Grafton County

New Hampshire

Annual Report
Fiscal Year 2016

July 1st, 2015—June 30th, 2016

3855 Dartmouth College Hwy.
North Haverhill, NH 03774

ANNUAL REPORT

OF THE
GRAFTON COUNTY
COMMISSIONERS

TOGETHER WITH THE REPORTS FROM

The

CONSERVATION DISTRICT
COUNTY ATTORNEY
HUMAN RESOURCES
NURSING HOME
SHERIFF'S DEPARTMENT
TREASURER & AUDITORS
UNH COOPERATIVE EXTENSION
CORRECTIONS
ALTERNATIVE SENTENCING
HUMAN SERVICES
REGISTRY OF DEEDS
INFORMATION TECHNOLOGY
DEPARTMENT OF MAINTENANCE

FOR THE FISCAL YEAR COVERING
JULY 1, 2015 ~ JUNE 30, 2016

Dedication of the Annual Report

The Grafton County Commissioners

Districts 1, 2 & 3 have each chosen people whom they feel have made a large impact within the County. It is with great honor that this Annual Report is dedicated to them

Jeff Hastings

Enfield, NH

Nominated By: Commissioner Michael Cryans, Dist. 1

Dave Harkless

Bath, NH

Nominated By: Commissioner Linda Lauer, Dist. 2

Cathy Bentwood

Plymouth, NH

Nominated By: Commissioner Martha Richards, Dist. 3

Jeff Hastings

I designate Jeff Hastings as the recipient of the Fiscal Year 2016 Annual Report Dedication. This honor is especially important as it will cap off individual and group dedications over my 19 years as a Commissioner. Jeff's volunteer work combines two passions of mine: running and helping children.

Jeff is an Upper Valley native, a graduate of Hanover High School. He left to attend Williams College and was recognized as an outstanding ski jumper and went on to place 4th in the 1984 Winter Olympics in Sarajevo in the 90 –meter jump. Jeff is married to Kathy; they have three children.

In 2016 Jeff had a wonderful idea to start a road race to help the children at CHaD and their families. The first year they raised $100,000.00, and 10 years later they raised $745,000.00. The total raised over the first 10 years has been $ 4,265,000.00. So many sick children have been helped by Jeff and the many volunteers who take part annually in the CHaD races.

One of the interesting twists of the race is the "Super Hero Costumes." Many of the participants dress as their favorite super hero. In 2009 the racers who dressed up as a super hero set a Guinness World Record and broke the record the next year with more participants.

I am proud and honored to designate Jeff as my honoree and I know the success this event has had will only grow over the years to come.

Dave Harkless

District 2 Commissioner Linda Lauer is pleased to recognize Littleton's Dave Harkless. Dave has donated his time and skills to helping the area's residents stay active and fit throughout his two decades of volunteer work. Dave earned a culinary degree from Johnson & Wales University in Rhode Island and began a successful career as a chef at various restaurants in Maine and New Hampshire. While working at a restaurant in Lincoln, he took on a part-time job at the Lahout's Ski Shop in Lincoln, where he learned how to assemble, fix, ride, and race bikes and learned that he preferred working with bicycles and being outdoors to cooking. In 1992, he was hired into a part-time position at the Littleton Bicycle Shoppe. In 2004, Dave bought the business and renamed it Littleton Bike and Fitness.

Dave's volunteer work started as soon as he moved to Littleton. He assisted with existing local bike clubs: The White Mountain Velos (for skinny tire bikes) and The Littleton Land Sharks (for mountain bikes), and added a fat biking club in the winter months so that biking enthusiasts could enjoy cycling all year. He built his own trail groomer, prepared trails and led weekly group rides. Not content with simply running his own shop and working with cycling clubs, Dave also began going to area schools in Littleton, Whitefield, Woodsville, and Haverhill each year to teach children in grades K-6 the "A B C's" of bike safety. He also started a Paddle Board Club for those who prefer activities on the water.

Dave has been an integral part of Littleton's growth as a North Country destination. He volunteers to organize the annual Summer Sidewalk Sale in Littleton for the Chamber of Commerce. In addition, Dave organizes the Gathering of the Jack O'Lanterns Halloween Celebration, which he started in 2011 by using Facebook

to ask friends and neighbors to help him carve and put out pumpkins along the Ammonoosuc River to decorate the area between his shop and the covered bridge. The event immediately caught on and now involves "carving parties," a scary Haunted Trail, Fire Dancers, and Trick or Treating along Main Street.

Dave's most recent project is the reopening of the Mount Eustis Ski Hill, which came back to life in 2015 after being closed since 1979. The hill had been abandoned and needed a new warming hut as well as a new tow system and lighting. Dave helped to spearhead a successful community effort to get the hill back up and running, and continues to work on Phase II plans to expand the skiable terrain and relocate a temporary snowmobile trail in 2017. Thanks to the effort of Dave and the rest of the volunteers, community members now have a very affordable option for skiing and snowboarding.

The Grafton County Commissioners would like to express their sincere congratulations and thank you to Dave for all that he has done to make his community a better place for all of us to live, work and play.

Cathy Bentwood

When anyone asks who in Plymouth can help with a problem of almost any kind, the name Cathy Bentwood is given. In the thirty-six years that I have known Cathy there is seemingly no project too daunting, too big, too expensive, or even too crazy that she would not at least attempt to work on till its completion or if she accepted the notion it could not be done!

From tirelessly and selflessly giving of herself, her personal resources, her medical and professional expertise, her fierce passion that shows through clearly, and a huge success rate with her many projects over the years, Cathy stands out as an exemplary citizen of Grafton County. She has had a great impact on NH Peace Action, the local Community Family fun Fair, the Plymouth Regional Free Clinic, a former CASA volunteer, as a foster parent to dozens of children, and now especially her work and constant advocacy of the Bridge House Shelter in Plymouth. The shelter was built in 2005 with primarily a CDBG grant and has 20+ beds for individuals and families. Having taken over this program when it needed strict adherence to guidelines for resident behaviors, she has turned this home for the homeless into a beacon of hope for the families and individuals who suddenly find their lives turned upside down for a variety of reasons. She has welcomed in homeless veterans in a geographic region that has few programs for this group. Cathy established the Vet to Vet peer counseling and educational meetings, has established local relationships with medical and dental services for these homeless vets, gets many of them employed and into a home of their own – with her vow to end veteran homelessness the list is endless of the advocacy she has set up to help the veterans get back on their feet. She is always writing grants, seeking support from individuals and community businesses to help supplement the required minimal payments from the residents, and she even asserts

her culinary skills by getting vegetable donations from the Grafton County Farm! Helping the residents find self-worth, deal with substance abuse, and develop skills towards independence and transition to permanent homes is her constant pursuit.

Cathy doesn't see her work ending but works towards that goal to end homelessness and despair that so many people sometimes experience in their lifetime. Meeting Cathy and her team of dedicated Shelter employees often brings that ray of hope to someone who felt their life had no hope. We are indeed fortunate to have Cathy Bentwood in our midst sharing her skills, passion, and heart-filled devotion with so many in need to help make them whole again.

Thank you, Cathy, for changing the lives of so many people in your special way!

Grafton County

A Year of Important Events in Pictures

Pumpkin Day

Grafton County had its annual Pumpkin Day on October 14th 2015. Students from Woodsville Elementary School arrived at the farm where they were met by Farm Manager Donnie Kimball and taken on a tour of the piggery and cow barn. The students were then taken to the pumpkin patch where they could pick out any pumpkin they wanted. Two hay wagons were provided for the kids, their teachers, parents and other volunteers to ride down to the field on. We lucked out with perfect weather and a good time was had by all.

New Hampshire Association of Counties Award Winners

Shelly Golden was awarded the County Employee of the Year.

Pictured L to R: Alternative Sentencing Director Lucille Amero, Commissioners Martha Richards, Michael Cryans, Shelly Golden and Commissioner Linda Lauer

Craig Labore was awarded the Nursing Home Administrator of the Year and Yvonne Clark was awarded Nursing Home Employee of the Year. Pictured L to R: Commissioners Martha Richards, Michael Cryans, Nursing Home Administrator Craig Labore, Assistant Director of Nursing Yvonne Clark and Commissioner Linda Lauer

New Hampshire Association of Counties Award Winners (continued)

Recipient of Last Years Annual Report

The County Team Award was presented to the Employees from the Nursing Home and Administration Building for their hard work and dedication throughout the renovation and construction project at the nursing home. The employees were also the recipients of the Fiscal Year 2015 Annual Report dedication.

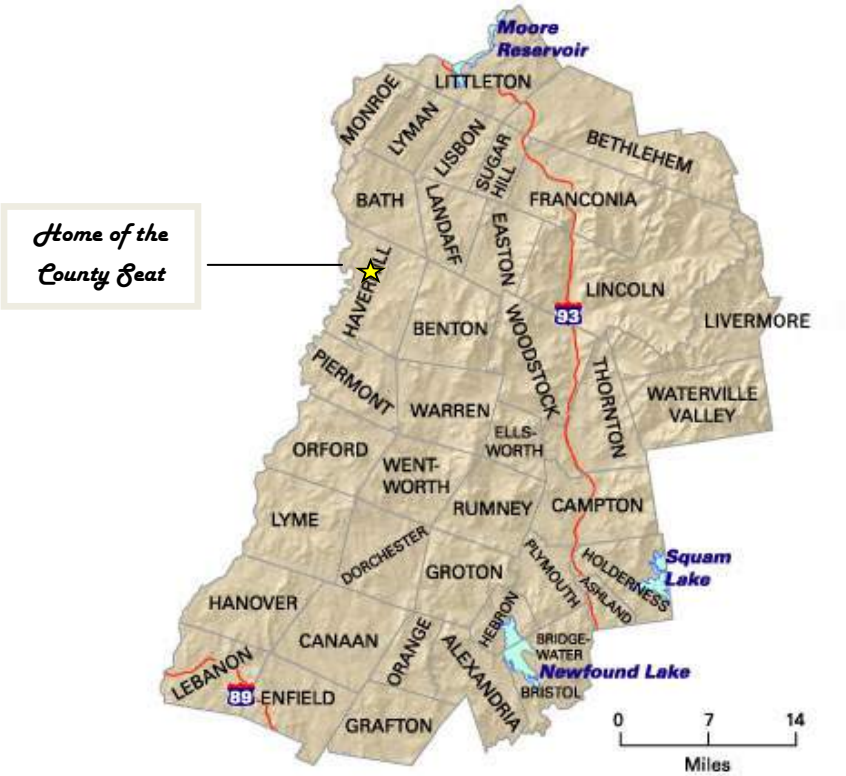
"Coming together is the beginning; keeping it together is progress; working together is success."

In September of 2006, Grafton County introduced the Prescription Discount Card for all Grafton County Residents. The card can be used for Prescription medications by any resident who does not have any prescription coverage and is accepted at most all the pharmacies in the area including Vermont. The card is NO cost, No enrollment benefit that can also be used for pet medications that are purchased at a participating pharmacy.

Cards can be found at your local town hall, pharmacy or by calling the County at 603-787-6941. A card will be sent to you that day.

TABLE OF CONTENTS

Commissioners' Report	1-6
Grafton County Elected & Appointed Officials	7
Grafton County Delegation	8
Grafton County Budget (Expenditures)	9
Grafton County Budget (Revenue)	10
Delegation Expenses	11
Grafton County Organizational Chart	12
Reports from the Departments	13
Treasurer's Report	14
Grafton County Attorney's Office– Report	15-17
Grafton County Sheriff's Department– Report	18-19
Human Services Report & Expenses by Town	20-21
Human Resources Report & Statistical Report	22-24
Registry of Deeds Report	25-28
Information Technology Report	29-31
Maintenance Report	32-36
UNH Cooperative Extension Report	37-39
Nursing Home Report	40-42
Department of Corrections Report	43-44
Alternative Sentencing Report	45-46
Conservation District Report	47-50
Farm Report	51
Delegation & Executive Committee Minutes	52-114
Auditor's Report	



Towns in Commissioners' Districts

1.) Enfield, Hanover and the City of Lebanon

2.) Bath, Benton, Bethlehem, Easton, Franconia, Haverhill, Landaff, Lincoln, Lisbon, Littleton, Lyman, Lyme, Monroe, Orford, Piermont, Sugar Hill, Thornton, Waterville Valley and Woodstock

3.) Alexandria, Ashland, Bridgewater, Bristol, Campton, Canaan, Dorchester, Ellsworth, Grafton, Groton, Hebron, Holderness, Orange, Plymouth, Rumney, Warren, and Wentworth

COMMISSIONERS' REPORT
FISCAL YEAR 2016

We are pleased to present the following reports and financial statements for the period of July 01, 2015 – June 30, 2016. We share these reports with you, the people of Grafton County, so that you may have a better understanding of your County Government.

Financially, Grafton County finished fiscal year 2016 with a reduction in our fund balance. This is attributable primarily to the nursing home project taking far longer than planned, reduction in census and again using $3M from fund balance for a funding source. The total revenue received for the fiscal year was $37,994,002. The total expended was $39,524,458 with $22,372,127 being raised in County taxes.

The budget process for FY 2017 was extremely challenging. The FY 2017 budget saw a slight 1.47% increase in expenditures with the total budget being $40,944,190. The total amount to be raised by taxes for the year is $23,985,629, an increase of 7.21% from the previous year. The budget was held at near- level funding in all departments. The reason for the increase in the amount to be raised by taxes was a reduction in the county's reserve level due to paying for the life safety renovation projection from fund balance as opposed to borrowing the funds and using $3M to offset taxes as a funding source again this year. There were no new positions included in the FY 17 budget.

The Human Service budget is comprised of funds that the county is statutorily obligated to pay to the State of NH for long term care and home and community based care services for the elderly who are eligible in the county. Our obligation is set by a cap that is established by the State of NH and then each county pays a percentage of the cap based on their elderly population. In fiscal year 2017 Grafton's share of that cap is $6,852,187, which is a decrease of $134,188 from fiscal year 2016.

There was a 1.40% cost-of-living adjustment for employees. Due to the growing cost of health insurance the county switched insurance providers for fiscal year 2017; by doing so the county was able to keep the amount spent on health insurance stable with last year's expenses.

Fiscal Year 2016 saw a continued savings from the Woodchip Biomass Heating system for the Complex. The plant is used for heating in the majority of our buildings with the only large building not utilizing the system being the Correctional facility, which is heated and cooled with a geothermal system that was put in at the time of construction. All the domestic hot water needs for the Correctional facility come from the biomass plant. We are very happy that we are consuming less fossil fuel and saving money at the same time!

During fiscal year 2016 the county had two (2) members of the management team depart their positions. In March, 2016 Lucille Amero, the Alternative Sentencing Director, decided to return to her true passion of helping people with substance abuse issues and transferred to the Department of Corrections as the Substance Abuse Counselor. Good luck to Lucille in her new role! Bill Gilding was hired in May, 2016 as the new Alternative Sentencing Director. Bill comes to the county after a long career with the Vermont Department of Corrections.

In May, 2016 Human Resource Director Donna Cramer resigned from her position for a new adventure out west. We wish Donna well in her new endeavors! Long time Grafton County HR employee, Karen Clough was appointed to the position of HR Director.

The Commissioners wish both Bill and Karen well in their new positions!

Grafton County continues to participate in the NACO (National Association of Counties) prescription drug discount program that is sponsored by CareMark. This valuable program is at no cost to the County or to the citizens. This program can reduce the cost of prescription drugs by up to 20%. Since the inception of the

prescription drug program in September 2006, Grafton County citizens have saved a total of $768,657.79. Getting enrolled in the program is simple and free – just place a call to the Commissioners' Office at (603) 787-6941 and request a card. The only information needed is your name and address and we will mail you a card. These cards are also available at many participating pharmacies in Grafton County.

The NH Association of Counties Annual Conference was held at the Mount Washington Hotel on November 2 & 3, 2015. During the conference, Nursing Home Assistant Director of Nursing, Yvonne Clark, was recognized as the County Nursing Home Employee of the Year; Mental Health Court Coordinator, Shelly Golden, was recognized as the County Employee of the Year; Nursing Home Administrator, Craig Labore ,was recognized as the Nursing Home Administrator of the Year and the employees of the Nursing Home and Administration building were recognized as the County Team of the Year, for all of their endurance during the life safety project at the nursing home. Congratulations to all on a job well done - we are very proud of you!

As was reported in the 2015 Annual Report, the largest undertaking during fiscal year 2015 that continued well into fiscal year 2016, was the renovations in the 1969 building of the Nursing Home. At the end of fiscal year 2015 only the first floor renovations had been completed. The project began in November 2014 and was scheduled for 4 - 6 months. The second floor of the '69 building renovations was completed much quicker than the first floor and were finished by mid-September. The nursing home residents were all moved back into the building on September 30, 2015 after spending eleven (11) months residing in the Administration building. In early November the departments in the Administration building that had been dislocated were moved back into their offices.

The disruptions to everyone's daily work routines were tremendous and our employees rose to the challenges and made the impossible possible. We can't thank our employees enough for enduring this and continuing to do their jobs to the best of their abilities.

As your County Commissioners, our mission and focus continues to be to provide the best quality services to the residents of Grafton County while trying to balance that with a stable tax rate. This was exceptionally challenging this year due to the reduction in reserves and having less funds to use to reduce taxes. We were extremely pleased with the work of our department heads this year who brought forward budget requests that were mostly level funded from fiscal year 2015; this is not an easy feat considering the number of employees that we employ and that cost of doing business continues to rise.

The Commissioners hold regular weekly meetings on Tuesdays at 9:00 AM, at the County Administrative Building at 3855 Dartmouth College Highway in North Haverhill, with periodic tours of the Nursing Home, Department of Corrections, County Farm and Courthouse. We also attend meetings of the Grafton County Executive Committee. All meetings are public. Please call the Commissioners' Office at (603) 787-6941 to confirm date, time and schedule. For further information, minutes of the Commissioners' meetings and links to other departments please visit the Grafton County website at www.co.grafton.nh.us.

In closing, we continue to be proud of the accomplishments and successes of Grafton County government. We realize this year more than ever that these accomplishments would not be possible without the dedication and hard work of all of our employees and the countless number of volunteers. ***We would like to recognize and thank all of our employees and the many volunteers that do such a fantastic job.***

Respectfully submitted,

GRAFTON COUNTY COMMISSIONERS:

Michael J. Cryans, Chair (District1)
Martha B. Richards, Vice-Chair (District 3)
Linda D Lauer, Clerk (District 2)

Remarks from Commissioner Cryans:

As my time as a County Commissioner draws to an end, I wish to thank so many of you for making the past 19 years so memorable--- the voters who have given me this tremendous opportunity, the Grafton County employees who deliver the services, the management team who direct the wonderful staff and the thousands of county residents who use the county services.

I have enjoyed working with the Delegation and Executive Committee as well as six County Commissioners throughout my time.

It is hard to reflect back and not mention Ray Burton. Ray was an outstanding teacher on how to be a public servant and during my 16 years sitting side by side with him, I tried to absorb as much as possible.

I want to recognize specifically Julie Libby who is the very best county administrator. She makes the Commissioners look good with her steady leadership.

Finally, I want to wish my successor the very best!

Thank you,
Mike Cryans

Remarks from Commissioner Richards:

As I complete my final and fourth term as your County Commissioner from District #3 I can't let the occasion go without comment!

To say that I won't miss this work is an understatement. Through my efforts, and working collaboratively with my two colleagues, we have made Grafton County a better place to live, work and play! We truly are ever cognizant of our fellow citizens and in particular, those more in need and vulnerable to the ups and downs that life presents at any time. But this work did not happen in a vacuum or without input and team effort from many others – the dedication of hundreds of county employees and the administration. I have been very proud to say I am

a commissioner from Grafton County which then garners respect and envy at what a well-run County we have. I have been fortunate to have had guidance from Julie Libby, our County Administrator, whose incredible skills, depth of knowledge, fiscal sense, and boundless dedication for Grafton County guides her every day! With hundreds of employees there are always differences of opinion and citizens of our county also want to second guess our work processes and motives. The best part of this job for me has been the total lack of partisanship in making decisions – political party membership has had no bearing ever in any of my decisions. And I had the very distinct pleasure and privilege of working with the late and famous Ray Burton – Mr. Republican of NH!

I leave this work with very mixed feelings as I will miss it and the dedicated employees of Grafton County. I have learned so much about corrections, nursing home regulations, dairy operations, biomass energy systems, drug courts, forestry, 4-H programs, and right down to the nesting ospreys on the county land – truly a wealth of special experiences that will stay with me forever! I wish our employees and our county's citizens continued success as they forge on to help make this region even stronger by bringing in new young people, developing new businesses, supporting the important non-profit groups aiding our vulnerable and needy citizens, and being every mindful of this beautiful part of New Hampshire that needs protection to keep its pristine environment. During my eight years as your County Commissioner it has been an honor and privilege to serve you and I wish continued success to the incoming commissioners.

Thank you,

Martha Richards

GRAFTON COUNTY
ELECTED AND APPOINTED OFFICIALS
JULY 1, 2015 ~ JUNE 30, 2016

COMMISSIONERS
Michael J. Cryans, District #1 - Hanover
Linda D. Lauer, District # 2 – Bath
Martha B. Richards, District #3 - Holderness

EXECUTIVE DIRECTOR
Julie L. Libby, North Haverhill
TREASURER
Bonnie Parker, Hanover
COUNTY ATTORNEY
Lara Saffo, Benton
COUNTY SHERIFF
Douglas Dutile, North Haverhill
REGISTER OF DEEDS
Kelley Monahan, Orford
CLERK OF COURT
David P. Carlson
JUDGE OF PROBATE
Michael Wopinski, Hanover
ADMINISTRATOR, NURSING HOME
Craig Labore, Lebanon
SUPERINTENDENT, CORRECTIONS
Tom Elliott, North Haverhill
MANAGER, COUNTY FARM
Donald Kimball, North Haverhill
SUPERINTENDENT, MAINTENANCE
Jim Oakes, North Haverhill
HUMAN RESOURCE DIRECTOR
Karen Clough, North Haverhill
INFORMATION TECHNOLOGY MANAGER
Brent Ruggles, Bethlehem
ALTERNATIVE SENTENCING DIRECTOR
William Gilding, St. Johnsbury, VT
MEDICAL DIRECTOR
Sandeep Sobti
AUDITORS
Melanson, Heath Nashua, NH

GRAFTON COUNTY DELEGATION
JULY 1, 2015 ~ JUNE 30, 2016

District #1
- Erin Hennessey, Littleton
- Linda Massimilla, Littleton

District #2
- Rebecca A. Brown, Sugar Hill

District #3
- Susan M. Ford, Easton

District #4
- Rick M. Ladd, Haverhill

District #5
- Edmond D. Gionet, Lincoln

District #6
- Kevin Maes, Rumney

District #7
- Eric Johnson, Campton

District #8
- Mary R. Cooney, Plymouth
- Travis Bennett, Plymouth
- Suzanne J. Smith, Hebron

District #9
- Robert Hull, Grafton
- Jeffery S. Shackett, Bristol

District #10
- Wendy A. Piper, Enfield

District #11
- Charles L. Townsend, Canaan

District #12
- Chris Brown, Hanover
- Patricia C. Higgins, Hanover
- Sharon Nordgren, Hanover
- Martha Hennessey, Hanover

District #13
- Susan W. Almy, Lebanon
- George E. Sykes, Lebanon
- Richard Abel, Lebanon
- Andrew A. White, Lebanon

District #14
- Brad Bailey, Monroe

District #15
- Paul Ingbretson, Pike

District #16
- Duane Brown, Wentworth

District #17
- Stephen Darrow, Grafton

GRAFTON COUNTY BUDGET
EXPENDITURES: JULY 1, 2015 – JUNE 30, 2016

Administration & Treasurer	$371,746.00
County Attorney	$1,034,292.00
Victim/Witness Advocate	$233,255.00
VAWA Grant	$104,565.00
Alternative Sentencing	$687,638.00
Medical Referee	$42,500.00
Delegation Expenses	$10,000.00
Register of Deeds	$504,437.00
Human Resources	$88,254.00
Information Technology	$323,950.00
Sheriff's Department	$1,485,299.00
Dispatch	$1,118,704.00
Maintenance	$1,316,083.00
Human Services	$7,294,276.00
GCEDC	$50,000.00
Extension	$292,991.00
Social Svc	$517,423.00
Interest	$1,217,457.00
Payment on Bonds & Notes	$2,320,000.00
Tax Anticipation	$5,000.00
Capital Outlay	$435,572.00
Wage/Benefit Adjustment	$171,253.00
Contingency	$25,000.00
Unemployment	$20,000.00
Nursing Home	$14,426,545.00
Jail	$5,602,207.00
Farm	$576,672.00
Conservation Dist.	$73,416.00
North Country	$1,452.00
TOTAL EXPENSES	$40,349,987.00
LESS REVENUE	$14,977,860.00
LESS SURPLUS TO REDUCE TAXES	$3,000,000.00
AMOUNT TO BE RAISED BY TAXES	**$22,372,127.00**

GRAFTON COUNTY BUDGET
REVENUE: JULY 1, 2015 – JUNE 30, 2016

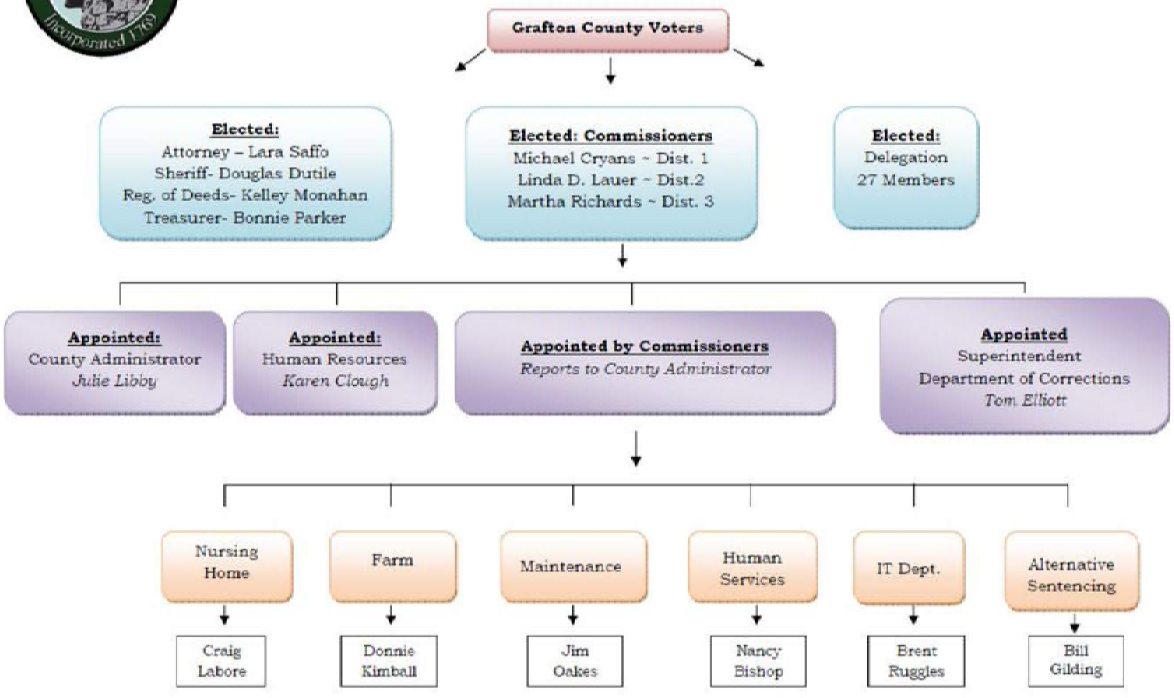
County Nursing Home	$11,319,940.00
County Jail	$223,245.00
County Farm	$534,761.00
Building Rental	$312,334.00
Register of Deeds	$925,000.00
Human Services	$110,000.00
Sheriff's Dept Fees	$438,500.00
Sheriff's Dispatch	$600,000.00
Extension Svc	$5,000.00
Misc Revenue	$336,280.00
Interest Earned	$25,300.00
Federal in Lieu of Taxes	$90,000.00
Alternative Sentencing	$5,000.00
Victim/Witness Advocate	$30,000.00
Circuit Court Prosecution	$2,500.00
Abandon Property	$20,000.00
TOTAL REVENUE	**$14,977,860.00**

DELEGATION EXPENSES
JULY 1, 2015 – JUNE 30, 2016

Andy White	$79.00
Brad Bailey	$47.68
Chris Brown	$169.39
Chuck Townsend	$633.69
Edmond Gionet	$463.40
Eric Johnson	$140.72
Erin Hennessey	$307.31
George Sykes	$606.50
Kevin Maes	$121.28
Linda Massimilla	$52.00
Martha Hennessey	$64.96
Mary Cooney	$136.40
Patricia Higgins	$64.96
Richard Abel	$475.96
Rick Ladd	$30.40
Robert Hull	$85.48
Sharon Nordgren	$64.96
Stephen Darrow	$818.88
Susan Almy	$25.00
Susan Ford	$48.76
Suzanne Smith	$440.28
Travis Bennett	$136.40
Wendy Piper	$192.74

TOTAL EXPENSES	**$5,206.15**

Grafton County Organizational Chart



REPORTS FROM THE DEPARTMENTS

GRAFTON COUNTY TREASURER

Bonnie Parker

Annual Report Fiscal Year 2016

Grafton County tax collections from all the towns and the City of Lebanon amounted to $22,372,127 in fiscal year 2016 with all taxes collected.

