

**REPORT
OF THE
COUNTY COMMISSIONERS
COUNTY TREASURER
AND OTHER
OFFICERS OF CHESHIRE COUNTY
NEW HAMPSHIRE**

For the year ending December 31, 2015



Keene Sentinel Print Shop
Keene, NH
Printed in 2016

2015 Dedication

Finance Director, Sheryl Trombly & Maplewood Administrator Kathryn Kindopp

The County gratefully acknowledges the many years of loyal service, dedication and leadership provided by Sheryl Trombly and Kathryn Kindopp.

Sheryl Trombly has served the County for 27 years hired in 1989 in the Finance Office as an accountant working her way to Director of Finance the position she continues in today. Sheryl has excellent knowledge about all aspects of the duties associated with her position Sheryl is polite, attentive and courteous to the public, other employees and elected officials. She is highly regarded by her peers for the vast historical knowledge she has of the County.

Kathryn Kindopp has been associated with Maplewood Nursing Home for 21 years hired in 1995 as Director of Physical Therapy for the nursing home. Kathryn accepted the position of Administrator of Maplewood in 2007 and over the past 9 years has led the nursing home with a steady and caring hand.

Kathryn is level headed and can process the pressures of her position in a thoughtful and pragmatic manner. Kathryn is able to analyze and resolve problems not shying away from making hard decisions. With all that said her most prevalent asset is her ability to value those that are in her care or work for her at Maplewood. There is not a resident or employee of the nursing home she does not know by name.

Both Sheryl Trombly and Kathryn Kindopp are being recognized for their years of dedication to the County but in particular for their work on guiding the community discussion on what is to be done with Maplewood Nursing Home. This has not been an easy process but over the last 7 years they have worked to answer all questions asked by Commissioners, State Representatives, and Task Force Members architects engineer's staff and community members. Because of their dedication and effort Cheshire County is nearing a time when a decision can and will be reached. Thank you for all you do on behalf of County of Cheshire.

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CHESHIRE COUNTY OFFICERS

COMMISSIONERS	352-8215
Stillman Rogers, Chairman Charles Weed Vice Chairman Peter Graves, Clerk	
COUNTY ADMINISTRATOR	353-3031
Christopher C. Coates	
ASSISTANT COUNTY ADMINISTRATOR	283-3304
Rodney A. Bouchard	
COUNTY ATTORNEY	352-0056
D. Chris McLaughlin	
DEPUTY COUNTY ATTORNEY	
Kathleen O'Reilly	
ASSISTANT COUNTY ATTORNEYS	352-0056
Keith Cloutre, David Lauren, John Webb, John Gasaway Jr., Jean Kilham, Vanessa M. Wilson, Benjamin Maki	
REGISTER OF DEEDS	352-0403
Anna Z. Tilton	
SHERIFF	352-4238
Eliezer Rivera	
TREASURER	352-82153
Roger Zerba	
REGISTER OF PROBATE	
Susan Castor	
DIRECTOR, ALTERNATIVE SENTENCING PROGRAM	355-0157
Michael Potter	
SUPERINTENDENT, DEPARTMENT OF CORRECTIONS	903-1600
Richard N. Van Wickler	
DIRECTOR, INFORMATION TECHNOLOGIES	355-3034
Robert Hummel	
DIRECTOR, FINANCE	355-3036
Sheryl Trombly	
DIRECTOR, HUMAN RESOURCES	399-7317
Wendy Hurley	
ADMINISTRATOR, MAPLEWOOD NURSING HOME	399-4912
Kathryn Kindopp, NHA	399-7302
DIRECTOR, NURSING SERVICES	399-4912
Theresa Woolbert	

**CHESHIRE COUNTY DELEGATION
2015 - 2016**

<u>District 1</u>	<u>Chesterfield, Hinsdale, Walpole, Westmoreland</u> Lucy M. Weber, 217 Old Keene Road, Walpole, NH 03608 Tara A. Sad, 82 North Road, Walpole, NH 03608 Michael Abbott, P. O. Box 174, Hinsdale, NH 03451 Paul S. Berch, 956 River Road, Westmoreland, NH 03467	756-4338 756-4861 336-7090 399-4960
<u>District 2</u>	<u>Alstead, Marlow, Surry</u> John E. Mann, 35 Prentice Hill Rd, Alstead, NH 03602	835-9095
<u>District 3</u>	<u>Gilsum, Nelson, Stoddard, Sullivan</u> Daniel A. Eaton, 1 Shedd Hill Road, Stoddard, NH 03464	446-3535
<u>District 4</u>	<u>Keene</u> William Pearson, 31 Elliot Street, Keene, NH 03431	714-9075
<u>District 5</u>	<u>Keene</u> John Bordenet, 22 Woodbury Street, Keene, NH 03431	352-0680
<u>District 6</u>	<u>Keene</u> Timothy N. Robertson, 3 James Hill Drive, Keene, NH 03431	352-7006
<u>District 7</u>	<u>Keene</u> Gladys Johnsen, 417 Pako Ave, Keene, NH 03431	358-5164
<u>District 8</u>	<u>Keene</u> Cynthia L. Chase, 110 Arch Street #38, Keene, NH 03431	357-2381
<u>District 9</u>	<u>Dublin, Harrisville, Jaffrey, Roxbury</u> Richard Ames, 12 Blackberry Lane, Jaffrey, NH 03452 Douglas A. Ley, 28 School Street, Jaffrey, NH 03452	532-6781 532-8556
<u>District 10</u>	<u>Marlborough, Troy</u> Marjorie J. Sheppardson, 94 Pleasant St. Marlborough, NH 03455	876-4027
<u>District 11</u>	<u>Fitzwilliam, Rindge</u> John B. Hunt, 165 Sunridge Road, Rindge, NH 03461 Susan Emerson, P. O. Box 646, Rindge, NH 03461	899-6000 899-6529
<u>District 12</u>	<u>Richmond, Swanzey</u> Ben Tilton, 840 Old Homestead, Swanzey, NH 03446 James W. McConnell, P. O. Box G, Keene, NH 03431	726-0664 357-7150
<u>District 13</u>	<u>Winchester</u> Henry A. L. Parkhurst, One Parkhurst Place, Winchester, NH 03470	239-8945
<u>District 14</u>	<u>Dublin, Fitzwilliam, Harrisville, Jaffrey, Rindge, Roxbury</u> Franklin W. Sterling, 63 Monadnock View Drive, Jaffrey, NH 03452	532-8284
<u>District 15</u>	<u>Marlborough, Richmond, Swanzey, Troy Winchester</u> Bruce L. Tatro, 208 Old Richmond Road, Swanzey, NH 03446	352-3904
<u>District 16</u>	<u>Keene</u> Kris E. Roberts, 58 Grove Street, Keene, NH 03431 Larry R. Phillips, 171 Roxbury Street, Keene, NH 03431	352-1105 357-4315

2015 Report of the Board of Commissioners

2015 was a year of great change and challenge for Cheshire County government and thanks to the dedication and hard work of its employees, Cheshire County continues to prosper and provide valuable service to its constituents.

In January a new Delegation took office with several new members. In order to acquaint these new Delegation members with their responsibilities to County government, familiarization sessions were held, at which time the head of each department gave a presentation on their agency and the work that they did. 2015 also saw the election of two new County Commissioners, Chuck Weed representing District 1 and Peter Graves representing District 2. Both new Commissioners have speedily engaged in their new roles.

