be raffled off later in the evening and recapped an event that was held on October 27th to kick-off the fundraising that attracted over 100 attendees. Stewart said that the project was within \$12,000.00 of meeting the goal of matching the \$118,000.00 grant from LCHIP and thus far over 40 individuals and eight (8) foundations and organizations have contributed to the project. (Informational videos on the project can be found at www.co.cheshire.nh.us)

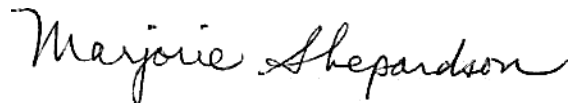
The Chair said that the Executive Committee will be meeting in the Commissioners Conference room immediately following the Delegation meeting.

Assistant County Administrator Bouchard was recognized and said that he wished to thank the Delegation for the funds from last year to update the County website and that the new website had gone live late last week. He also asked for any input for further changes and suggestion additions or other ideas to improve the site.

County Administrator Coates said that he website is a work in progress and also said that suggestions and ideas were welcome.

At 7:35PM there being no further business to come before the Delegation, Rep. Johnsen moved to adjourn the meeting and was seconded by Rep. Tatro. Upon vote the motion passed unanimously.

Respectfully submitted,

A handwritten signature in cursive script that reads "Marjorie Shepardson". The ink is dark and the signature is fluid, with a large initial 'M' and a long, sweeping 'S'.

Rep. Marjorie Shepardson, Clerk

**Minutes of the
Cheshire County Delegation
Executive Committee Meeting
December 11, 2017 – 7:40PM
County Hall Building
Commissioners Conference Room
12 Court Street, Keene, NH 03431**

Present: Chair, Bruce Tatro, Reps. John Hunt, Daniel A. Eaton, David Meader, Richard Ames, Paul S. Berch, James McConnell, and John Bordenet

Absent: Rep's. John Mann, and Michael Abbot.

The meeting was called to order at 7:41PM by Chairman Tatro who recognized Rep. Berch.

Rep. Berch discussed the Farm Committee's deliberations earlier in the evening and reviewed the motion to make repairs to the buildings totaling approximately \$21,000.00. He summarized the arguments for and against the motion and discussed the outcome of the vote (tied 2-2) when the motion was voted.

Chair Tatro asked Administrator Coates how many years remained on the leases and Coates replied four (4) years. Coates recapped the increase in overall rent payments over last year saying that when the Herdsman House was renovated last year the rent was increased to reflect the upgrade of the home.

Coates then said that with the support of the Executive Committee and Delegation the overall condition of the farm has improved substantially over the past year and he would like to see that continue so that public events like the previous Farm Days could once again be held. He went on to say that the potential conversion of the Red Barn into a museum or educational center was a future project and he would be bringing the issue back for review and discussion a point in the future.

Rep. Eaton then said that he had stated in the Farm Committee meeting his there remains a serious problem with the milking barn roof and the interior ceiling that has been badly compromised with black mold.

Rep. Berch then said that we are stewards of the land and the County Administrators have wanted to preserve the farm properties for many years. He stated that there has been a clear and consistent message from the Administrators that the buildings should be maintained. He then said that we finally have two (2) good tenants and we should fix the things that need fixing.

In response to a question from the committee the Finance Director said that the money from the rental of the farm cannot be spent without an appropriation made by the Delegation.

Rep. McConnel then spoke asking to confirm that the cost of repairs was \$21,000.00. Coates said that was correct and that once the repairs are completed he is unaware of any other maintenance issues that need to be addressed.

Rep. Abbott then said that he had voted against the repairs in the Farm Committee meeting and that he believes that the dairy business is no longer viable in the area. He said he believed that we are the stewards of farm but not the buildings.

A question concerning the taxes that are paid for the farm arose and Finance Director Trombly cited RSA 72:23 that exempts all County properties except County farms from local taxation.

Trombly was then recognized for the purpose of presenting the third (3rd) Quarter Budget review. She said that overall the budget remains in balance but that employee and dependent health costs were up over \$500,000.00 from last year. She said that a number of large claims and the overall cost of prescription drugs are some of the major drivers in the increase. She also said that the County has changed third party administrators from Cigna to Pilgrim Health as a way to save money.

A discussion of the various health networks and the costs associated with being in the Dartmouth Hitchcock network was had.

At the conclusion of discussion **Rep. Hunt moved and was seconded by Rep. McConnell that the 3rd Quarter Budget report be accepted as informational and upon vote the motion passed unanimously.**

Trombly then passed out a budget review schedule for the Executive Committee and said that almost all of the departments have committed to the dates and times on the schedule.

Trombly then said that after checking with Bond Council a requirement to have the County Treasurer sign-off on the bond documents will need be scheduled for a January meeting date.

At 8:13PM there being no further business to come before the Delegation, Rep. Abbott moved to adjourn the meeting and was seconded by Rep. Hunt. Upon vote the motion passed unanimously.

Respectfully submitted,

R. A. Bouchard
Clerk, Pro Tempore