The Treasurer was authorized to borrow up to $7,000,000 in Tax Anticipation Notes during fiscal year 2016. Funds were borrowed in September, 2015 at a rate of .75%. The County always borrows on a line of credit thereby only drawing down the funds that are necessary thus paying less interest. The County borrowed a total of $5,050,000 and accumulated a total of $6,192.10 interest that was paid back in December, 2015 after tax collections.

All funds left over from payment of debt owed by the county are invested in banks in Grafton County to obtain the most favorable yield. Due to the low interest rates available, emphasis was on getting the best rates possible while maintaining the security of the funds.

Total interest earned in fiscal year 2016 was $27,169.55, which exceeded budget projections by $2,169.55.

In addition to the tax revenue investments, The Nursing Home Capital Reserve account, Sheriff's Dispatch Capital Reserve account and the Register of Deeds Surcharge account are invested at the best rates possible while maintaining liquidity as needed.

It has been my pleasure to serve as Treasurer for the residents of Grafton County. While low rates for investments are still the norm, I have tried to realize maximum revenue in interest income still keeping the investments collateralized and safe.

Respectfully submitted,

Bonnie Parker
Grafton County Treasurer

GRAFTON COUNTY ATTORNEY

Lara Joan Saffo

Annual Report 2016

The Office of the Grafton County Attorney promotes public safety and pursues justice through the courts. County Attorney Lara Saffo continues to employ an experienced group of prosecutors. The Deputy County Attorney is longtime prosecuting attorney Paul Fitzgerald. Grafton County's Assistant County Attorneys are John Bell, Melissa Fales, Mariana Pastore, Tara Heater and Viktoriya Kovalenko. Office Administrator Alison Farina, Administrative Assistant Christine Ash, and Legal Assistants Ruth Maffei, Laura Kelley, Debra Belyea and Victim/Witness Assistant/file clerk Stacey Cass continue to serve as staff to the office.

Prosecuting felony cases is the primary function of the county attorney's office. The greatest portion of attorney and staff time is focused on litigation, and the office is equipped to meet this challenge. During the fiscal year, the office opened 750 case files and represented the citizens of Grafton County in thousands of scheduled court appearances. Additional cases were reopened for probation violations.

The special services investigator, Wayne Fortier, played an instrumental role in developing cases for prosecution, assisting law enforcement with his expertise, freshening cold case files, and working with the Grafton and Sullivan County Child Advocacy Center at DHMC.

The Office of Victim/Witness Assistance remains one of the County Attorney's most critical programs, helping to promote the Victim's Bill of Rights and providing information to crime victims. Grafton County's two victim/witness coordinators are Carin Sillars and Sabra Stephens. They are assisted by Katie Burgess and Stacey Cass, our new victim/witness assistant for domestic violence and sexual assault cases in Circuit Court.

As county attorney, I cannot express my appreciation enough for the dedication and hard work of all of the above. Our busy caseload is combined with numerous important public safety initiatives. In

addition, new legislation is changing how felony cases are processed in the court system. This will result in additional work, as the county attorneys will become involved at arrest, as opposed to the current system where we are involved later in the court process. All members of the office work incredibly hard to accommodate this increase in work and caseload. I am honored to work with the team at the Office of the Grafton County Attorney.

Grafton County continues to actively participate in the continued success of the Grafton County Drug Court Sentencing Program. We also continue to support Mental Health Courts and hope they expand to include felony level mental health court in Grafton County. Shelly Golden, the Grafton County Coordinator for Mental Health Court leads this effort. We are proud to report that Mental Health Courts works closely with veterans services so we can better serve our veterans. We hope to see this initiative expanded, and well as increased sentencing options for non- violent defendants with significant addiction issues.

The Office of the Grafton County Attorney accomplished several more tasks during the year, including:

- The attainment of federal funds to (1) finance the Office of Victim/Witness Assistance (2) subsidize the costs of a prosecutor's position to focus on domestic violence and sexual assault cases (3) create a misdemeanor level circuit court domestic violence and sexual assault Victim/Witness Program and (4) finance a full time adult sexual assault investigator and part time prosecutor consultant for 6 of New Hampshire's rural counties, including Grafton County.

- The continued successful operation of the Grafton/Sullivan Child Advocacy Center at Dartmouth Hitchcock Medical Center, which provides services for children throughout Grafton County.

- The continued promotion of Sexual Assault Resource Teams. Grafton County now has the Plymouth Area Sexual Assault Resource Team (PASART), the Upper Valley Sexual Assault Resource Team, and the Haverhill Area Sexual Assault

Resource Team. This year we look forward to expanding this initiative to the Littleton area. This initiative results in collaborations between the various agencies serving adult victims of sexual assaults. Among other things, SARTs offers free training in the areas of domestic violence, sexual assaults, stalking, human trafficking and strangulation. SARTs also formally evaluate cases after the criminal prosecution is completed, with an eye on improving services in the future.

- The creation of a drug unit in the Office of the Grafton County Attorney, that works closely with the new drug unit at the NH Attorney General's Office.

- Participation in the Internet Crimes Against Children Task Force and other cybercrime initiatives, including the continued development of expertise in the ever changing field of cybercrime.

- The development of training opportunities for prosecutors and law enforcement.

The Grafton County Attorney's Office thanks the County Delegation and Grafton County Commissioners Michael Cryans, Martha Richards and Linda Lauer. Their hard work and backing, coupled with support from area law enforcement and private citizens, help make Grafton County a safe and peaceful place to live and work.

The Grafton County Attorney's Office wishes to dedicate its annual report to the members of law enforcement in Grafton County for their efforts and dedication to their profession. We wish to extend our heartfelt appreciation for their hard work on behalf of the citizens of Grafton County.

Respectfully submitted,

Lara Joan Saffo
Grafton County Attorney

GRAFTON COUNTY SHERIFF'S DEPARTMENT
Sheriff Douglas R. Dutile
Annual Report 2016

To the Honorable Grafton County Commissioners, Grafton County Delegation and Citizens of Grafton County:

It is an honor to present the annual report of the Grafton County Sheriff's Department for Fiscal Year 2016. This year marks my 5th term as your sheriff, 10 years. I am proud to represent the Citizens of Grafton County and look forward to future terms. Together, we can meet any challenges that come our way.

One of the many issues taxing our society and the Sheriff's Department is Mental Illness. Acute care beds to serve the Mentally Ill are very limited, but are slowly increasing. Because of this bed shortage, Mentally Ill patients can wait in our local hospitals for as long as 10 days before they are accepted into special mental health facilities. The Sheriff's Department is tasked with moving these Patients to these special care facilities. These facilities are as far as Portsmouth, and as close as Franklin.

Our staff continues to meet the challenges of an ever changing society. Heroin, prescription drug use and abuse are currently trending in our communities. It has been labeled an epidemic. Along with this trend, comes burglaries and petty thefts/property crimes, not to mention the physical and the mental health problem that our state is dealing with. These problems and issues seem to have a direct relationship to the opiate issues in the County and State.

We stay very vigilante on investigating jail related crimes, sex crimes like child pornography. We have sceen an increase in department assist cases involving conflicts, and per-employment background investigations.

We remain ever diligent in the fight on crime, and to stay current with the aforementioned changing society.

As always, the majority of the Sheriff's Department activities are mandated by law, including prisoner transports and the movement of acute mentally ill subjects to the proper medical institution, (IEA's). Other responsibilities include security ordered by the justices of the Superior and Circuit Courts, apprehension of persons wanted by the courts, and the service of civil process.
All these activities continue to demand the majority of our staff time and resources.

All Sheriff's Department Deputies, Court Officers, Communication's Personnel, and Office Staff are dedicated and committed in providing the highest quality of service to our Citizens of Grafton County. I would like to express my sincere appreciation to the entire staff for their loyalty, support and dedication.

I would like to thank County Administrator Julie L. Libby, her conscientious staff, the County Commissioners and the County Delegation for all of their support and interest in the operations of the Sheriff's Department. I look forward to your continued support and working relationship. Remember, we remain faithful in, "Serving the People and Protecting Property".

In closing I would like to send out a personal "THANK YOU" to Commissioner Cryans and Richards for the years of service to the people of Grafton County.

On a final note, The Grafton County Family has experienced the untimely death of Dispatcher Steven Bomba. I would like to thank everyone for their support during this trying and difficult time.

Respectfully submitted,

Douglas R. Dutile, Grafton County Sheriff

GRAFTON COUNTY HUMAN SERVICES

Nancy Bishop

Annual Report Fiscal Year 2016

To the Honorable Commissioners of Grafton County:

In FY 16, Grafton County Human Services continued to monitor the county's liability for Long Term Care Medicaid payments to NH Department of Health & Human Services (DHHS), provide input on legislative issues, coordinate the Social Services Grants and network with community agencies and services.

Grafton County's statutory CAP obligation for Long Term Care Services, set according to RSA 167-18-a, was $7,006,207. Due to timing of budget information from the State of NH, this budget overfunded its obligation by $170,000.

The average number of recipients per month the county reimbursed to DHHS for Nursing Care Services was 231 at a total cost to the county of $5,239,432.

The average number of recipients per month the county reimbursed to DHHS for Home & Community Based Care Services (AKA: Choices for Independence) was 182 at a total cost to the county of $1,766,775.

Please refer to the chart on the next page for a breakdown of payments by town. The totals include adjustments for Estate Recovery credits of $64,026, a drastic decrease from FY15. Unfortunately, we never know how many cases are in the estate recovery process, which could increase our ability to budget revenue more accurately.

In closing, I would like to thank the Board of Commissioners, the County Delegation and the Executive Director for your continued support.

Respectfully submitted,

Nancy J. Bishop
Director

FY 2016 Long Term Care Medicaid Reimbursements to NH DHHS

TOWN	INC PAYMENTS	# Cases	HCBC PAYMENTS	# Cases	TOWN TOTAL
ALEXANDRIA	$ 63,682.51	7	$ 6,119.43	1	$ 69,801.94
ASHLAND	$ 86,447.05	10	$ 65,796.99	8	$ 152,244.04
BATH	$ 131,550.19	8	$ -	0	$ 131,550.19
BENTON	$ (3,300.72)	1	$ -	0	$ (3,300.72)
BETHLEHEM	$ 166,486.96	12	$ 45,081.42	4	$ 211,568.38
BRIDGEWATER	$ 57,823.42	2	$ 10,028.80	1	$ 67,852.22
BRISTOL	$ 217,355.33	16	$ 57,392.40	13	$ 274,747.73
CAMPTON	$ 169,316.49	12	$ 90,207.71	12	$ 259,524.20
CANAAN	$ 133,000.87	12	$ 40,900.21	6	$ 173,901.08
DORCHESTER	$ 10,599.18	2	$ 15,027.22	3	$ 25,626.40
EASTON	$ -	0	$ 1,836.81	1	$ 1,836.81
ELLSWORTH	$ -	0	$ -	0	$ -
ENFIELD	$ 136,597.49	11	$ 89,100.42	11	$ 225,697.91
FRANCONIA	$ 68,575.03	4	$ 18,415.27	3	$ 86,990.30
GRAFTON	$ 76,193.60	6	$ 68,930.34	5	$ 145,123.94
GROTON	$ 17,664.39	1	$ -	0	$ 17,664.39
HANOVER	$ 233,901.01	16	$ 37,628.43	8	$ 271,529.44
HAVERHILL	$ 878,679.59	67	$ 177,086.65	26	$ 1,055,766.24
HEBRON	$ 35,731.81	2	$ -	0	$ 35,731.81
HOLDERNESS	$ 54,526.90	8	$ 984.31	2	$ 55,511.21
LANDAFF	$ 61,877.55	3	$ 14,987.72	2	$ 76,865.27
LEBANON	$ 868,525.09	71	$ 259,237.41	31	$ 1,127,762.50
LINCOLN	$ 249,204.57	14	$ 30,916.77	4	$ 280,121.34
LISBON	$ 270,420.93	16	$ 119,947.92	13	$ 390,368.85
LITTLETON	$ 551,702.57	41	$ 264,777.81	41	$ 816,480.38
LIVERMORE	$ -	0	$ -	0	$ -
LYMAN	$ 8,568.37	2	$ -	0	$ 8,568.37
LYME	$ 80,156.82	4	$ 7,345.46	1	$ 87,502.28
MONROE	$ 44,913.89	5	$ 12,876.92	1	$ 57,790.81
ORANGE	$ 21,731.32	2	$ 5,968.30	2	$ 27,699.62
ORFORD	$ 38,781.57	3	$ 24,724.98	3	$ 63,506.55
PIERMONT	$ 93,826.52	7	$ 16,484.33	3	$ 110,310.85
PLYMOUTH	$ 204,897.10	13	$ 81,590.12	12	$ 286,487.22
RUMNEY	$ 69,712.56	3	$ 8,793.79	2	$ 78,506.35
SUGAR HILL	$ 4,697.40	1	$ 12,219.01	1	$ 16,916.41
THORNTON	$ 37,738.66	2	$ 41,409.31	4	$ 79,147.97
WARREN	$ 90,439.65	10	$ 30,073.79	5	$ 120,513.44
WATERVILLE	$ 25,148.34	2	$ 15,130.06	2	$ 40,278.40
WENTWORTH	$ 81,867.10	6	$ 14,361.00	2	$ 96,228.10
WOODSTOCK	$ 79,136.53	4	$ 81,394.17	10	$ 160,530.70
XXXX *	$ (254,733.00)	2	$ -	0	$ (254,733.00)
	$ 5,163,444.64	**408**	**$ 1,766,775.28**	**243**	**$ 6,930,219.92**

Notes: * Statutory Credit under RSA 167:18-a, this amount is not calculated by individual client.
Key: INC – Nursing Facility Services, Medicaid payments
HCBC –Home and Community Based Care (Choices for Independence), Medicaid payments

GRAFTON COUNTY HUMAN RESOURCES

Karen Clough

Annual Report Fiscal Year 2016

To Citizens of Grafton County, the County Commissioners and Grafton County Delegation:

It is my privilege to present the following report for Fiscal Year 2016 on behalf of the Grafton County Human Resources Department.

The Human Resources Department works collaboratively with all departments at Grafton County in the areas of recruitment, retention, labor relations, benefits administration, compensation, employee relations, employment policies, maintaining personnel files, safety, wellness, training, orientation, and legal compliance with federal and state regulations.

This year we have experienced many changes within the Human Resources Department. In July, 2015 we welcomed Nancy Clement to our staff, as Grafton County Human Resources Assistant. Nancy came to us after seven years with our Registry of Deed's Office and several years in the Human Resources/customer service field prior to that. In May, 2016 Donna Cramer, resigned as Director of the department to relocate to the southwest. I was appointed as the new Director of Human Resources by the Board of Commissioners and assumed that role as of May 15, 2016. In June, 2016 we welcomed Samantha Lauzon, as Senior Human Resources Generalist. Samantha has several years' experience in Human Resources management and we welcome her to Grafton County Human Resources Department.

As one of the area's largest employers, with approximately 450 employees countywide, continuing our efforts of recruiting new employees and retaining existing staff is essential as our employees at Grafton County are the most valuable resource we have.

June 30, 2016 completed year three of the 2013-2016 collective bargaining agreement in the Nursing Home. Negotiations were completed in May, 2016 for a new, one year Collective Bargaining Agreement, with an effective date of July 1, 2016. As part of our ongoing working relationship with the bargaining unit, regular Labor

Management Committee meetings (meetings between Grafton County management, United Electrical Field Organizer and Union employees) were held during FY 16 in a continuing effort to enhance teamwork and cohesiveness among all.

The Wellness Committee continues to promote activity and wellness among our employees through activities such as: the annual wellness fair with representatives from our health insurance and employee assistance program, along with various local vendors and organizations whose goals are to promote health and wellness to individuals and groups in our community; weekly yoga and core training classes and a variety of other wellness programs throughout the year.

Health insurance premiums for our employees increased this year by 4.9%, dental premiums increased by 4.69% and vision premiums decreased by 14.89%.

In closing, I would like to thank the HR team, Samantha Lauzon and Nancy Clement, for their contributions to the HR department and Grafton County and for providing excellent service to all our employees. We continue to be very fortunate at Grafton County to have many dedicated, long serving employees to successfully deliver all the diverse services provided by the County. Thank you to the Board of Commissioners, Delegation, and the taxpayers of Grafton County for their continued support.

Respectfully submitted,

Karen Clough
Director of Human Resources

GRAFTON COUNTY HUMAN RESOURCES DEPARTMENT
Statistical Report: July 1, 2015 thru June 30, 2016

Turnover Rate (Calendar year)

	FY16	**FY15**
All employees (including full-time, part-time, and per diems)	19%	21%

Employee Headcount (as of June 30)

Total # of all employees

466

Total # of full-time employees

289

Total # of part-time and per diem employees

177

Family Medical Leave of Absence (FMLA)

Total number of approved FMLA applications processed in FY16

69

Workers Compensation

Total number of first report of injuries processed in FY16

87

Recruiting

Total number of new employees hired in FY16

106

Separations

Total number of employee separations processed in FY16

88

GRAFTON COUNTY REGISTRY OF DEEDS
Kelley Jean Monahan, Register
Annual Report Fiscal Year 2016

To the Citizens of Grafton County, the Honorable Commissioners and Delegation Members:

TITLE XLVIII
CONVEYANCES AND MORTGAGES OF REALTY

CHAPTER 478
REGISTERS OF DEEDS

Section 478:1

478:1 Duties. – *The register of deeds shall carefully keep in the office provided by the county at all times, except when he may be required by a court to produce them as evidence or when the same may be removed for the purposes of repair, all books, records, files and papers belonging thereto, and when not in use shall keep them in a safe location where their protection from fire, theft, water and the elements is insured, and he shall permit no paper there deposited for record to be taken from his office before it is recorded. Whenever any of the volumes of records in his office shall be in need of repair, he shall seasonably cause them to be suitably repaired at the expense of the county, and, if necessary, he may allow such volumes to be taken out of his office for a reasonable time for that purpose.*

Source. *RS 22:4. CS 23:4. GS 26:3. GL 23:15; 27:3. PS 29:1. 1911, 80:1. PL 40:1. RL 49:1. RSA 478:1. 1975, 149:2, eff. May 26, 1975.*

As evidenced by the above RSA, my duties to the office of the Registry are relatively simple, to protect the Official Public Record of the Grafton County Registry of Deeds. Though the statute could use revision to reflect modern threats, we have kept pace with industry demands that we move faster, adopt electronic compliance in the form of viewing and e-recording. These technological conversions primarily benefit the industry, big title, legal, real estate and banking, with the cost for these upgrades falling to the Grafton County tax payer. I made a critical and bold decision as we began FY16 and on

July 1, 2016, after posting a schedule of notice on our websites, I removed the ability to view all digitized images, over 3 million document pages and 24,000 subdivision plans, from free and open access. Contrary to popular belief, this move was made, not to deny the citizen of Grafton County access to their documents, but to require the players who monetize the data base, on a regular basis, to contribute to the cost of that system. I made this difficult and unpopular decision, in part, to offer protection to the property owners of Grafton County.

This has not been hardship on local, regular users, but has represented an increase in work to our local abstractors. Businesses or individuals who need regular access may open an account which is monitored by staff, this fee of $120.00 per year, equates to $10 per month per account. This action brought both piece of mind and contributed $50,640.00 towards the software line. It has been very rewarding to see community return to the Registry, occasional users now frequent our research room, sharing information, offering assistance and general networking, a valuable component which was abandoned when everyone had open access.

July 1st also brought an unexpected departure of a valuable member of our team. As we were about to transition to e-recording on Oct 1st, we determined that we would delay replacing this employee until we mastered the next few conversions. E-recording went very smoothly and we have managed schedules to make do without the additional member of the staff. It is critical that we hire a training level employee in FY17.

January 1st was to bring a conversion to Laredo, Fidlar Technology's signature search program. Many factors lead to the postponement of that conversion. This is now a permanent cancellation, as our software partner has re-affirmed their commitment to Grafton County and the State of New Hampshire by announcing a new initiative.

Fidlar Technologies has recently announced that they have invested in re-programming for the NHdeeds search that our users have been familiar with since 1987. Focus has been on relieving the burden of constant JAVA updates that have been a requirement. They are

exploring compatibility for remote devices that rely on platforms other than Internet Explorer. This should come as great news to our surveyors in the field who have wished for compatibility with I-Pad and other mobile devices. There may be some aesthetic updates to the interface, but primarily, the simplicity of use will be retained. Our software partner, Fidlar Technologies, continues to be stellar in service and innovation. We were first in New Hampshire to convert to the AVID recording system, which controls recording, indexing, archiving, billing and multiple layers of back up retrieval.

In February, I attended The PRIA Property Records Industry Association Winter Conference, which is a very productive conference as all industry partners are present to review regulation and best practices from various points of view. Much of the discussion was centered on industry needs in light of the TRID regulations out of the Consumer Financial Protection Bureau which were to take effect on August 1, 2015, but were postponed until October 3, 2015. To date compliance with the new regulations is a dismal failure with 90% non-compliance. We are the agency with the power to reject non-conforming documents, thus holding the responsibility of setting the clock on the potential levying of fines. Legislative efforts that are arising in other states were discussed as was innovation, we also heard from Ontario, Canada and their new billion-dollar system of registered land.

At the PRIA conference I learned of a new product for which I budgeted and was approved. The CUBE is a state of the art system that will allow for an onsite digital back up of our entire data base. This will add to the layers of protection already provided by Fidlar Technologies.

January, February, March consisted of budget preparation and a great deal of time spent fending off threatening legislation which would have created a study commission using New Hampshire as a test for a Torrens system. A system of land registration and privatization for profit of the aggregated data. These data bases have been meticulously cared for by the elected officials for over 250 years,

funded by the tax payer. This library/data base is an asset of the citizen of Grafton County, alone.

The New Hampshire Register of Deeds Association is a bipartisan affiliate of elected officials equally passionate about the role that they perform for the public and the industry users. We meet at least quarterly to discuss issues that pertain to our offices. Many people lack understanding regarding the challenges that we face in bringing a historic data base to the internet. Uploading a modern data base is practically effortless, working to deliver the size of the data bases that we are responsible for, compiled over hundreds of years, indexed by scores of individuals over the course of these years, can be a huge challenge. There is a distinct lack of appreciation for veteran staff members who have dedicated their careers to these offices. I consider them an invaluable asset, as well.

In my role as Department Head as Grafton County, I have always been an active participant in our Joint Loss Committee, which meets quarterly to assess risk and analyze liability and offer corrective action. In an effort to bring attention to the value of the data base/library, I sought out our property insurance carrier to inquire on coverage. It was determined that the data base/library is invaluable. Invaluable meaning that no dollar value can be placed and as such, it is uninsurable.

Taking this information, I inquired of the independent auditor regarding the value placed on the data base/library as it should be considered an asset of the County. I was informed that since we have never purchased this data base/library, that it is not considered as an asset of the county. I find this an interesting quandary. It would seem that any insurance would have to come from within this office, and as I hope to move forward into my 4th term, I will continue to insure the safety of this very valuable collection.

Respectfully submitted,

Kelley Jean Monahan
Register of Deeds

GRAFTON COUNTY DEPARTMENT OF INFORMATION TECHNOLOGY

Brent Ruggles

Annual Report Fiscal Year 2016

In Fiscal Year 2016 the Grafton County Department of Information Technology continued on its master plan of further network consolidation to eliminate duplication of equipment where not needed, standardize core management systems, provide better security, and decrease IT management costs by deployment of automated systems.

Highlights of projects completed this year by the Grafton County Department of Information Technology team included.

- **Relocate Admin Staff and NH Staff Computers, Printers, Phones** – In November with the repairs successfully completed at the Nursing Home on units Maple and Profile the IT team worked to relocate and reactivate the NH staff computers, phones and printers back to their original location at the Nursing Home. Additionally the IT team worked to relocate the Administration Staff's computers, phones and printers from the basement back to the 2nd floor of the Administration Building.

- **Installation of laptop computers for inmate training program** – The GC DoIT setup, configured and deployed 10 laptops in the training lab room to assist with the HISET (High School Equivalency Test) Program at the Department of Corrections Facility.

- **LifeSize Video Conferencing –** The IT team deployed and configured 2 Video Conferencing systems installed for use at the 2 Superior Courtrooms to be utilized by the Attorneys Office and the Alternative Sentencing Department. The system can be utilized on a desktop pc, laptop, in a conference room, or over a mobile device or cell phone without the need of any special software.
  This new technology is a hosted service (SaS) avoiding investment and continued replacement of costly Video

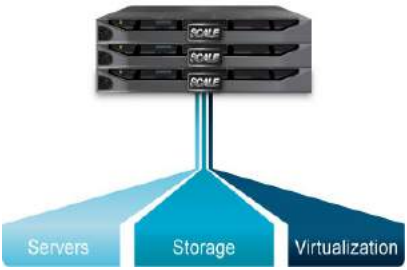
Conferencing Servers and other equipment.

Some of the main benefits for Video Conferencing for the County and the remote meeting members include.
- Eliminate travel time
- Save on related travel costs, gas, mileage and wear and tear on vehicles for both county employees and the remote users that access the system.
- Increased collaboration, ability to share computer screen, information and see attendees faces and body language.
- Improved efficiencies

- **Continued Hardening of Computer Security –** The IT team successfully deployed an additional layer of security software to further protect all county computer systems from the inherit dangers of ransom ware. The software was obtained at a $0 dollar cost to the county and the taxpayers.

- **New Hyper-converged Virtual Server Clusters –** The GC DoIT requested to invest in the purchase of 2 new Virtual Clusters from Scale Computing. This allows the DoIT to run 25 servers on 6 physical server boxes vs. 25 separate physical servers. 2 separate clusters provide us with additional fault tolerance and redundancy. One cluster located at one building location and another at another campus building interconnected via our local campus fiber optic ring network.

  Benefits of the Scale Computing Hyper-converged solutions includes. Elimination of requiring an expensive SAN for data storage, automated replication between the clusters, a simple single pane administrative interface making management easier and involving less man hours for training and to operate day to day operations, automated replication. Reduction in energy costs, reduction in physical server purchases, reduction in amount of UPS battery backup units needed, reduced complexity, increased fault tolerance and the ability to restore a server in minutes vs. hours which helps reduce and avoid costly down time.