In January 2015 the long time County Administrator, John (Jack) Wozmak, retired from County service to take a position with the State of New Hampshire. His services over these many years are deeply appreciated. Following the resignation the Commissioners appointed a Search Committee consisting of the Commissioners, major department heads and members of the County Delegation. Two rounds of search were made and the Commissioners were pleased to be able to appoint Christopher C. Coates of Keene as County Administrator. He assumed his position in October.

The major issue facing the County is the repair or replacement of the County-operated nursing home at Westmoreland. In 2014 the report of the Commissioners Task Force on Maplewood options was presented to the County Delegation. A study committee was appointed and met on numerous occasions throughout 2015. In October, 2015, the Committee requested a study of several optional plans. After a bidding process, EGA Associates was selected and they assembled a team to present the financial impact of those options. Those reports were presented to the Commissioners and Delegation Committee in March 2016. It is hoped that a final decision will be made during 2016.

The Cheshire County House of Corrections continues to operate efficiently and provide the kind of service to the people of the county that they can be proud of. As the new facility approaches its seventh year of operations, the efficiency of the design and the professionalism of the staff have become nationally recognized. This also has encouraged Federal use of excess capacity in the facility, which has offset a substantial part of the cost of operations. Because of a provision written into the bonds for the construction of the new facility, the Commissioners were able to reissue bonds, which reissuance will save tax payers approximated \$ 1,500,000 over the remaining life of the bonds.

Another substantial part of the County's operations are the Behavioral Health Court and Substance Abuse programs at the Circuit Court level and Drug Court program at the Superior Court. These programs have continued to grow in size and in importance. This county is recognized as having a severe drug abuse problem, with heroin usage being at epidemic levels. From small beginnings, these three programs now engage 75 to 100 local citizens at any given time in programs designed to curb drug usage and return them to useful roles in our community. These programs are critical to the continued health of our entire County community.

**DEPUTY
COUNTY ATTORNEY**
Kathleen G. O'Reilly

**ASSISTANT
COUNTY ATTORNEYS**
David Lauren
John S. Webb
Jean Kilham
Keith Clouatre
Vanessa M. Wilson
Benjamin W. Maki

CHESHIRE COUNTY ATTORNEY
STATE OF NEW HAMPSHIRE



D. Chris McLaughlin
COUNTY ATTORNEY

**VICTIM/WITNESS
PROGRAM**
Sarah McKenzie Hoskins
Julie J. Short
Jessica Survelas
Americorps Advocate

12 Court Street
Keene, NH 03431
tel: (603) 352-0056
fax: (603) 355-3012

Office of the Cheshire County Attorney - Annual Report 2015

The primary responsibility of the Office of the Cheshire County Attorney is the prosecution of felony level crimes in the Cheshire County Superior Court. The attorneys at the County Attorney's Office oversee major felony investigations, working closely with police officers and investigators. When an investigation is completed and referred to our office, the attorneys then review the reports, and a determination is made as to whether criminal charges will be brought. This process can include filing complaints in the 8th Circuit Court (formerly Keene District Court and Jaffrey District Court) and making presentations before a Grand Jury. The attorneys handle all pre-trial procedures, and if a case is not resolved by a plea or other non-trial resolution, it proceeds to a jury trial.

The case load at the Office of the Cheshire County Attorney continues to be heavy. During 2015, approximately 458 felony level case files and more than 132 probation violations were handled by this office. Attorneys formally presented approximately 535 charges to the Grand Jury for indictment consideration, and approximately 194 individuals were indicted. Additionally, attorneys from this office evaluated 170 DCYF reports, issued 9 "one party" authorizations (primarily to the New Hampshire Attorney General's Drug Task Force), and reviewed 158 untimely death investigations in Cheshire County.

The Cheshire County Circuit Court Prosecutor Program ("CCCCPP"), under the direct supervision of the County Attorney, continues to be successful. The program consists of the Regional Prosecutor Program ("RPP"), which prosecutes cases for nine (9) towns in Cheshire County, and the City of Keene Prosecutor, who prosecutes cases for the Keene Police Department. The prosecutors in the CCCCCPP are all Assistant Cheshire County Attorneys. The attorneys in the CCCCCPP handle all misdemeanor offenses that arise in the ten (10) participating towns/city, and also handle the initial stages of most felony cases, including bail arguments and probable cause hearings. Additionally, the RPP handles many of the nine (9) towns' serious juvenile matters. During 2015, approximately 891 case files were handled and processed from the nine (9) towns served by the RPP. The Keene Police Department Prosecutor's Office handled and processed approximately 1,618 cases during 2015. The cases handled by the CCCCCPP account for the large majority of all cases coming before the 8th Circuit Court – Keene District Division. The CCCCCPP has increased efficiency, improved officer training, and provided more uniform prosecution policies among participating police departments in Cheshire County. The towns and the City of Keene both benefit from the expertise and resources of the County Attorney's Office. Conversely, the County Attorney's Office benefits from increased communication between its Circuit Court and Superior Court prosecutors, who often encounter the same defendants, victims, and legal issues in the two different Courts. This leads to efficiency in prosecution through, whenever appropriate, a quick resolution of minor felony

cases as misdemeanor pleas and sentences in the Circuit Court, which, in turn, leads to a reduction in the number of felony cases proceeding through the Superior Court process.

In January 2015, Attorney Mary Orlep, who began her employment with us in 2012, left the RPP after being out on maternity leave since December of 2014. When that occurred, the RPP was fortunate to have Vanessa Wilson, the RPP's part-time prosecutor since 2014, take over the prosecution for the RPP on a full-time basis. Vanessa has over thirty-two (32) years of experience as an attorney, including experience as a prosecutor in Sullivan County. Given the caseload of the RPP, in May 2015, Benjamin W. Maki was hired as the RPP's full-time prosecutor, with Vanessa returning to her part-time position for the remainder of 2015. Ben is a 2010 graduate of Suffolk University Law School, and prior to coming to the RPP he had worked for four years for the Wilton (NH) Police Department as their full-time prosecutor.

Additionally, one of the Assistant County Attorneys, David Lauren, works under a federal grant, which requires 30% of his case load to be devoted to the prosecution of cases involving domestic violence. Consequently, David, in addition to handling felony cases in Superior Court, handles (in the 8th Circuit Court) some of the RPP's and NH State Police's misdemeanor cases involving crimes of domestic violence.

Jean Kilham, who left the RPP in early 2013 to take over the prosecution of cases for the Keene Police Department, continues to prosecute cases for the Keene Police Department. Jean is very hard working, is respected by law enforcement and the Defense Bar, and she does a great job prosecuting misdemeanor cases for Cheshire County's largest police department.

In addition to the attorneys in the CCCCPP, retired Police Officer John Dudek assists as a part-time prosecutor for the RPP, handling mostly arraignments and review hearings in the Circuit Court.

In 2015 in the Superior Court, the County had five experienced Assistant County Attorneys handling felony cases – Kathleen O'Reilly, David Lauren, John Webb, Keith Clouatre, and John Gasaway, Jr. Kathleen O'Reilly is now in her 20th year with the office. Kathleen is extremely hard working and shoulders a heavy case load. Based on the size of this office, its growth over the years and the number of cases we handle at both the circuit and superior court levels, in 2015, I decided to create the position of Deputy Cheshire County Attorney. Given Kathleen's experience, talents and dedication to this office I named her Deputy Cheshire County Attorney in October 2015.

