

**Minutes of the
Cheshire County Delegation
March 18, 2019
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chair Dan Eaton, H. A. L. Parkhurst, David Meader, Lucy Weber, Bruce Tatro, Richard Ames, Douglas Ley, John Mann, Michael Abbott, John Bordenet, William Pearson, Cathryn Harvey, Barry Faulkner, David Morrill, Sparky Von Plinsky, Sandy Swinburne, Jennie Gomarlo, Craig Thompson and Joe Schaprio.

Absent: Representatives; John Hunt, Paul Berch, John Mann, William Pearson, John O'Day, Donovan Fenton, David Morrill, and Craig Thompson.

Guests: Adam Lornitzo, Architect, Banwell Architects. Taylor Woodward, Project Manager, DEW Construction, Jessica Powell, Integrated Delivery Network (IDN)

The meeting was called to order at 7:03PM by the Delegation Chairman Representative Eaton.

Representative Parkhurst was recognized and moved to “accept the recommendation of the Executive Committee and to ratify the Commissioners’ approval of the three-year collective bargaining agreement (effective as of April 1, 2019 through March 31, 2022) for the Maplewood Nursing Home Service Employees”. Representative Gomarlo seconded the motion. Motion of reconsideration and adoption of amendment to correct the dates of agreement (by Parkhurst and Gomarlo). Motion passed unanimously (15-0) as amended.

Representative Ley then moved to “accept the recommendation of the Executive Committee and to ratify the Commissioners’ approval of the three-year collective bargaining agreement (effective as of April 1, 2019 through March 31, 2022) for the Cheshire County Department of Corrections”. Motion was seconded by Representative Abbott and upon vote the motion passed unanimously (15-0).

Representative Meader was recognized and moved to “accept the recommendation of the Executive Committee and to ratify the Commissioners’ approval of the three-year collective bargaining agreement (effective as of April 1, 2019 through March 31, 2022) for the Cheshire County Sheriff’s Department”. Representative Swinburne seconded the motion, and upon vote the motion passed unanimously (15-0).

Representative Tatro then moved “to accept and adopt the Executive Committee proposed budget for 2019 in the amount of \$50,861,095” and seconded by Representative Gomarlo. Upon vote the motion passed unanimously (15-0).

A motion made by Representative Abbott and seconded by Representative Swinburne, “to adopt 2019 taxes to be raised from city and towns of the County in the amount of \$28,324,218 for the 2019 budget year. Upon vote the motion passed unanimously (15-0).

A motion was then made by Representative Von Plinsky and seconded by Representative Meader, to authorize the Register of Deeds to expend 2019 surcharge funds in the amount of

\$3,600.00 to purchase blinds for the office of Registry of Deeds. Upon vote the motion passed unanimously (15-0).

An update of the reconstruction / renovation work being done at the county nursing home was presented by Taylor Woodward of DEW Construction.

Woodward said that the county staff was a great team to work with and the project was on-time and on-budget. He said that the project start date was last August and is now seven months in on the timeline with about. He then said that all new steel for new wing is completed and that there were no major impacts from the winter weather. He said that the roof for the new addition will be done this week and the walls will be completed in April and that the mechanical and electric rough-in work has been started.

County Administrator Coates then introduced the Integrated Delivery Network (IDN) project – and gave an overview of the history of the start and funding of the project. He said that use of federal monies to fund the project was a win-win for the County, the IDN program, and the State as the services provided to the communities served would not have happened any other way.

Jessica Powell, executive director of the Region 1 IDN was then introduced and she spoke to the work thus far and highlighted the Behavioral Health aspect of the project and described the structure of the program and the partners involved. She described a handout that was distributed and discussed the programs in progress.

Representative Abbott asked if transportation has been an impediment in operating the programs.

Powell said that is has been an issue but it is being addressed through local services.

Coates then spoke to a few outstanding issues, including the completion of the restoration project of the eighty-one windows in the old courthouse and how the State Land and Community Heritage Investment Program (LCHIP) provided \$118,000.00 as a grant and the County staff conducted a fund-raising campaign that provided the rest of the funds to complete the \$234,000.00 project, with no cost to the taxpayers.

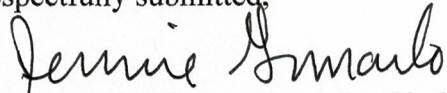
He said that a new fund-raising campaign would begin shortly to restore the cupola on the building and a grant request will be once again submitted to LCHIP to assist in funding the anticipated \$1.1M project.

He then spoke of the Governor's budget that seeks to raise the cost of cap on the human services budget by 10% under 167:18-a County Reimbursement of Funds; Limitations on Payments. The previous increases have been on the order of 2% and all of the proposed increase would fall on the county property taxpayers with an anticipated charge of over \$600,000.00.

A discussion around the constant downward cost shifting from the state to county property taxpayers began.