The Grafton County Department of Information Technology Manager would like to give special thanks to the following staff for ether assisting in or providing back end support for the above projects:

The Grafton County Administrator, Julie Libby and the Grafton County Commissioners.

The Grafton County Technical Support Team, Barry Page and Joey Riendeau for their dedication, assistance and involvement with all facets of completing this past years IT projects, as well as taking care of our regular day to day IT operations and providing fast response and excellent customer service to our campus departments and employees.

Yours in Service,

Brent Ruggles
IT Manager

Grafton County DoIT
3855 Dartmouth College Highway
North Haverhill, NH 03774
603-787-2043

In addition to the day-to-day scheduled and unscheduled maintenance tasks the department accomplished a variety projects using a blend of in-house staff and contractors. As in years past we also implemented several initiatives to continue reducing the county's energy footprint. Lastly, several employees attended various educational seminars to earn continuing education unit (CEU) credits to maintain certifications necessary for operation of key assets within the complex.

Projects

Nursing Home Fire Protection & Renovation Project –
At the close of June 2015, when I wrote last year's Annual Report, I reported that once the scope of the entire project was determined we bid the project out to Construction Management firms and subsequently awarded Estes & Gallup (E&G) the project. E&G anticipated a 4-5 month schedule; however, due to a number of different issues, but chiefly E&G's underestimation of the magnitude of work, the project was taking much longer than anticipated. At the end of May 2015 the construction team finished Maple and had just started on Profile. I also reported that although our $855,000 project was not on schedule, at least the construction budget was still on target.

As the project continued into FY16 the schedule didn't improve any. In addition to underestimating the magnitude of work, there were a number of additional issues with the contractor and the quality of work. By late September E&G satisfactorily addressed the issues and the State Fire Marshall's Office and Health & Human Services performed their final inspections and gave the nursing home the green light to move residents back into the building. After moving the residents from the 2nd floor of the Administration Building, we spent October and November restoring everything back to pristine conditions and then moved staff back into their offices.

In summary, this project took almost 12-months to complete, several months longer than initially estimated. We also incurred $3,700 in cost overruns. However, since reoccupying the renovated areas the staff and residents have enjoyed the changes to their spaces. The renovations improved the resident's quality of life and the staff's working conditions. More importantly, the nursing home's fire protection is greatly improved.

Lightening & Surge Protection – A few years ago a lightning storm caused thousands of dollars in damage to various electronic systems within the nursing home as well as its emergency generator. A thorough review of this facility and others within the complex revealed a lack of adequate lightening and surge protection. To address this issue the department solicited bids to install lightening protection systems on the Nursing Home and Alternative Sentencing (AS) Building in addition to repairing the Administration Building's existing lightening protection system. We also solicited bids to install surge protection within the AS Building. When the bids were received the County Commissioners awarded the $40,685 project to ACME Lightening Rod Co. from Bloomfield, CT. Over the course of several weeks ACME Lightening Rod Co. technicians installed new lightening protection systems on the Nursing Home and Alternative Sentencing Building and repaired the pre-existing system on the Administration Building. The Lightening Protection Institute certified all systems once the work was completed. CFW Electric also installed a surge protection system within the AS Building.

Courthouse Brick & Mortar Repairs – In an ongoing effort to address degradation of the complex's masonry buildings, the department bid a brick and mortar repair project to restore portions of the courthouse façade. Subsequently, the County Commissioner's awarded the work to Mas-Con Corporation from Laconia, NH. The $69,000 project encompassed cleaning the entire building, replacing broken/spalled bricks, repointing areas where mortar had worn away, caulking control joints, flashing a long section of the roof and sealing the brick and mortar on all facades. Mas-con Corporation completed the work in several weeks and did a great job blending their areas of work with the existing masonry and making the building water-tight.

Nursing Home Electric Beds – As we entered year 2 of the nursing home's bed replacement plan, the department took possession of 30-new beds, bringing the count of new beds to 60 as we moved toward replacing 139 altogether. Much of November was spent assembling the new beds and distributing them to the floors for resident use. Of the beds that we removed from service, we stripped them of all serviceable parts for maintenance of the remaining 79 older style beds that will stay in use until they are replaced within the next 2-years. This practice has allowed the department to slash $17,000 from the nursing home repair and maintenance budget 2-years consecutively.

Conservation

Biomass Plant Annual Savings – Our FY16 biomass fuel savings dropped significantly from past years due a huge drop in fossil fuel prices. In FY16 we burned 1,772 tons of hardwood bole chips costing $59 a ton, and displaced 85,651 gallons of #2 oil at a cost of $2.27 per gallon and displaced 7,777 gallons of propane at a cost of $1.32 per gallon. The cumulative fuel savings this year amounted to $87,142.

Biomass Thermal Energy Grant - In September the department, on behalf of the commissioners, entered into an agreement with North Country Resource Conservation & Development (NCR C&D) and the United States Forestry Service's – Wood Energy & Resource Center (WERC). The premise of the agreement was to test the county's biomass plant's to see if its emissions were low enough to participate in New Hampshire's thermal energy rec program, a financially incentivized program that rewards qualifying participants whose emissions are well below the program threshold standards. As part of the agreement NCR C&D and the WERC awarded Grafton County a $15,000 grant to help cover the $18,000 cost of installing thermal energy metering equipment and to perform stack testing of the biomass boiler system. By early December the mechanical and controls contractors had installed the energy monitoring equipment and the contracted engineering firm hired to perform the stack test had performed the stack test. Much to our disappointment the boiler system did not meet the stringent standards to qualify for the thermal rec program. However, the test results proved the county's emissions output were far enough below the permitting standards as to lower the county's annual emissions fees by $1,350.

Administration Building Free Air Cooling Projects – In FY15 the department fabricated and installed in the nursing home kitchen store room a free air cooling system made up of control sensors, fans and ductwork that connect this room to the outside. The system operates only when the outside air temperature falls below 60 degrees Fahrenheit, using the outside cool air to cool inner spaces. The system worked great at cooling the space several months out of the year and totally displacing the store room's dedicated air conditioning system. By displacing the air conditioning it saved the county a few thousand dollars a year in operational cost.

Due to the success of this system the department fabricated and installed two more like systems for the Administration Building's server rooms in FY16, which are anticipated to provide similar savings in these two new locations.

Administration Building Insulation – Within the Administration Building there are some rooms constructed beneath the front and rear porches. Because the concrete ceilings of these spaces were not insulated they were cold and susceptible to heavy condensation and moisture, which led to the degradation of sheetrock walls and other materials that make up these spaces. This past spring we hired a contractor to spray closed cell foam on all the underside decking within these spaces. Since doing this the condensation has ceased and the spaces are easier to keep cool in the summer and we anticipate will be easier to heat this coming winter.

In-house Skills Enhancement

Underground Storage Tank Certification – Two employees attended New Hampshire Dept. of Environmental Services (NHDES) sponsored training sessions to renew their Class A&B Operator permits required for oversight and management of the county' s in-ground fuel tanks and monitoring systems.

Backflow Device Testing Certification – One employee attended a New England Water Works Association (NEWWA) training seminar to earn his required CEU credits and to take his recertification test so

that he can continue to legally inspect, test and repair backflow devices within the complex.

C1A Water Operator Certification – Three employees attended various NHDES and NEWWA seminars to earn the required CEU's needed to renew their C1A Operator Certificates.

Gas-fitters License - One employee renewed his gas-fitters license by attending the necessary CEU training and through biannual testing. This license allows this employee to legally work on all gas systems throughout the complex and having this licensed person on staff has saved the county thousands of dollars each year in contract maintenance.

AED/CPR Training – Three employees attended a county-sponsored AED/CPR training course and volunteered to be a part of a newly formed emergency response team in the event such services need to be rendered here at the complex.

In closing, I once again thank those within the maintenance department for their continued service to Grafton County and for their support in helping the department meet its many goals and challenges. I also thank the County Administrator, County Commissioners and Delegation for their continued trust and support, enabling us to do our jobs.

Respectfully submitted

James C. Oakes
Maintenance Superintendent

UNIVERSITY OF NEW HAMPSHIRE COOPERATIVE EXTENSION

Heather Bryant

Annual Report Fiscal Year 2016

University of New Hampshire Cooperative Extension's mission is to provide New Hampshire citizens with research-based education and information, to enhance their ability to make informed decisions that strengthen youth, families and communities, sustain natural resources, and improve the economy.

Our team welcomed two new members this year. Becky Colpitts was hired in November as a part-time Food and Agriculture Program Assistant coordinating our Master Gardener Volunteer program. She was followed in December by Jim Frohn, Field Specialist for Natural Resources.

Becky and Jim joined six staff members including Heather Bryant; Field Specialist for Food and Agriculture and Michal Lunak; State Dairy Specialist. Donna Lee is our Program Coordinator for 4-H Youth Development and Lisa Ford, based at the Whole Village Family Resource Center in Plymouth provides nutrition education to at-risk audiences. Kristina Vaughan and Teresa Locke provide office support and initial phone and office contact with our clients.

Here are some of our noteworthy impacts during the past year:

Jim Frohn completed the timber sale on the County Forest that started in 2015. 1,418 cords of wood were harvested for a net revenue of $36,673 for the county or 127% of the projected revenue. In addition, the town of Haverhill received $2,963 in timber yield taxes from the sale. Jim also made 43 woodlot visits to provide landowners with information and advice on timber management, silviculture, wildlife habitat improvement, boundary maintenance, stewardship planning, insect and disease monitoring, and other forest stewardship issues. Two of these landowners continued on to participate in the NH Coverts Project, a 3 ½ day workshop that teaches volunteers about wildlife conservation, forest stewardship, and effective outreach.

Michal Lunak is collaborating with UNH Professor Peter Erickson on a grant funded by Tillotson Charitable Foundation. The goal of this project is to show that it is economically feasible for small scale dairy and cattle farmers to raise dairy beef even if they do not have large amounts of land, and that there is potential to strengthen the region's economy via an alternative source of income. This is a three year project that will continue into the next fiscal year.

Lisa Ford taught in five schools, where 50% or more of the students are enrolled in free or reduced lunch, and in four Head Start classrooms. During these 6-week series students learned about food groups, food safety, and physical activity. In total 350 youth were contacted. Lisa also put on three different Cooking Matters series, one for teens, one for adults, and one for families. Cooking Matters is an initiative of No Child Hungry and the classes are offered in collaboration with the New Hampshire Food Bank and volunteers. Additionally Lisa offered classes for adults at eight affordable housing locations and one senior center. Classes covered saving money on groceries, using Supplemental Nutrition Assistance Program (SNAP) benefits at farmer's markets, increasing consumption of produce, and increased physical activity.

In January, Donna Lee submitted a proposal for a UNHCE Undergraduate Student Intern to be part of our 4-H county staff for the summer. This enabled Grafton County to provide a summer learning experience for a UNH student and Grafton County 4-H alum. He prepared and presented a Sheep Exploration Day for youth in the county, and assisted with 4-H activities at the North Haverhill Fair and teen programming through the summer.

Geoffrey Sewake and his colleague Casey Hancock created the New Hampshire First Impressions Program. Littleton, currently in the midst of programming. The program stems from a national extension collaboration and grant through the Northeast Regional Center for Rural Development. The program uses a secret shopper visitation model to engage the public, develop community volunteers, create action plans and encourage cross-community collaboration.

Geoffrey also implemented a new workforce-focused business outreach program in the Lincoln & Woodstock area, based on UNH

Cooperative Extension's statewide Business Retention & Expansion Program. The program was done in collaboration with the Plymouth State University Center for Business & Community Partnerships, the Affordable Housing Education and Development (AHEAD), Inc., and the Western White Mountain Chamber of Commerce.

Jessica Sprague presented Safety Awareness in the Food Environment training to over 217 food service employees and volunteers from restaurants, hospitals, nursing homes, and schools. She also taught ServSafe® classes and proctored exams for 93 individuals. As part of her work in the newly developed Food Safety Modernization Act (FSMA) team, Jessica presented information on the FSMA Preventive Controls for Human Food rule to agricultural audiences and colleagues to explain how this new regulation may affect NH farm and food businesses.

Heather Bryant collaborated with the Grafton County Farm, Grafton County Conservation District, and the Natural Resources Conservation Service on a cover crop demonstration at the County Farm. Farmers use cover crops to decrease erosion and runoff and improve soil health. Five cover crops test plots were established in May on the County Farm, and a farmer meeting will be held in November to observe and discuss results and farmer goals for future projects.

With assistance from Becky Colpitts, Grafton County welcomed 13 new Master Gardener volunteers. Becky also joined Extension's Continuing Education Committee offering workshops for volunteers in collaboration with the Rocks Estate, D'Acres, and Copper Cannon on ornamental pruning, permaculture, and gardening in a summer camp program respectively.

As a team, our staff wrote weekly newspaper columns on subjects ranging from "Walks in the Woods" to food safety to rural living and beyond. These articles were submitted to 11 local newspapers with readership in Grafton County.

Respectfully submitted,
Heather Bryant

GRAFTON COUNTY NURSING HOME

Craig J. Labore, Administrator

Annual Report: Fiscal Year 2016

It has been another busy year hear at Grafton County Nursing Home. This past year could be described as an attempt to get back to "business as usual" for the nursing home, as much as that is possible in the continually evolving healthcare environment we work in. In September, we completed the construction project of our Maple and Profile nursing neighborhoods, and welcomed the residents that were relocated to the site of the former nursing home, back under our roof. With the completion of the project, we spent the remainder of the fiscal year trying to increase our resident census; back to the level it had been prior to the start of the project. This proved to be a challenge, due in large part to the changing acuity levels of our residents entering Grafton County Nursing Home. There is an effort at the state level, through an increase in the utilization of home and community based care programs, to delay nursing home admissions. The goal of these programs is to help people stay in their home or assisted living facility for as long as possible, which ultimately is a cost-savings to the state, because nursing home care is the most costly form of long-term care. Through increasing access and availability of these types of programs, we in-turn saw an increase in the acuity level of residents coming to the nursing home, which resulted in decreased average length of stay. We anticipate this trend to continue in the years to come, especially as the state of New Hampshire moves towards the planned implementation of Medicaid Managed Care for the nursing home and Choices For Independence (CFI) population.

In addition to the challenges posed with maintaining our census, we also faced a significant challenge in staffing. The state of New Hampshire is undergoing a significant nursing shortage that is affecting all sectors of healthcare (hospitals, homecare, and nursing homes). This staffing shortage is even being felt at the state level, at the State Hospital in Concord, where a brand new inpatient unit sat empty for upwards of one full year, because the state did not have enough nurses to staff it. Unfortunately, Grafton County Nursing Home was not immune to this shortage. Throughout the past year, our nursing staff have worked many hours of overtime to help ensure our residents received the high quality of care Grafton County Nursing

Home is known for. There were certainly many challenges days throughout the past year, but we are very fortunate to have such dedicated and caring people as part of our team. We continue to think of new and creative ways to attract and retain staff, and there are efforts underway at the state level to address this shortage through a commission set-up by the Governor, but we do not anticipate a quick resolution to this problem.

This year, with the completion of the construction project, we were able to resume some of our annual traditions which mean so much to our residents and staff. In September, we held our 2nd annual fireworks show. Thanks to some good timing on the part of our Activities staff, we were able to take advantage of an end of season firework sale that resulted in our residents getting to see a 30 minute fireworks show, which received rave reviews.

In October, we resumed our annual "Trick-Or-Treat Street" event. This year, we welcomed well over four hundred (400) little ghouls and goblins to our home. Residents on each of the four neighborhoods had the opportunity to see the children dressed up in their costumes and hand out candy as they passed by. There were a lot of smiles that evening!

In May, we held our annual Family Day Ice Cream Social. In addition to providing families with a setting to visit with their loved one, the event also serves as an opportunity to get to know other residents and their families, as well as Grafton County Nursing Home staff which they may not have the opportunity to meet or see during their regular visits. Family Day also serves as the kick off to National Nursing Home Week. This year's theme selected by our Resident Council was "When You Wish upon a Star." Our Activities Department transformed our nursing home into a Disney Land, in fact, even Mickey and Minnie Mouse made an appearance during Family Day. There were several activities which took place throughout the week, which culminated in a dance at the end of the week.

This year, Grafton County Nursing Home was again recognized by U.S. News and World Report as one of the best nursing homes in the state of New Hampshire. This recognition confirmed what our community already knows; that our dedicated team of caregivers

work hard to ensure our residents receive the highest level of quality care and quality of life.

We are very fortunate to have an active volunteer program here at Grafton County Nursing Home. Our volunteers, comprised of individuals from the community, staff, and in some instances, nursing home residents, provide support and assistance to our residents in so many ways; through entertainment, one-on-one visits and assisting on trips outside of the nursing home, such as our annual visit to the North Haverhill Fair. During the past year, our volunteers donated roughly 1,300 hours of their time to the nursing home. National studies show that if volunteers were paid, their time would equate to an hourly rate of $23.56 per hour. To put these two numbers in perspective, this means our volunteers contributed $30,474 worth of their time to our residents. All of us at Grafton County Nursing Home express our heartfelt gratitude to each volunteer, and thank them for their dedication to our residents and to our nursing home.

Finally, Jennifer Gilding was recognized by her peers as the 2016 Licensed Nursing Assistant of the year for Grafton County Nursing Home. Jennifer routinely demonstrates dedication and a caring nature with the residents she cares for. We are all very proud of Jennifer as she is most deserving of this special recognition.

In closing, it has been a busy year here at Grafton County Nursing Home. I, along with the rest of the team consider it a privilege to care for our residents and value the opportunity we are given. We are also very thankful for the continued support of so many throughout Grafton County, including the County Commissioners, County Delegation, community members, and local and civic organizations. It is our goal to continue to meet the same high standards of care we have set here at Grafton County Nursing Home; standards which have made our home known as one of the premiere nursing homes in the state of New Hampshire.

Respectfully submitted by:

Craig J. Labore

GRAFTON COUNTY DEPARTMENT OF CORRECTIONS

Thomas Elliott

Annual Report Fiscal Year 2016

To the Honorable Board of Commissioners and the Citizens of Grafton County, I present the following report for Fiscal Year 2016 on behalf of the Grafton County Department of Corrections.

The facility averaged 92 inmates per day for a total of 33,580 days. The average per day cost of an inmate was $139 or $50,735 per year. In an attempt to keep expenses down as much as possible we managed to come in approximately $275,000 under budget, thus returning that money to the taxpayers of Grafton County. Department revenues came in at $230,835 or $7590 above projections.

In keeping with the mission of the Grafton County Department of Corrections, while maintaining a balanced correctional system of institutional and community programs, we continue to be successful with our Inmate Programs. Twenty inmates graduated with their diploma from our nationally recognized HiSET program (formally known as the GED program). Crossroads and Decisions, Parenting Classes, Anger Management and vocational certificate programs, along with Substance Abuse programs and faith based programs continue to thrive within the facility with inmates attending the various programs offered a total of 12,798 times throughout the year. It has been proven that the more education and programs that people are offered the less likely they are to return to the facility. In conjunction, I am extremely grateful to all the volunteers and employees who dedicated their time and effort to make these programs function as an integral part of our daily mission.

The Correctional Staff processed 1,132 inmates into the facility (781 males and 294 females *57 Coos females), conducted 586 video hearings from the facility for the various Courts throughout the state, and processed 1,679 visitors into the facility. These actions are all in addition to their normal daily activities and various duties.

COMMUNITY CORRECTIONS

Community Corrections supervised an average of 19 participants per day in the Drug Court and Electronic Monitoring programs. They administered 741 urine tests while travelling over 28,000 miles within the County. In addition, they were also responsible for 79 transports from our facility to various medical and treatment facilities, as well as courtesy rides for individuals being released who cannot find or have the need for transportation.

Operation Impact accomplished 165 presentations throughout the year to a number of schools, thus travelling 6,281 miles.

The Community Work Program provided labor to at least 41 different community sites utilizing a total of 2,531 inmate hours and travelling 4,301 miles. These included clean-up projects, painting, and general labor to towns that could not have otherwise afforded to have the work done.

As a facility we have made a concerted effort during fiscal year 2016 to increase rehabilitative and reentry services to inmates by implementing positive changes within our Programs Department. By tailoring services to specific problems, we are making a concentrated attempt to reduce recidivism in the belief that this progressive attitude will have a beneficial effect on both the inmates and the community as a whole.

In closing I would like to thank the County Commissioners and County Administrator for their support and encouragement for the staff here at the Department of Corrections, who at times have the very difficult daily job of dealing with people that are withdrawing from substances, as well as those who are deemed mentally ill, can be manipulative and sometimes verbally and physically abusive. Despite the stereotypes associated with our profession, this staff conducts themselves in a professional manner and remain objective every day. I am proud of them and proud of this organization.

Respectfully Submitted,

Thomas Elliott

GRAFTON COUNTY ALTERNATIVE SENTENCING

William N. Gilding

Annual Report Fiscal Year 2016

The Grafton County Alternative Sentencing Program was created to utilize common goals, resources, community connections and valuable insight and support thus maximize the effectiveness of all the Alternative Sentencing Programs. Currently the programs are Drug Treatment Court which have Felony level offenses or enhanced misdemeanor drug crimes and are diagnosed with a substance use disorder, Mental Health Court participants have Misdemeanor level offenses and are diagnosed with a mental health disorder, Adult Diversion Program is to hold Felony level offenders accountable while providing the resources, skills and education to reduce the risk of committing crimes in the future, and Juvenile Restorative Justice Programs where participants are first time misdemeanor and violation level offenders. The goal of Alternative Sentencing is to help Grafton County community members who are involved in the criminal justice system became positive, productive and self-reliant members of the community while connecting them to resources such as individual counseling, intensive outpatient group counseling and case management services.

Grafton County Drug Treatment Court Sentencing Program, Jen Stone Case Manager works directly with Community Corrections, counseling services and the community to assist prison bound felons get and STAY clean by providing them the resources and environment to learn a healthier lifestyle.

Mental Health Court Coordinator, Shelly Golden, oversees three Mental Health Courts; Assert in Littleton, Plymouth Mental Health Court and Halls of Hope in Lebanon. She continues to work with stakeholders in the development of the Veteran's Docket Program. This program will provide services to Grafton County community members who have served in the armed forces.

Adult Diversion Program Case Manager is Ashley Belyea. This program began taking participants into the program November 1, 2015. It is designed as a voluntary program for certain individuals charged with criminal offenses. The participants who successfully

completes the program may avoid prosecution and conviction of their charge.

Juvenile Restorative Justice Coordinator, Colleen Strout oversees the Juvenile Restorative Justice Programs which essentially takes first time juvenile offenders and draws them back into our community while holding them accountable for their actions, rather than processing them through the criminal justice system. Grafton County has contracted Valley Court Diversion Program (VCDP) to cover Lower Grafton County and Communities for Alcohol & Drug-free Youth (CADY) to service Central and Northern Grafton County. As of May 1, 2015 the program has received Accreditation through the State of New Hampshire Judicial Branch – Circuit Court Family Division, which is governed by Administrative Judge Edwin W. Kelly.

On July 1, 2015 David Boulanger MA, M LDAC, was hired to facilitate all SUD screenings, assessments, evaluations and be the therapist for several participants in the various programs.

Respectfully submitted,

William N. Gilding, Director

GRAFTON COUNTY CONSERVATION DISTRICT

Gary Peters, Chair

Annual Report Fiscal Year 2016

Grafton County Conservation District (GCCD) has been helping landowners make informed natural resource decisions in Grafton County since 1946. Conservation districts are a political subdivision of the State of New Hampshire, RSA 432:12, with a 170 C 1 non-profit status under the IRS tax code. Districts are a partnership of federal, state and local agencies committed to the wise use of natural resources. District Supervisors are appointed by the State Conservation Committee, serve without pay, and develop an annual plan of work based on local concerns. The District assists agricultural producers, forest landowners, schools and towns in conserving our natural resources and implementing Best Management Practices (BMPs) through education, workshops and tours. GCCD is co-located with the USDA Natural Resources Conservation Service (NRCS), providing technical assistance to County landowners. GCCD works closely with many other partners including USDA Farm Service Agency (FSA) and UNH Cooperative Extension (UNH CE). Dedicated volunteers assist the District each year with the Conservation Plant Sale. GCCD is fortunate to have the support of the Grafton County Commissioners and County Delegates who generously provide funding for the Office Administrator. Services and events provided by GCCD include:

Spotlight on Grafton County Conservation Projects: GCCD and interested landowners learned firsthand what's new, and what works when it comes to beneficial conservation practices on the GCCD Fall Tour of Conservation Practices, Friday, October 16, 2015. At the Grassland Habitat Restoration Project at the Grafton County Farm, John Lanier of the Wildlife Management Institute discussed grassland habitat restoration work completed in Fall 2014. Grassland bird habitat was enhanced using a brontosaurus to remove unwanted understory and create uneven-aged soft edges around a mowed field. The County Farm maintains several smaller fields that are prime habitat for woodcock, grouse, songbirds and other wildlife, and are right in the CT River Flyway used by migratory birds. The group looked at several sites at the County and discussed management

strategies. It is beneficial to have soft edges surrounding grasslands and forest openings at different stages of growth, offering food, shelter and protection. Diversity is the key. StoneFen Farm, LLC: Owners Steve and Lora Goss developed a conservation plan with NRCS to manage abundant water in the rotational grazing pastures. Lora has installed several grassed waterways, and recently installed a low water stream crossing to protect water quality. She built fencing for the rotational grazing system and two season extension high tunnels for berry production. Using a no-till seeder, Lora planted a cover crop mix to improve soil health in the grazing pastures.

Demonstration Cover Crop Project at the Grafton County Farm: GCCD began discussing a demonstration cover crop project with local producers, NRCS and UNH CE in January. A plan was developed to demonstrate different methods and timing for cover crop seeding at the Grafton County Farm. Before spring planting, soil tests were taken at the different trial sites to establish baseline chemical, physical and biological properties. County Farm Manager, Donnie Kimball, used a broadcast seeder to plant a cover crop mix into early stage corn and then lightly cultivated to improve seed to soil contact. NRCS coordinated aerial seeding the same cover crop mix into another early-stage corn field on the same day. As part of the project, short-day corn was planted in two different areas, and will be seeded with different cover crop seed mixes in the fall of 2016. Cover crop growth and corn yield will be monitored. The intent of the project is to demonstrate the benefits of cover cropping (reduced soil erosion, improved soil structure, nutrient management), and compare short-day corn yields to full-season corn. The earlier short-day corn harvest allows for a longer growing season for cover crops.

GCCD Begins Equipment Rental Program to Improve Soil Health: The District received a Conservation Moose Plate grant to purchase an AerWay aerator to help smaller farmers improve soil health by reducing soil compaction. The AerWay is pulled behind a tractor and has tines on a roller that break up soil to increase air and water movement within the soil. The AerWay is equipped with a broadcast seeder so that seeding can take place in the same pass. An aerator provides many benefits to soil health and can be used throughout the growing season.

GCCD has entered an agreement with the Granite State Graziers to rent a no-till Eco-Drill to NH farmers. The Eco-Drill brings the

benefits of no-till seeding to smaller fields and pastures. Coulters slice the soil, openers form a seed trench, seed is placed directly into the soil, then rolled with a cultipacker. A no-till system reduces erosion and improves moisture conservation. It can also reduce fuel and labor costs while building healthy soil structure.

Annual Meeting at Polly's Pancake Parlor in Sugar Hill: GCCD presented the Agriculture Steward of the Year award to Paul Knox and Knoxland Farm. Paul is a dairy farmer known for innovation and experimentation. His commitment to conservation practices that promote soil health, and willingness to share his knowledge benefits the whole community, as well as his own farm. Tom Hahn and FORECO LLC, and Nigel Manley, and The Rocks Estate were named Forest Steward of the Year. The Rocks Estate is managed by a team of FORECO and SPNHF staff headed by Tom Hahn and Nigel Manley, sharing a long-range vision of providing sustainable forest products, wildlife habitat, recreation opportunities and education. On August 26, 2011 the White Mountain National Forest (WMNF), including the trail system and back country shelters, was closed due to extreme weather associated with Hurricane Irene. Three to ten inches of rain fell, washing away roads, trails and bridges. Guest speaker, Roger Simmons, USFS WMFN Natural Resources Officer, shared pictures of damage caused by Hurricane Irene, and discussed recovery efforts, along with changes in management objectives and strategies with the projected increase of extreme weather events.