David Lauren is an experienced attorney in his 10th year with the office. He previously worked for the Maine Attorney General's Office, and as an Assistant County Attorney in Hillsborough County. David's focus is the area of domestic violence. Assistant County Attorney John Webb is one of our more experienced trial attorneys, having joined the office in 2007. John is formerly of the Merrimack County Attorney's Office, where he was a veteran prosecutor. Prior to that, John served as a Law Clerk to the Superior Court. John's experience and expertise are highly valued. Joining our staff in late 2009 was Attorney Keith Clouatre. Keith is an experienced trial attorney who handles many of our difficult child sexual assault cases. Keith previously served as both an Assistant County Attorney and the County Attorney in Coos

County. The latest addition to our staff is Assistant County Attorney John Gasaway, Jr. Attorney Gasaway is also an experienced prosecutor, with specialized experience and expertise in complex financial cases. He previously prosecuted for the Rockingham County Attorney's Office and the New Hampshire Attorney General's Office.

The responsibilities of the Assistant County Attorneys in our office are many. All Assistant County Attorneys are available to assist local law enforcement with major case investigations and one-party authorizations. Additionally, an attorney must be available to consult on fatal accident scenes where potential criminal charges may be brought, as well as to consult on untimely deaths, and related investigations. Furthermore, I, and one of the Assistant County Attorneys, continue to meet monthly with investigators from the Keene Police Department and, upon request, with other law enforcement agencies. I also attend the monthly meetings of the Cheshire County Chiefs of Police Association, the Cheshire County SART (Sexual Assault Resource Team), the Cheshire County OREST (Offender Rehabilitation Support Team), the Cheshire County Domestic Violence Coalition and the Cheshire County Behavioral Health Court Programs. Moreover, I also attend the weekly team meetings of the Cheshire County Drug Court ("CCDC"), and I am responsible for overseeing all the cases that are resolved with a plea and sentence that involves participation in the CCDC. Furthermore, I, and all the Assistant County Attorneys, prosecute the numerous violations of probation that are brought by the NH Department of Corrections.

In addition, the attorneys in our office meet regularly with members of law enforcement, social services, crisis workers, victim/witness coordinators, mental health professionals, and medical specialists in order to ensure the continued success of the Child Advocacy Center in Cheshire County. The ideology behind the center is the institution of multidisciplinary teams trained in the investigation and prosecution of physical and sexual abuse against children. They work together as a unified team from the inception of any report of child abuse that occurs anywhere in Cheshire County. The Child Advocacy Center is having a significant and positive impact on the investigation and prosecution of perpetrators of physical and/or sexual abuse on children.

Another important service provided by this office is that of liaison between victims/witnesses and the court system. The success of any prosecution hinges on victims and witnesses being informed of and feeling comfortable with the intricacies and nuances of the court system. Throughout 2015, this office had two victim/witness coordinators, Sarah Hoskins and Julie Short. Sarah Hoskins is a victim/witness coordinator of vast experience, originally starting with this office in 2004 as part of an AmeriCorps program focusing on victims of domestic violence. Julie Short is in her 8th year of working as a victim/witness coordinator for felony level offenses. Prior to her work as a victim/witness coordinator, Julie served as the Office Manager for the Cheshire County Attorney's Office. In addition, in September 2015, Jessica Survelas began working for this office as an AmeriCorps victim/witness coordinator working in the 8th Circuit Court – Keene District Division on domestic violence cases.

Lastly, the Cheshire County Attorney's Office administrative staff is responsible for the day to day operations of the office. In 2015, the administrative staff consisted of Office Manager Chloe Bosquet, and Administrative Assistants Laurie Burt, Gayle Buchanan and Robin Eldridge.

Both Chloe and Gayle joined the staff during 2009. Robin joined in 2013 and Laurie has been with the office since 2006. We are very fortunate to have an administrative staff that is incredibly hard working and dedicated to the success of the office. They bring a positive attitude and a high level of professionalism to the office each and every day. Furthermore, the administrative staff has been invaluable in implementing a relatively new computer based case management system (Karpel), which will ultimately do away with the need to store paper files for years and will provide quick access to old files and to data compiled over the years.

The biggest news from 2015 has been the preparation for the launching of the Felonies First Program in Cheshire County on January 1, 2016. This program changes the way felony cases are commenced in the court system. Under the “old system” anyone arrested on a felony level offense would have their case start in the Circuit Court, where an initial arraignment and bail hearing would take place. A probable cause hearing would then be scheduled, and if the court made a finding of probable cause (either after a hearing or a waiver) the case would then be “boundover” to the Superior Court. With the Felonies First Program, any felony arrests occurring on or after January 1, 2016 (and based on conduct occurring on or after that date) are commenced in the Superior Court. Preparation for this change involved many meetings with law enforcement and other stakeholders in the criminal justice system, and, ultimately, led to the development of a “cloud” based file sharing system to process the information needed to file charges in the Superior Court in a timely manner. In addition, this change will result in an increase in the this office’s caseload of 15% - 20%, as historically approximately 15% - 20% of felony cases started in Circuit Court would be resolved there as misdemeanors and this office would not have to handle them. Ultimately, this change will lead to personnel changes within the Cheshire County Attorney’s Office and the RPP effective January 1, 2016.

Another effort I have been focused on during 2015 has been preparing for how to effectively run and fund the Cheshire County Drug Court Program when its federal grants end, for the most part, in the fall of 2016. Part of that process has involved looking at the Behavioral Health Court Program as it has become more involved in the Superior Court with the advent of Felonies First, and trying to develop a comprehensive plan to run and fund programs for all court involved individuals who would benefit from mental health and substance misuse treatment services and supervision.

In conclusion, I look forward to the challenges facing the office of the Cheshire County Attorney in 2016. Some of those challenges will involve analyzing and making any necessary changes to how we process cases through the Felonies First Program, and transitioning the Drug Court Program into a financially feasible program. In addition, another challenge we continue to face is responding to the continued influx of cheap, potent heroin/fentanyl and other opiates to the region. It is anticipated that with that influx we will continue to see an uptick in crimes related to addiction. This office will respond to that challenge as it has in the past; namely we will continue to seek justice for victims of criminal conduct, which, ultimately, encompasses diligent prosecutions coupled with sentences that, where appropriate, balance punishment, deterrence (both specific and general) and rehabilitation.

Finally, the Cheshire County Attorney’s Office continues to be grateful for our still relatively new office space. Our new office is spacious, well designed and comfortable, and it

has allowed us to incorporate the RPP into our office space, which has proved to be a huge benefit to both the RPP and the Cheshire County Attorney's office. In addition, our conference room is regularly used for meetings involving our community and criminal justice system partners, including monthly meetings of the Behavioral Health Court Program, monthly meetings of the SART and for monthly case review meetings of the Child Advocacy Center.

Respectfully submitted,

D. Chris McLaughlin
Cheshire County Attorney
3/29/2016

Registry of Deeds 2015 Annual Report

As the County of Cheshire Register of Deeds, I provide this review for the year ending December 2015.