At 8:05PM, there being no further business coming before the Delegation, Representative Parkhurst moved to adjourn the meeting and was seconded by Representative Ames. Upon vote the motion passed unanimously and the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jennie Gomarlo". The signature is written in dark ink and is positioned above the printed name.

Representative Jennie Gomarlo, Clerk

**Minutes of the
Cheshire County Delegation
August 12, 2019
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chair Dan Eaton, John Hunt, H. A. L. Parkhurst, David Meader, Bruce Tatro, Richard Ames, Paul Berch, Douglas Ley, John Mann, Michael Abbott, John Bordenet, Cathryn Harvey, Barry Faulkner, David Morrill, Sparky Von Plinsky, Jennie Gomarilo, and Joe Schapiro.

Absent: Representatives; William Pearson, John O'Day, Donovan Fenton, Craig Thompson, Lucy Weber, Sandy Swinburne,

Guests: *Steve Horton, Eversource Staff, and Jessica Powell, Integrated Delivery Network (IDN)*

The meeting was called to order at 7:03PM by the Delegation Chairman Representative Eaton and he called upon Administrator Coates who spoke to the three employees to whom the 2018 Annual Report is dedicated saying that they would be publicly recognized for their contributions this evening.

Assistant County Attorney John Webb was then asked to present a written tribute to Deputy County Attorney Kathleen O'Reilly as it was prepared by County Attorney Chris McLaughlin and as appears in the Annual Report.

"Kathleen O'Reilly, Deputy County Attorney – Kathleen has served the County for over twenty-three (23) years as an Assistant County Attorney and since 2015 as Deputy County Attorney. Kathleen has been extremely dedicated to this office, and she is, without doubt, the hardest working prosecutor in Cheshire County. Over the years, she has always carried a heavy caseload and she has been called upon to prosecute some of the most difficult and complex cases this office handles.

Kathleen is an incredibly effective prosecutor, and she has a keen sense of what is a just and fair result in each case. A successful prosecution requires a prosecutor who is able to assess the strengths and weaknesses of a case, who can work with law enforcement effectively, who can empathize with victims, who understands the goals of sentencing encompasses punishment, rehabilitation and deterrence, and who can effectively present a case to a judge and/or jury. Kathleen embodies these qualities and skills, and the County and the citizens of Cheshire County have been well-served by Kathleen's employment of those skills over the last twenty-three years. A good barometer of one's effectiveness in their chosen field is how they are viewed by those with whom they work, and it is universally acknowledged that Kathleen is highly respected by law enforcement, her fellow prosecutors, the local defense bar, court staff and judges.

In addition, given the growth this office has undergone over the years, it was decided that creating the position of Deputy County Attorney made sense. This role requires the Deputy to help the County Attorney and Office Manager with administrative duties, including personnel and strategic decisions. Given Kathleen's institutional knowledge, her work ethic and her

intellect, the decision to place Kathleen in the role of Deputy County Attorney was a "no brainer."

Cheshire County is fortunate to have benefitted from Kathleen's skills and dedication for the last twenty-three years, and this acknowledgement is well-deserved".

Sheryl Trombly, the Director of Finance was then recognized to read the entry that she penned for Misty Hall, the Assistant Finance Director.

Assistant Finance Director Misty Hall - Misty has been a dedicated employee of Cheshire County for 20 years. She is held in high regards and is an incredible asset not only to the organization but to the community and taxpayers of Cheshire County as well.

Misty joined the County in 1999 starting in the position of Accounting Clerk and over the last 20 years has been advanced several times to Assistant Accountant, Accountant and Assistant Finance Director.

Misty is well known throughout all of the Departments and is recognized for her professionalism and willingness to work with others in order to bring out the best potential of everyone she works with. Her drive to excel causes her to always strive for ways to improve workflow in order to increase operational efficiencies.

Throughout the years the demands on this position have increased as the operational functions throughout the County evolve. The skills and commitment that Misty brings to her position have made us successful as new departments are created, new grants awarded, advances in technology occur and new Federal and State mandates emerge.

To highlight, the County has had two major upgrades to the Krono's Human Resources, Timekeeping and Scheduling software. For both upgrades, Misty was the lead project manager which spanned many months of training and coordination with the Krono's team members and County staff. For the most recent upgrade alone she was required to attend 84 hours of training in order to become the lead internal trainer for end users. She developed the idea of creating a training environment at each location which she hosted on several occasions resulting in the successful implementation and training of all users on the new system.

Misty has also undertaken endeavors that have had a positive impact on the County as well as the employees of the County. Recognizing the County was in need of a leader to keep an active Wellness Committee, Misty stepped up. Through her actions she was able to create and get support for County policies that promoted healthy preferences as well as inspiring the first ever Health Fair for the Keene campus. This action as well as establishing a fitness room for the Keene Campus resulted in Misty being named Healthy Monadnock Individual Champion as well as led Cheshire County as an employer to be named Healthy Monadnock Champion Employer. Cheshire County is fortunate to have such devoted employees and this is a wonderful opportunity to acknowledge Misty for the projects and undertakings that she has coordinated and implemented to ensure compliance and success for the operations of the County.