Stewardship and Outreach: In July the District held an Erosion Control workshop at the Maplewood Golf Club in Bethlehem, demonstrating options for both controlling sediment, and for designing and installing more effective long term erosion control solutions. The workshop was attended by landscapers, contractors, engineers and subsurface designers. GCCD partnered with Coös CCD with a display at the North Country Fruit and Vegetable Seminar in Whitefield. In February, GCCD presented a workshop on Making Buffers Work for you, focusing on environmental benefits of buffers like; reduced soil erosion, improved water quality, food and cover for wildlife. The GCCD Conservation Plant Sale provides a variety of plants for landscaping and conservation practices. Windy Ridge Orchard generously donates their facility for this sale. A Planting and Pruning Workshop is held at Windy Ridge Orchard

during the Plant Sale. Windy Ridge owner and GCCD Associate Supervisor, Dick Fabrizio, discusses apple tree care. UNH CE Forest Resources Educator, Jim Frohn, answered questions on tree planting and pruning. The trout stocking program provides New Hampshire raised, disease free rainbow and brook trout for pond owners. GCCD continues to monitor the conservation properties on which we hold easements. GCCD provides soils information to landowners and consultants. The District also prepares Soil Potential Index ratings for agricultural land enrolled in the Current Use Program.

Respectfully submitted,
Gary Peters, Chair

GRAFTON COUNTY FARM

Donald Kimball

Annual Report Fiscal Year 2016

To the citizens of Grafton County, the County Commissioners and the Grafton County Delegation Members:

I present the following report for 2016 on behalf of the Grafton County Farm.

Fiscal Year 2016 was a below average year. Milk prices continued to drop and ranged fourteen to sixteen dollars per hundredweight. Prices dropped a few dollars from the previous year, due to low cheese and butter prices in the market. Every farm across the country felt these lower prices and the County Farm was no exception.

The spring of 2016 came fairly early, so crops were planted and harvested a little early this year. We have been able to harvest ahead of the June rain and our hay crops have thrived because of this. Our fuel, feed and fertilizer costs continue to stay high but have leveled off some.

The Grafton County Farm had a discouraging year last year due to the low milk prices. However, the herd keeps getting better genetically. We keep "moving forward" with the genetics and the upkeep of the farm, in hopes that we can sell more animals and feed to offset the low milk prices when we have them. I encourage people to stop by and give us a visit.

The vegetable crops went in on time at the end of May and beginning of June. We have been able to work around the weather and look to have a nice vegetable crop this year.

Grafton county 4-H, Sheep Shearing Day, Conservation Day and Family Day continue to be popular at the Grafton County Farm.

In submitting this report, I would like to thank my Herdsman Ben White and Assistant Herdsman Brian Tillotson for their hard work. I would also like to thank the Farm Advisory Committee, County Administrator Julie Libby and the Board of Commissioners for their support.

Respectfully Submitted,
Donald Kimball
Grafton County Farm Manager

Meetings of the Grafton County Executive Committee & Full Delegation

Regular Executive Committee Meetings

Pages 53-75

- September 28, 2015
- November 23, 2015
- February 1, 2016
- March 21, 2016

Executive Committee Budget Meetings

Pages 76-102

- June 3, 2016
- June 6, 2016
- June 13, 2016
- June 17, 2016

Full Delegation Meetings

Pages 103-114

- May 23, 2016 – Set Elected Officials Salaries
- June 27, 2016 – FY17 Budget Vote

EXECUTIVE COMMITTEE BUDGET MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
September 28th 2015

PRESENT: Representatives Sykes, Darrow, Chris Brown, Gionet, Abel. Commissioners Cryans and Lauer, ED Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: RD Monahan, Treasurer Parker

EXCUSED: Reps. Rebecca Brown, Smith, Townsend, Erin Hennessey.

9:30AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Darrow.

Tri County Cap – Mike Coughlin & Andrea Gagne

M. Coughlin stated that they have been looking at all operations and asking what things can they change to serve all clients effectively. They looked at community contact offices who take the applications from people applying for assistance. They existed to allow people to walk in and have their info taken. When they looked at the cost of the offices and who uses them they average out to two (2) people a day during the year. They were paying people full time to be in the office all day in to serve those two (2) clients for a fifteen (15) minute application. There is no state requirement that someone has to come in face to face to apply for assistance. They have learned through there program in Carroll County that they do not need to come in to the contact offices. They closed down five (5) community contact offices in Grafton County and Coos County and now clients can access services through fax, email, or over the phone. Clients are appreciating not having to come in to get assistance. He explained that if they do not hear from someone who they normally do each year they will contact them and ask if they need assistance. They take 3,000 applications a year and certify about 2,900. They are taking applications earlier and people are getting their assistance earlier.

A.Gagne stated that they are still doing their Lebanon and Woodsville onsite outreach days.

Rep. Abel asked why the one location was in Ashland. M. Coughlin stated that it was because they own the building. He explained that they are in the process of trying to sell it and then they will move elsewhere.

M. Coughlin and A. Gagne answered various questions from the Committee. The Committee thanked them for coming in to speak with them about the changes that are happening.

Rep. Sykes stated that there were several sets of minutes that needed to be approved.

> Rep. Abel moved to approve the minutes from the June 15th budget meeting. Rep. Darrow seconded the motion and all were in favor. Rep. Chris Brown abstained.
>
> Rep. Darrow moved to approve the minutes from the June 19th budget meeting. Rep. Abel seconded the motion and all were in favor. Reps. Chris Brown and Gionet abstained.
>
> Rep. Darrow moved to approve the minutes from the June 26th Delegation vote on the FY16 budget. Rep. Abel seconded the motion and all were in favor. Rep. Chris Brown abstained.

Treasurer Parker arrived and gave the following report:

Bonnie Parker
Treasurer's Report
Executive Committee Meeting
September 28, 2015

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is: $926,967.95.
- The Combined Accumulated interest in the current fiscal year (July 01, 2015 to Aug 31, 2015) is $2,050.79
- Total interest earned in fiscal year 2015 was $30,668.50, which exceeded budget projections by $5,368.15. This was due in part to late payments from two towns.

<u>We have investments as follows</u>

- Our Deeds Surcharge CD valued at <u>$131,442.25</u> is invested at Woodsville Guaranty Savings Bank

in a 13 month CD at a rate of .60% and will mature on 8/20/16.

- Our Dispatch Capital Reserve account valued at $85,639.09 is invested in a money market account at Service Credit Union at .35%.

- Funds in the General Fund continue to earn interest at a tiered level at Woodsville Guaranty Savings Bank and remain secured with a letter of credit from the Federal Reserve Bank of Boston. Tiered interest takes effect after the balance in the account falls below $1M. We currently have a balance less than $1M therefore our rate varies based on the daily balance.

- ***On Tuesday, August 25, 2015 I presented my recommendation to the Commissioners for the Fiscal Year 2016 Tax Anticipation Note. The Delegation authorized me to borrow up to $7 million to cover expenses as we run short in anticipation of tax receipts, I will again do this with a line of credit. After a comparison between area lenders, the best rate I found is .75% offered by Woodsville Guaranty Savings Bank. The Commissioners approved this recommendation on Tuesday 8/25/15. Per RSA 29:8 I am now seeking approval from the Executive Committee to accept this offer from Woodsville Guaranty Savings for our TAN Line of Credit. No other lender came close to this very low rate. Our volume of business at Woodsville Guaranty gains us this generous borrowing rate there.***

  Rep. Gionet moved to accept the Treasurers report. Rep. Chris Brown seconded the motion and all were in favor.

  Rep. Abel moved to accept the offer from Woodsville Guaranty Savings for the TAN Line of Credit with a rate of .75%. Rep. Gionet seconded the motion and all were in favor.

Commissioner Cryans gave the following Commissioner's Report:

Commissioners' Report
September 28, 2015

- NHAC Annual Conference – November 1st – 4th @ Mt. Washington Hotel

- Annual Audit in progress – should be completed – Mid-October
- Annual Report will be completed by the end of October
- Alternative Sentencing will be adding Adult Pre-Trial Diversion to its programs beginning November 1st. This will be for first time offenders and low level crimes. The in house service for the northern part of the county for juvenile diversion is going well thus far.
- The County is receiving a grant from the US Forest Service for $15K to test the Biomass Plant to see if it meets the qualifications for the NH Thermal Rec program. This grant includes money for the testing and monitoring equipment.
- Annual Nursing Home State Survey was completed September 15th – 17th. We received four (4) small deficiency tags. Overall considering the circumstances it was a very good survey.
- Our new Director of Nursing was hired on 9.21.15. Laura Rahne joins the Nursing Home. We have been since April 1st without a DON.
- Nursing Home Renovation Project – Residents will be moved back into one (1) building on Wednesday 9/30/15. There are some items that will need to be finished up in the 2003 building and in unoccupied spaces in the 1969 building. Estimate that the project will be 100% complete by 11/01/15.
- Tentative Plan for the Admin Building – Occupants of the upstairs will be moving back the week of November 9th. There is some restoration work to be completed before re-occupying office space can occur.
- The Farm Stand has done well this summer. Donations have begun to area non-profits and organizations.
- Annual Woodsville Elementary School Pumpkin Day will be October 13th.

Rep. Darrow moved to accept the Commissioners Report. Rep. Chris Brown seconded the motion and all were in favor.

ED Libby gave the following Executive Directors report:

Executive Director's Report
September 28, 2015

- Jail Census: 107 in-house; 4 on EM; Supervising 14 in Drug Court – 1 in custody.
- Nursing Home Census: 117

Financial Reports:

- Monthly Variance Report
  - Revenue:
  - Nursing Home Revenue is down:
    - Pro-Share monies only received one time per year in June.
    - Bed Tax is quarterly payments
    - Medicaid Patient Census down for July & August
    - Private Pay Census up slightly.
    - Looking ahead:
      - Census numbers are budgeted to increase beginning 10/01 and be back up to 132 by December 1st. Construction has taken longer than anticipated so we will monitor the census and the revenue. Also are reimbursement rate decreased by $1.40 from what was budgeted. The rate will adjust again for January 1st.
  - Farm
    - Milk budgeted at $18/hundredweight – has not reached that amount yet this FY.
    - Will continue to monitor
  - Other
    - Several other departments are behind at this point but that is not abnormal in the beginning of the fiscal year.
    - I will continue to monitor the revenues.
  - Expenses
    - There were three (3) payrolls in July
    - Property Liability Insurance is 100% paid for the year
    - Many service contracts are paid upfront in July.
    - The above factors have led to many departments appearing over-expended at the 2 month mark.
    - At this point I assume most will come back into alignment.
    - Will continue to monitor all departments
- Pro-rated Report
  - With two (2) months complete on a pro-rated basis we are slightly under collected on revenue and over expended on expenses. We also have a negative undesignated fund balance of $(465K)

- Will monitor this closely.
- THERE WILL NOT BE $3M TO BE USED TO SURPLUS IN FY 2017 UNLESS AN UNANITICIPATED WINDFALL IN REVENUE OCCURS.

❖ Over Expenditure Report
  - Just a few accounts at this point. Nothing of concern

❖ FY 2017 – There will be a 27th payroll expense to be budgeted.

Rep. Chris brown moved to accept the Executive Directors Report. Rep. Darrow seconded the motion and all were in favor.

Next Meeting Date – November 23rd 10:00am

Rep. Sykes recognized RD Monahan as she had asked to be placed on the agenda. RD Monahan stated that Rep. Erin Hennessey has put in a legislative service request to have Delegation and Commissioners approve Register of Deeds fees. She expressed her concerns to the Committee about Rep. Erin Hennessey's request. Rep. Sykes stated that any legislator can file a bill through LSR and that there will be hearings where people can voice their opinions. He stated that the LSR may not even become a bill. It is too early in the process.

10:35 with no further business the meeting adjourned.

Sincerely,

_____

Stephen Darrow, Vice Chair

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
November 23, 2015

PRESENT: Representatives, Sykes, Smith, Darrow, Townsend, Abel, Erin Hennessey, Gionet, Commissioners Cryans and Richards, ED Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Treasurer Parker

EXCUSED: Rep. Chris Brown and Rep. Rebecca Brown, Commissioner Lauer

10:00AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Darrow.

Rep. Sykes stated that the minutes from September 28th need to be approved.

> Rep. Abel moved to accept. Rep. Darrow seconded the motion and all were in favor. Reps., Smith, Gionet, Erin Hennessey, and Townsend abstained.

Treasurer Parker gave the following Treasurer's Report:

Bonnie Parker
Treasurer's Report
Executive Committee Meeting
November 23, 2015

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is: $380,625.19.
- The Combined Accumulated interest in the current fiscal year (July 1st to October 31, 2015) is $2,620.67.

We have investments as follows:

- Our Deeds Surcharge CD valued at $131,442.25 @ Woodsville Guaranty Savings Bank @.60% will mature 8/20/16.

- Our Dispatch Capital Reserve account valued at $85,689.19 is invested in a money market account at .35% at Service Credit Union.

- Funds in the General Fund continue to earn interest at a tiered level at Woodsville Guaranty Savings Bank and remain secured with a letter of credit from the Federal Reserve Bank of Boston. Tiered interest takes effect after the balance in the account falls below $1M. We currently have a balance less than $1M therefore our rate varies based on the daily balance.

As authorized by the Commissioners, we have secured a $7 million line of credit at WGSB @.75% for covering expenses in anticipation of tax receipts. Of this LOC, we have utilized $4,050,000.

The due date for tax payments is December 17th to avoid penalty. As of Friday 11/20 we have collected $680,614 from four (4) towns.

In an attempt to set up EFT (electronic funds transfer) for tax payments, I have advised that we offer this convenience.

Rep. Gionet moved to accept Treasurer's Report. Rep. Erin Hennessey seconded the motion and all were in favor

Commissioner Cryans gave the following Commissioners report:

Commissioners' Report
November 23, 2015

- NHAC Annual Conference –Grafton County employees received several awards at the annual banquet:
    - Nursing Home Employee of the Year – Yvonne Clark, Assistant Director of Nursing
    - Nursing Home Administrator of the Year – Craig Labore
    - County Employee of the Year – Shelley Golden, Mental Health Court Coordinator
    - County Team Award – Employees of the Nursing Home, IT, Maintenance and Commissioners' Ofc for their teamwork in the renovation project.
- Annual Audit has been completed and a copy is available upon request. No significant findings.
- The County is receiving a grant from the US Forest Service for $15K to test the Biomass Plant to see if it meets the qualifications for the NH Thermal Rec program. This grant includes money for

the testing and monitoring equipment. The required Stack test will take place on December 1st.

- Nursing Home Renovation Project is substantially complete. Contractors are finishing up a few minor items. Residents were moved back to the nursing home on 9/30 and the Administrative Offices were relocated on 11/05/15.
- Commissioner Cryan's explained to the Representatives that if any of them knew members of the task force that has been established to address the Heroin epidemic to please urge them to include the Counties in their discussions. Due to the nature of what we do, Corrections and Drug Courts it would be wise to include us in the discussions.
- Fiscal Year 2017 Budget notes:
    - Health Insurance Rates are projected to increase 12.4% which based on current employees is equivalent to $350K increase for FY 17 – the county is exploring options for health coverage for employees.
    - FY 16 budget included a $250K return of surplus from HealthTrust – FY 2017 there will be no return of surplus. Thus a $250K reduction in revenue.
    - Workers' Comp rates will increase 9.5% ~ $19,924
    - Property Liability rates will decrease 7.7% ~ (25,883)

Rep. Smith asked why we are down in residents. ED Libby explained that they had to lower the census for the renovation project but now that they are all back in one building. She stated that they have a process that they go through with admitting each resident and finding the right fit for them on the various units in the nursing home. She explained that in part the movement to keep the elderly in their homes as long as possible and to keep them out of the nursing home is working because many of the residents that are getting admitted now are coming in for end of life care. She stated that they are also moving people through the facility quicker for rehab. Those things impact the census.

Rep. Abel asked if at their next meeting they would be able to have a more detailed report of activity at the nursing home and what their plan is going forward. ED Libby stated they can do that and she will ask NHA Labore to attend that meeting as well.

Rep. Smith stated DTF meetings are open to the public. First meeting is today and they will be setting a schedule and separating the task force into three (3) committees.

Rep. Gionet moved to accept the Commissioners Report. Rep. Smith seconded the motion and all were in favor.

ED Libby gave the following Executive Director's Report:

Monthly Variance Report:

Revenue

ED Libby explained that the report shows that the nursing home is $620,000 in the negative. This report assumes the revenue is received on a 1/12 basis. Medicaid ProShare money comes in once a year which is $1.1 million and bed tax revenue is received quarterly and is budgeted at $800,000. Those two (2) numbers account for about $425,000 of the $620,000 that is in the negative. That leaves the nursing home about $200,000 in the negative due to the decreased census. ED Libby stated that they are up about $200,000 in private pay residents. They will find out their new Medicaid rates for the next six (6) months in the next few weeks.

ED Libby went on to state that nothing else is concerning at this point. The Jail revenue that looks behind is due to a grant that they do not receive payments every month for, but will receive full amount by the end of the year. She explained that things do look better than they did in September and that she will keep monitoring the budget and hope to see continued improvement.

Expense

ED Libby explained that they are still working through the three (3) payrolls they had in July and paying 100% of workers comp. and property liability insurance. She stated that there will be a surplus in the Human Service Budget due to the CAP for Grafton County being set lower than what we projected when we completed our budget. The CAP was set after the state budget was finally passed. The surplus is approximately $190K.

Nursing Home – ED Libby stated that she has been through each department line item by line item and all over expended accounts are due to three (3) payrolls in July and insurances. She stated she believes we will be ok with that overall expense budget.

Rep. Gionet asked for an update regarding the nursing home renovation project and if the county has gone after the prior contractor yet. ED Libby stated that they have not done anything yet. She explained that they are waiting for the project to be completely finished. The current contractor will

make a list of all the issues that would have been from the prior contractor and then they will begin looking into it.

Pro-Rated Report

ED Libby stated that this report shows they are a little over revenue by $300,000 and under expended by $600,000. They now have a positive unassigned fund balance. She stated that she has said this before and will continue to every time they meet. They will not have $3 million in surplus to reduce taxes for FY17. She has met with the Department Heads and told them to be mindful of their spending during the remainder of FY 16 as that has a direct impact on the amount available for surplus.

Over Expended Report

ED Libby stated that there are only two (2) line items over expended. One (1) is a revenue offset and the other is for $287.00.

The current census at the Department of Corrections is as follows:
83 in House
7 on Electronic Monitoring
14 in Drug Court

ED Libby stated that the Nursing Home Census is 120.

Rep. Abel asked what report is best to use for them to get a good understanding on where the county is at.

ED Libby explained that she uses the variance report a lot but has all the information to go behind it. The prorated report does not give a lot of detail but shows overall where we are at. The monthly variance report is a good tool to have. She explained they can look at those numbers and then ask why certain numbers look the way they do.

> Rep. Darrow moved to approve the Executive Director's Report. Rep. Townsend seconded the motion and all were in favor.

Old Business – None

New Business

- Rep. Gionet stated that CAN-AM located in Claremont needs Welders.
- The Committee asked for detailed Nursing Home Report for their next meeting.

Rep. Smith stated that the Glencliff Home is having their Annual Holiday Gathering on Thursday December 3rd. She stated that there will be lunch, bake sale, and a silent auction. She stated you can also meet with residents.

Next Meeting Date – February 1st at 10:00am

Rep. Sykes asked if there were any comments from the public. Bill Bolton stated that he is selectman for Plymouth. He stated that the Commissioners visit each of their town's selectmen so he feels the selectmen should visit the Commissioner's as well.

10:45am with no further business the meeting adjourned.

Sincerely,

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Suzanne Smith, Clerk

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
February 1, 2016

PRESENT: Representatives, Sykes, Smith, Darrow, Townsend, Abel, and Gionet, Commissioners Cryans, Lauer and Richards, County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Treasurer Parker, NHA Labore

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown and Rep. Erin Hennessey

10:00AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Abel

NHA Labore arrived to discuss the census at the Nursing Home. He handed out the attached PowerPoint and answered various questions from the Committee.

Rep. Abel thanked NHA Labore for a thorough and informative presentation.

Rep. Sykes stated that the minutes from November 23rd 2015 needed to be approved.

> Rep. Townsend moved to approve the minutes from the November 23rd meeting. Rep. Abel seconded the motion and all were in favor.

Treasurer Parker gave the following Treasurers report:

Bonnie Parker
Treasurer's Report
Executive Committee Meeting
February 01, 2016

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is: $10,647,502.53
- The Combined Accumulated interest in the current fiscal year (July 1st to January 31, 2016) is $6,709.63.

- We borrowed a total of $5,050,000 in Tax Anticipation notes. This with $6,192.10 in interest was paid back to WGSB on December 15, 2015.
- On 12/31/15, we made a bond payment in the amount of $1,035,593.75 to Gorham Savings Bank.
- Tax payments were due December 17th and all payments have been received with one town paying a penalty for late payment.

We have investments as follows:

- Our Deeds Surcharge CD valued at $131,442.25 @ Woodsville Guaranty Savings Bank @.60% will mature 8/20/16.

- Our Dispatch Capital Reserve account valued at $85,689.19 is invested in a money market account at .35% at Service Credit Union.

- The Nursing Home Capital Reserve valued at $269,657.81 is invested in an ICS (Insured Cash Sweep) account @ Woodsville Guaranty Savings Bank @ a rate of .35%

- On December 4th, Grafton County banks and credit unions were asked to submit bids for investment of our incoming tax payments which were due by December 17th. Once again, the best rate and terms that suit our needs came from Woodsville Guaranty Savings Bank with a rate of .55%.

- We were offered a fully collateralized account with a combination of a Guaranty Public Fund account collateralized by a Letter of Credit with the Federal Home Loan Bank of Boston (FHLB) and a Daily Repurchase Agreement collateralized by pledged securities on balances of $1,000.000.00 or more. This account is completely liquid, providing us with access to all our funds on any day throughout the year. The Commissioners approved this on December 15, 2015 and our funds are invested as such.

Rep. Gionet moved to approve the Treasurer's report. Rep. Townsend seconded the motion and all were in favor.

Commissioner Cryans gave the following Commissioners' Report:

Commissioners' Report
February 1, 2016

- Nursing Home Renovation Project is complete. Awaiting final billing from contractor. Project cost reconciliation will be completed when final billing is received.
- Fiscal Year 2017 Budget notes:
    - Budget Prep has started – We will begin meeting with departments in early March and will conclude our budget by May 1st and get budgets out during the first week in May.
- County Administrator Libby is currently working with department heads to develop a 5 year Capital Improvement Plan. That will hopefully be completed by March 31st.
- January 11th Grafton County hosted a "Drug Court" meeting for Coos, Carroll, Sullivan and Cheshire county officials. The meeting was very well attended with over 40 people from the various counties. We feel that is was a very successful day in helping to educate the other counties on what a drug court is.
- The Commissioners will be sending a letter to become Intervener's in the Northern Pass project.

Rep. Smith moved to approve the Commissioners' report. Rep. Gionet seconded the motion and all were in favor.

CA Libby gave the following County Administrator's Report:

Census at the Jail – 74
7 on EM

CA Libby stated that the rest of revenue numbers that are lagging behind will end up fine at the end of the year except for the farm. She explained that the farm budgeted $18.00 for milk and the price of milk did not go above $18.00 until recently. The first five (5) months of the fiscal year were under budget for milk.

Rep. Gionet stated that he has been anticipating a reimbursement from the contractors who originally did the work on the nursing home. He asked if we have received any reimbursement yet. CA Libby stated that they have not received any reimbursement yet. She explained that what they did when they originally bid out the project was they had part of the bid include

documentation from the contractor who just did this job so they can go back and figure out what that number is. She stated that they have not received that paperwork yet, it is one of the last pieces that they are waiting for. It is going to be a while before they move forward with that piece but CA Libby stated that it is in the works and they do plan on moving forward. They plan on hiring a fire protection engineer who is going to go through that documentation with us and help Supt. Oakes sort out what discrepancies belong to the previous contractor and how we go about moving forward.

Expense

Monthly Variance

CA Libby stated that the numbers on the report do not look good. She explained that normally there are thirteen (13) payrolls in a six (6) month time period typically. These first six (6) months had fifteen (15) payrolls and that has skewed the numbers. She stated that there is nothing on the expense side that is alarming. As of now she expects most budgets will end up right where they should.

Prorated Report

CA Libby explained that if they prorate the numbers out the revenue is at $281k over revenue and under expended by $900k.

CA Libby gave a presentation on the county's fund balance. Please see attached document. She answered various questions regarding Fund Balance.

Rep. Gionet stated that with the upcoming budget being a tough one he strongly feels that they need to focus on administering county government and reduce social service funding.

> Rep. Gionet moved to approve the County Administrator's report. Rep. Darrow seconded the motion and all were in favor.

Rep. Sykes thanked the representatives that are here today. He stated that they are going to have an issue with a quorum going forward. Rep. Chris brown may not be able to make it to the meetings due to illness so he stated that it is really important that everyone attends the meetings.

New business

- CA Libby stated that the filing period for county elected officials is June 1st – June 10th. The full Delegation needs to meet to set elected officials salaries prior to June 1st. She stated that they will talk about

that more at the March meeting. She also stated that they need to start thinking about a budget schedule for June.

- Rep. Smith asked if they are considering going back to the 9 AM meetings. CA Libby stated that they do not usually go back to 9 AM meetings until May and can discuss that topic at the March meeting.
- Rep. Sykes stated that he has heard concern regarding the cost of getting reports from the Register of Deeds being different than other counties in New Hampshire. RD Monahan was present at the meeting to discuss the committee's concerns. RD Monahan stated that on their website they have their annual reports. She explained that specifically in 2013 it discusses tiered access and in 2015 it discusses sources of revenue. They are not the only county that charges for access. Merrimack County charges $25 a month for a few years now and Grafton County charges $10 a month. She stated that there is a lot of confusion between the $120 she charges to people and businesses who make their living right (8) hours a day accessing the revenue versus the tax paying citizen in Grafton County who may need to access their account once or twice in their lifetime. She explained privacy issues that are currently being faced and stated that she is trying to balance privacy and access. Rep. Smith stated that she wanted to clarify that before they went online for documents people had to come into the office in person and pay $1.00 per item but now they can access it from home through the office if they subscribe for $10.00 a month and still pay for their copy. RD Monahan stated that there are many people in this area with second homes and this makes access easier. Commissioner Lauer stated that the $10.00 a month is for the businesses making a living but for someone who has a second home elsewhere they can go online through this program and print a copy of their deed for $5.95 versus having to drive up here. RD Monahan stated that the towns get a free account. She answered other various questions from the committee to clear up any misconception.

Next Meeting Date: March 21st at 10:00am.

11:27am with no further business the meeting adjourned.

Sincerely,

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Suzanne Smith, Clerk

EXECUTIVE COMMITTEE MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
March 21st, 2016

PRESENT: Representatives, Sykes, Smith, Townsend, Abel, Erin Hennessey, Gionet and Darrow. Commissioners Cryans and Lauer County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Treasurer Parker, RD Monahan

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown

10:00AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Darrow

Rep. Sykes asked if everyone had a chance to read the minutes from the February 1st Executive Committee meeting.

> Rep. Smith moved to accept the minutes from the February 1st meeting. Rep. Darrow seconded the motion and all were favor.