The real estate market recovery in Cheshire County is still not as robust as has been seen in other Counties. Number of sales and average selling price are starting to rise, but very slowly.

The Cheshire County Deeds website is used by the public to negotiate to the records search site as well as to access other property related information. Both the County and the NH Deeds websites provide detailed instructions and information that has proven helpful to the general public researching the records.

E-recordings continue to increase as a percentage of recordings done. Moving to e-recordings reduced handling cash/checks and paper documents. In 2015, the E-recording revenue deposited electronically over \$ 1.75 million. It also provides timeliness and convenience to businesses who are located throughout the country.

Last year we implemented our alternate search/copy service called Tapestry, a web-based product which allows large scale users (and the occasional search from home customer) access and printing options without having to set up an in-house account. At the end of each month revenues are directly deposited into our bank account. The revenues to the County from Tapestry were \$5,935.00 with no cost to the County.

Old registry books were scanned to allow the images to be available in the on-line search and then the books are printed as new smaller volumes taking up less space, allowing us to more than double our available shelving space. The department scanned old books for the year 1904 and updated the Grantor/Grantee paper indexes for the years 1900 to 1910. Old plans were also repaired then scanned and placed on-line. In the spring of 2015 a new recording station was installed that allows more books to be scanned. The scanner was purchased for minimal cost and provides the employees an opportunity to work while standing.

Transfer tax revenue collected and sent to the State of NH:

2015: \$4,460,115.00 2014: \$4,246,523.00 2013: \$3,382,080.00

The County portion of revenues from the transfer tax 4% commission:

In 2015: \$185,838.00 2014: \$176,938.00 2013: \$140,920.00.

Revenue collected for L-Chip and sent to the State of NH:

2015: \$175,200.00 2014: \$156,480.00 2013: \$204,912.00

Revenue turned over to Cheshire County:

2015: \$540,204.00 2014: \$493,472.00 2013: \$551,317.00

Respectfully submitted,

Anna Z. Tilton, Register

Cheshire County Sheriff's Office

ELIEZER "Eli" RIVERA
Sheriff

TREVOR S. CROTEAU
Chief Deputy

ARLENE W. CROWELL
Director of Communications



12 Court Street
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2015 ANNUAL REPORT

In two thousand fifteen the Sheriff's Office took on an active role against the heroin use and overdose crisis the State was facing. We partnered with several organizations throughout the county, trained and outfitted our deputies with AED's and Narcan, and actively participated in conversations with people who shared the same concerns as we did. Some of our accomplishments and partnerships:

- Sheriff's Office licensed by the State of New Hampshire as an Emergency Medical Service Unit (Non-transport) to license providers of Narcan
- Deputy Sheriff's licensed as Providers to administer Narcan
- Mascoma Savings Bank Foundation grant for AED (defibrillators) to be carried by all of our deputies in their cruisers
- C&S grant for sharps disposal kits
- Partnership with the Keene Police Department to help investigate drug offenses
- Partnership with Save NH – Keene Hates heroin
- CVS Community Partnership grant for a Medication Collection Unit
- Board of Directors, Monadnock Alcohol and Drug Abuse Coalition

We partnered with MC², a New Hampshire Charter School located in Keene to provide job shadowing internships to High School students interested in a law enforcement career. The program has proven to be a very successful partnership with selected students participating in a 6 week program.

One of our goals in 2015 was to seek funding for the relocation of our Communications Center, and we were fortunate to receive grants from the Department of Homeland Security and Emergency Management in excess of \$380,000.00 towards the relocation and improvement of our communications infrastructure, we expect an additional \$90,000.00 grant in 2016 towards the completion of the project. As I mentioned in my 2014 report, I continue to be very pleased with the work we have done towards the improvement of our communications infrastructure, thanks to the oversight of my Director of Communications Arlene Crowell. The terrain in Cheshire County continues to be a challenged for us, but we are very confident that we will be at over 95% radio coverage 95% of the time.

The Sheriff's Office staff continues to be dedicated and professional, with no turnover this year. During 2015 the following members maintained their full-time deputation with the Sheriff's Office:

Chief Deputy Trevor Croteau
Deputy Lieutenant Caleb Dodson
Deputy Lieutenant Todd Shanks
Deputy Corporal Donald Melvin
Deputy Michael Gorecki
Deputy Joshua Paulette
Deputy Brian Riley
Deputy Denis Abrams
Deputy Mark Cotton

We do have several Special Deputies, within the County, appointed and deputized for specific purposes. Our Court Security Officers continue to provide a safe and secure environment at the Cheshire County Courthouse. Communications Specialists are always alert and prepared to answer all calls for service made to the Sheriff's Office.

As we do every year, we saw increases and decreases in our services compared to previous year (2014):

- Investigations conducted by our office decreased by 31% from 92 to 63
- Arrests made by the Sheriff's Office decreased by 7% from 273 to 253
- Motor vehicle violation stops increased by 4% from 1265 to 1317
- Prisoner transports to and from court increased by 13% from 2,610 to 2,956
- The service of civil processes decreased by 6% from 2,979 to 2,792
- Involuntary Emergency Transports increased by 12% from 50 to 56
- Service calls handled by the Dispatch Center increased by 5%, from 53,894 to 56,756 (30% increase since 2010)

We were fortunate to receive the following grants/funds:

- US Department of Justice Ballistic Vest Grant
- NH Highway Safety Grant
- Byrne's Justice Assistance Grant shared with Keene Police Department
- Vermont Yankee funding
- Department of Homeland Security
- Healthy Monadnock
- Mascoma Savings Bank Foundation
- C&S Wholesale Grocers
- CVS Community Partnership

We continued our contracted services with the towns of Sullivan and Gilsum generating approximately \$70,000.00 in revenue. We also signed a contract with the United States Army Corp. of Engineer for seasonal summer patrols at Surry Dam that generate approximately \$8,000.00 in revenue. In total, the Sheriff's Office generated approximately \$396,983.00 in

2015, excluding grants, in revenue for reimbursements and services it provided throughout the year, offsetting our Sheriff's Office budget by 40% of our total actual 2015 budget of \$978,860.00 (\$1,007,335.00 adopted). Our Communications budget saved approximately \$23,000.00 from its adopted budget, as well.

Our goal for 2016 is to continue to provide quality services to the county, continue to reach out to local organizations throughout the region and develop partnerships that will benefit our community and stay committed to our efforts to combat the heroin crisis affecting our community.

Sincerely,

A handwritten signature in black ink, appearing to read "Eli Rivera". The signature is stylized with a large initial "E" and "R".

Sheriff Eli Rivera

CHESHIRE COUNTY BEHAVIORAL HEALTH COURT PROGRAMS

2015 ANNUAL REPORT

Under the umbrella of the Cheshire County Behavioral Health Court Programs (CCBHCP) there are three programs.

Alternative Sentence Program (ASP) was designed to be a “drug court” program for the Cheshire County Circuit Court that started in 2001.

The Mental Health Court (MHC) followed in 2003 to provide the Circuit Court with an alternative to incarceration for those with mental illness and legal issues. Over the course of the last 14 years, these two programs have provided case management for 1,201 individuals.

The third program, Cheshire County Drug Court, which works with the Superior Court to assist those with Substance Use Disorders who have committed Felony offenses, is in its final year of the three-year grant. The Drug Court program will be discussed in a separate section of the County’s annual report.