Coates then asked County Register of Deeds Anna Tilton to present the written accolades that appear in the Annual Report for Deputy Register of Deeds Mira Cook.

Deputy Register of Deeds Mira Cook - Mira has served Cheshire County for almost 20 years and during that time has been an invaluable employee. She maintains a calm demeanor while exhibiting a high level of professionalism working with both the Deeds staff and the public at large. She is willing to take any task assigned and complete it in an efficient manner.

Mira's behind the scenes work editing thousands of pieces of data to make our old records compatible with our new software upgrade made the integration of the records go smoothly with few disruptions to office operations. Her dedication, attention to detail, and deep understanding of the Deeds records has been instrumental to the success of implementing our new e-recording system and records search software.

Whether it be at the front counter recording, indexing documents, bookkeeping or assisting staff and the public, her performance is always exemplary. Mira sets the standard for all the staff with her dedication and focus on obtaining the best possible results in any task that she takes on. Her leadership was recognized with her being named Deputy Register of Deeds in 2011 and she continues a consummate professional for others to emulate.

Chairman Eaton then took-up the presentation of the motions for consideration by the assembled Delegation. The first motion was presented by Rep. Tatro and seconded by Rep. Berch.

Motion Re: ProShare Funds Budget Amendment

Motion to Increase revenue line #3404.10.00 (State of NH Proportional Share Funds) by \$1,970,279 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 # 4915.89.00 Reserve Account in the amount of \$95,000 to set aside \$50,000 for the Handy Man Program and \$45,000 to the Nursing Home Capital Reserves.

Increase Account #4900.91.52 Capital Equipment Nursing by \$56,500 for the following:

- \$5,000 - Resident Furniture replacement
- \$18,000 - Mechanical Lifts
- \$18,000 - Specialty Mattresses
- \$2,500 - Oxygen Concentrators
- \$8,000 - Bladder Scanner
- \$1,500 - Chart Holder
- \$3,500 - Wheelchair Scale

Increase Account # 4900.97.51 – Capital Equipment Dietary by \$4,300 for the following:

- \$2,500 – Robo Coupe
- \$1,800 – 3 Blenders

Increase Account # 4900.97.54 – Capital Equipment Housekeeping by \$6,000 for an Upholster Cleaner.

Increase Account # 4900.97.53 - Capital Equipment Laundry by \$1,400 for a Quick Heat Press Label system.

Increase Account # 4900.97.14 – Capital Water Treatment Plant by \$1,300 to replace Feed Pumps.

Increase account # 4800.01.00, IDN 1115 Waiver by \$628,258 to allow for an intergovernmental transfer to the State of NH to continue to support the IDN's that have been established since 2016.

Increase account # 4411.85.00, Maplewood Administration Nursing Quality Assessment Tax (Bed Tax) by \$36,565 for an increase in the bed tax expense to be paid due to the higher Pro Share funds receipt in 2019.

Decrease MNH Revenues by a net of \$640,956 in order to offset lower census levels for 2019.

Furthermore, to reserve the remaining \$500,000 by applying to fund balance to offset a portion of the 2020 MNH Revenue shortfall that will ultimately offset taxes to be raised.

Following a short discussion, a rollcall vote was made and the motion carried with **17 in favor and 0 opposed.**

The second motion was then presented by Rep. Tatro and seconded by Rep. Berch as follows;

Motion Re: Total Amended budget for 2019

To amend the 2019 budget to the amount of \$51,690,418.

Upon rollcall vote the motion carries 17 in favor and 0 opposed.

The third motion was then presented by Rep. Mann and was seconded by Rep. Meader concerning the negotiations for the leasing of land to Eversource for a Clean Energy Transformation project in Westmoreland.

Motion Re: Eversource Land Lease Clean Energy Transformation Project

Motion to approve the negotiation of leasing County land off River Road in the Town of Westmoreland to Eversource for an initial period of 25 years from the commencement date with 2 successive 10-year extensions for the purpose of the Westmoreland Clean Energy Transformation Project. And to authorize the County Commissioners to direct the County Administrator to negotiate the lease language with the lessee and execute any and all necessary documents.

A clarifying question was asked my Rep. Abbott that the approval is for negotiation of the lease not its approval. The response was that is only for the negotiation of the lease and the results will be presented to the Delegation at a later time.

Upon rollcall vote the motion carries with 17 in favor and 0 opposed.

A motion to authorize the County Administrator to enter discussions with the State for the continuation of the lease for the new court house and to determine the feasibility of purchasing the building was made by Rep. Parkhurst and seconded by Rep. Faulkner.

