

MINUTES
Cheshire County Commissioners Meeting
Wednesday, December 3, 2014 9:30AM
Administration Building'
33 West Street, Keene, NH 03431

PRESENT: Commissioners Pratt, Rogers, and Zerba

STAFF: Administrator Wozmak, Finance Director Trombly, Register of Deeds, Tilton, and Assistant County Administrator (ACA) Bouchard

GUESTS: Jack Dugan, Linda Mangones, and Don McCormick

Chairman Pratt opened the meeting at 9:37AM and recognized MNH Administrator Kindopp who provided the Commissioners with a report on the results of the Food Contract RFP for Maplewood Nursing Home.

Kindopp said that there were four (4) responses to the RFP and all four companies met the requirements of the RFP concerning content, timeliness, and pricing. She said that an extensive analysis was completed on cost and a separate examination on the dietary aspects of the each proposal was completed.

A lengthily discussion of the options of the vendors was covered and the quality of each proposal was reviewed and compared to the other vendors.

Following discussion Commissioner Rogers moved to accept the Maplewood Administrators recommendation and award a three (3) year contract for Dietary services at Maplewood Nursing Home to Glendale Senior Dining of Londonderry, NH who offered the best program at the lowest cost. Commissioner Zerba seconded the motion and upon vote the motion passed unanimously.

The Commissioners complemented Administrator Kindopp for the completeness and thoroughness of her work on the RFP.

Action Item #146 - KEAP (Keene Energy Agriculture Project) \$500,000.00 Community Development Block Grant (CDGB) was taken up for discussion and the Chair recognized Jack Dugan of the Monadnock Economic Development Corporation (MEDC) and Linda Mangones, CDBG Administrator for the Keene Housing Authority, and Donald McCormick, Principal, Local Farms Project and L Keene Energy and Agriculture Project (KEAP).

Dugan explained that the project being presented is a planned one-acre controlled environmental greenhouse and processing center operated on free renewable heat and power resources that will distribute fresh fish and premium local produce to the local markets year around. The project will be located at the Keene landfill and will result in approximately twenty-five (25) new jobs.

Dugan reviewed the overall financing of the project that includes the need for a \$500,000.00 CDBG grant in order to start the project. McCormick presented an overview of the project and its operations and discussed the expected impact for the local community and additional jobs that are being created by the project.

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An extended discussion concerning the cost, operations, projected revenues, and configuration of the project concluded and it was determined that a public meeting would be held on Wednesday, December 17th during the Commissioners weekly meeting for the purpose of discussing the proposed application to the NH Community Development Finance Authority for the CDBG funds that will be needed for the project. The meeting will be at the Maplewood Nursing home at 201 River Road, Westmoreland, NH. A snow date of December 30, 2014 was also selected.

Register of Deeds Tilton then presented her semi-annual report to the Commissioners.

Cheshire County Registry of Deeds – December 3, 2014

We continue to update old books and indexes and continuing to scan old books to free up shelving space. All information scanned is also available to view and print (with account) on line. This reduces the need for the public to find parking and come in to do research. They can search and print from home with account.

We are continuing to scan old grantor/grantee indexes and putting up images of the index pages on line. Previously these were only scanned back to the 1960's – now back available back to 1910.

Continuing to work backwards inputting names for searching – previously available to 1975 and now available to 1973. Very tedious, time consuming and detailed work.

E-recording going well. Considering if we want to add other companies to file their documents directly (not through a middle man) – need to ensure that companies who are e-filing are reliable.

For next year, we will buy 100 binders. Half to be used for documents filed and scanned in 2015 and half to be used to house old books that are scanned.

2015 budget will be level funded, reducing postage line but increasing 'book' line

In the future we may consider purchasing (rather than leasing) a large format scanner to digitally preserve some of the historical data – maps, plans, log books, that we have in the office. While some of the records to be preserved may not considered to be part of the 'official' record, is extremely valuable to the land surveyors and title searchers who use the information within the documents. This project would also involve researching and applying for preservation grants to preserve the records digitally and on microfilm and to determine the feasibility of preserving the original documents as well.

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The Commissioners asked questions concerning the success of the use of the new smaller binders, the conversion of the existing paper documents to digital format, the use of the Deeds accounts funds and operational questions pertaining to personnel and training.

The Commissioners then thanked Tilton for her report and recessed for 15 minutes.

At 10:57AM the meeting resumed and County Administrator Wozmak was recognized for the purpose of providing the Weekly Operations report.

Wozmak said that the Regional Prosecutor's and County Attorney's had completed the move into their new space and that the County would stop paying for the office space on Elm Street used by the Regional Prosecutor's at the end of the month. The anticipated savings is approximately \$13,000.00 a year.