All three programs are designed to help promote community safety by reducing recidivism and provide the participants with community based treatment and skill building so they are able to have a productive life. It is through community supervision, therapeutic treatment and case management that client increase their potential for cognitive/behavioral restructuring that result in improved chances at achieving a productive life and positive community interaction.

2015 METRICS:

2015 saw an increase of 1.04% in the number of individuals served from over the previous year. 2014 there were 119 individuals whereas in 2015 there were 124 people sentenced into ASP and MHC. ASP worked with 37 individuals and MHC worked with 87 individuals. This marks a decrease in ASP clients from 2014 and an increase in MHC clients.

NUMBER OF CLIENTS BY YEAR AND PROGRAM

	<u>ASP 2014</u>	<u>2015</u>
<u>Participants</u>	46	37
	<u>MHC 2014</u>	<u>2015</u>
<u>Participants</u>	73	87

From the 124 individuals seen, 44 were carried into the start of 2016. The remaining 80 individuals, 61% of them successfully completed.

There were 78 new admits during 2015, 34 (44%) were females and 44 (56%) were males. When comparing the gender breakdown from 2014 what we are seeing is an increase of the

female (2014 = 34%) population and a decrease in the male (2014 = 66%) population who are experiencing legal trouble.

CHEMICALS OF MISUSE:

The total number of Alternative Sentencing Program clients (those assessed to have a primary substance use disorder) seen in 2015 was 37 and 33 of these individuals presented with a co-occurring mental health (89%). From the total of 87 individuals with a primary diagnosis of a mental health disorder, 68 individuals (78%) also had a substance use disorder. There were 12 individuals with a mental health diagnosis that did not abuse chemical substances.

The primary drug of choice is defined as the chemical that the person prefers and most often uses. Almost all of those individuals that misuse chemical substance also have a second choice that they use when they cannot secure their primary drug of choice. That drug is known as their “secondary drug of choice”. That being said let us look at the primary and secondary drugs of choice (keep in mind that alcohol is a drug misuse).

<u>PRIMARY DRUG OF CHOICE</u>	<u>SECONDARY DRUG OF CHOICE</u>
Opiates/opioids	Marijuana
Alcohol	Cocaine
Marijuana	Alcohol

Percentage breakdown, based on 112 individuals that use chemicals is as follows:

<u>PRIMARY DRUG OF CHOICE</u>	<u>SECONDARY DRUG OF CHOICE</u>
54% misuse opiates/opioids	29% misuse marijuana
32% misuse alcohol	21% misuse cocaine
10% misuse marijuana	15% misuse alcohol

There is 4% of the client using population that is abusing other substances (Benzodiazepines, crystal methamphetamine, and inhalants).

The shift see in 2014 with opiates/opioids becoming the primary drug of misuse continues. However the fact that cocaine has risen to the second position regarding secondary drug of choice is concerning and may indicate that cocaine and/or some other amphetamine type of substance will be the next major drug of concern.

As the State of New Hampshire finds an overall increase in the numbers of individuals in need of substance abuse treatment at all levels, it has become difficult to secure timely treatment for those who need it. The area mental health, private practitioners and providers of substance

misuse treatment are overwhelmed by the numbers who need treatment and therefore it is difficult to secure the treatment needs of these individuals.

MENTAL HEALTH DIAGNOSIS:

2015 did not see a statistically significant difference in the type of diagnosis within the two program than in 2014. The three most common are Major Depressive Disorder, Bipolar Disorder and Borderline Personality. There was a slight increase in those seen with some type of schizophrenia spectrum disorder (3 in 2014 and 5 in 2015). Post-Traumatic Stress Disorder (PTSD) and Anxiety Disorder are still seen as second in the distribution followed by Adjustment Disorder with Mixed Features.

OTHER STATISTICAL DATA:

Out of the 22 who were admitted to ASP, 73% had employment upon completion of their program and 10% were on either SSI or SSDI (State and Federal disability). The 87 individuals in MHC, 11% were employed at their completion and 52% were on SSI or SSDI.

Most of the individuals coming out of the Cheshire County House of Corrections signed up for State health insurance before they were released. Those who did not or those who were not incarcerated long enough for that to occur were assisted through the process once they were active clients in CCBHCP. The combination of these two effects resulted in 98% of the total client population securing insurance either through the State or through their employer.

There were 17,837 client days (which is defined as the total number of days that the total number of clients spend in the programs). Average length of stay for the MHC population was 196 and for the ASP population 185. By dividing the total number of client days into the total program budget (\$211,053.51) for 2015, you get the cost per day per client.

TOTAL COST PER CLIENT DAY = \$11.83

2015 has been an alarming and stressful year for the State of New Hampshire. We have continued to witness a rise in the use of opiates/opioids in all age brackets. As of January 28th, 2016, the Attorney General's Office of the Chief Medical Examiner released a report stating that 420 individuals died from taking a lethal drug dose. 385 of these were caused from the ingesting Heroin, Fentanyl, opioids or a combination of these drugs with other drugs. The remaining 35 individuals were related to other drug over doses.

The City of Keene has recorded 4 deaths for 2015 and there have been 3 deaths from January 2016 through the first 15 days for February.

These numbers are alarming and the State has declared a Heroin Epidemic. However tragic this is on a National level opiate/opioid addiction counts for less than 6% of those addicted. The majority are addicted to alcohol and other substance with alcohol leading the prime substance of abuse. It has been estimated that 77 billion dollars of lost productivity occurs each year because of alcohol addiction. The average age of onset of misuse of substances is 9 years old. And New Hampshire is ranked number one in underage drinking. New Hampshire and the rest of our country have an addiction problem not just an opiate problem. It is estimated the 12 to 15% of this country's population is addicted to some sort of chemical substance.

To make a positive impact on those who are suffering from the disease of addiction and lessen the numbers that become effected we must provide better prevention methods through early age education, better treatment options through increased the number of multi-level treatment agencies and the means to pay through better insurance coverage. Those items paired with more law enforcement and better education for our health care professional (doctors, nurse, etc.) could decrease the harm being done to all areas of society.

Programs like the Cheshire County Behavioral Health Court Programs work in saving lives, improve public safety and lower criminal activity. A five-year study on the client population from 2007 showed that 74% of those individuals did not end up back in the legal system. That study is being conducted again on the 2012 and 2013 client population. At the end of two years, the ASP clients had 11% that reoffended. MHC clients were a 36% recidivism rate. 89% did not appear in the County's justice system for ASP and 64% of the 2012, MHC did not appear in the justice system. The 2013 ASP and MHC clients are showing a 9% recidivism rate after one year. CCBHCP's staff and I thank the residents and Delegation of Cheshire County for trusting in these programs and for their ongoing support.

Respectfully,

Michael Potter, MLADC
Director/Case Manager of CCBHCP

Annual Report 2015
Cheshire County Department of Corrections
R.N. Van Wickler, Superintendent

2015 Mental Health and Substance Abuse Recovery Services Summary

Mental Health and Substance Abuse Recovery Services at the CCDOC are directed by Barnes K. Peterson, LCMHC, CCFC. Barnes serves as our Mental Health Clinician and maintains the primary responsibility for the mental health care of our inmate population. Substance Abuse Recovery Services are coordinated by our primary Substance Abuse Counselor, Kate Robertson, MA, LCMHC, MLADC. Barnes and Kate collaborate closely with the correctional staff and the Departments of Medical Services, Case Management, Safety and Security, Classification, and Programs to address the mental health, recovery, health care, rehabilitative, safety, and housing needs of inmates.