Motion Re: 33 Winter Street New Court House

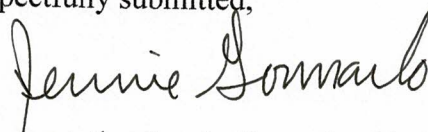
Motion to support the purchase of the Cheshire County Superior Court House located at 33 Winter Street Keene, NH. And, to authorize the County Commissioners to direct the County Administrator to work with the State of NH in continuing the current lease of said building in order to make final recommendation to purchase the building and vote on a bond at a special public hearing at a future date to be determined.

Upon rollcall vote the motion carries 17 in favor and 0 opposed.

Steve Horton the Owner Representative for Maplewood reconstruction project was then recognized and he presented an update on the project and said that thus far everything is both on time and on budget and that the overall work is approximately 50% complete. He said that the move into the new wing should occur in December of this year if the schedule is maintained. He then said that the Bio Mass boiler is currently being installed and the new propane boilers are up and running and supplying domestic hot water to the buildings. He also said that the old steam boilers are now shut down and being removed in the next few days. He then discussed the installation of the two new generators that will provide full building backup power for the new facility.

At 7:37PM, there being no further business coming before the Delegation, Representative Eaton asked for a voice vote on adjournment which passed unanimously and the meeting was adjourned.

Respectfully submitted,

A handwritten signature in cursive script, reading "Jennie Gomarlo".

Representative Jennie Gomarlo, Clerk

**Minutes of the
Cheshire County Delegation
November 18, 2019
County Hall Building
Delegation Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chair Dan Eaton, John Hunt, David Meader, Bruce Tatro, Richard Ames, Paul Berch, John Mann, Michael Abbott, John Bordenet, Cathryn Harvey, Barry Faulkner, David Morrill, William Pearson, Lucy Weber, Sandy Swinburne, Jennie Gomarlo and Donovan Fenton.

Absent: Representatives; H. A. L. Parkhurst, Douglas Ley, John O'Day, Joe Schapiro, Craig Thompson, and Sparky Von Plinsky

Guests:

The Public Hearing was called to order at 7:02PM by the Delegation Chairman, Representative Eaton for the purpose of a PUBLIC HEARING to receive public comment regarding the issuance of bonds not to exceed \$6,950,000 pursuant to the provisions of RSA's 28 and 33 to finance the costs associated with the purchase of the building occupied by the State Court System located at 33 Winter Street, Keene, NH and to review the proposal regarding the same.

Rep. Eaton then recognized Administrator Coates for the purpose of presenting the overview of the project and to explain the due-diligence process that was utilized in the vetting of the physical plant, as well as the legal and financial aspects of the proposed purchase.

Coates presented and spoke to the following slides:

Building:

- City of Keene Appraisal: **\$6,792,600**
- Meetings with current owner – Monadnock Economic Development (MEDC) to review financing structure, costs and operational issues.
- Toured Building Multiple Times – With MEDC staff and met with staff and judges.
- Met with MEDC Owner's Representative, Steve Horton who stated that the building was a value engineered "Green Building" building and it is well built, but not over built, resulting in lower maintenance and capital repair costs.
- Hired independent Owner Representative Consultant Jason Bafundi to inspect and prepare a purchase condition report.
- County Safety Officer and Joint Loss Committee inspected building on November 15th with items needing correction noted.
- Vendor building maintenance contracts will remain in effect. Costs covered by lease, no additional personnel required initially.
- Questions?

Legal:

- Received letter from Office of Department of Administrative Services notifying us of the State's intention NOT to exercise its option to purchase 33 Winter Street.
- Consulted with State of NH Bureau of Court Facilities on contract terms, assignment and contract 5-year extensions.

- ## Finance:

33 Winter Street Purchase Option Estimated 20 Year Bond Schedule \$ 6,950,000.00 3.000%					11/18/2019			
Year	Principal	Interest	Princ Balance	Total Annual Debt	Revenue Lease Payments	Facility Expense w/ 3% growth	Net Income	Variance to Bond Debt
2020		\$ 99,616.67	\$ 6,950,000.00	\$ 99,616.67	\$ 589,647.89	\$ (130,836.00)	\$ 458,811.89	\$ 359,195.22
2021	\$ 350,000.00	\$ 203,250.00	\$ 6,950,000.00	\$ 553,250.00	\$ 607,337.33	\$ (146,787.36)	\$ 460,549.97	\$ (92,700.03)
2022	\$ 350,000.00	\$ 192,750.00	\$ 6,600,000.00	\$ 542,750.00	\$ 625,557.45	\$ (151,190.98)	\$ 474,366.47	\$ (68,383.53)
2023	\$ 350,000.00	\$ 182,250.00	\$ 6,250,000.00	\$ 532,250.00	\$ 644,324.17	\$ (155,726.71)	\$ 488,597.46	\$ (43,652.54)
2024	\$ 350,000.00	\$ 171,750.00	\$ 5,900,000.00	\$ 521,750.00	\$ 663,653.89	\$ (160,398.51)	\$ 503,255.38	\$ (18,494.62)
2025	\$ 350,000.00	\$ 161,250.00	\$ 5,550,000.00	\$ 511,250.00	\$ 683,563.51	\$ (165,210.47)	\$ 518,353.04	\$ 7,103.04
2026	\$ 350,000.00	\$ 150,750.00	\$ 5,200,000.00	\$ 500,750.00	\$ 704,070.42	\$ (170,166.78)	\$ 533,903.64	\$ 33,153.64
2027	\$ 350,000.00	\$ 140,250.00	\$ 4,850,000.00	\$ 490,250.00	\$ 725,192.53	\$ (175,271.78)	\$ 549,920.74	\$ 59,670.74
2028	\$ 350,000.00	\$ 129,750.00	\$ 4,500,000.00	\$ 479,750.00	\$ 756,124.29	\$ (180,529.94)	\$ 575,594.35	\$ 95,844.35
2029	\$ 350,000.00	\$ 119,250.00	\$ 4,150,000.00	\$ 469,250.00	\$ 778,808.05	\$ (185,945.84)	\$ 592,862.21	\$ 123,612.21
2030	\$ 350,000.00	\$ 108,750.00	\$ 3,800,000.00	\$ 458,750.00	\$ 802,172.34	\$ (191,524.21)	\$ 610,648.13	\$ 151,898.13
2031	\$ 345,000.00	\$ 98,325.00	\$ 3,450,000.00	\$ 443,325.00	\$ 826,237.53	\$ (197,269.94)	\$ 628,967.59	\$ 185,642.59
2032	\$ 345,000.00	\$ 87,975.00	\$ 3,105,000.00	\$ 432,975.00	\$ 851,024.66	\$ (203,188.04)	\$ 647,836.62	\$ 214,861.62
2033	\$ 345,000.00	\$ 77,625.00	\$ 2,760,000.00	\$ 422,625.00	\$ 876,555.40	\$ (209,283.68)	\$ 667,271.72	\$ 244,646.72
2034	\$ 345,000.00	\$ 67,275.00	\$ 2,415,000.00	\$ 412,275.00	\$ 902,852.06	\$ (215,562.19)	\$ 687,289.87	\$ 275,014.87
2035	\$ 345,000.00	\$ 56,925.00	\$ 2,070,000.00	\$ 401,925.00	\$ 929,937.62	\$ (222,029.05)	\$ 707,908.57	\$ 305,983.57
2036	\$ 345,000.00	\$ 46,575.00	\$ 1,725,000.00	\$ 391,575.00	\$ 957,835.75	\$ (228,689.92)	\$ 729,145.83	\$ 337,570.83
2037	\$ 345,000.00	\$ 36,225.00	\$ 1,380,000.00	\$ 381,225.00	\$ 957,835.75	\$ (235,550.62)	\$ 722,285.13	\$ 341,060.13
2038	\$ 345,000.00	\$ 25,875.00	\$ 1,035,000.00	\$ 370,875.00	\$ 957,835.75	\$ (242,617.14)	\$ 715,218.61	\$ 344,343.61
2039	\$ 345,000.00	\$ 15,525.00	\$ 690,000.00	\$ 360,525.00	\$ 957,835.75	\$ (249,895.65)	\$ 707,940.10	\$ 347,415.10
2040	\$ 345,000.00	\$ 5,175.00	\$ 345,000.00	\$ 350,175.00	\$ 957,835.75	\$ (257,392.52)	\$ 700,443.23	\$ 350,268.23
	\$ 6,950,000.00	\$ 2,177,116.67		\$ 9,127,116.67				
* first year Revenue and Expenses are for 11 months as County would assume Lease in February, 2020								
*first year Principal Payment on Bond will be in January 2021								

At the conclusion of Coates presentation, a question was asked concerning why would the County want to own the Courthouse.

Rep. Eaton responded by saying that the County provided the land that the New Courthouse was built on and because the funding vehicle for the construction of the building involves the use of New Market Tax Credits that requires the building to be sold by MEDC after seven years, 33 Winter Street must now must be sold to either the State of NH who has the first purchase option and has decided not to exercise their option, the County who has the second purchase option and who has a credit of \$750,000 that reflects the value of the land that was provided for the project, or lastly, if the County chose not to purchase the building it could be sold into the commercial markets as an investment.

It was pointed out that the County has chosen to resume its duties as a landlord which it previously held for many years prior to the construction of the new building. It was discussed that the current lease will run until 2028 and that there are already in place two (2) five-year extensions that will enable the bond to paid off in full without any further extensions of the lease.

At 7:15PM there being no further questions or discussion Rep. Eaton closed the public meeting.