Treasure Parker arrived and gave the following report:

Bonnie Parker
Treasurer's Report
Executive Committee Meeting
March 21, 2016

- Our Current General Fund balance at Woodsville Guaranty Savings Bank is: $8,520,361.29
- The Combined Accumulated interest in the current fiscal year (July 1st to February 29, 2016) is $16,492.58.
- On March 14, 2016 we made the interest portion of a bond payment (Nursing Home) to Citizen's Bank in the amount of $105,668.75.

We have investments as follows:

- Our Deeds Surcharge CD valued at $131,442.25 @ Woodsville Guaranty Savings Bank @.60% will mature 8/20/16.

- Our Dispatch Capital Reserve account valued at $145,799.02 is invested in a money market account at .35% at Service Credit Union.

- The Nursing Home Capital Reserve valued at $269,725.82 is invested in an ICS (Insured Cash Sweep) account @ Woodsville Guaranty Savings Bank @ a rate of .35%

- Funds in the General Fund continue to earn interest at a rate of .55% in a fully collateralized account at WGSB. This account is a combination of a Guaranty Public Fund account collateralized by a Letter of Credit with the Federal Home Loan Bank of Boston (FHLB) and a Daily Repurchase Agreement collateralized by pledged securities on balances of $8,000.000.00 or more. This account is completely liquid, providing us with access to all our funds on any day throughout the year.

Respectfully submitted,
Bonnie Parker
Grafton County Treasurer

Rep. Hennessey moved to approve the Treasurer's report. Rep. Townsend seconded and all were in favor.

Commissioner Cryans gave the following Commissioners report:

Commissioners' Report
March 21, 2016

• Alternative Sentencing Director has resigned and taken a position at the Jail as a Substance Abuse Counselor. Position is currently being advertised and will be filled at the earliest possible time.
• Human Resource Director has resigned and will be relocating. Position is currently posted and position will be filled at the earliest possible time.
• Fiscal Year 2017 Budget notes:
o Health Insurance final rates will be set by the County's current provider this week. Once that information is received a final determination will be made as to a direction to go with Health Insurance for the employees for FY 2017.

o Commissioners continue to meet with Department Heads and receive budget requests.
o Social Service Budget – Cindy Swart the consultant that the County has used for many years retired last year. This year the Commissioners in conjunction with Nancy Bishop, Human Service Administrator have met with the various agencies and will putting together a Social Service Report and budget for consideration.
o Public Hearing for the budget – Proposed date May 16, 2016 at 6PM.
o Union Negotiations on a full contract are currently underway.

Commissioner handed out the following Long Term Debt Schedule for the Executive Committee to review and see where the county is at with the bond payments.

Grafton County Long Term Debt Schedule:					
			Original	Principal	FY
Bond	Year Issued	Term	Bond Issue	Balance	Paid Off
Nursing Home	2002	20 Year	$ 14,500,000.00	$ 5,075,000.00	2023
Water Tank	2008	10 Year	$ 1,000,000.00	$ 285,000.00	2019
Jail I	2010	20 Year	$ 17,500,000.00	$ 13,125,000.00	2031
Jail II	2011	20 Year	$ 15,500,000.00	$ 12,400,000.00	2032
Total Outstanding Debt			$ 48,500,000.00	$ 30,885,000.00	

Rep. Townsend stated that they have not heard anything regarding water tank in a while and asked how it was working. CA Libby stated that it is working like it is supposed to.

Rep. Smith stated that the Site Evaluation Committee has announced their list of approved intervenors for the Northern Pass and that the Grafton County Commissioners are on it. She asked what is the plan is moving forward. Commissioner Lauer explained that Atty. Saffo and Commissioner Richards were supposed to attend the SEC meeting this morning but it was cancelled. She stated that once they attend that meeting and have more information they will come up with plan going forward.

Rep. Abel moved to accept the Commissioners' report. Rep. Townsend seconded the motion and all were in favor.

County Administrator's Report:

Census jail – 86 In House
7 EM Supervising
11 in Drug Court and 1 in custody

Nursing Home – 120

Monthly Variance Report:

Revenue:

> CA Libby stated that the report shows that the nursing home is almost $900,000 below where they are supposed to be at this point. She explained that $859,000 of that is proshare and bed tax money that they do not receive on a regular monthly basis. She stated that where they are behind in Medicaid revenue they are making up for in Medicare and private pay residents. They had an average daily population of 122 residents for the month of February. CA Libby told the Commissioners that Finance Manager Dawn Jurentkuff stated that she feels if they get $1.6 million in proshare and $300,000 in bed tax in the next two (2) quarters they will come close to making revenue numbers.

CA Libby explained that she expects that the farm will finish below revenue due to low milk prices. She stated that milk was at $16 the other day. They have budgeted $18 and the milk prices have been below that mark most of this fiscal year.

CA Libby stated that the Department of Corrections revenue is down for a few reasons. She explained that they run about a month behind on receiving the revenue from BDAS which accounts for $5,000 a month. She stated that last year they had a tremendous amount of Coos County females and budgeted accordingly this year but have not had as many females as they had anticipated. She stated that they will probably be a little under at year end.

Rep. Townsend asked about the Deeds Revenue. RD Monahan was present at the meeting and stated that they had a good fall but January and February are historically slow.

Rep. Gionet asked how many Coos County females the Department of Corrections normally has. CA Libby stated that they currently have normal amount that they usually do but last year they had a higher than normal amount and budgeted based on those amounts which did not stay that high.

Expense

Nursing Department – CA Libby stated that they may come in over expended but continues to monitor the numbers.

She stated that everything at this point looks in line for where it should be.

Rep. Townsend asked how much of the nursing expenses are for traveling nursing. CA Libby stated that they are on track to spend $400,000 on traveling nurses. Rep. Townsend asked if there is any way to change that and get more permanent employees. CA Libby stated that NHA Labore has a plan that he is proposing to the Commissioners next week in hopes to help retain employees.

Prorated Report:

CA Libby stated that this report is based off of them being 66.67% through the fiscal year. Expenses are still outpacing revenues.

Rep. Abel asked if CA Libby us projecting the surplus to be zero or somewhere between that and $3 million. CA Libby explained that they are waiting to get to the nine (9) month mark and see where they are at. She is hoping it will not be zero but she does not know yet at this point.

CA Libby stated that no accounts are currently over expended. She did appropriation transfers at the end of February. To date they have transferred $32,000 between accounts.

Rep. Darrow moved to accept the County Administrators Report. Rep. Erin Hennessey seconded the motion and all were in favor.

Old Business:

Rep. Gionet stated that he had asked about reimbursements from old contractors from the Nursing Home project. CA Libby stated that Supt. Oakes is working on that as they speak. He is waiting for the final paperwork from the contractor.

New Business:

CA Libby stated that they need to set dates for upcoming meetings. She stated that they are proposing having the next regular Executive Committee meeting and full Delegation meeting on the same day on Monday May 23rd. She suggested having the full Delegation meet first at 9:00am to set elected official salaries and then have the Executive Committee meeting immediately following the Delegation meeting. She suggested having the

public hearing on the 16th for the Commissioners to present their proposed FY17 budget.

The committee discussed dates for their June budget meetings with the Department Heads.

The came up with the following schedule for their June budget meetings:

Friday June 3rd at 9:00am
Monday June 6th at 9:00am
Monday June 13th at 9:00am
Friday June 17th at 9:00am
Monday June 20th –if needed at 9:00am
Monday June 27th Full Delegation 10:00am

Rep. Sykes set the public hearing date for May 16th at 6pm.

Commissioner Cryans stated that he wanted to note that the County Attorney's office will be taking up space on the 2nd floor of the Administration due to their office being overcrowded.

The next meeting date will be May 23rd starting with the full Delegation at 9:00am with the Executive Committee immediately following.

11:27am with no further business the meeting adjourned.

Sincerely,

_____
Suzanne Smith, Clerk

EXECUTIVE COMMITTEE BUDGET MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 3, 2016

PRESENT: Representatives, Sykes, Townsend, Abel, Erin Hennessey and Darrow. Commissioners Cryans and Richards, County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Supt. Elliott, HSA Bishop, Supt. Oakes

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown, Rep. Smith, Rep. Gionet and Commissioner Lauer

9:00AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Darrow

CA Libby noted that in the salary lines the Commissioner recommendations are higher than the department requests due to a 1.4% COLA for all employees that was agreed to after the department heads had prepared their budgets. In addition, the proposed budget reflects the health insurance changes. She stated that the employees have been offered two (2) plans, a traditional plan and a low cost provider plan. All employees on the health insurance have been budgeted at the higher cost plan until enrollments are done then they will have an accurate number.

Department of Corrections – Supt. Elliott

Supt. Elliott discussed various statistics from the Department of Corrections with the Committee.

He stated that 82% of his budget is employee salaries and benefits.

Expense

Department of Corrections

This budget up $32,529.00 or .065% increase.

Supt. Elliott noted that the HISET/Re-entry Tutor line was transferred from the Consultants line. He stated that Ken Stransky has been their HISET instructor since 2008 and does an outstanding job. He has developed the program into a nationally recognized program. They have 264 graduates

since the start of the program. He explained that he feels they should move K. Stransky from a contracted position to a 3/5 benefited employee. He wants to add a third day for K. Stransky to do more re –entry work with the inmates getting ready to leave the facility.

Administrative Personnel – Supt. Elliott stated that one of his administrative assistants has retired this year and he does not feel her position needs to be replaced as he has a second administrative assistant to pick up the work load.

Consultants – Supt. Elliott stated that this is the line item that K. Stransky was transferred from. They also removed $10,000 that was budgeted last year due to not being receiving RSAT funding through the Attorney General's Office which they have received this year in the amount of $11,520.00

Ambulance SVC – Supt. Elliott stated that this was moved to the medical line. He stated that he this line item is over expended because there is no way to predict what this item will come in at.

Medical/Dental/Ambulance – He explained that they are being more aggressive at getting costs down. They have averaged $134,000 over the last three (3) years. He stated that he feels safe lowering that line $20,000.

Building Maint & Supplies – Supt. Elliott is looking to purchase rugs and other cleaning items for the building to help keep the granite floors clean.

Community Corrections

There are six (6) full time staff members. The budget has increased $9,457.00. 86% of this budget's increase is salary and benefits.

Rep. Erin Hennessey asked if the retirement line is all related to the salaries. CA Libby stated that the county's contribution to Group II employees, which includes corrections and the sheriff's deputies, is 25.68%. She stated that this is why they can retire after twenty – five (25) years. CA Libby stated that Group II employees contribute 11.14%. The county contributes 11.17% for Group I employees and the employee contributes 7%. She explained that this is all related to the salaries line.

Governor's Commission Grant

Rep. Townsend asked about mental health services. Supt. Elliott stated that they contract with West Central Behavioral Health. A psychiatrist comes in every other week to see the inmates who are high need. He stated that he

would like to increase that more but that is all West Central can give them at this time.

Nightwatchmen

Supt. Elliott stated that the night watchmen work 7pm – 3am seven (7) days a week and they maintain security of the campus.

RSAT Grant

Supt. Elliott stated that they did not receive this grant last year but reapplied this year and received $11,520.00. He noted that this grant is for substance abuse counseling.

Capital Outlay
Supt. Elliott stated that he is requesting $34,000 to replace the Community Corrections van. The current van is nine (9) years old and the condition is rapidly declining and rusting out.

Revenue

He stated the revenue for the Department of Corrections comes from many different sources. He stated that they receive income from room and board charged for Coos County females, a Social Security incentive, and stipend for work release, RSAT and governor's commission grant. 60% of revenue this year is coming from housing Coos County females.

Maintenance – Superintendent Jim Oakes

Supt. Oakes stated that his budget is down 1% overall from last year. He stated that he over estimated last year on electrical with the increases so this year there is no increase. Water rates have increased 10% on the gallon portion. They have a meter fee on every building. He noted that Woodsville fire district is adding a $500 a month fee to all their users. Supt. Oakes stated that propane prices went from $1.32 to $1.17 a gallon when they put them out to bid.

Rep. Townsend asked if Woodsville Water and Light are effectively a monopoly in the town so you cannot choose where to get electric. Supt. Oakes stated that they are. Woodsville Water and Light is one (1) of five (5) small electric companies in New Hampshire that's protected by an RSA and they do not have the option to go elsewhere.

Supt. Oakes stated that they entered into a five (5) year contract for woodchips at $59/ton.

Rep. Sykes asked about any major projects down the road. Supt. Oakes stated that once they get past the warranty on the HVAC system at the DoC they will continue to experience problems. As far as regular repair and maintenance and aging of buildings he does not foresee anything major in the near future, it is all HVAC related issues.

Capital Outlay

Parking Lot Expansion – Supt. Oakes explained that the current parking lot is too small to effectively support the winter parking plan which facilitates snow and ice removal. He stated that staffing is slightly up from 2002 when the parking lot was constructed which exacerbates the problem. He stated that he has budgeted $35,200 for twenty (20) additional parking spaces.

Building Automation System – Supt. Oakes explained that this is the control system that interfaces with all HVAC systems. You can type into this system what you want HVAC equipment to do and every building on the complex has it. The system at the courthouse is eleven (11) years old. He stated that it is functioning ok right now but they have an issue with the actual desktop that interfaces with that. In order to replace the desktop they need to do a large upgrade. He explained that he wants to transition that system over to a system similar to what is at the Department of Corrections. That system is web based which allows maintenance staff to check things from home and make adjustments and save on calling staff in.

Fire Alarm Upgrade – Supt. Oakes stated that this is upgrading the existing system at the Courthouse.

Supt. Oakes was asked about any other projects down the road. He stated that the parking lots are getting in rough shape. They have filled in cracks and holes to put off having to repave it. When the time comes he wants to break it into three (3) years.

Human Services – Administrator Nancy Bishop

HSA Bishop stated that 98% of her budget is made up of mandated expenses. The county is obligated under RSA 167:18-B to share in the cost of long term care and Medicaid services for people in nursing homes and people who are receiving services in the home but would qualify to be in a nursing home otherwise. The amount that we are obligated to reimburse the state is calculated by Health in Human Services using a couple of formulas.

They take the previous three (3) years of expenses that we reimburse the state.

LTC Pilot Program – HSA Bishop stated that she and NHA Labore have been trying to look forward. They would like to affect the system somehow. They do not have control over people who are on Choices for Independence and people who are in nursing home. They know they have a population who is over 75 which is probably going to double in the next fifteen (15) years so it is imperative for them to figure out a different way to handle that population. They are looking at developing a pilot program. Negotiations are currently underway with Dartmouth Hitchcock to use some of their medical technology and with GCSCC target a small population of people in the rural part of the county in the Mascoma area where they could take these people who have been deemed at risk for going into the hospital or nursing home. With the technology Dartmouth has developed they would have a person who will go into the home who is not a medical person but go and check on the person they have on the program and see if there is a way that we can keep them in their home setting longer. This will keep costs down in the long run. They have budgeted $20,000 to start this and they hope to start something by September 1st.

Revenue

HSA Bishop stated that she has projected a decrease her revenue. Human Services revenue comes from recoveries. She explained that it is a recovery mainly from a person's estate. If there is someone who goes into the nursing home who has a house but no spouse to keep the house, when their property is sold they have to reimburse the federal government as well as the state and county for the money for their Medicaid expenses.

Social Services – Commissioners Richards, Cryans and HSA Bishop

Commissioner Cryans explained to the Committee that this year Cindy Swart who has taken care of the social services budget in the past has retired and the Commissioners have taken over visiting the various agencies. He noted that they have funded two (2) new agencies and did not fund two (2) new requests. The two (2) they did not fund were CASA and Guardianship – TriCounty Cap. The Commissioners stated that they felt those were very court related and not the responsibility of the county to fund. The two (2) new ones they did fund were homeless programs. The total social services budget is $11,500 under what the budget was last year.

Commissioner Richards stated that she found this to be a revelation and made her proud to support these agencies over the years and to know that

Grafton County has many wonderful agencies helping its citizens. Commissioner Richards stated that she went along with the board on the vote but wanted to note that she met with CASA, who was one of the new programs to not receive funding, and thought the program was great but understand they cannot be all things to all people and encouraged them to reapply next year.

HSA Bishop noted that when Headrest submitted their application they had three (3) programs to fund. They decided to take the $8,000 they requested for their outpatient drug and alcohol put it into the low intensity residential program because they need the funding there more. It is still $24,000 in total funding requests just allocated differently.

Commissioners Office/Misc. – Administrator Julie Libby

Commissioners' Office – CA Libby stated that this budget is down $5,650. Majority of the budget is salary and benefits. She noted that $180,000 is allocated to the nursing home based on a spreadsheet. They pay for 75% of payroll costs, 50% of accounts payable costs, 50% of finance costs and 25% of county administrator costs

CA Libby stated that the whole budget will be adjusted based on the elected officials salaries that were set last week.

Treasurer – CA Libby stated that this account is for any expenses regarding the Treasurer. It includes her travel reimbursement for her weekly trips to the complex to sign checks.

GCEDC – CA Libby stated that they requested $75,000 for FY17 funding but the Commissioners decided to level fund them at $50,000, which has been their funding for many years, due to the current budget constraints. The Committee had a discussion regarding GCEDC and what their role is. Rep. Sykes asked that GCEDC look into agricultural opportunities in the area as that is a big part of our county. CA Libby stated that she will try to have their Executive Director come meet with the Executive Committee at their next regular meeting.

Conservation District – CA Libby stated that the county funds the administrative asst. position and her benefits. She is located at the county one (1) day a week and at their Orford office the rest of the week. They may be looking to come here full time. Their Board of Directors hold their monthly meetings here at the complex.

Regional Planning Commissions – CA Libby explained that this line item are the dues they pay to North Country Council, North Country RC & D and Upper Valley RPC.

Wage & Benefit – CA Libby stated that this line item covers the 75% of health insurance deductible reimbursement for employees. She stated that the new health insurance provider Harvard Pilgrim provides the Flexible Spending Account Administration as a part of their service where Anthem did not so that $1,200 is zeroed out.

Tax Anticipation – CA Libby stated that they normally borrow money early fall but it is looking like they may to need to borrow earlier this year so she has increased that budget to $7,500.

Contingency

Outside Council – This line item primarily come from employee costs due to things such as arbitrations.

<u>Revenue</u>

State/Federal Funds – CA Libby stated that revenues from both the abandon property and federal PIILT come in June.

Interest – This is money from any investments that are made. Majority of interest is made January – July after taxes are collected.

Courthouse Rent – CA Libby stated that this increased. The county charges rent to the state for their use of the superior and circuit court areas which is most of the first floor in the courthouse. They are charged a small amount of rent for the DMV office, as well as probation and parole as well. The County also receives rent for motorcycle training program. They pay $150 each weekend they have class.

Dividends/Misc.

CA Libby stated that the large decrease is due to not receiving a return of surplus from HealthTrust. $250,000 was budgeted in FY16 and is not in the FY17 budget.

Surplus

CA Libby stated that this decrease in the surplus is driving the tax increase. They are using $1,030,000 to reduce taxes where in the past they have used

$3 million. With the current budget the county taxes will be increasing 7.97%.

Rep. Abel asked if they are looking at only having $1 million in surplus to reduce taxes over the next few years. CA Libby stated that it is hard to say. It looks like this is going to be the new normal. This is the 3rd year that they have seen a reduction in the fund balance

12:15pm with no further business the meeting adjourned.

Sincerely,

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Stephen Darrow, Vice-Chair

EXECUTIVE COMMITTEE BUDGET MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 6, 2016

PRESENT: Representatives Darrow, Smith, Gionet, Townsend, Abel, Erin Hennessey and Commissioners Cryans and Richards, County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: Sheriff Dutile, Director Andross, FM Kimball, HRD Clough,

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown, Rep. Sykes

9:00AM Rep. Darrow called the meeting to order and began with the Pledge of Allegiance led by Rep. Townsend

Sheriff's Department/Dispatch – Sheriff Dutile

Sheriff's Department Expense

Overtime – Sheriff Dutile stated that there is a $5,000 increase due to of cost of living and step increases.

Bailiff – There is a $10,000 increase in this line. Sheriff Dutile explained that the Bailiff's line is a 100% wash line item; the state reimburses the county for those expenses.

Forest Patrol – This is a 100% wash line item as well.

Rep. Townsend asked why the Deputies overtime line has increased and where does the overtime get used. Sheriff Dutile explained that while the number of inmates per transport is down the transports are still the same. They are taking fewer people but the numbers of trips are the same. He noted that most overtime is afterhours. He stated that IEA's are mandated trips to other state hospitals and those trips are up almost 50% from last year.

Rep. Abel asked Sheriff Dutile if in looking over the next several years he sees anything on the horizon that would affect his department. Sheriff Dutile stated that as of right now he does not foresee anything.

Dispatch Expense

Director Andross stated that his expense budget shows very few changes. He noted that there is a decrease in the wages line due to a few people leaving and hiring new people at a lower wage. Overtime is up as well due to a lack of part time employees to cover shifts.

Rep. Townsend asked what Director Andross has for vehicles. Director Andross stated that he has a 2005 Ford excursion and that is used to tow a 28ft mobile communications trailer. He stated that the main purpose for that trailer is to be a backup dispatch center incase they need to evacuate the main facility.

Sheriff Capital

Sheriff Dutile stated that this year they are going to try and cut back to purchasing two (2) cruisers versus three (3). He stated that this will take a couple of years to see if they are going to have more repair costs.

Rep. Townsend asked if there has been any thought of using hybrid vehicles. Sheriff Dutile said that they have researched it but they were told the hybrids won't handle the electronic equipment in the cruisers.

Sheriff Revenue

Rep. Erin Hennessey asked why the District Court Prisoner line has decreased. Sheriff Dutile stated that video arraignment has taken place of that.

Rep. Abel asked why there is an increase in dispatch fees. Director Andross explained that they calculate dispatch billing on an April – March basis to calculate new fees. He had not calculated the actual fees for FY 17 when the budget was prepared, so the figure was an estimate. The fees are based on the operating budget; 75-80% of what they do in dispatch is for the towns and municipal agencies that they provide service for.

Dispatch Capital Reserve

CA Libby stated that this is a self-funded reserve account that is not paid for with taxpayer money. They put in 10% of dispatch billing fees each year. The Delegation votes on that both the contribution to the capital reserve fund and an expenditures out of it at their budget vote meeting.

Director Andross discussed the various items on his capital reserve.

Rep. Gionet asked if they work on their own equipment. Director Andross stated that they do as much as they can.

Rep. Abel and Rep. Erin Hennessey both stated that they feel the 10% that gets put into the Dispatch Capital Reserve account needs to be shown somewhere in the budget. CA Libby explained that it is not a part of the budget and that the auditors have requested they do it this way.

Farm – Donnie Kimball

Expense

Rep. Erin Hennessey asked why the feed for chickens has gone up. FM Kimball stated that they bought new chickens increased the amount from 75-100.

Rep. Townsend stated that there is talk about preventive antibiotic use. He asked if FM Kimball uses that. FM Kimball stated that they do. A vet comes out once a month and they track everything that is used.

Rep. Darrow asked how long equipment lasts. FM Kimball said that he tries to get ten (10) good years out of equipment.

Capital

FM Kimball stated that he needs a manure spreader to replace the old one. The old one is beyond repair at this point.

FM Kimball explained that his 2003 pickup truck is rusted out and needs to be replaced. He stated that he would try to get a fairly good used one.

Feed Cart – FM Kimball explained that this is the feed cart that is inside the barn. He stated that they have done repairs on it but it needs to be replaced.

Revenue

Sale of milk – FM Kimball stated that he kept it at $18 and hopes that the price of milk will go up the second half of next fiscal year.

Livestock – The farm usually has about 170 animals but right now they have about 190 so FM Kimball stated that he has increased that line $10,000.

Sale of Wood – FM Kimball stated that this is only done every five (5) years and they had a good sale this year.

Human Resources – Director Karen Clough

HRD Clough stated that she has a straight forward budget. It is down by .8%

HRD Clough explained that 80% of Human Resources budget is allocated to the nursing home for services provided to them.

She noted that four (4) line items that have increased. The HR Staff line item has increased due to a reorganization of the office. She explained that they upgraded the HR clerk to an HR assistant which was a higher grade level due to having more responsibilities. They health insurance has increased due to the same staff reorganization.

Office Supply line – HRD Clough stated that this line is based off of usage

Advertising and PR – She stated this is based on usage as well. They have been doing a lot of advertising for LNA's and nurses, as well as bigger positions they have had to advertise for.

Travel Expense line –HRD Clough explained that they have been taking criminal record checks to Concord to have them done rather than mailing them. She explained that when they get mailed it takes two (2) – three (3) weeks to get them back or they get lost so when department heads have to go to Concord they can bring them with them. She stated that they bring them to the office and they are taken care of in five (5) minutes versus waiting the two (2) – three (3) weeks. They have increased this line item to cover those various trips to Concord. This line item also covers travel to various affiliate meetings as well as most educational trainings at Primex which are free trainings but there is mileage reimbursement.

Attorney's Office – Atty. Lara Saffo

Atty. Saffo handed out the attached presentation on her FY17 budget.

Atty. Saffo stated that there are two (2) increases in her expense line which are both are offset by grants.

Rep. Erin Hennessey asked what the dues and licenses cover. Atty. Saffo stated that this line item covers their Lexis Nexis, Karpel and their courtroom software. She noted that the courtroom software was not in her budget last year, it was in last year's IT budget.

Rep. Gionet asked about the $3,400 in bar dues. Atty. Saffo explained that the bar dues mandatory dues if they want to practice law in New Hampshire.

Litigation fees – Atty. Saffo explained that any expense associated with a trial come out of litigation fees. There was not a specific line item for this expense in the FY16 budget, it was in the supply line but they have separated it out this year.

Revenue

County Attorney Saffo explained her revenue is mainly grants: the VOCA (Victims of Crime Act) VAWA (Violence Against Women Act). Last year we were not sure if we were going to receive the VOCA grant so we did not budget for it. We did receive $32,500. FY 2017 we will be receiving $50K. We will again receive $30K from the VAWA grant which is used to offset the salary of an attorney. Finally Circuit Court Prosecution will be received to offset the expenses associated with the new Haverhill prosecutor. The County has hired this attorney and the town of Haverhill will reimburse the county for all the expenses associated with this position.

Alternative Sentencing – Director Bill Gilding

ASD Gilding stated that this budget was prepared prior to him coming on board. He said that he has reviewed it and will do his best. He stated that he does believe based on conversations with the Commissioners and CA Libby if he were to do what was expected of the previous year's director he could accomplish what is there for next year, however he believes the burden should not fall upon the entire county to take care of the traumatized people that live in this county and the recovery of the addicts that live in this area. He discussed the National Drug Court conference in California that he just returned from and what needs to be done in order to bring this to the new level that follows national standards which is based on best practices. He stated that it was the most powerful conference that he has been too. He noted that if he brings these treatment programs to the national standards he will be able to get money allocated from the state in the amount of $150,000. He further discussed his plans for Alternative Sentencing with the Committee.

Revenue

CA Libby stated that the increase in revenue is mainly due to the Adult Diversion program that they just started up in December.

Rep. Abel asked who pays for the fee for service. ASD Gilding stated that the fee for service is paid for by each individual participant.

11:36 AM with no further business the meeting adjourned.

Sincerely,

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Suzanne Smith, Clerk

EXECUTIVE COMMITTEE BUDGET MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 13, 2016

PRESENT: Representatives Sykes, Darrow, Smith, Abel, Gionet, Townsend and Commissioners Cryans, Lauer and Richards, County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: NHA Labore, FM Jurentkuff, ITM Ruggles, RD Monahan, COA Bryant

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown, Rep. Erin Hennessey

9:00 AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Smith.

Nursing Home – Administrator Craig Labore & Finance Manager Dawn Jurentkuff

Revenue

NHA Labore stated that they have budgeted for a census average of 127 for the fiscal year. He stated that currently their census is 125 and he feels it is a very realistic target.