Mental Health Services

Barnes has provided mental health services at the CCDOC since July 2000. He maintains an individual caseload of approximately 60% of the inmate population. Inmates with severe mental illness, behavioral disorders, and suicide and violence risk are prioritized.

In addition to his individual clinical work, Barnes developed and co-facilitated the Mindfulness-Based Stress Management and Emotion Regulation Program. The program was initially offered to F-Block women in February and continued throughout the remainder of the year. 71 women participated in the program and 16 graduated after attending eight classes. A program for R-Block and D-Block men was also initiated in September. 34 men participated in the program and 7 graduated prior to the end of December. A total of 105 inmates participated in the MBSM-ER Program and 23 graduated in 2015. Both groups were co-facilitated with Rebecca Marshall, MEd, a yoga and mindfulness teacher who joined our staff on a part-time basis to co-facilitate the Mindfulness Program with Barnes.

Substance Abuse Recovery Services

In 2015, our Substance Abuse Recovery Services continued to be provided by a team of part-time counselors who share a full-time position: Kate Robertson, MA, MLADC, LCMHC works half-time, and Marty Huckins, LADC, Angel Ortiz, MS, MLADC, Stacey Lanza, MA, and Rebecca Marshall, MEd, each work 8 or less hours per week. We have found this team model to be particularly beneficial for our groups program as we offer 7-8 recovery-oriented groups per week and this would be extremely difficult for one full-time counselor to manage.

The NH Department of Justice grant that supported our Advanced Recovery Services Program was brought to closure in early 2015 but our Substance Abuse Recovery Team continued to offer this program to motivated inmates. Throughout the year, we also continued to offer weekly Recovery Groups based on the evidence-based Seeking Safety curriculum on each housing unit (F-Block, R-Block, D-Block, and K-Block). The Recovery Groups are open to all inmates and participants receive a certificate of completion after attending 8 sessions.

(Please refer to attached summary of 2015 and 2001-2015 Mental Health and Substance Abuse Statistics for additional information about mental health and substance abuse recovery services.)

Internships and Collaboration with Antioch University New England

The Mental Health and Substance Abuse Recovery Services Department continued its collaboration with the Antioch University Psychological Services Center that was initiated in 2004. Six doctoral-level trainees provided clinical services for inmates in 2015, with each trainee providing 1-3 clinical hours per week at the CCDOC.

Our department also continues to provide Mental Health Counseling Internships for Master's-level students. During the spring semester of 2015, Mental Health Interns Marty Huckins from Rivier University, Brenda Dorsey from Antioch University, and Adriana Elliot from the University of New Hampshire provided 20 weekly hours of individual and group counseling services for our inmates. During the fall semester of 2015, we provided internships for two students, Suerae Stein and Andrew Cerow, from the Clinical Mental Health Counseling Program at Antioch University. Suerae and Andrew also provide 20 weekly hours of clinical service and their internships will continue through the end of April 2016.

All services provided by Master's-level interns and doctoral-level trainees are offered at no cost to Cheshire County. We intend to continue to utilize trainees and interns each academic year to increase our capacity to meet the mental health and substance abuse recovery needs of our inmates. Each Master's-level intern annually provides the CCDOC with 600 hours of service, and each doctoral-level trainee provides approximately 40-60 hours of clinical service.

Community Collaboration and Other Professional Activities

In April 2015, Barnes completed a 3-year collaboration with his colleague Dr. Willoughby Britton at Brown University on her National Institute of Health funded research on the clinical applications of Mindfulness-Based Cognitive Therapy (MBCT) for depression and anxiety. This study explored which types of mindfulness practices were most effective in helping participants to manage symptoms of depression and anxiety.

In August, Barnes completed a 5-day intensive MBCT training at the Omega Institute to further enhance his capacity to teach inmates how to apply mindfulness practices in the management of emotions, trauma-related symptoms and behaviors, and cravings to use mood altering substances. Kate's professional activities in 2015 included the following:

- serving on the Board of Directors for the NH Alcohol and Drug Abuse Counselor Association (NHADACA);
- participating in an ad-hoc group with Monadnock Voices for Prevention which focused on how to best educate the Regional Public Health Network on the prevention, intervention, treatment, and recovery needs of our community;
- collaborating with the Cheshire County Drug Court clinical team in addressing the needs of inmates who were participating in the program;
- participating in a monthly peer collaboration group with six other Master Licensed Drug and Alcohol Counselors;
- and participating in a 200 hour Yoga Teacher Training course at the Keene Yoga Center, with expected graduation as a Registered Yoga Teacher in June 2016.

2001-2015 Mental Health and Substance Abuse Statistics

Of the 4037 inmates who received a mental health assessment:

- 12 required transfer to the Secure Psychiatric Unit
- 19 required transfer to New Hampshire Hospital
- 62% (2512) received psychoactive medication
- 67% (1641 of 2434) inmates who received MH assessment and psychoactive medication had received MH treatment from a psychiatrist, PCP, PA, or APRN prior to incarceration
- 52% (2090) met criteria for co-occurring disorders (Axis I diagnosis co-occurring with alcohol and/or drug abuse or dependence)
- 75% (3030) met criteria for alcohol and/or drug abuse or dependence
- 36% (1451) met criteria for alcohol abuse or dependence
- 58% (2357) met criteria for drug abuse or dependence
- 51% (*184 of 359 inmates assessed in 2015) met criteria for Opioid Abuse or Dependence
- 53% (2155) met criteria for a personality disorder (primarily Antisocial and Borderline PD)
- 11% (438) were assessed to be at high risk to attempt suicide
- 11% (456) were assessed to be at high risk to be violent
- 23% (936) were women
- 7% (264) were federal inmates
- 13% (518) will reside outside of Cheshire County upon release

Inmates per age group who received a mental health assessment:

- 17-19 10% (410)
- 20-29 44% (1776)
- 30-39 25% (989)
- 40-49 14% (575)
- 50-59 6% (228)
- 60+ 1% (59)

2015 Mental Health and Substance Abuse Statistics

Of the 359 inmates who received a mental health assessment:

- None required transfer to the Secure Psychiatric Unit
- One required transfer to New Hampshire Hospital
- 77% (278) received psychoactive medication
- 59% (163 of 278) inmates who received MH assessment and psychoactive medication had received MH treatment from a psychiatrist, PCP, PA, or APRN prior to incarceration
- 61% (219) met criteria for co-occurring disorders (Axis I diagnosis co-occurring with alcohol and/or drug abuse or dependence)
- 76% (273) met criteria for alcohol and/or drug abuse or dependence

- 19% (70) met criteria for alcohol abuse or dependence
- 65% (234) met criteria for drug abuse or dependence
- 51% (184) met criteria for Opioid Abuse or Dependence
- 60% (217) met criteria for a personality disorder (primarily Antisocial and Borderline PD)

- 2% (8) assessed to be at high risk to attempt suicide (100 placed on suicide observation)
- 3% (9) assessed to be at high risk to be violent
- 31% (111) were women
- 9% (32) were federal inmates
- 14% (51) will reside outside of Cheshire County upon release
- 57% (204) had been assessed by the MH Clinician during prior incarceration(s)
- Inmates per age group who received a mental health assessment:
 - 17-19 5% (17)
 - 20-29 51% (184)
 - 30-39 25% (90)
 - 40-49 13% (47)
 - 50-59 4% (15)
 - 60+ 2% (6)

CCDOC Case Management Services

Summary and Accomplishments:

The Case Management Department, coordinated by Douglas Iosue, Licensed Clinical Social Worker collaborates closely with all CCDOC Departments to address the rehabilitative, transitional, and release-reentry planning needs of inmates. 2015 was a busy and productive year for Case Management Services and was marked by the following key activities and accomplishments:

- For the 6th consecutive year, hosted and supervised a masters-level intern. Suerae Stein is in the 2nd semester of her first year internship in the Counseling Psychology Program at Antioch New England.