Wozmak then reported that a major plumbing issue had occurred at Maplewood last week and that sixteen (16) residents needed to be temporarily re-located to address the problem.

Finance Director Trombly was then recognized and provided the following Quarterly Finance Report.

RE: 3rd quarter 2014 Budget Review

At the end of the third quarter, revenues adjusted for the tax collection pattern have reached 74.00% of the budgeted revenue projections with the Nursing Home having achieved 77.84%. As revenues should be at 75%, this indicates that revenues are running slightly under for General County and are ahead of expectations for the Nursing Home. The totals combined amounts to an excess of approximately \$111,700.

At the end of the second quarter, expenses are below budget by \$718,100 after adjusting for major items that have not been expended due to timing. Overall county expenses are at 73.69% spent and Maplewood having expended 72.78% of their appropriated budget.

As we progress through the final quarter of 2014, if the current trend continues, the county will continue this surplus at year-end. The 2015 budget proposed by the Commissioners includes the use of \$500,000 in surplus to offset taxes to be raised. However, this amount will be revisited during the Executive Committees budget reviews.

In addition to the summary above, as you review the third quarter reports, the following areas may be of interest:

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Revenues: General County

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 are collected, by statute, on December 17th of each year.

ARRA FMAP are at 0.00% received. This amount was authorized to offset Capital Improvements that will be made to the Old Court House in 2014. A great deal of work is currently underway and funds will be transferred to offset the corresponding expenses.

Registry of Deeds fees have reached 66.83% of the budgeted projections. As of June recorded documents were down from 2013 by approximately 1,500. It is likely this revenue will fall short of budgeted revenue projections by approximately \$50,000.

Federal Inmates revenues have already achieved 94.17% of the 2014 budgeted revenues. The second quarter had seen a steady increase in the number of Federal Inmates with a high of 45. This number is starting to decline but based on current levels and year-to-date revenues already achieve, the projections by end could result in a potential excess of \$225,000.

Jaffrey District Court Lease – This budget line has only achieved 13.53% of its projected revenues. This item will achieve 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.

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.

Expenses General County

Human Resources – This budget is at 79.31% expended. This department oversees the budget item associated with Employees seeking tuition reimbursement. At the end of the third quarter, funds for general county employees exceeded the amount appropriated. The County provides tuition reimbursement up to \$2,700 to qualifying employees. As the County is supportive of educational development that meets the needs of the county we have not limited employees based on budget allocations. If this line item does go over, management identifies other areas that can absorb the overage so that the approval of courses can move forward.

Medical Examiner – This budget is at 81.04% spent. The expenses tracked within this department is based on statute that requires the County to pay for the travel and fees for the Medical Examiners that are called upon for untimely deaths in the county.

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Department of Corrections – Overall this budget has expended 74.90% of their budget appropriation. Although this indicates they are within budget as of September 30, 2014 one area of concern is the propane expense for 2014. As of March 31, 2014 the facility had expended 61% of their 2014 budget. With rates up nearly 50% from 2013 this line item will go over. However other line items such as meals that are running under budget will help to offset the overage.

Revenues – Maplewood Nursing Home

Overall Maplewood Nursing Home has achieved 77.84% of the 2014 revenue projections (adjusted for timing) which calculates to an overage of approximately \$408,000 at the end of the third quarter. A census of 135 was budgeted for 2014 and as of current, the average census is at 138.

Expenses – Maplewood Nursing Home

Maplewood Departments – Overall expenses for Maplewood are at 72.78% expended (adjusted for timing). This equates to expenses being under budget by approximately \$367,000.

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

The Commissioners reviewed the budget documents and asked a number of questions concerning income and expense projections and discussed the upcoming Delegation meeting on December 8th where the budget review will take place.

The Commissioners thanked Director Trombly for her report and began to review the Commissioners Master Item Agenda.

The Weekly Census and the Commissioners Calendar were then reviewed.

The Commissioner's then discussed the swearing in ceremony for the staff and elected officials scheduled for January 7th. It was decided that to accommodate most schedules the ceremony would take place in the afternoon at 3:30PM and would tentatively be held in the renovated County Hall room in the Old Courthouse. Administrator Wozmak and ACA Bouchard will work out the details of the ceremony and keep the Commissioners informed of any changes.

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The Weekly Census was then reviewed.

Commissioner Zerba moved to accept the Weekly Manifest and was seconded by Commissioner Rogers. Upon vote the motion passed unanimously.

The minutes of November 26, 2014 were then reviewed and Commissioner Zerba moved to accept the minutes as amended. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.

At 11:45AM there being no further business to discuss, **Commissioner Zerba moved to adjourn the meeting. The motion seconded by Commissioner Rogers and upon vote the motion passed unanimously.**

Respectfully Submitted,

R. Zerba, Clerk