NHA Labore stated that they received the proposed Medicaid rate and it is a $2.33 decrease from where it currently is. $158.39 is the new rate. He stated that this is equivalent to a $41,000 decrease in revenue for the first half of FY 17. He noted that they have budgeted twenty – five (25) private pay residents and they have been averaging seven (7) – eight (8) above that mark which is helping to make up in revenue.

NHA Labore stated that as of May 1st the nursing home entered into agreement with VA. They are now eligible to start receiving veteran referrals. He noted that they feel that an average number of three (3) residents from VA referrals will be a good number to start at which equals $242,280.

Rep. Gionet asked if there a long process to get a veteran in the nursing home. NHA Labore stated that there was a lot of red tape in the beginning of the project and had to put it on hold due to the renovation project but now

have sped up the process since January and are now eligible to take veteran referrals.

Rep. Abel asked if the nursing home has staff that reach out to the social workers and people at various hospitals to keep them on their radar. NHA Labore stated that they have a Director of Social Services who makes calls when necessary.

They are projecting overall revenue of $12,487,857.00.

Expense

NH Admin

Contract Services – NHA Labore stated that there is an increase of $13,000. He explained that the majority of increase is changes for contracted services through our auditing firm. Medicaid Compliance Auditor – He stated that this is money set aside for nursing and business staff to receive knowledge about the changing Medicare regulations. This company provides training on how nursing homes can maximize reimbursements and stay ahead of new regulations.

Bed Tax Expense – NHA Labore stated that this $603,000 is the 5.5% tax on Medicaid revenue that they pay each quarter. He stated that they have always paid this. It was just netted out in the revenue account. This new expense line is breaking it out for cost reporting purposes at the auditors' request.

Software Maint/Training – NHA Labore stated that they are currently in the training stages for Point Click Care. He stated that the full implementation of clinical portion is September 1st due to the amount of training that needs to be done. It is a certified electronic health record for CMS, the nursing home's current system is not and because they do not have a certified electronic health record now they are being docked 2% in revenue.

Vehicle Repair & Maint – Rep. Sykes asked if the nursing home bought a new bus and if so why the amount budgeted is still the same. NHA Labore stated that they did purchase a new bus. He went on to stated that they have found out early on in this year that the Pacifica has a transmission issue right now. It gets a lot of use and has been a good vehicle. In this budget he is proposing to enter into a lease. He explained that this lease will put them on a three (3) year agreement and trade it in after three (3) years so there is no cost impact to the county for maintenance. He stated that the cost for a lease would be $350 a month for some sort of jeep, something that is a four (4) door sport utility that is easy for residents to get in and out of.

Nursing

Wages – Nursing Admin – NHA Labore stated that they have combined the Assistant Director of Nursing and Unit Managers into one line item for cost reporting purposes. There are no increases; they are just not broken out like they have been in the past.

Loan Forgiveness Program – NHA Labore stated that they have been using a lot of travel agency nursing. He is proposing to use loan forgiveness for five (5) new nursing graduates to receive $10,000 in loan forgiveness over the course of two (2) years. This incentive has been found to be successful. They will receive quarterly payments of $1,250. There's no commitment for them to stay for the two (2) years, they get paid out accordingly for the amount of time they have worked.

Rep. Townsend asked how Grafton County's use of traveling nursing compares to other county nursing homes. NHA Labore stated that they are right in line with other county nursing homes; they are all having the same staffing issues.

Rep. Smith asked how they are doing with overtime. NHA Labore stated that they have been spending a lot on overtime trying to fill in where they are short staffed.

Travel Expense Line – NHA Labore explained that because traveling nursing agencies has got so competitive, some agencies are now charging room and board fees where we have to pay for local hotel feels. He noted that he has tried to stay away from using these agencies but has had too at times when no one else was available.

Restorative Nursing

New Equipment – The nursing home had entered into a lease agreement last year for gym rehab equipment with the thought that they could get more reimbursement back. NHA Labore explained that it has not been panned out the way they had hoped so they will not be entering back into that lease, therefore that line item has been zeroed out.

Housekeeping

Wages – Asst. Environmental SVC Director - NHA Labore stated that back at the beginning of the year the nursing home transitioned the senior housekeeping position into the asst. environmental svc director to have more

supervisory responsibilities. They help oversee the housekeeping department; working with the director on the operation of the department, ordering supplies, etc. He explained that this is creating a succession plan for when the director retires in the future.

Rep. Townsend asked if the nursing home has used inmates to do housekeeping. NHA Labore stated that it used to be done but the decision was made in 2010-2011 to remove them from the nursing home. CMS legislation came about to make sure that people with criminal history did not work in nursing homes.

Pharmacy & Physician – NHA Labore explained that when someone is on Medicare they are responsible for all costs of medications. This line changes based on the census.

Social Services

Wages – Social Service Staff - NHA Labore explained that as of March the two (2) social services staff was a part of the union. They had been asked to be removed from the union so they have been removed from the bargaining scale in the county wage charts and moved to the non-bargaining unit which had an increase and it was felt that increased was warranted.

Capital Building/Equipment

Lines that are zeroed out – those were reallocated for capital purchases.

Capital Reserve Account

NHA Labore discussed the various requests under his capital reserve with the largest being the 3rd year of the bed replacements at $45,000. The total capital reserve amount for FY 17 is $118,140.00.

Rep. Gionet followed up on the question he has had regarding reimbursements from old contractors from the Nursing Home project. CA Libby stated that Supt. Oakes is still working on that. They are waiting for paperwork and are holding onto the contractor's last payment until they receive the information they need.

Information Technology – Manager Brent Ruggles

Expense

Software Maint & Renewal – ITM Ruggles explained that this line item is up $25,000 this year due to renew support increase on our payroll software as well as another support renewal on the virtual servers.

Software – ITM Ruggles explained that there is a large increase in this line due to them needing to purchase a new version of Time and Attendance software.

New Equipment – ITM Ruggles explained that this line item is the assorted items that have been requested throughout various departments. He discussed these various items with the committee.

Rep. Abel asked ITM Ruggles if he anticipates in the next few years that he will have this annual increase. Brent – no we do not. ITM Ruggles stated that he does not expect to have this annual increase.

Rep. Gionet commended ITM Ruggles and stated that when he first came on the technology at the campus was not good. He has done a great job in bring the campus up to date.

Capital Outlay

Department of Corrections – ITM Ruggles explained that they usually replace desktops after a five (5) year lifespan. He stated that the jail will be at that five (5) year point in 2017 and all the systems are going to need to be replaced but he is budgeting to replace twenty (20) of the forty (40) systems this year and replace the other half next year to spread out the cost over two (2) years.

7 Door Lock Control PC's – ITM Ruggles stated that these are critical systems that have to do with the security at the jail. They operate 24/7 and are very expensive PC's.

Register of Deeds – Kelley Monahan

Expenses

Clerical – RD Monahan stated that she has lost an employee this year and she is putting hiring position on hold for now.

Health Insurance – RD Monahan stated that she chose not to put her three (3) sons on the health insurance and also did not take retirement.

Education and Conference – RD Monahan stated that she has been attending the Fidlar Educational Conference. She stated that this year she attended the PRIA national conference. She stated that it is a more expensive conference and has budgeted accordingly to attend again in FY17.

Rep. Gionet questioned the priorities of the Register of Deeds by delaying the preserving of old books. RD Monahan explained to the Committee the cost involved in that process and that it has been put on hold since she has been in office.

Surcharge

RD Monahan discussed her items under equipment repair and maintenance as well as equipment rental with the committee.

Cube Server – RD Monahan explained that they have all electronic backup with one company. This would be an internal storage server for Deeds that contains their own data base. Should there become corruption in the data, it notifies them and begins to correct itself. She stated that the training for her staff is included in the quote.

Revenue

RD Monahan stated that she increased the transfer tax and decreased the recording fees. She also noted that she increased online services.

UNH Cooperative Extension – COA Heather Bryant

Expense

COA Bryant explained that her budget pays for 25% of the field specialists and 75% of the coordinators for the Professional Staff. Her main increases are in the salary lines and they are related to the step increases and longevity increases for support staff.

New Equipment – COA Bryant stated that this has always been in the capital budget but with the way they are now doing the budgets anything under $5,000 will be going into the operating budget. This line item includes new computers and software upgrades.
Rep. Townsend asked what qualifies equipment as a capital expenditure CA Libby stated that equipment that is over $5,000 and is expected to have a life expectancy of over three (3) years is considered a capital expense.

Rep. Abel asked COA Bryant if she anticipates that the programs in coming years will be essentially the same as this. She stated that there are no major changes coming that they are aware about.

Revenue

COA Bryant stated that UNH pays $5,000 towards supplies and administrative assistant salaries.

Rep. Sykes asked how the range of programs in Grafton County compares to other counties. COA Bryans stated that she believes Grafton County has representation in all programs in UNH Ext. minus the seacoast programs. They have expanded their programs in the past three (3) –four (4) years.

Commissioner Richards wanted to note that she is so impressed with the impact that this program has on Grafton County and she is very supportive of UNH Cooperative Extension.

Rep. Townsend asked if there were any current vegetable trials. COA Bryant stated that there is. She explained that they took the green house in 2013 and moved it across the street where they can plant in the ground. She is currently conducting a tunnel tomato fertility study. This study is trying to figure out how much fertilizer you need to grow tomatoes in a tunnel, they are in the 3rd year of five (5) year trial.

Commissioner Lauer stated that she wanted to add on to what Commissioner Richards stated. She said that they have developed a good relationship with the County and UNH.

CA Libby stated that she will send all minutes to the Committee before Friday to be approved at Friday's meeting. She also noted that she will be making a number of changes to the budget. She has the majority of the health insurance enrollments so those numbers will be adjusted as well as elected officials salaries.

11:31 AM with no further business the meeting adjourned.

Sincerely,

_____

Suzanne Smith, Clerk

EXECUTIVE COMMITTEE BUDGET MEETING
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 17, 2016

PRESENT: Representatives Sykes, Darrow, Smith, Abel, Gionet, Townsend and Erin Hennessey and Commissioners Cryans, Lauer and Richards, County Administrator Libby and Administrative Asst. Samantha Norcross.

OTHERS PRESENT: RD Monahan, HSA Bishop, Atty. Saffo

EXCUSED: Rep. Rebecca Brown, Rep. Chris Brown

9:00 AM Rep. Sykes called the meeting to order and began with the Pledge of Allegiance led by Rep. Hennessey.

Rep. Sykes stated that there are several sets of minutes that need to be approved.

> Rep. Smith moved to approve the minutes from the March 21st Executive Committee meeting. Rep. Darrow seconded the motion and all were in favor.
>
> Rep. Darrow moved to approve the minutes from the June 3rd Executive Committee Budget Meeting. Rep. Gionet seconded the motion and all were in favor. Rep. Smith abstained.
>
> Rep. Gionet moved to approve the minutes from the June 6th Executive Committee Budget Meeting. Rep. Abel seconded the motion and all were in favor. Rep. Sykes abstained.
>
> Rep. Abel moved to approve the minutes from the June 13th Executive Committee Budget Meeting. Rep. Darrow seconded the motion and all were in favor. Rep. Erin Hennessey abstained.

<u>May Financial Reports</u>

Monthly Variance Report:

Revenue:

> CA Libby stated that the nursing home should finish around $300,000 above the projected revenue due to proshare money

coming in higher than what was budgeted. They budgeted for $1,150,000 and received $1,459,007.

She noted that the Department of Corrections should finish on target for their revenue projections. They have grant money to still come in that is not sent on a 1/12 basis.

Expense:

CA Libby stated that the accounts look decent. She stated that the largest over expended line is the bonded debt which will straighten itself out by the end of the year.

Prorated Report:

CA Libby stated that they are a little over revenue and under expended. The unassigned fund balance is still in the negative.

CA Libby stated that they have many over expended lines which are not uncommon at this point in the year.

Surplus Projection – CA Libby discussed the spreadsheet with the surplus projection to the Committee and answered various questions.

The Executive Committee went through each department's budgets

Revenue:

Register of Deeds

Rep. Erin Hennessey stated that she put in legislation that failed to have the County Delegation approve any increases in fees for copies and access to deeds online. She stated that one of the reasons she was told it failed was because the Delegation has the opportunity to review the revenue side of the budget and can make adjustments if they want. She stated that she believes that the current fees for copying and online access are not fair to the county and also does not agree with the increases in the online services. She recommended that those budget lines be put back to FY16 budget amounts and the fees be adjusted accordingly.

Rep. Erin Hennessey agrees that tapestry is a good tool but does not agree with the fees. CA Libby stated that the fees are not changing in FY17. They were changed in FY16 and they have budgeted accordingly in FY17 to reflect the current fees. Rep. Erin Hennessey stated that she wants the

numbers to be set to what they were before July 1st 2015. RD Monahan was present for the meeting and stated that this is national push to take these records offline. She noted that the copy fees have not changed in years; they are set by the Commissioners. They are in their 4th year using tapestry which is a convenience. Rep. Gionet stated that he does not want to be compared to other counties, they are dealing with Grafton County and he is concerned with what is best to Grafton County. Rep. Smith stated that the people who are using the online services are not necessarily Grafton County residents.

> Rep. Erin Hennessey moved to set the budget for the Online Services to FY16 budget amount of $35,000 and set the Tapestry Line to $5,000. Rep. Gionet seconded the motion.

Discussion:

Rep. Townsend stated that they can lower the revenue in the budget but that does not mean they are lowering the revenue, it will still come in as it is set by the department. Rep. Sykes stated that this just lowers the revenue and increases taxes and does not see how this helps people. Rep. Abel stated that he has not heard and concrete reason to lower these line items and will be voting against the motion. Rep. Erin Hennessey stated that the reason she is doing this is because she has had businesses come to her about the increase and do not feel it is fair. Rep. Darrow stated that fees are still going to be the fees and this vote will not impact the revenue.

The Committee voted on the motion. Three (3) Reps., Erin Hennessey, Gionet and Darrow were in favor. Four (4) Reps., Sykes, Smith, Townsend and Abel were in opposition. With the vote being three (3) in favor and four (4) in opposition the motion fails.

Sheriff's Department:

CA Libby stated that she has updated the dispatch fees to the numbers Director Andross had given them.

Farm:

Rep. Erin Hennessey stated that in her calculations that even if you include the donations of food to the jail, the projection for the farm is to lose $96,500. She stated that she feels this is a lot of money for the county tax payers to pay for when they do not all benefit from the farm. She stated that she would love to see the farm to come up with alternative sources of income so they are not subsidizing the farm going forward.

Expense:

County Attorney's Office

Rep. Erin Hennessey asked about the double step increases that were requested in the department request. The Commissioners denied that request but then the COLA was added into their recommended budget which brought the amounts back up to what her department requests were. Rep. Erin Hennessey stated that Carrol County has had issues retaining attorneys and is afraid that we will run into that issue. Commissioner Cryans stated that he feels this is always going to be an issue. CA Libby added that these double step increases were based on the felony first initiative and this is not happening till July of 2017. Rep. Abel stated that he thinks that the Commissioners and Delegation have recognized the need for incentives and will be experimenting with this in the future. Commissioner Cryans stated that this is a complicated issue. He does not think that they are losing attorneys just because of the step increase, there are many other factors.

Rep. Erin Hennessey asked Atty. Saffo if she can get any of the $1.5 million Granite Hammer funds. Atty. Saffo sated don't know that she can get the funds, think that there may be state level funding that she can get.

Commissioner Richards stated that she would love to think that the Delegation will give the County Attorney position a large increase to get the quality work. Rep. Erin Hennessey stated that completely agree that's why she asked why the deputy county attorney makes more than the county attorney.

Rep. Gionet stated that the bulk of his constituents are living off their social security and receive no cola and these are the people who are paying the salaries of our elected officials.

Sheriff's Department:

Rep. Sykes stated that he has been asked by other members of the delegation to bring up the conversation of CASA and the funding that was denied by the Commissioners. He stated that he will be looking to give them funding and that the increase in the Sheriff's Overtime line was not defended very well where they could cut that back to this year's funding to open up funds for CASA.

Social Services:

Rep. Sykes moved to add $5,000 to fund CASA. Rep. Townsend seconded the motion.

Discussion:

Rep. Sykes stated that if they add this money back in they will be looking to take it out somewhere so there will be no net change in the budget. He noted that he sas dealt with CASA in the past and admire the work they do and like all nonprofits they are struggling to find the money. He thinks the work they do is good and understands that money is an issue with the county but think this is money well spent. Rep. Erin Hennessey state that she is a big listener of public radio and is concerned because she believes that CASA funds them. She does not think they should fund an organization that has extra money to fund other organizations that do not fall in line with that they do. She stated that she thinks they should go to the towns for funding. Rep. Darrow stated that he agrees with what Rep. Erin Hennessey stated said that these organizations do go to the towns and the county as well. He has reservations about taking money out of someone's budget to fund them. Rep. Gionet stated that by definition they are county executives, the tax payers are supporting county government and not social services and he does not want county government supporting social services. He went on to state that he does not support cutting money from the Sheriff's Department to fund a social service agency.

Rep. Abel spoke in support of Rep. Sykes motion. He stated that he agree with him that when the Sheriff made his presentation there was not a compelling argument that he needed a big increase in OT budget. He said that he believes they could take it from the OT line or take from other areas that get put into reserve accounts and find the $5,000 to fund CASA.

Rep. Abel moved to amend the motion and take $5,000 come from the OT line in the Sheriff's Department to fund CASA. Rep. Townsend seconded the motion.

10:29 AM Rep. Gionet requested a caucus of the two (2) parties.
10:31 AM Meeting convened.

The Committee voted on the amendment. Three (3) Reps., Abel, Townsend and Sykes were in favor and four (4) Reps., Erin Hennessey, Gionet, Darrow and Smith were in opposition. With the vote being three (3) in favor and four (4) in opposition the amendment fails.

The Committee voted on the original motion. Three (3) Reps., Abel, Sykes and Smith were in favor and four (4) Reps., Townsend, Erin Hennessey, Gionet and Darrow were in opposition. With the vote being three (3) in favor and four (4) in opposition the original motion fails.

Rep. Townsend moved to accept the FY17 as prepared by the Commissioners and amended by CA Libby in the amount of $41,142,956.00. Rep. Smith seconded the motion. Four (4) Reps., Townsend, Abel, Sykes and Smith were in favor and three (3) Reps., Erin Hennessey, Gionet and Darrow were in opposition. With the vote being three (3) in favor and four (4) in opposition the motion passes.

CA Libby stated that the committee was presented with the capital reserve account requests and the transfer into the capital reserve accounts impacts the amount to be raised by taxes. She stated that the committee needs to vote on their approval of those requests.

Rep. Townsend moved to approve the transfers of $25,000 into the Nursing Home Capital Reserve account and to spend $154,000, to contribute $63,152 to the Dispatch Capital Reserve account and to spend $46,200 and to approve the request to spend $62,309.00 out of the Deeds Surcharge account. Rep. Smith seconded the motion. Seven (7) Reps., Smith, Sykes, Darrow, Abel, Gionet, Townsend and Erin Hennessey were in favor. With the vote being seven (7) in favor and none in opposition the motion passes.

CA Libby stated that the final amount to be raised by taxes is $24,184,395.00.

Commissioner Cryans thanked everyone on the Committee for their efforts and everyone before them in his 19 years

10:42 AM with no further business the meeting adjourned.

Sincerely,

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Suzanne Smith, Clerk

DELEGATION MEETING
Vote to Set Elected Officials Salaries
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
May 23rd 2016

PRESENT: Reps., Bailey, Bennett, Duane Brown, Cooney, Darrow, Erin Hennessey, Martha Hennessey, Higgins, Hull, Johnson, Maes, Massimilla, Nordgren, Piper and Sykes. Commissioners Cryans and Lauer, CA Libby, Admin. Asst. Norcross, Atty. Saffo, RD Monahan, Treasurer Parker and Sheriff Dutile.

The Grafton County Delegation was scheduled to meet on Monday, May 23, 2016 at 9:00 AM. The meeting was noticed in the house calendar, published in the Valley News on May 11, 2016 and each member was mailed a postcard with the meeting date, time and purpose on May 10, 2016. Which is in accordance with RSA 24:9-d Notice.

The purpose of the meeting was to set elected officials wages per RSA 23:7 Establishing Compensation which states that "Said compensation shall be established biennially by the county convention prior to the filing date under RSA 655:14 for elected offices listed in this section, upon recommendation of the executive committee which shall remain in effect during their term of office."

RSA 655:14 Filing: General Provisions: states the filing period shall be "between the first Wednesday in June and the Friday of the following week …" In 2016 those dates are June 1, 2016 – June 10, 2016.

Grafton County has a 27 member delegation. A quorum of members is 14. At 9:00 AM there were only 10 members physically present. Chairman George Sykes waited until 9:15 AM at which time two (2) additional representatives had arrived. Making the total present twelve (12.)

A discussion ensued regarding the need for the compensation to be established prior to the filing period which this year is set to begin on June 1st per RSA 655:14. In addition, to be in compliance with RSA 24:9-d Notice, there needs to be a period of at least 7 days before a meeting can be convened. That left the only possible date of another meeting of the Delegation to be on Tuesday, May 31st. If that was to be done a notice would have to be sent to the newspaper prior to Noon on today's date to try and get it published for tomorrow to meet the requirement for noticing the meeting.

Remembering that Monday, May 30th is the Memorial Day holiday. Chairman Sykes polled the members present and of the twelve (12) present, eleven (11) indicated that they could probably attend a 9:00 AM meeting on 5/31/16, which would still leave the body short of a quorum. Chairman Sykes also noted that 5/31/2016 was a day when he expected Ranking Democrats, and Chairs and Vice-Chairs of the House to be meeting in Concord.

A suggestion was made to see if it would be possible to contact several representatives via telephone to see if they would be able to participate via telephone since they could not physically be present at the meeting today. Chairman Sykes felt that given the time challenges presented with the requirements of RSA 23:7 and the uncertainty of even getting a quorum next week that it made sense if a quorum could be gathered today using telephones than we should pursue that. Per RSA 91-A:2 Meetings Open to Public – For the purpose of this chapter, a "meeting" means the convening of a quorum of the membership of a public body, as defined by RSA 91-A:1-a, or the majority of the members of such public body if the rules of that body define "quorum" as more than a majority of its members, whether in person, by means of telephone or electronic communication, or in any other manner such that all participating members are able to communicate with each other contemporaneously, subject to the provisions set for the in RSA 91-A:2, III." RSA 91-A:2, III states – A public body may, but is not required to, allow one or more members of the body to participate in a meeting by electronic or other means of communication for the benefit of the public and the governing body, subject to the provisions of this paragraph.

(a) A member of the public body may participate in a meeting other than by attendance in person at the location of the meeting only when such attendance is not reasonably practical. Any reason that such attendance is not reasonably practical shall be stated in the minutes of the meeting.

(b) ***Except in an emergency***, a quorum of the public body shall be physically present at the location specified in the meeting notice as the location of the meeting. For purposes of this subparagraph, an "emergency" means that immediate action is imperative and the physical presence of a quorum is not reasonably practical within the period of time requiring action. The determination that an emergency exists shall be made by the chairman or presiding officer of the public body, and the facts upon which that determination is based shall be included in the minutes of the meeting.

(c) Each part of a meeting required to be open to the public shall be audible or otherwise discernable to the public at the location specified in the meeting notice as the location of the meeting. Each member participating

electronically or otherwise must be able to simultaneously hear each other and speak to each other during the meeting, and shall be audible or otherwise discernable to the public in attendance at the meeting's location. Any member participating in such fashion shall identify the persons present in the location from which the member is participating."

Representatives Brad Bailey, Linda Massimilla and Patricia Higgins were all called and each agree to participate via telephone. Given the existing situation, with the need to comply with both RSA 23:7 and 24:9-d, Chairman Sykes determined that an emergency indeed did exist and that per RSA 91-A:2, III (b) that the meeting could continue today with three (3) members participating via the telephone.

Chairman Sykes asked that everyone speak loudly so that the members participating via telephone could hear and he made sure that everyone could hear the members that were on the telephone. Chairman Sykes declared the meeting open and called the roll. The meeting proceeded.

Rep. Sykes called the meeting to order at 9:34am and began with the Pledge of Allegiance led by Rep. Darrow.

Reps., Bailey and Higgins participated by phone according to RSA 91-A:2 III (a)with the reason being that they were unable to attend due to work commitments. It was noted that all votes must be taken by a roll call.

Rep. Massimilla participated by phone according to RSA 91-A:2 III (a) with the reason being that she was unable to attend due to another meeting obligation. It was noted that all votes must be taken by a roll call.

CA Libby handed out a list of all elected officials current salaries. She noted that the employees are proposed to get a 1.4% COLA in this upcoming budget. 1.4% is the CPI. She stated that the salaries that the Delegation are setting are for calendar year 2017 and 2018

Rep. Hull moved to level fund all elected official positions at the current funding levels. Rep. Cooney seconded the motion.

Discussion:

Rep. Bennett stated that there should be a 1.4% increase for each year to match the COLA the employees are receiving this year. Rep. Erin Hennessey asked what benefits these employees receive. CA Libby stated that all full time elected officials are eligible for health insurance and they are eligible to decide whether or not they want to participate New Hampshire retirement

system. They are also eligible for life insurance and dental insurance but those are employee paid benefits. Rep. Erin Hennessey asked if there was a match to the state retirement system. CA Libby stated that Group I employees which is everyone except the Sheriff pay 7% and the county percentage is 11.17% of gross salary. Rep. Piper asked how much the salaries have gone up in since 2012. CA Libby stated that the only increase from 2 years ago was the chairman of the Board or Commissioners received a $400 increase. She stated that in 2012 she does not remember the increases. Rep. Cooney thinks they should vote for each position separately.

A roll call vote was called. Six (6) Reps., Bailey, Duane Brown, Darrow, Erin Hennessey, Hull and Johnson were in favor. Nine (9) Reps., Bennett, Cooney, Martha Hennessey, Higgins, Maes, Massimilla, Nordgren, Piper and Sykes were in opposition. With the vote being six (6) in favor and nine (9) in opposition the motion fails.

Rep. Nordgren moved to vote all positions as a block but there be a 1.4% increase annually. Rep. Martha Hennessey seconded the motion.

Discussion:
Rep. Bailey asked for the salaries with the increases. Rep. Sykes read off the salaries with a 1.4% annual increase for the next two years and they are as follows:

Position	Current Salary	2017 Salary	2018 Salary
County Attorney	$ 80,012	$ 81,132.17	$ 82,268.02
Sheriff	$ 61,907	$ 62,773.70	$ 63,652.53
Register of Deeds	$ 58,446	$ 59,264.24	$ 60,093.94
Treasurer	$ 6,480	$ 6,570.72	$ 66,062.71
Commissioner – Chairman	$ 11,120	$ 11,277.71	$ 11,435.60
Commissioner – Vice Chair	$ 10,782	$ 10,932.95	$ 11,086.01
Commissioner - Clerk	$ 10,782	$ 10,932.95	$ 11,086.01

Rep. Darrow stated that he would prefer to vote position by position. Rep. Bennett asked what the inflation is this year. CA Libby stated that it is 1.4% which is why that is what they budgeted a 1.4% COLA for employees. Rep. Darrow stated that in setting this 1.4% increase annually we do not know what is going to happen

next year. This year social security had no increase. Rep. Bailey stated that he respects everyone who works at the county but is afraid of what message this is sending to people who have not received a raise in years. Rep. Martha Hennessey stated that in the notes they were given by RD Monahan she stated that in her six (6) years she has only received a 2% increase and that this would be making up for not giving increases in past years. Rep. Cooney stated she wanted to make a note that many people forget and that is they are not setting someone's salary, they are setting a position's salary and it could be anyone in the next election. It is not giving someone a raise for doing a good job. Rep. Higgins stated that she feels they should set the 1.4% for two (2) years. Rep. Cooney stated that she would support 1.4% for two (2) years.