- The Case Manager has continued to maintain involvement and represent CCDOC on various community groups, committees and initiatives/projects. In 2015, these included: the Cheshire County Mental Health Court/Alternative Sentencing Program (now referred to as the Cheshire County Behavioral Health Court); the Monadnock-Area Homelessness Coalition; the Cheshire County Drug Court Program; the Community Network Team (CNT); the Monadnock Restorative Justice Initiative; the Substance Misuse and Behavioral Health Assessment Center; a planning group relating to potential Cheshire County Medicaid billing capacity in an effort to reduce dependency on grants and the taxpayers; and serving as Secretary of the Cheshire County Domestic Violence Coalition.

- The Offender Rehabilitation Support Team (OREST) completed its seventh full year, continuing to meet on a monthly basis. OREST enjoyed participation and representation from the following groups and agencies in 2015:

- Cheshire County Department of Corrections
- Monadnock Family Services (MFS)
- Cheshire County Alternative Sentencing Program/Mental Health Court
- Cheshire County Drug Court
- Cheshire County Public Defenders
- Cheshire County Attorney's Office
- Phoenix House Keene/Dublin

- Community Improvement Associates
- NH Department of Field Services/Probation/Parole
- Antioch New England University
- Keene State College
- DHHS: Division of Children, Youth and Family Services (DCYF)
- Southwestern Community Services
- Cheshire Medical Center/Dartmouth Hitchcock-Clinic Keene
- Monadnock Voices for Prevention
- Monadnock Alcohol and Drug Abuse Coalition (MADC)
- Monadnock Covenant Church Aftercare Ministries

• The Case Manager has participated actively on the Cheshire County Drug Court team. The Program entered its 3rd year in June 2015. There are currently 33 participants. 9 new participants entered CCDC in Calendar Year 2015. Participation has included screening prospective offenders for clinical appropriateness; in particular with regard to “risk-need” through use of the Ohio Risk Assessment System (ORAS). In addition, the Case Manager has participated in weekly pre-Court treatment team meetings and attended most of the weekly follow up court hearings for Drug Court Program participants.

• Continued active collaboration and referrals to the 2nd Chance for Success Transitional Housing Program. In Calendar Year 2015, the Program admitted 17 new clients, with all but two of the referrals processed through CCDOC Case Management Services as part of the Case Manager’s routine release and reentry planning role.

• Continued the collaborative effort, in conjunction with Service Link to enroll uninsured offenders in New Hampshire Medicaid Expansion (NH Health Protection Program) at the point of release. With the on-site assistance of Audrey Roman, from Service Link, application or re-applications for Medicaid and the NH HPP were completed with inmates that were within 30 days of release from confinement (to community or to electronic monitoring). In calendar year 2015, 98 individuals were enrolled or re-enrolled in one of the health insurance plans now offered under NH Medicaid.

• At the invitation of Superior Court Chief Justice Tina Nadeau, spoke before the Inter-branch Criminal Justice Council in April regarding issues and challenges associated with accessing substance abuse treatment and recovery services for the incarcerated population.

• In January, started a collaboration with a group of volunteers regarding transportation assistance for female offenders. The Community Concerned for Justice is a small, but growing group of ladies associated with several local area churches that have offered to assist with transportation to and from medical or other social service/treatment activities and appointments.

• In conjunction with the Offender Review Board, continued to develop and utilize Cheshire County DOC’s Partial Release Program (PRP), as enabled under legislation NH RSA 651: 19. The Partial Release Program allows for offenders that meet certain stringent criteria to work at an existing job, have the opportunity to obtain gainful employment through work search,

and/or to begin to participate in transitional supports and services in the community that will ultimately be beneficial in treating substance abuse, mental health, or co-occurring disorders. **Statistics from Calendar Year 2015 are as follows:**

- There were 17 new applicants for the PRP
- There were 2 offenders/participants that were approved and started on PRP in calendar year 2014 that continued on the Program into calendar year 2015.
- 8 (of 15) were determined to not meet criteria and not eligible to apply; the reasons for ineligibility were as follows:
 - Offense(s) included one or more criminal charge with an identifiable victim: (6)
 - Determined by ORB to be too high risk based on knowledge of behaviors occurring during past incarcerations at CCDOC: (1)
 - Disciplinary(ies) received during current incarceration: (1)
- 7 (of 15) were considered initially “eligible” to apply according to CCDOC criteria
- Of the 7 determined to be initially eligible by CCDOC criteria, 2 did not actually start the Partial Release Program; reasons for non-participation, despite being found initially eligible by CCDOC, were as follows:
 - Prosecutor objection: (1)
 - Picked up by Rockingham County before she could start (1) Of the 7 that did participate in the PRP: (5 ‘new;’ plus 2 ‘carryovers’ from 2014)
- 6 successfully completed the Program.
 - Of these 6, none were employed at the time of release from confinement; 2 successfully obtained employment during their time on the PRP
 - Of these 6, days on PRP ranged from 19 to 71 days; and total the total number of ‘jail days’ on the Partial Release Program, among the 6 participants, was 293 days. This translates to 293 days of community- based rehabilitation and a more graduated approach to release/reentry planning and community reintegration services.
 - This translates to 293 “Jail Bed Days” saved at an estimated total savings of \$33,402*
- 1 was terminated from the Program for non-compliance with rules:
 - 1 for use of heroin and picked up on warrant out of Vermont

*This formula for fiscal impact is based upon:

- \$114 per day of incarceration.
- Does not include off-setting costs per day for services or equipment on PRP (electronic monitoring)
- Does not include fiscal benefit to the larger community in regard to individuals gainfully employed, on the tax rolls, etc.

