

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday August 2, 2017 09:30AM**  
**County Hall Building**  
**Commissioners Conference Room**  
**12 Court Street**  
**Keene, NH 03431**

PRESENT: Commissioners Peter Graves, and Joseph Cartwright, and Commissioner Weed

STAFF: Finance Director Trombly, Conservation District Manager Littleton, and Assistant County Administrator (ACA) Bouchard.

GUESTS:

At 9:30AM the meeting opened and the Chair recognized District Manager Littleton who discussed Master Agenda Item #513: Semi-Annual Report — Conservation District.

Littleton said that everything was going very well this year and that a number of grants have been submitted. One of the grants is for no-till vegetable equipment which aids farmers during dry periods and droughts and she said that one farm in particular has had excellent success using similar equipment. She also said that the other soil health programs being run by the district are being well received and utilized.

She then said that the water quality and pollinator programs are once again underway and a new culvert program is being studied for Winchester now that the project in Swanzey on Hale Hill road is complete.

She went on to say that the Monadnock Menu program will continue and it has been very successful in the last few years, so much so that it no longer requires grant support. She said that a company called Food Connects out of Brattleboro will be assuming the operation of the program without grant funding.

The success of the Monadnock Food in Keene was discussed and other food coop's in the area were also covered.

Littleton discussed that pollinator surveys are being conducted for the third year and the results are used to determine the health of the pollinator eco system in the region. She then related that a pending grant to study no-spray and other organic methods for vegetable growth that balances soil health and the use of herbicides is being sought by the district.

The Maplewood Gardens project with Antioch was reviewed and Littleton said that the program has been going great and has been providing over 2,000 pounds of food to the local community kitchens and food banks for the past few years.

The use of the farm garage by the Conservation District to store equipment was discussed as well as two upcoming events; the September Fall Conservation Tour on September 21<sup>st</sup> and on November 2<sup>nd</sup> the Annual Conservation District Meeting and banquet will be held at the Marriott in Keene.

The Commissioners thanked Littleton for her report and recognized Director Trombly who presented Master Agenda Item #512: Mid-Year Budget Report Out - Trombly handed out the mid-year budget review documents and discussed the letter and package going out to the Delegation Executive committee.

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To: Cheshire County Executive Committee  
From: Sheryl Trombly, Finance Director  
Date: August 1, 2017  
RE: 2nd quarter 2017 Budget Review

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.

At the end of the second quarter, expenses are under budget by approximately \$330,000 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 1e 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.

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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 yearend.

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.

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.

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Page 33 — 34 — County Received Grants and Drug Court are both running under budget as of June 30<sup>th</sup>. 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.

Trombly then said that there will be a meeting on Monday August 7, 2017 at 10:00am of the Executive Committee at County Hall, 12, Court Street to receive this report as well as to make recommendation to amend the 2017 budget for the receipt of Pro Share Funds.

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.

Bouchard was then recognized for the Administrator's Weekly Operations report.

Bouchard reminded the Commissioner of the upcoming Delegation Executive Committee Meeting on Monday August 7<sup>th</sup> at 10:00AM and the full Delegation Mid-Year Budget review meeting on Monday August 14<sup>th</sup> at 7:00PM.

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He then said that on August 16th a Community Development Block Grant (CDBG) Public Hearing will be held at 9:30AM for the pending submittal of a \$500,000.00 grant for the reconstruction of the nursing home. He also said that same day will the last concert in the Summer Concert Series and the Annual Commissioners Cookout will be run from 11:30AM to 1:30PM.

Bouchard then said that the installation of the new Audio / Visual system in Delegation Hall is nearly complete and will be ready for use at the August 14<sup>th</sup> Delegation meeting.

Bouchard then discussed the meeting last week with a second vendor for the potential Bio-Mass installation that is being studied for the nursing home project. He said that the engineering team is reviewing the documents submitted and will respond with an analysis of actual cost to the project.

The hiring of staff for open positions within the county was taken-up and an extended discussion concerning competitive wage and salary concerns began and a number of issues were examined in detail.

At 11:23AM Commissioner Graves left the meeting for a previously scheduled appointment.

New Business: The NHAC County Awards County Commissioners Representative for 2017 was reviewed and it was decided once again this year Commissioner Weed will represent Cheshire County.

New Business: Trustee of the Trust Funds — The establishment a County Trust Fund and the appointment of Trustees was discussed in anticipation of the upcoming funding raising efforts for the campaign to restore the Old Courthouse building. Under NH RSA's the County Treasurer, a Commissioner, and a member of the Delegation make-up the Trust Committee.

**Commissioner Cartwright made a motion to establish a County Trust fund for the purposes of fund raising efforts for the Old Courthouse rehabilitation and for other purposes to comply with NH RSA's and further he nominated Commissioner Weed to be the Commissioners representative to the Trust. Commissioner Weed seconded the motion and upon vote the motion passed with two (2) Yea's.**

The Commissioners then reviewed the weekly Census and reviewed the budget status for federal inmates and the electronic monitoring program.

**The Weekly Manifest was then reviewed and Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**The minutes of July 26, 2017 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

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The Commissioners calendar was then reviewed.

Commissioner Weed related that a discussion of the State and County conversions around managed Medicare and the upcoming meeting to review NH Managed Care services is being scheduled for August 8<sup>th</sup>.

**At 12:13PM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Weed and upon vote the motion passed unanimously.**

Respectfully Submitted,  
C. Weed