At 7:16PM Rep. Eaton opened the Delegation meeting for the purpose of discussing and voting on the State court house purchase bond which would authorize the appropriation of a sum not to exceed \$6,950,000 and to vote to issue bonds not to exceed \$6,950,000 pursuant to the provisions of RSA's 28 and 33 to finance the costs associated with the purchase of the building occupied by the State Court System located at 33 Winter Street, Keene NH.

Rep Hunt was recognized and spoke to calls and communications that he has been receiving from his constituents complaining about the impact of the bonds that County has taken out over the past 10 years on county taxes. The two bonds in question were the \$36 million bond for the reconstruction of the Maplewood Nursing Home 2017 and the bond for the Department of Corrections in 2007.

Hunt said that even though everyone knew that at the end of the seven-year funding period it was well known that the County would purchase the property he said advised against starting any further large projects that would require the issuance of bonds.

Rep. Faulkner then spoke and said he supported the acquisition and that the way the bond was constructed there would be little to no impact on taxes for at least the first two years, perhaps a small impact for years three through five, and then in year six or seven on the cash flow would be positive potentially offering the opportunity to reduce taxes from that point forward.

Rep. McVitty-Weber then asked a number of questions concerning the overall budget and the impact of the bond and also reiterated Rep. Faulkner's point that the tax impact for all years is offset by the first year's surplus if the rate is 3% and negligible at 3.5%.

Rep. Pearson spoke in support of the motion and said that even though the amount sought isn't a "drop-in-the-bucket" the bond is needed to implement the project and it will bring revenue into the County. He also cited the cost for educational support in towns as largest cost of local taxes and pointed out that the State has not fulfilled any of the promises to properly fund education from the state level.

Rep. Faulkner then spoke again and stated that County will be in the position of having the State Courts pay for the building instead of the local taxpayers.

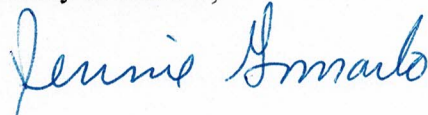
At 7:28PM there being no further questions or comments Rep. Tatro “Moved to raise and appropriate a sum not to exceed Six Million Nine Hundred Fifty Thousand Dollars (\$6,950,000) to finance the costs associated with the purchase of the building occupied by the State Court System located at 33 Winter Street, Keene, NH. Such sum to be raised through the issuance of bonds or notes pursuant to the provisions of NH RSA’s 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. Berch.

Upon rollcall vote the motion carries with 17 in favor and 0 opposed.

At 7:32PM, there being no further business to come before the Delegation, Representative Eaton asked for a voice vote on adjournment which passed unanimously and the meeting was adjourned.

Respectfully submitted,



Representative Jennie Gomarlo, Clerk

**Minutes of the
Cheshire County Delegation Meeting
December 9, 2019
County Hall Building
Commissioners Conference Room
12 Court Street, Keene, NH 03431**

Present: Chair Dan Eaton, John Hunt, David Meader, Bruce Tatro, Richard Ames, H. A. L. Parkhurst, John Mann, Michael Abbott, Cathryn Harvey, Douglas Ley, David Morrill, William Pearson, Sandy Swinburne, Jennie Gomarolo, Joe Schapiro, Sparky Von Plinsky, and Donovan Fenton.

Absent: Representatives; Lucy Weber, Paul Berch, John Bordenet, Barry Faulkner, John O'Day, and Craig Thompson

Guests: Steve Horton, Owners Representative, Cheshire County Maplewood Reconstruction Project.

The Cheshire County Delegation meeting was called to order at 7:03PM by the Delegation Chairman, Representative Eaton and read the following:

The Cheshire County Delegation will meet on Monday December 9, 2019, 7:00 PM, in the Delegation Meeting Room of the County Hall Building, 12 Court Street, Keene, NH. The purpose of this meeting is for the following;

1. To receive public comment and to review the Cheshire County Commissioners' proposed budget for 2020.
2. To receive an update on the reconstruction of the Maplewood Nursing Home
3. To address any other matters that may come before the Delegation

Commissioner Weed was then recognized and spoke to the Commissioner's budget letter that was previously sent to the delegation. He said that the taxes to be raised is 2.89% from the Commissioners. He said that approximately \$490K was salary and wages. In addition, the cost of \$146K was due to the cost of medical insurance. He said there was excellent work due by the staff and Commissioners in find cuts and additional revenues. He said that he is aware of some interest in the small increase in outside agencies but it is a function of the County to care for its sick and indigent. He said the review by the Executive Committee will begin in January as usual.

The Delegation asked a few questions concerning Medicaid payments that the County makes to the state for all County residents whether they live in the County or elsewhere.

Steve Horton was then recognized to discuss the Maplewood updates. He showed a number of pictures that had been taken in the morning showing the nearly completed rooms in the building. He discussed the room configurations and the bathrooms.