A roll call vote was called. Six (6) Reps., Bailey, Bennett, Martha Hennessey, Higgins, Nordgren, and Piper voted in favor. Nine (9) Reps., Duane Brown, Cooney, Erin Hennessey, Hull, Johnson, Maes, Massimilla, Sykes. With the vote being six (6) in favor and nine (9) in opposition the motion fails.

Rep. Massimilla moved to have a block vote 1.4% increase for two (2) years. Rep. Cooney seconded the motion.

Discussion:

Rep. Erin Hennessey asked if she could amend the motion to vote individually. Rep. Massimilla stated that she was ok with the amendment to the motion. Rep. Sykes stated that if the amendment was passed they would have to do this process over again seven (7) times, one (1) for each elected official. Rep. Erin Hennessey withdrew her amendment.

A roll call vote was called. Thirteen (13) Reps., Bailey, Bennett, Duane Brown, Cooney, Darrow, Erin Hennessey, Martha Hennessey, Higgins, Maes, Massimilla, Nordgren, Piper and Sykes voted in favor. Two (2) Reps., Hull and Johnson were in opposition. With the vote being thirteen (13) in favor and two (2) in opposition the motion is adopted.

CA Libby reminded the Delegation that the next full Delegation meeting is on June 27th at 10:00am to vote on the FY17 budget and noted that it is very important for everyone to be there.

10:01am with no further business the meeting adjourned.

Sincerely,

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Stephen Darrow, Vice-Chair

DELEGATION MEETING
Vote on FY17 Budget
Administration Building
3855 Dartmouth College Highway
North Haverhill, NH
June 27th 2016

PRESENT: See attached sign in sheet

Rep. Sykes called the meeting to order at 9:34am and began with the Pledge of Allegiance led by Rep. Darrow.

Rep. Sykes stated that there were several representatives that are not running for re – election. He acknowledged the following representatives for their service to Grafton County:

Reps.:
Gionet
Townsend
Cooney
C. Brown
R. Brown
M. Hennessey
Piper
Johnson

Rep. Townsend moved to appropriate $40,944,190 for fiscal year 2017 of which $23,985,629 is to be raised by taxes. Rep. White seconded the motion.

Discussion:

CA Libby stated that the amount today is $198,766 less than last week due to the State giving us our final cap for our Health & Human Services payments for FY 17 on Friday. Our cap was set at $198,766 less than what they had budgeted for. Therefore, the budget has been reduced by that figure.

Rep. Ford stated that she has been concerned about the opioid crisis. She stated that one of the things that they have done in Concord is to take care of the treatment plans. Her underlying concerns are taking care of families

in New Hampshire. CASA had asked for $5,000 in funding to make that happen. She stated that she has worked with CASA since 2006 and if they do not start working with children in this opioid crisis we will be dealing with this issue twenty (20) years from now. She stated at this point she will not be making a motion, the budget presented is an excellent budget but wanted to make people aware of what will happen.

Rep. Ladd moved to amend the motion and reduce the amount to be appropriated for FY17 by $594,203.00. He stated that this brings the appropriation to a flat line from FY16. Rep. Bailey seconded the motion.

Rep. Ladd stated that he is concerned with several items in the budget. He stated that they are expanding the social services budget and does not feel that the county should be funding these services. They are decreasing the fund balance and not able to take from that to offset taxes. Rep. Almy stated that she is confused about Rep. Ladd stating the social services budget increased. In looking at the budget it is decreasing by $12,000. Rep. Ladd stated that his increase he stated was since FY14.

Rep. Abel asked for clarification of the amendment and where those funds would be cut from if it were to be passed. Rep. Ladd stated that he does not want to micro manage. That it is an internal issue and management can figure it out. Rep. Bailey stated that he appreciates everything that is done at Grafton County. His towns are going to be hit with large increases and the private sector has not been seeing increases in their paychecks. It is very difficult for people in northern Grafton County to take this hit. Rep. Edmond stated that social services have nothing to do with Grafton County. His constituents pay for these increases for staff and many of them are on fixed incomes. Rep. Smith reminded everyone that last year when the county had the life safety issue at the nursing home they voted to not take out a bond and take from the surplus account. The increase is due to the lack of money in the surplus from using that for the nursing home project. The amount that our towns are getting charged, some win and some lose and that is based off the equalized valuation. Rep. Cooney noted that the percentage is not the actual rate that is going up or down; it depends on the total valuation of the town. Rep. Almy stated that it was in her second term where they have been asked to vote to tell the administration to do a blanket cut and she would oppose the amendment. Rep. White asked CA Libby about the 2014 proshare money amount. CA Libby explained that what has also happened is that in the past three (3) fiscal years is that their expenditures are outpacing their revenues so the fund balance has been decreasing. Rep. Sykes noted

that a private daycare in his town is closing because they do not have the money. 100 children will no longer have day care services and they were trying to do it on their own with no funding. Rep. Sykes hopes that everyone will vote against this motion. CA Saffo was present and corrected a comment that was made about her increase. She stated that they have received grants to help offset those new expenses.

> A roll call vote on the amendment was called. Six (6) Reps., Bailey, Darrow, Gionet, Johnson, Ladd and Massimilla voted in favor. Thirteen (13) Reps., Abel, Almy, Bennett, R. Brown, Cooney, Ford, Higgins, Maes, Piper, Smith, Sykes, Townsend and White voted in opposition. With the vote being six (6) in favor and thirteen (13) in opposition, the amendment to the motion fails.

Rep. Gionet stated that he has been asking about reimbursements from old contractors from the Nursing Home project. Commissioner Cryans stated that they have received a number of $45,000 in costs associated with the prior contractor and they decided that was not a large enough amount of money to pursue a lawsuit.

> A roll call vote on the original motion was called. Fourteen (14) Reps., Abel, Almy, Bennett, R. Brown, Cooney, Ford, Higgins, Maes, Massimilla, Piper, Smith, Sykes, Townsend and White voted in favor. Five (5) Reps., Bailey, Darrow, Gionet, Johnson and Ladd voted in opposition. With the vote being fourteen (14) in favor and five (5) in opposition the motion was adopted.

Rep. Almy moved to authorize the Treasurer to borrow Tax Anticipation Loans in an amount up to $7,000,000. Rep. White seconded the motion.

> A roll call vote was called. Seventeen (17) Reps., Abel, Almy, Bailey, Bennett, Cooney, Darrow, Ford, Gionet, Higgins, Ladd, Maes, Massimilla, Piper, Smith, Sykes, Townsend and White voted in favor. One (1) Rep., Johnson, voted in opposition. With the vote being seventeen (17) in favor and one (1) in opposition the motion was adopted.

Rep. Bennett moved to contribute $63,152 from Dispatch Fees for fiscal year 2017 to the Dispatch Capital Reserve Account. Rep. White seconded the motion.

> A roll call vote was called. Eighteen (18) Reps., Abel, Almy, Bailey, Bennett, Cooney, Darrow, Ford, Gionet, Higgins, Johnson, Ladd, Maes, Massimilla, Piper, Smith, Sykes, Townsend and White

voted in favor. None voted in opposition. With the vote being eighteen (18) in favor and none in opposition the motion was adopted.

Rep. Ladd moved to expend $46,200 from the Dispatch Capital Reserve account for equipment for the Dispatch Center. Rep. Ford seconded the motion.

A roll call vote was called. Eighteen (18) Reps., Abel, Almy, Bailey, Bennett, Cooney, Darrow, Ford, Gionet, Higgins, Johnson, Ladd, Maes, Massimilla, Piper, Smith, Sykes, Townsend and White voted in favor. None voted in opposition. With the vote being eighteen (18) in favor and none in opposition the motion was adopted.

Rep. Massimilla moved to contribute $25,000 from Medicaid ProShare funds to the Nursing Home Capital Reserve account. Rep. Maes seconded the motion.

Rep. White asked if there is going to be anymore contributions to capital reserve accounts. CA Libby stated that there will not be any more contributions today.

A roll call vote was called. Seventeen (17) Reps., Abel, Almy, Bailey, Bennett, Cooney, Darrow, Ford, Gionet, Higgins, Johnson, Ladd, Maes, Massimilla, Piper, Smith, Sykes, and Townsend voted in favor. One (1) Rep., White, voted in opposition. With the vote being seventeen (17) in favor and one (1) in opposition the motion was adopted.

Rep. Maes moved to expend $154,338 from the Nursing Home Capital Reserve account for equipment at the nursing home. Rep. Higgins seconded the motion.

A roll call vote was called. Eighteen (18) Reps., Abel, Almy, Bailey, Bennett, Cooney, Darrow, Ford, Gionet, Higgins, Johnson, Ladd, Maes, Massimilla, Piper, Smith, Sykes, Townsend and White voted in favor. None voted in opposition. With the vote being eighteen (18) in favor and none in opposition the motion was adopted.

Rep. Higgins moved to expend $62,309 from the Register of Deeds Surcharge account for equipment. Rep. Ford seconded the motion

A roll call vote was called. Eighteen (18) Reps., Abel, Almy, Bailey, Bennett, Cooney, Darrow, Ford, Gionet, Higgins, Johnson, Ladd, Maes, Massimilla, Piper, Smith, Sykes, Townsend and White voted in favor. None voted in opposition. With the vote being eighteen (18) in favor and none in opposition the motion was adopted.

Rep. Smith moved that the Delegation authorizes the County Commissioners to apply for, accept and expend federal and/or state grants. The Commissioners will obtain Executive Committee approval prior to accepting a grant in which the grantor requires an amount of match funding or services from the County in order to make up the full cost of the project. "Match funding" refers to the amount of non-grantor funding or services required to make up the full costs during the term of the project. The Commissioners will provide a quarterly report to the Executive Committee that details all grants applied for and/or awarded and the amount expended to date. Rep. Townsend seconded the motion.

A roll call vote was called. Eighteen (18) Reps., Abel, Almy, Bailey, Bennett, Cooney, Darrow, Ford, Gionet, Higgins, Johnson, Ladd, Maes, Massimilla, Piper, Smith, Sykes, Townsend and White voted in favor. None voted in opposition. With the vote being eighteen (18) in favor and none in opposition the motion was adopted.

Rep. Cooney moved to approve the minutes from the May 23rd Delegation meeting. Rep. Higgins seconded the motion.

A roll call vote was called. Ten (10) Reps., Bailey, Bennett, Cooney, Darrow, Higgins, Johnson, Maes, Massimilla, Piper and Sykes voted in favor of the motion. None voted in opposition. Eight (8) Reps., Abel, Almy, Ford, Gionet, Ladd, Smith, Townsend and White abstained. With the vote being ten (10) in favor and none in opposition the motion is adopted.

Rep. Almy stated that we have two (2) retiring Commissioners that have done a great job for Grafton County.

Rep. Almy moved that the Delegation commend them on their service to Grafton County. Rep. Ford seconded the motion.

Discussion:

Rep. Sykes stated that it has been a pleasure to work with the Commissioners and that they are achieving good things in this county. Rep. Ford suggested casting a unanimous vote by raising hands. A unanimous vote was casted.

Rep. Sykes stated that he believes we have the best running county in the state and thanked the all the staff for their hard work.

11:08AM with no further business the meeting adjourned.

Sincerely,

_____

Suzanne Smith, Clerk

COUNTY OF GRAFTON, NEW HAMPSHIRE

Annual Financial Statements

For the Year Ended June 30, 2016

TABLE OF CONTENTS

	PAGE
INDEPENDENT AUDITORS' REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	4
BASIC FINANCIAL STATEMENTS:	
Government-wide Financial Statements:	
Statement of Net Position	11
Statement of Activities	12
Fund Financial Statements:	
Governmental Funds:	
Balance Sheet	13
Reconciliation of Total Governmental Fund Balances to Net Position of Governmental Activities in the Statement of Net Position	14
Statement of Revenues, Expenditures, and Changes in Fund Balances	15
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of Governmental Funds to the Statement of Activities	16
Statement of Revenues and Other Sources, and Expenditures and Other Uses - Budget and Actual – General Fund	17
Fiduciary Funds:	
Statement of Fiduciary Net Position	18
Notes to Financial Statements	19
REQUIRED SUPPLEMENTARY INFORMATION:	
Schedule of OPEB Funding Progress	40
Schedule of Proportionate Share of the Net Pension Liability	41
Schedule of Pension Contributions	42

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INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
County of Grafton, New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the major fund, and the aggregate remaining fund information of the County of Grafton, New Hampshire, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the County of Grafton, New Hampshire's basic financial statements as listed in the Table of Contents.

Management's Responsibility for the Financial Statements

The County's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the major fund, and the aggregate remaining fund information of the County of Grafton, New Hampshire, as of June 30, 2016, and the respective changes in financial position, and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that Management's Discussion and Analysis, Schedule of OPEB Funding Progress, the Schedule of Proportionate Share of the Net Pension Liability, and the Schedule of Pension Contributions to be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures

do not provide us with evidence sufficient to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 21, 2016 on our consideration of the County's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County's internal control over financial reporting and compliance.

Melanson Heath

September 21, 2016

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the County of Grafton, New Hampshire (the County), we offer readers this narrative overview and analysis of the financial activities of the County for the fiscal year ended June 30, 2016.

A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) notes to financial statements. This report also contains other required supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Position presents information on all assets and liabilities, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the County's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., earned but unused vacation and sick leave).

The governmental activities include general government, public safety, corrections, county farm, human services, cooperative extension, economic development and nursing home.

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available

at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the County's near-term financing decisions. Both the governmental fund Balance Sheet and the governmental fund Statement of Revenues, Expenditures, and Changes in Fund Balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities. The governmental fund financial statements provide separate information for the General Fund, which is considered to be a major fund.

An annual appropriated budget is adopted for the General Fund. A budgetary comparison statement has been provided in order to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the County's own programs.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

B. FINANCIAL HIGHLIGHTS

- As of the close of the current fiscal year, the total of liabilities exceeded assets by $(7,832,196) (i.e., net position), a change of $(1,133,117) in comparison to the prior year.

- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of $3,290,741, a change of $(1,618,932) in comparison to the prior year.

- At the end of the current fiscal year, the fund balance for the General Fund was $3,174,389, a change of $(1,473,828) in comparison to the prior year.

- Total long-term debt (i.e., bonds payable) at the close of the current fiscal year was $30,885,000, a change of $(2,470,000) in comparison to the prior year.

C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

NET POSITION

	Governmental Activities	
	2016	2015
Current assets	$ 6,254,574	$ 8,434,892
Noncurrent assets	49,806,828	50,811,528
Deferred outflows	2,107,443	2,197,412
Total assets and deferred outflows	58,168,845	61,443,832
Current liabilities	6,852,494	7,392,051
Noncurrent liabilities	58,164,834	58,304,985
Deferred inflows	983,713	2,445,875
Total liabilities and deferred inflows	66,001,041	68,142,911
Net position:		
Net investment in capital assets	18,886,289	17,682,888
Restricted	116,352	261,456
Unrestricted	(26,834,837)	(24,643,423)
Total net position	$ (7,832,196)	$ (6,699,079)

CHANGE IN NET POSITION

	Governmental Activities	
	2016	2015
Revenues:		
Program revenues:		
Charges for services	$ 14,271,881	$ 14,613,616
Operating grants and contributions	1,045,402	1,366,964
General revenues:		
County taxes	22,372,127	21,603,608
Investment income	27,961	31,721
Miscellaneous	1,110,192	925,762
Loss on disposals	(42,385)	(13,185)
Total revenues	38,785,178	38,528,486
Expenses:		
General government	5,412,257	5,021,446
Public safety	2,624,794	2,580,106
Corrections	6,216,955	5,919,924
County farm	592,939	565,368
Human services	7,645,497	7,609,162
Cooperative extension	374,153	360,950
Economic development	848,015	971,267
Nursing home	15,003,602	14,387,260
Interest expense	1,200,083	1,277,606
Total expenses	39,918,295	38,693,089
Change in net position	(1,133,117)	(164,603)
Net position - beginning of year	(6,699,079)	(6,534,476)
Net position - end of year	$ (7,832,196)	$ (6,699,079)

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net position was $(7,832,196), a change of $(1,133,117) from the prior year.

The largest portion of net position, $18,886,289, reflects our investment in capital assets (e.g., land, land improvements, buildings and improvements, and equipment and vehicles), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the

investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net position, $116,352, represents resources that are subject to external restrictions on how they may be used.

Governmental activities. Governmental activities for the year resulted in a change in net position of $(1,133,117). Key elements of this change are as follows:

Operating Results:	
General fund	$ (1,473,828)
Nonmajor governmental funds	(145,104)
Subtotal operating results	(1,618,932)
Purchase of capital assets	759,192
Loss on disposals of capital assets	(42,385)
Principal debt service in excess of depreciation expense	740,052
Change in accrued interest liability	23,564
Change in compensated absence liability	(49,462)
Change in net OPEB obligation	(1,221,268)
Change in net pension liability	(1,096,071)
Change in deferred outflows of resources	(89,969)
Change in deferred inflows of resources	1,462,162
Total	$ (1,133,117)

D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources.

Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of $3,290,741, a change of $(1,618,932) in comparison to the prior year. Key elements of this change are as follows:

General fund expenditures in excess of revenues and other financing sources	$ (1,473,828)
Nonmajor governmental funds expenditures in excess of revenues	(145,104)
Total	$ (1,618,932)

The General Fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the General Fund was $999,047, while total fund balance was $3,174,389. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total budgeted expenditures. Refer to the table below.

General Fund	6/30/16	6/30/15	Change	Percentage of Total Budgeted Expenditures
Unassigned fund balance	$ 999,047	$ 302,565	$ 696,482	2.5%
Total fund balance	$ 3,174,389	$ 4,648,217	$ (1,473,828)	8.0%

The total fund balance of all funds changed by $(1,618,932) during the current fiscal year. Key factors in this change are as follows:

Revenues in excess of budget	$ 644,015
Expenditures less than appropriations	1,515,337
Use of fund balance - reduce taxes	(3,000,000)
Use of fund balance - prior year reserves	(242,970)
Nonmajor governmental funds operating results	(145,104)
Use of reserve funds	(390,210)
Total all funds	$ (1,618,932)

Included in the General Fund are the County's Delegation voted reserve funds with the following balances:

	6/30/16	6/30/15	Change
Nursing Home Reserve	$ 236,026	$ 327,518	$ (91,492)
Deeds Surcharge Reserve	157,395	145,417	11,978
Dispatch Capital Reserve	115,908	84,542	31,366
Total	$ 509,329	$ 557,477	$ (48,148)

E. BUDGETARY HIGHLIGHTS

Differences between the original budget and the final amended budget resulted in an overall change in appropriations of $242,970. This change relates to a use of prior year reserves (fund balance) for various purposes.

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets for governmental activities at year-end amounted to $49,806,828 (net of accumulated depreciation), a change of $(1,004,700) from the prior year. This investment in capital assets includes land, land improvements, buildings and improvements, and equipment and vehicles.

Additional information on capital assets can be found in the notes to financial statements.

Long-term debt. At the end of the current fiscal year, total bonded debt outstanding was $30,885,000, all of which was backed by the full faith and credit of the County.

Additional information on long-term debt can be found in the notes to financial statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the County of Grafton, New Hampshire's finances for all those with an interest in the County's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

County of Grafton, New Hampshire

3855 Dartmouth College Highway

North Haverhill, New Hampshire 03774

COUNTY OF GRAFTON, NEW HAMPSHIRE

STATEMENT OF NET POSITION

JUNE 30, 2016

	Governmental Activities
ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	
Current:	
Cash and short-term investments	$ 3,877,413
Restricted cash	522,252
Accounts receivable, net of allowances	1,433,155
Inventory	374,254
Other assets	47,500
Total current assets	6,254,574
Noncurrent:	
Capital Assets:	
Land and construction in progress	214,190
Other capital assets, net of accumulated depreciation	49,592,638
Total noncurrent assets	49,806,828
TOTAL ASSETS	56,061,402
Deferred Outflows of Resources	2,107,443
TOTAL ASSETS AND DEFERRED OUTFLOWS OF RESOURCES	58,168,845
LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	
Current:	
Accounts payable	2,522,207
Accrued expenses	415,379
Other liabilities	26,247
Accrued interest	351,176
Current portion of noncurrent liabilities:	
Bonds payable	2,470,000
Capital lease payable	52,651
Compensated absences	1,014,834
Total current liabilities	6,852,494
Noncurrent:	
Bonds payable	28,415,000
Capital lease payable	59,248
Compensated absences	416,049
Net OPEB obligation	9,062,727
Net pension liability	20,211,810
Total noncurrent liabilities	58,164,834
TOTAL LIABILITIES	65,017,328
Deferred Inflows of Resources	983,713
TOTAL LIABILITIES AND DEFERRED INFLOWS OF RESOURCES	66,001,041
NET POSITION	
Net investment in capital assets	18,886,289
Restricted for:	
Grants and other statutory restrictions	116,352
Unrestricted	(26,834,837)
TOTAL NET POSITION	$ (7,832,196)

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2016

		Program Revenues		Net (Expenses) Revenues and Changes in Net Position
	Expenses	Charges for Services	Operating Grants and Contributions	Governmental Activities
Governmental Activities:				
General government	$ 5,412,257	$ 1,052,419	$ 15,000	$ (4,344,838)
Public safety	2,624,794	995,980	1,550	(1,627,264)
Corrections	6,216,955	8,920	230,836	(5,977,199)
County farm	592,939	511,678	-	(81,261)
Human services	7,645,497	-	-	(7,645,497)
Cooperative extension	374,153	5,000	-	(369,153)
Economic development	848,015	-	798,016	(49,999)
Nursing home	15,003,602	11,697,884	-	(3,305,718)
Interest expense	1,200,083	-	-	(1,200,083)
Total Governmental Activities	$ 39,918,295	$ 14,271,881	$ 1,045,402	(24,601,012)
		General Revenues:		
		County taxes		22,372,127
		Investment income		27,961
		Miscellaneous		1,110,192
		Loss on disposals		(42,385)
		Total general revenues		23,467,895
		Change in Net Position		(1,133,117)
		Net Position:		
		Beginning of year		(6,699,079)
		End of year		$ (7,832,196)

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

BALANCE SHEET

JUNE 30, 2016

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS			
Cash and short-term investments	$ 3,718,882	$ 158,531	$ 3,877,413
Restricted cash	522,252	-	522,252
Accounts receivable, net of allowances	1,433,155	-	1,433,155
Inventory	374,254	-	374,254
Other assets	47,500	-	47,500
TOTAL ASSETS	$ 6,096,043	$ 158,531	$ 6,254,574
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	$ 2,480,028	$ 42,179	$ 2,522,207
Accrued expenses	415,379	-	415,379
Other liabilities	26,247	-	26,247
TOTAL LIABILITIES	2,921,654	42,179	2,963,833
Fund Balances:			
Nonspendable	374,254	-	374,254
Restricted	-	116,352	116,352
Committed	509,329	-	509,329
Assigned	1,291,759	-	1,291,759
Unassigned	999,047	-	999,047
TOTAL FUND BALANCES	3,174,389	116,352	3,290,741
TOTAL LIABILITIES AND FUND BALANCES	$ 6,096,043	$ 158,531	$ 6,254,574

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

RECONCILIATION OF TOTAL GOVERNMENTAL FUND BALANCES TO NET POSITION OF GOVERNMENTAL ACTIVITIES IN THE STATEMENT OF NET POSITION

JUNE 30, 2016

Total governmental fund balances	$ 3,290,741
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	49,806,828
• Deferred outflows of resources from net pension liability	2,107,443
• In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	(351,176)
• Long-term liabilities not due and payable in the current period and, therefore, are not reported in the governmental funds:	
Bonds payable	(30,885,000)
Capital lease payable	(111,899)
Compensated absences	(1,430,883)
Net OPEB obligation	(9,062,727)
Net pension liability	(20,211,810)
• Deferred inflows of resources from net pension liability	(983,713)
Net position of governmental activities	$ (7,832,196)

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED JUNE 30, 2016

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:			
County taxes	$ 22,372,127	$ -	$ 22,372,127
Nursing home	11,697,884	-	11,697,884
Charges for services	2,565,077	8,920	2,573,997
Intergovernmental	230,836	814,566	1,045,402
Investment income	27,961	-	27,961
Miscellaneous	1,100,117	10,075	1,110,192
Total Revenues	37,994,002	833,561	38,827,563
Expenditures:			
Current:			
General government	4,670,584	16,042	4,686,626
Public safety	2,395,808	9,009	2,404,817
Corrections	5,295,681	4,049	5,299,730
County farm	581,856	-	581,856
Human services	7,639,866	-	7,639,866
Cooperative extension	362,521	-	362,521
Economic development	50,000	798,015	848,015
Nursing home	14,152,342	-	14,152,342
Capital outlay	832,150	1,550	833,700
Debt service:			
Principal	2,320,000	150,000	2,470,000
Interest	1,223,650	-	1,223,650
Total Expenditures	39,524,458	978,665	40,503,123
Excess (deficiency) of revenues over expenditures	(1,530,456)	(145,104)	(1,675,560)
Other Financing Sources (Uses):			
Proceeds of capital leases	56,628	-	56,628
Total Other Financing Sources (Uses)	56,628	-	56,628
Excess (deficiency) of revenues and other sources over expenditures and other uses	(1,473,828)	(145,104)	(1,618,932)
Fund Equity, at Beginning of Year	4,648,217	261,456	4,909,673
Fund Equity, at End of Year	$ 3,174,389	$ 116,352	$ 3,290,741

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES

FOR THE YEAR ENDED JUNE 30, 2016

Net changes in fund balances - Total governmental funds	$ (1,618,932)
• Governmental funds report capital asset purchases as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense:	
Capital asset purchases	759,192
Loss on disposals	(42,385)
Depreciation	(1,721,506)
• The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net position:	
Repayments of bonds payable	2,470,000
Proceeds of capital lease payable	(56,628)
Repayments of capital lease payable	48,186
• In the Statement of Activities, interest is accrued on outstanding long-term debt, whereas in governmental funds interest is not reported until due.	23,564
• Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in the governmental funds.	
Compensated absences	(49,462)
Net OPEB obligation	(1,221,268)
GASB 68 changes:	
Net pension liability	(1,096,071)
Deferred outflows of resources	(89,969)
Deferred inflows of resources	1,462,162
Change in net position of governmental activities	$ (1,133,117)

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

GENERAL FUND

STATEMENT OF REVENUES AND OTHER SOURCES, AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL

FOR THE YEAR ENDED JUNE 30, 2016

	Budgeted Amounts				Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
	Original Budget	From Prior Years' Budgets	Approved Transfers	Final Budget		
Revenues:						
County taxes	$ 22,372,127	$ -	$ -	$ 22,372,127	$ 22,372,127	$ -
Nursing home	11,319,940	-	-	11,319,940	11,697,884	377,944
Charges for services	2,540,761	-	-	2,540,761	2,565,077	24,316
Intergovernmental	223,245	-	-	223,245	230,836	7,591
Investment income	25,300	-	-	25,300	27,961	2,661
Miscellaneous	868,614	-	-	868,614	1,100,117	231,503
Total Revenues	37,349,987	-	-	37,349,987	37,994,002	644,015
Expenditures:						
Current:						
General government	4,934,425	16,030	(4,397)	4,946,058	4,613,955	332,103
Public safety	2,604,003	8,779	-	2,612,782	2,395,808	216,974
Corrections	5,602,207	-	-	5,602,207	5,295,681	306,526
County farm	576,672	-	5,288	581,960	581,856	104
Human services	7,811,699	-	-	7,811,699	7,639,866	171,833
Cooperative extension	366,407	-	-	366,407	362,521	3,886
Economic development	50,000	-	-	50,000	50,000	-
Nursing home	14,447,845	50,817	-	14,498,662	14,152,342	346,320
Capital outlay	414,272	167,344	(2,084)	579,532	441,941	137,591
Debt service:						
Principal	2,320,000	-	-	2,320,000	2,320,000	-
Interest	1,222,457	-	1,193	1,223,650	1,223,650	-
Total Expenditures	40,349,987	242,970	-	40,592,957	39,077,620	1,515,337
Excess (deficiency) of revenues over expenditures before other financing sources	(3,000,000)	(242,970)	-	(3,242,970)	(1,083,618)	2,159,352
Other Financing Sources:						
Use of fund balance - reduce taxes	3,000,000	-	-	3,000,000	3,000,000	-
Use of fund balance - prior year reserves	-	242,970	-	242,970	242,970	-
Total Other Financing Sources	3,000,000	242,970	-	3,242,970	3,242,970	-
Excess of revenues and other sources over expenditures	$ -	$ -	$ -	$ -	$ 2,159,352	$ 2,159,352

The accompanying notes are an integral part of these financial statements.