Horton said that is anticipated that on or about January 13th, the first residents will move from the old building to the new building. The first half of the old building will begin to be renovated and it'll take year to fully renovate the entire old building. He said that thus far the project is under budget and it is anticipated that the project could be finished slightly ahead of schedule.

The Delegation asked a number of questions and it was discussed that the project overall is on-time and on-budget. Horton said that the project is about 63% percent completed.

Dick Ames asked a question about the census levels and was answered by Administrator Kindopp who said that 125 residents are accommodated now, and 127 beds will be utilized during the second phase.

At 7:18PM, there being no further business to come before the Delegation, Representative Eaton asked for a voice vote on adjournment which passed unanimously. The Executive Committee members then adjourned to the Commissioners Conference Room for the scheduled Executive Committee meeting.

Respectfully submitted,

A handwritten signature in blue ink, reading "Jennie Gomarlo". The signature is fluid and cursive, with the first name "Jennie" and last name "Gomarlo" clearly distinguishable.

Representative Jennie Gomarlo, Clerk

**Minutes of the
Cheshire County Delegation Executive Committee Meeting
December 9, 2019
County Hall Building
Commissioners Conference Room
12 Court Street, Keene, NH 03431**

Present: Chair Bruce Tatro, Dan Eaton, John Hunt, David Meader, Michael Abbott, John Bordenet, Cathryn Harvey, Jennie Gomarolo and Sparky Von Plinsky

Absent: Representatives; Paul Berch, John Mann, John Bordenet, and William Pearson

Guests: County Treasurer Terry Clark.

The Cheshire County Delegation Executive Committee meeting was called to order at 7:23PM by the Executive Committee Chairman, Representative Tatro.

Rep. Tatro opened the meeting and recognized Rep. Hunt.

Rep. Hunt then made a *motion to authorize the Treasurer of the County of Cheshire, upon the request of the Cheshire County Board of Commissioners to borrow in anticipation of taxes an amount not to exceed \$23 million dollars for the 2020 budget year, January 1, 2020 to December 31, 2020. The motion was seconded by Rep. Eaton and upon vote the motion passed 8-0.*

Director Trombly was then recognized to conduct the 3rd quarter budget review.

She said that overall the budget is in good shape with both revenue and expenses. A question was asked about not hiring a drug task force deputy position and Trombly said that the person who was planned to assume the position was unable to complete the training satisfactory so the position was unfilled.

The full letter to the Delegation concerning the budget review follows:

To: Cheshire County Executive Committee

From: Sheryl Trombly, Finance Director

Date: December 9, 2019

RE: 3rd quarter 2019 Budget Review

At the end of the third quarter, revenues adjusted for the collection of taxes and timing for the receipt of other revenues have reached 75.12% of the General County budgeted revenues with the Nursing Home having achieved 75.54%. As revenues should be at 75%, this indicates that revenues are running just slightly short for the General County and Nursing Home. The totals combined are under by approximately \$114,000.

At the end of the third quarter, expenses are under budget by approximately \$1,155,000 after adjusting for major items that have not been expended due to timing. Overall county expenses are at 73.20% spent and Maplewood having expended 72.32% of their appropriated budget.

As you review the third 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 17th for 2019.

Page 1 – Grant Reimbursement line items – Federal Grants Reimbursement as well as Non-Federal Grants Reimbursements combined have achieved approximately 59% 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 52% realized as of the third quarter. Funds were allocated for the hiring of a deputy to be designated for the Drug Task Force. As this position has not been filled, much of this shortfall will be covered by payroll expenses as a result of the vacancy for this position. Additionally, the contract for Richmond that was budgeted as of April 1, 2019 did not start until June, 2019.

Page 2 – Overall DOC revenues are running under at 72% received. Federal Inmates revenues are running slightly short of budget projections with the other areas such as work release, electronic monitoring also coming under as of September 30th. The 2019 census is budgeted for 41 Federal Inmates. As of today, the current census is at 42 with an average of 40.

Page 3 – Interest on Investments – This line has already exceeded projections and will likely go over by approximately \$100,000.00. Although interest rates have started to lower, we were able to invest at higher rates for the majority of 2019.

Page 4 – Jaffrey District Court Lease – This budget line is at 6.29% of its projected revenues at the end of the third 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 0.00% 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 third quarter. This budget item specifically offsets certain capital reserve projects. A year end entry will be made to offset the applicable expenses.

Expenses General County

Page 8 – Prosecutor Grant – This budget is at 76.72% spent. This is due to the retirement of a long-term employee of which accrued vacation time was paid out at retirement. As we account for our accrued leave liability in our financials, the entry that is done at year- end will offset some of the overage being recognized in 2019.

Page 19 – Contingency – The contingency line as of September has gone over by \$4,160. One of the largest items posted was \$40,000 paid to Eversource as our contribution towards an overall project of nearly \$280,000 that included the paving of the parking lot as well as receiving new main feeds into 33 West Street. As previously reported, it was known this one single item would put us over the \$50,000 budget. However, we did not feel a budget amendment was needed as Maplewood had a \$40,000

contingency line allocation that has not been used at all for 2019. Additional expenses charged to this contingency include \$5,400 for replacement of the Court House AC unit, \$1,414 to replace the card reader system at the Latchis parking lot (this expense was offset by an insurance claim received from the City of Keene) and \$7,346 for the rebuilding of the emergency generator at the Court House.

Page 20 – General Government – This budget is at 88% spent. This also is due to the retirement of a long-term employee of which accrued vacation time was paid out at retirement. As we account for our accrued leave liability in our financials, the entry that is done at year- end will offset some of the overage being recognized in 2019.

Page 28 – 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. At the end of the 3rd quarter it would appear the budget would go slightly over by year end. However, this budget will level off by year end.

In addition, this budget includes funding for the handy man program. The county is working with Southwest Community Services and other local referral agencies to identify low income individuals that could use alterations to their living conditions that would allow them to continue to live at home with the hopes to keep them out of needing nursing home care. This program is brand new with referrals starting to be made.

Revenues – Maplewood Nursing Home

Page 36- Overall adjusted for timing, Maplewood Nursing Home has achieved 75.54% of the 2019 revenue projections. A census of 130 was budgeted for 2019 and as of September 30th the average census was 123. As you may recall, due to the lower census, an amendment was made in August, 2019 with ProShare Funds to reduce the Nursing Home revenues by approximately \$641,000. This amendment will result in the Nursing Home coming close to hitting revenue projections for 2019.

With the newly amended budget, revenues are currently falling slightly short by \$69,000.

Expenses – Maplewood Nursing Home

Page 37-53 – Maplewood Departments – Overall expenses for Maplewood are at 72.32% expended (adjusted for timing). This equates to expenses being under budget by approximately \$589,000.

As you review the nursing home departments you will find that nearly all are well within or well under budgeted expenses.

The Administration budget on page 40 which accounts for the 5.5% Bed Tax paid on all Nursing Home revenues is currently at 79% expended. This current overage is based on the timing of the bed tax payments as well as the excess bed tax paid on the higher Pro Share funds received. This department will level off and come in on budget by year-end.

Furthermore, there are certain line items in the nursing budget that are considerably over budget such as contracted nursing registry lines for RN's and LPN's and LNA's. Due to the shortage of nurses and LNA's, we have had to rely more heavily on contracted agency nursing services to provide additional staffing. However even with the support of the outside agencies there is still a shortfall of

nurses and LNA's. The overages on these particular line items are more than covered by the shortfall on actual payroll lines where staff wages are not being expended.

As previously reported, we continue to put a great deal of effort in being creative to find ways to be competitive in recruiting and retaining nurses as well as other support staff at the nursing home. Maplewood has hosted several LNA classes that have been successful in the career development for some of our own staff in order to help obtain their LNA. Although this is a slow process, it is just one of the continued efforts being made to address the shortage being faced.

There will be a meeting of the Executive Committee on Monday December 9, 2019 immediately following the 7:00pm Delegation meeting at County Hall, 12, Court Street to review this report as well as to receive the 2020 budget packets and establish the Executive Committee Budget review schedule.

Following further questions and review, and the Executive Committee voted unanimously to accept the 3rd quarter finance report as informational.

A discussion of reviewing the various departments budgets began and Rep. Eaton spoke to the past practice of reviewing outside agencies and suggested moving the outside agencies to the beginning of the review schedule. The changing of the review dates was covered and Trombly will send out a new meeting schedule that moves the outside agencies to the first week so that they can attempt to go to the towns for further funding if needed.

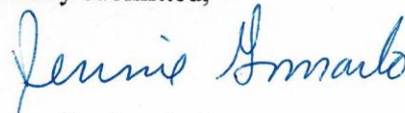
County Administrator Coates was then recognized and he discussed the funding of an upgraded facilities position for the Keene campus. He said that the position was planned to assumed by an internal candidate but that plan was not able to executed. He said that the amount of square feet of office space with the acquisition of the new building at 33 Winter Street will exceed 107,000 square feet which is larger than the Department of Corrections facility and that the Keene campus now needs a full-time Facilities Director as the other County campuses already have. He said that because this position will also have daily maintenance duties the recent retirement of facilities staff member will not require an additional FTE position. He said that he anticipates that the net increase in salary and department budget will be approximately \$20,000.00.

At the conclusion of Coates presentation Rep. Eaton moved to increase salary for new position hire for the person to fill the Keene Facilities Manager and was seconded by Sparky Von Plinsky.

Following discussion and question a vote as taken and the motion passed unanimously.

At 8:02PM, there being no further business to come before the Executive Committee of the Delegation, Representative Eaton asked for a voice vote on adjournment which passed unanimously and the meeting was adjourned.

Respectfully submitted,



Representative Jennie Gomarolo, Clerk