COUNTY OF GRAFTON, NEW HAMPSHIRE

FIDUCIARY FUNDS

STATEMENT OF FIDUCIARY NET POSITION

JUNE 30, 2016

	Agency Funds
ASSETS	
Cash and short-term investments	$ 78,251
Total Assets	$ 78,251
LIABILITIES	
Due to others	$ 78,251
Total Liabilities	$ 78,251

The accompanying notes are an integral part of these financial statements.

1. Summary of Significant Accounting Policies

The accounting policies of the County of Grafton, New Hampshire (the County) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The County is a municipal corporation governed by an elected Board of Commissioners. As required by generally accepted accounting principles, these financial statements present the County and applicable component units for which the County is considered to be financially accountable. In fiscal year 2016, it was determined that no entities met the required GASB 14 (as amended) criteria of component units.

B. Government-wide and Fund Financial Statements

Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter is excluded from the government-wide financial statements. Major individual governmental funds are reported as separate columns in the fund financial statements.

C. *Measurement Focus, Basis of Accounting, and Financial Statement Presentation*

Government-wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as are the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. Generally, all other revenue items are considered to be measurable and available only when cash is received by the County. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

The County reports the following major governmental fund:

- The *General Fund* is the County's primary operating fund. It accounts for all financial resources of the government, except those required to be accounted for in another fund.

Agency Funds are used to account for funds held by the County on behalf of others (e.g., inmate funds and patient funds).

D. *Cash and Short-Term Investments*

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the general fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

E. Inventory

Inventory is valued at cost using the first-in/first-out (FIFO) method.

F. Capital Assets

Capital assets, which include land, land improvements, buildings and improvements, and equipment and vehicles, are reported in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than $500 for assets acquired for use in the Nursing Home, and $5,000 for all other assets, and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed. Interest incurred during the construction phase of capital assets is included as part of the capitalized value of the assets constructed.

Capital assets are depreciated using the straight-line method over the following estimated useful lives:

Assets	Years
Land improvements	8 - 50
Buildings and improvements	8 - 50
Equipment and vehicles	3 - 20

G. Compensated Absences

It is the County's policy to permit employees to accumulate earned but unused vacation and sick pay benefits. All vested sick and vacation pay is accrued when incurred in the government-wide and fiduciary fund financial statements. A liability for these amounts is reported in governmental funds only if they have matured, for example, as a result of employee resignations and retirements.

H. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the governmental activities Statement of Net Position.

I. Fund Equity

Fund equity at the governmental fund financial reporting level is classified as “fund balance”. Fund equity for all other reporting is classified as “net position”.

Fund Balance - Generally, fund balance represents the difference between current assets and current liabilities. The County reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and, therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The County’s fund balance classification policies and procedures are as follows:

1) Nonspendable funds are either unspendable in the current form (i.e., inventory) or can never be spent.
2) Restricted funds are used solely for the purpose in which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.
3) Committed funds are reported and expended as a result of motions passed by the highest decision making authority in the County (i.e., the County Delegation).
4) Assigned funds are used for specific purposes as established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance voted to be used in the subsequent fiscal year.
5) Unassigned funds are available to be spent in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the County uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

Net Position - Net position represents the difference between assets/ deferred outflows and liabilities/deferred inflows. Net investment in capital assets consists of capital assets, net of accumulated depreciation,

reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the County or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

J. Fund Balance Policy

There is no rule or law in New Hampshire that governs the level of fund balance for counties. However, by looking at other guidelines that exist and by comparing the County to other counties in the state and in other states, the County arrived at a policy that fits the County's needs and standards:

1) The NH Department of Revenue Administration recommends that municipalities maintain a fund balance that represents between 5% and 10% of its total annual appropriations, including municipal, school, and county obligations.

2) The Government Finance Officer Association recommends as a best practice that "general-purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures. Furthermore, a government's particular situation often may require a level of unrestricted fund balance in the general fund significantly in excess of this recommended minimum level. In any case, such measures should be applied within the context of long-term forecasting, thereby avoiding the risk of placing too much emphasis upon the level of unrestricted fund balance in the general fund at any one time". Two months of operating revenues for operations funded by the General Fund for the County is approximately $6 million, which is about 15% of the budgeted appropriations.

Through this fund balance policy, the County will endeavor to achieve and maintain an undesignated fund balance that is between 7% and 14% of its annual budgeted appropriations, which represents one to two months of operations.

K. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and

expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

2. Stewardship, Compliance, and Accountability

A. *Budgetary Information*

The County follows the following procedures for establishing the budgetary data reflected in the basic financial statements:

- Prior to May 1st, the County departments submit to the County Commissioners a proposed budget for the fiscal year commencing the following July 1. The budget includes proposed expenditures and the means of financing them.
- Hearings are conducted by the County Commissioners prior to the County's budget meeting to discuss the proposed budget.
- The budget is legally enacted by the County Delegation prior to September 1st.
- Appropriations for certain projects and specific items not fully expended at the fiscal year-end are carried forward as continued appropriations to the new fiscal year in which they supplement the appropriations of that year.
- The budgets for all departments and operations of the County are prepared under the direction of the County Commissioners. Original appropriations are acted upon by the County Delegation vote.
- A copy of the budget is published in the Annual Report of the County of Grafton, New Hampshire.

B. *Budgetary Basis*

The final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund and line item transfers.

C. *Budget/GAAP Reconciliation*

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

General Fund	Revenues and Other Financing Sources	Expenditures and Other Financing Uses
Revenues/Expenditures - (GAAP Basis)	$ 37,994,002	$ 39,524,458
Other financing sources/uses (GAAP Basis)	56,628	-
Subtotal (GAAP Basis)	38,050,630	39,524,458
To reverse capital lease proceeds	(56,628)	(56,628)
To reverse use of reserve funds:		
Nursing Home Reserve	-	(341,844)
Deeds Surcharge Reserve	-	(19,353)
Dispatch Capital Reserve	-	(29,013)
Budgetary Basis	$ 37,994,002	$ 39,077,620

3. Cash and Short-Term Investments

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the County's deposits may not be returned to it. RSA 29:1 limits "deposit in any one bank shall not at any time exceed the sum of its paid-up capital and surplus." The County does not have a deposit policy for custodial credit risk.

As of June 30, 2016, $1,087,980 of the County's bank balance was exposed to custodial credit risk as uninsured or uncollateralized.

4. Restricted Cash

Restricted cash represents cash and cash equivalents where use is limited by legal requirements. Within the General Fund, the restricted cash amount of $522,252 is composed of amounts from the Nursing Home Capital Reserve, the Registry of Deeds Surcharge Fund, the Dispatch Capital Reserve, and the Pandemic Fund.

5. Allowance for Doubtful Accounts and Contractual Allowances

The allowance for doubtful accounts for Nursing Home receivables has been estimated at approximately $94,000 at June 30, 2016. Nursing Home receivables are also reported net of contractual allowances.

6. Capital Assets

Capital asset activity for the year ended June 30, 2016 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets, being depreciated:				
Land improvements	$ 2,786	$ 8	$ -	$ 2,794
Buildings and improvements	55,974	959	-	56,933
Equipment and vehicles	4,423	422	(426)	4,419
Total capital assets, being depreciated	63,183	1,389	(426)	64,146
Less accumulated depreciation for:				
Land improvements	(831)	(167)	-	(998)
Buildings and improvements	(9,438)	(1,192)	-	(10,630)
Equipment and vehicles	(2,946)	(362)	383	(2,925)
Total accumulated depreciation	(13,215)	(1,721)	383	(14,553)
Total capital assets, being depreciated, net	49,968	(332)	(43)	49,593
Capital assets, not being depreciated:				
Land	214	-	-	214
Construction in progress	630	-	(630)	-
Total capital assets, not being depreciated	844	-	(630)	214
Governmental activities capital assets, net	$ 50,812	$ (332)	$ (673)	$ 49,807

Depreciation expense was charged to functions of the County as follows (in thousands):

Governmental Activities:	
General government	$ 462
Public safety	140
Corrections	742
Nursing home	377
Total depreciation expense - governmental activities	$ 1,721

7. Deferred Outflows of Resources

Deferred outflows of resources represent the consumption of assets that are applicable to future reporting periods. Deferred outflows of resources have a positive effect on net position, similar to assets.

The following is a summary of deferred outflows of resources balances as of June 30, 2016:

	Governmental Activities
Pension related:	
Changes in proportion and differences between contributions and proportionate share of contributions	$ 296,850
Contributions subsequent to the measurement date	1,810,593
Total	$ 2,107,443

8. Accounts Payable

Accounts payable represents fiscal year 2016 expenditures paid after June 30, 2016.

9. Anticipation Notes Payable

At June 30, 2016, the County had no anticipation lines of credit available. The following summarizes notes payable activity during fiscal year 2016:

	Issue Amount	Issue Date	Interest Rate	Balance Beginning of Year	Advances	Repayments	Balance End of Year
Tax anticipation	$ 6,500,000	08/27/15	0.75%	$ -	$ 5,050,000	$ (5,050,000)	$ -
Total				$ -	$ 5,050,000	$ (5,050,000)	$ -

On August 4, 2016, the County issued a $6,400,000 tax anticipation note with a maturity date of December 28, 2016 and an interest rate of .90 %.

10. Capital Lease Obligations

The County is the lessee of certain equipment under capital leases expiring in various years through fiscal year 2019. Future minimum lease payments under the capital leases consisted of the following as of June 30, 2016:

Fiscal Year	Principal	Interest	Total
2017	$ 52,651	$ 5,674	$ 58,325
2018	44,366	2,343	46,709
2019	14,882	316	15,198
Total	$ 111,899	$ 8,333	$ 120,232

Equipment financed by capital lease payable totaling $174,942 is reported in capital assets net of $44,118 accumulated depreciation.

11. Long-Term Debt

A. *General Obligation Bonds*

The County issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for governmental activities. General obligation bonds currently outstanding are as follows:

Governmental Activities:	Serial Maturities Through	Interest Rate(s) %	Amount Outstanding as of 6/30/16
Nursing Home - Phase I, II	09/01/23	3.00 - 4.30%	$ 3,806,250
Nursing Home - Phase III	09/01/23	3.00 - 4.30%	1,268,750
Fire sprinkler system water tank	01/01/19	4.50 - 5.00%	285,000
Jail construction - 2010	12/01/30	3.00 - 4.00%	13,125,000
Jail construction - 2011	01/01/32	2.50 - 4.75%	12,400,000
Total Governmental Activities			$ 30,885,000

B. *Future Debt Service*

The annual payments to retire all general obligation long-term debt outstanding as of June 30, 2016 are as follows:

Governmental	Principal	Interest	Total
2017	$ 2,470,000	$ 1,135,588	$ 3,605,588
2018	2,470,000	1,052,338	3,522,338
2019	2,470,000	968,725	3,438,725
2020	2,375,000	884,388	3,259,388
2021	2,375,000	796,506	3,171,506
2022 - 2026	9,700,000	2,774,381	12,474,381
2027 - 2031	8,250,000	1,128,875	9,378,875
Thereafter	775,000	36,813	811,813
Total	$ 30,885,000	$ 8,777,614	$ 39,662,614

C. Changes in General Long-Term Liabilities

During the year ended June 30, 2016, the following changes occurred in long-term liabilities (in thousands):

	Total Balance 7/1/15	Additions	Reductions	Total Balance 6/30/16	Less Current Portion	Equals Long-Term Portion 6/30/16
Governmental Activities						
Bonds payable	$ 33,355	$ -	$ (2,470)	$ 30,885	$ (2,470)	$ 28,415
Capital lease payable	103	57	(48)	112	(53)	59
Compensated absences	1,381	50	-	1,431	(1,015)	416
Net OPEB obligation	7,841	1,592	(370)	9,063	-	9,063
Net pension liability	19,116	1,096	-	20,212	-	20,212
Totals	$ 61,796	$ 2,795	$ (2,888)	$ 61,703	$ (3,538)	$ 58,165

12. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of assets that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities.

The following is a summary of deferred inflows of resources balances as of June 30, 2016:

	Governmental Activities
Pension related:	
Differences between expected and actual experience	$ 443,528
Net difference between projected and actual investment earnings	540,185
Total	$ 983,713

13. Fund Balances

The following is a summary of fund balances at June 30, 2016:

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable:			
Inventory	$ 374,254	$ -	$ 374,254
Total Nonspendable	374,254	-	374,254
Restricted:			
Unexpended grant funds	-	39,992	39,992
Unexpended capital project funds	-	76,360	76,360
Total Restricted	-	116,352	116,352
Committed:			
Delegation voted reserves:			
Nursing Home Reserve	236,026	-	236,026
Deeds Surcharge Reserve	157,395	-	157,395
Dispatch Capital Reserve	115,908	-	115,908
Total Committed	509,329	-	509,329
Assigned:			
Commissioner voted encumbrances	261,759	-	261,759
Use of fund balance in subsequent year budget	1,030,000	-	1,030,000
Total Assigned	1,291,759	-	1,291,759
Unassigned:			
Remaining fund balance	999,047	-	999,047
Total Unassigned	999,047	-	999,047
Total Fund Balances	$ 3,174,389	$ 116,352	$ 3,290,741

14. Restricted Net Position

The accompanying entity-wide financial statements report restricted net position when external constraints from grantors or contributors are placed on net position.

15. Post-Employment Healthcare Insurance Benefits

GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions,* requires governments to account for other post-employment benefits (OPEB) on an accrual basis, rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position over time.

A. Plan Description

The County provides post-employment healthcare benefits for certain eligible retirees.

B. Benefits Provided

The County provides medical benefits to its eligible retirees. The benefits are provided through HealthTrust.

C. Funding Policy

The County pays 100% of the retiree's medical benefits. Eligible retirees of the County also receive a subsidy from the New Hampshire State Retirement System that is used to offset OPEB.

The County does not contribute towards the cost of retiree spouses' medical coverage. Spouses desiring to remain covered under the County plan pay 100%.

The spouse is required to pay 100% of the cost of benefits following the death of the retired employee.

D. Annual OPEB Costs and Net OPEB Obligation

The County's fiscal year 2016 annual OPEB expense is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement No. 45. The ARC represents a level of funding that, if paid on an ongoing basis, is projected to cover the normal cost per year and amortize the unfunded actuarial liability over a period of thirty years. The following table shows the components of the County's annual OPEB cost for the year ending June 30, 2016, the amount actually contributed to the plan, and the change in the County's net OPEB obligation based on an actuarial valuation as of July 1, 2014.

Annual Required Contribution (ARC)	$ 1,723,010
Interest on net OPEB obligation	313,658
Adjustment to ARC	(444,666)
Annual OPEB cost	1,592,002
Contributions made	(370,734)
Increase in net OPEB obligation	1,221,268
Net OPEB obligation - beginning of year	7,841,459
Net OPEB obligation - end of year	$ 9,062,727

The County's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation were as follows:

Fiscal year ended	Annual OPEB Cost	Percentage of OPEB Cost Contributed	Net OPEB Obligation
2016	$ 1,592,002	23%	$ 9,062,727
2015	$ 1,496,680	24%	$ 7,841,459
2014	$ 1,605,856	24%	$ 6,708,188
2013	$ 1,508,956	25%	$ 5,484,369
2012	$ 1,524,307	21%	$ 4,348,433
2011	$ 1,482,995	18%	$ 3,136,699
2010	$ 1,199,261	20%	$ 1,925,406

E. Funded Status and Funding Progress

The funded status of the plan as of July 1, 2014, the date of the most recent actuarial valuation, was as follows:

Actuarial accrued liability (AAL)	$ 14,141,964
Actuarial value of plan assets	-
Unfunded actuarial accrued liability (UAAL)	$ 14,141,964
Funded ratio (actuarial value of plan assets/AAL)	0%
Covered payroll (active plan members)	$ 12,540,379
UAAL as a percentage of covered payroll	113%

Actuarial valuations of an ongoing plan involve estimates of the value of reported amount and assumptions about the probability of occurrence of events far into the future. Examples included assumptions about future

employment, mortality, and the healthcare cost trend. Amounts determined regarding the funded status of the plan and the annual required contributions of the employer are subject to continual revision, as actual results are compared with past expectations and new estimates are made about the future. The Schedule of OPEB Funding Progress, presented as required supplementary information following the Notes to Financial Statements, presents multiyear trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liabilities for benefits.

F. Actuarial Methods and Assumptions

Projections of benefits for financial reporting purposes are based on the plan as understood by the County and the plan members, and include the types of benefits provided at the time of each valuation and the historical pattern of sharing of benefit costs between the County and plan members to that point. The actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets, consistent with the long-term perspective of the calculations.

In the July 1, 2014 actuarial valuation, the projected unit credit cost method was used. The actuarial value of assets was not determined, as the County has not advance funded its obligation. The actuarial assumptions included a 4.0% investment rate of return and an initial annual healthcare cost trend rate of 9%, which decreases to a 5% long-term rate for all healthcare benefits after five years. The amortization costs for the initial UAAL is a level percentage of payroll for a period of 30 years, on a closed basis.

16. New Hampshire Retirement System

The County follows the provisions of GASB Statement No. 68, *Accounting and Financial Reporting for Pensions – an amendment of GASB Statement No. 27,* with respect to the State of New Hampshire Retirement System (NHRS).

A. Plan Description

Full-time employees participate in the State of New Hampshire Retirement System, a cost-sharing multiple-employer defined benefit contributory pension plan and trust established in 1967 by RSA 100-A:2 and qualified as a tax-exempt organization under Section 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters,

and permanent police officers within the State of New Hampshire are eligible and required to participate in the system. Full-time employees of political subdivisions, including counties, municipalities, and school districts are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to Group I. Police officers and firefighters belong to Group II. All assets are held in a single trust and are available to each group. Additional information is disclosed in the NHRS' annual report publicly available from the New Hampshire Retirement System located at 54 Regional Drive, Concord, New Hampshire 03301-8507.

B. Benefits Provided

Group I members at age 60 or 65 (for members who commence service after July 1, 2011) qualify for a normal service retirement allowance based on years of creditable service and average final salary for the highest of either three or five years, depending on when their service commenced. The yearly pension amount is 1/60 or 1.667% of average final compensation (AFC), multiplied by years of creditable service. At age 65, the yearly pension amount is recalculated at 1/66 or 1.515% of AFC multiplied by years of creditable service.

Group II members who are age 60, or members who are at least age 45 with at least 20 years of creditable service, can receive a retirement allowance at a rate of 2.5% of AFC for each year of creditable service, not to exceed 40 years. Members commencing service on or after July 1, 2011 or members who have a nonvested status as of January 1, 2012 can receive a retirement allowance at age 52.5 with 25 years of service or age 60. The benefit shall be equal to 2% of AFC times creditable service up to 42.5 years. However, a member who commenced service on or after July 1, 2011 shall not receive a retirement allowance until attaining the age of 52.5, but may receive a reduced allowance after age 50 if the member has at least 25 years of creditable service where the allowance shall be reduced, for each month by which the benefit commencement date precedes the month after which the member attains 52.5 years of age by ¼ of 1% or age 60.

Members of both groups may qualify for vested deferred allowances, disability allowances and death benefit allowances subject to meeting various eligibility requirements. Benefits are based on AFC or earned compensation and/or service.

C. *Contributions*

Plan members are required to contribute a percentage of their gross earnings to the pension plan, for which the contribution rates are 7% for employees and 11.55% for sheriff's deputies and correctional officers. The County makes annual contributions to the pension plan equal to the amount required by Revised Statutes Annotated 100-A:16, and range from 11.17% to 29.16% of covered compensation. The County's contribution to NHRS for the year ended June 30, 2016 was $1,810,593, which was equal to its annual required contribution.

D. *Summary of Significant Accounting Policies*

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the NHRS and additions to/deductions from NHRS's fiduciary net position have been determined on the same basis as they are reported by NHRS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

E. *Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

At June 30, 2016, the County reported a liability of $20,211,810 for its proportionate share of the net pension liability. The net pension liability was measured as of June 30, 2015, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of June 30, 2014. The County's proportion of the net pension liability was based on a projection of the County's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2014, the County's proportion was .50926609 percent.

At June 30, 2015, the County's proportion was .51020249 percent, which was an increase of .00093640% from its proportion measured as of June 30, 2014.

For the year ended June 30, 2016, the County recognized pension expense of $1,386,614. In addition, the County reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	$ -	$ 443,528
Net difference between projected and actual earnings on pension plan investments	-	540,185
Changes in proportion and differences between contributions and proportionate share of contributions	296,850	-
Contributions subsequent to the measurement date (fiscal year 2016)	1,810,593	-
Total	$ 2,107,443	$ 983,713

Deferred outflows of resources related to pensions resulting from contributions subsequent to the measurement date will be recognized as a reduction of the net pension liability in the year ended June 30, 2017. Amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30:	
2016	$ (1,502,144)
2018	308,449
2019	308,449
2020	(275,366)
2021	36,882
Total	$ (1,123,730)

Actuarial assumptions: The total pension liability in the June 30, 2014 actuarial valuation was determined using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	3.0 percent per year
Salary increases	3.75 - 5.8 percent average, including inflation
Investment rate of return	7.75 percent, net of pension plan investment expense, including inflation

Mortality rates were based on the RP-2000 mortality table, projected to 2020 with Scale AA. The table includes a margin of 15% for men and 17% for woman for mortality improvements.

The actuarial assumptions used in the June 30, 2014 valuation were based on the results of the most recent actuarial experience study, which was for the period July 1, 2005 - June 30, 2010.

The long-term expected rate of return on pension plan investments was selected from a best estimate range determined using the building block approach. Under this method, an expected future real return range is calculated separately for each asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return net of investment expenses by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of arithmetic real rates of return for each major class are summarized in the following table:

Asset Class	Target Allocation Percentage	Weighted Average Average Long-Term Expected Real Rate of Return
Large Cap Equities	22.50 %	3.00%
Small/Mid Cap Equities	7.50	3.00%
Total domestic equities	30.00	
Int'l Equities (unhedged)	13.00	4.00%
Emerging Int'l Equities	7.00	6.00%
Total international equities	20.00	
Core Bonds	4.50	-0.70%
Short Duration	2.50	-1.00%
Global Multi-Sector Fixed Income	11.00	0.28%
Unconstrained Fixed Income	7.00	0.16%
Total fixed income	25.00	
Private equity	5.00	5.50%
Private debt	5.00	4.50%
Real estate	10.00	3.50%
Opportunistic	5.00	2.75%
Total alternative investments	25.00	
Total	100.00 %	

Discount Rate: The discount rate used to measure the total pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that the plan member contributions will be made at the current contribution rate and that employer contributions will be made at rates equal to the difference between actuarially determined

contribution rates and the member rate. For purposes of the projection, member contributions and employer service cost contributions are projected based on the expected payroll of current members only. Employer contributions are determined based on the pension plan's actuarial funding policy and as required by RSA 100-A:16. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments to current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability.

Sensitivity of the proportionate share of the net pension liability to changes in the discount rate: The following presents the County's proportionate share of the net pension liability calculated using the discount rate of 7.75%, as well as what the County's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage-point lower (6.75%) or one percentage-point higher (8.75%) than the current rate:

Fiscal Year Ended	1% Decrease (6.75%)	Current Discount Rate (7.75%)	1% Increase (8.75%)
June 30, 2015	$ 26,606,221	$ 20,211,810	$ 14,760,537

Pension plan fiduciary net position: Detailed information about the pension plan's fiduciary net position is available in the separately issued NHRS financial report.

17. Risk Management

The County is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.

18. Commitments and Contingencies

Outstanding Legal Issues - There are several pending legal issues in which the County is involved. The County's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the County expects such amounts, if any, to be immaterial.

COUNTY OF GRAFTON, NEW HAMPSHIRE

SCHEDULE OF OPEB FUNDING PROGRESS

REQUIRED SUPPLEMENTARY INFORMATION

June 30, 2016

(Unaudited)

Other Post-Employment Benefits

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) - Projected Unit Credit Cost (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a Percentage of Covered Payroll [(b-a)/c]
7/1/2008	$ -	$ 8,798,701	$ 8,798,701	N/A	N/A	N/A
7/1/2010	$ -	$ 13,135,173	$ 13,135,173	N/A	$ 10,100,140	130%
7/1/2012	$ -	$ 15,022,208	$ 15,022,208	N/A	$ 10,508,186	143%
7/1/2014	$ -	$ 14,141,964	$ 14,141,964	N/A	$ 12,540,379	113%

See Independent Auditors' Report.

COUNTY OF GRAFTON, NEW HAMPSHIRE

SCHEDULE OF PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

REQUIRED SUPPLEMENTARY INFORMATION

JUNE 30, 2016

(Unaudited)

New Hampshire Retirement System

Fiscal Year	Proportion of the Net Pension Liability	Proportionate Share of the Net Pension Liability	Covered Payroll	Proportionate Share of the Net Pension Liability as a Percentage of Covered Payroll	Plan Fiduciary Net Position Percentage of the Total Pension Liability
June 30, 2015	0.50926609%	$ 19,115,739	$ 12,936,696	147.76%	66.32%
June 30, 2016	0.51020249%	$ 20,211,810	$ 13,421,888	150.59%	65.47%

Information above is presented as of the most recent measurement date.

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

COUNTY OF GRAFTON, NEW HAMPSHIRE

SCHEDULE OF PENSION CONTRIBUTIONS

REQUIRED SUPPLEMENTARY INFORMATION

JUNE 30, 2016

(Unaudited)

New Hampshire Retirement System

Fiscal Year	Contractually Required Contribution	Contributions in Relation to the Contractually Required Contribution	Contribution Deficiency (Excess)	Covered Payroll	Contributions as a Percentage of Covered Payroll
June 30, 2015	$ 1,652,177	$ (1,652,177)	$ -	$ 13,421,888	12.31%
June 30, 2016	$ 1,810,593	$ (1,810,593)	$ -	$ 14,276,178	12.68%

Information above is presented as of the current fiscal year.

Schedule is intended to show information for 10 years. Additional years will be displayed as they become available.

See Independent Auditors' Report.

Grafton County Telephone Directory
3855 Dartmouth College Hwy.
North Haverhill, NH 03774

Located in the Admin Building	
Commissioners' Office	787-6941
Treasurer's Office	787-6941
Human Resources Dept.	787-2034
Human Services Dept.	787-2033
Cooperative Extension Office	787-6944
Register of Deeds	787-6921
Information Technology	787-2043
Maintenance	787-2700
Nursing Home	787-6971
Grafton County Farm	787-2755
Department of Corrections	787-6767
Alternative Sentencing	787-2042
Located at the Courthouse	
Sheriff's Dept.-Non Emergency	787-2111
Sheriff's Dept. – **Emergency**	787-6911
	And 800-564-6911
County Attorney's Office	787-6968
Victim/Witness Department	787-2040
Probation and Parole (State)	787-6900
Superior Court & Circuit Court	1-855-212-1234
Grafton County Conservation District	353-4652
19 Archertown Road, Suite 1, Lyme	Ext. 103
No. Haverhill Office, Wednesdays Only	787-6973