Case Management Services Statistics:

January 1, 2015-December 31, 2015

	2015	(2014 Comparison)
<i>Total new cases:</i>	352	351
<u>Gender</u>		
Male:	230 (65%)	247 (80%)
Female:	122 (35%)	104 (20%)

Sentencing Status

Pre-sentenced:	160 (45%)	131 (37%)
Sentenced:	184 (52%)	206 (59%)
Federal:	9 (3%)	15 (4%)

Level of Case Management Service

	2015	2014 (Comparison)
Full Assessment/Release-Reentry Plan:	161 (46%)	199 (57%)
Brief/Focused Intervention:	191 (54%)	52 (43%)

Inmate/Offender Profile

(Data/Statistics obtained at point of Case Management Intake):

	2015	2014 (Comparison)
<u>Percent of offenders presenting with</u>		
Alcohol/Drug	87%	89%
Mental Health	52%	48%
Unemployed: (not on SSI)	63%	70%
Homeless or at risk of:	24%	22%
Disabled (on SSI or SSDI)	14%	10%
Developmental Disability	1%	1%

Offense correlated with Substance Abuse

(of those with a Substance Use Disorder):

2015	90%	90%
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Primary Drug of Choice

Heroin	55%	53%
Alcohol	17%	19%
Marijuana	14%	12%
Prescription Opiate	9%	8%
Cocaine	5%	5%
Synthetic	1%	3%
Other pills	0%	1%

Ohio Risk Assessment Level

	2015	2014 (Comparison)
Low Risk:	3%	3%
Moderate Risk:	23%	26%
High Risk:	58%	51%
Very High Risk:	16%	21%

Housing Status at Intake:

Stay with family member:	46%	49%
Rents an apartment:	17%	13%
Homeless or potentially homeless:	24%	22%
Stay with friend:	11%	15%
Rents a room:	2%	0%

Owns a home:	0%	1%
<u>Educational Level:</u>		
8th grade or less:	2%	1%
Some high school:	30%	23%
GED:	19%	26%
High School Diploma:	45%	44%
College diploma:	5%	7%
<u>Employment Status at Intake:</u>		
Unemployed (willing to work; job search)	49%	45%
Employed (position secure at release)	23%	19%
Possible employment/strong lead	12%	22%
Disabled (on SSDI and/or SSI):		
14%		
10%		
	2015	2014 (Comparison)
Unemployed (min. willing, capacity to work)	1%	4%
<u>Health Insurance Status at Intake</u>		
Uninsured:	39%	63%
Private insurance:	12%	16%
State/Federal (Medicaid and/or Medicare)	23%	21%
New Hampshire Health Protection Program	26%	*
<u>Release-Reentry Patterns</u>		
	2015	2014 (Comparison)
(Data/Statistics obtained at point of Release-Reentry)		
Completed Referrals at Release-Reentry; Formal Housing (Shelter(s), 2nd Chance, Mary's Place)	43	44
Informal Housing (family/friend)	13	25
Intermediate Housing (SCS, KHA Programs):	5	
	2014	2013 (Comparison)
Completed Referrals at Release-Reentry		
Alcohol/Drug: (Residential Level of Care):	59	63
Alcohol/Drug: (Outpatient Level of Care):	65	80
Alcohol/Drug: (Intensive Outpatient Level of Care):	25	*
Alcohol/Drug: (Medication Assisted Treatment):	7	*

	2014	2013 (Comparison)
Mental Health Services:	40	38
Medical/Primary Care:	72	69
Employment/Vocational Support:	36	32
Basic Needs/Assistance/Insurance/Other:		
SSDI	13	14
Medicaid/NH HPP	78	48
DCYF Involved	28	27
Child Support Modification	1	9
Offenders Released to Monitoring/Court Ordered Programs:		
Probation:	139	156
CCASP/MH Court Program:	34	34
Cheshire County Drug Court:	9	30
Disposition: County/State		
% released within Cheshire County:	84%	90%
% released to Massachusetts:	2%	2%
% released to Vermont:	4%	3%
% released to Rockingham County:	3%	3%
% released to Sullivan County:	2%	1%
% released to Hillsborough County:	1%	0%
% released to other state:	2%	1%

*data sets not tracked separately for these categories in 2014

Offender Recidivism (within Cheshire County DOC)

% Returning on new charges and/or VOP within 1 year of release:

2014:	34.1%
2013:	30.1%
2012:	*data unavailable due Spillman>Xjail Conversion
2011:	31.3%
2010:	32.2%
2009:	29.7%
2008:	29.1%
2007:	31.1%
2006:	34.6%

% Returning on new charges and/or VOP within 3 years of release:

2014:	*Data not available until Jan. 2017
2013:	*Data not available until Jan. 2017
2012:	*Data unavailable due Spillman>Xjail Conversion
2011:	*Data unavailable due Spillman>Xjail Conversion
2010:	*Data unavailable due Spillman>Xjail Conversion
2009:	39.2%
2008:	44.6%

2007: 37.7%
2006: 46.3%

Inmate Programs

During the 2015 calendar year, facility tours were conducted for 191 individuals. The following agencies and organizations toured as individuals or as groups:

Keene State College
Sentinel Services
Monadnock Covenant Church
Town Of Swanzey- Code Enforcement
NH Probation & Parole
Castleton State College
Masenic Regional High School
Monadnock Waldorf School
MC2 Charter School
Monadnock Regional High School
Leadership Monadnock

There are currently 153 approved volunteers that share their talents and skills through 17 inmate programs that are scheduled at different times during the year. In 2015 there were 6 inmates who passed the HISET examination that was given at the jail facility.

In August of 2015, the annual Volunteer Appreciation Day Cookout was held adjacent to the jail facility for volunteers and their families.

During the past year, 111 sentenced male inmates supplied labor to the Cheshire County Fair Association, Keene Transfer Station and the Town of Troy. This department also continues to supply the NHDOT with roadside cleanup for our adopted 2.4 miles of Route 12 in Westmoreland NH.

Special presentations, other than church related events, that were offered to inmates during 2015 included a speaking engagement by Yogi Lama Gursam and a musical performance by Richard “Dobbs” Hartshorne.

2015 Summary for Correctional Officer Training Hours, Certifications, Staff Retention

This year has seen higher than average turnover, 23 officer positions or approximately 38.9% of our staff were replaced. However that figure included five new staff that were hired, left, and replaced within the calendar year. The breakdown for time on the job for the departing staff is as follows:

14 less than one year (of them, 5 had + or - a month)
5 less than five years
4 less than ten years (5.4, 5.7, 6.0, 6.1 respectively)

The unusual turnover consisted of 4 officers leaving without notice within one to three months. Of the seven officers terminated, one was for misconduct, one for discrepancies on his application, and five failed to perform to standard. Of the twelve officers who resigned with a

full two week notice, eight were certified officers, four were not. The reasons varied somewhat, but at least 50% left for better hours or pay. One, who was here just over a year, had just returned from academy, cited that she no longer felt safe in her role of officer.

In 2015 we conducted orientation and FTO training program nine times, each a full five week program including the mentoring week. This involved orienting and training twenty-two new officers.

Of those 22 new hires 12 remain, or a retention rate of 54.5% for new hires.

In 2015 we conducted 34 training days, consisting of approximately 273 hours of classroom/field training. This equates to approximately 3,484 man hours for officers in training, and 336 man hours for instructors.

Also in 2015 we sent four officers to the NHAC Academy for an additional 400 hours of training. During 2015 we were able to get eight officers certified by waiver, representing 832 unpaid hours of training, the NHAC course curriculum that they completed of their own time. This saved us 1,600 hours of training at the academy, not to mention the additional costs for travel, overtime expense, and additional overtime covering for them on shift.

In 2015, as we did in 2014, we used targeted training to use the training hours responsibly and ensuring that the officers that needed specific skills reinforced got the opportunity to do so. This kept our training expenditures down considerably from previous years, and still provided a high standard for instruction of mandatory and supplemental training venues. In 2016 we will continue to schedule, train, and re-enforce the critical skills that are mandatory by policy, along with supplementing other skills used daily by our officers, such as searches, report writing, and interpersonal communication

2015 Transport log

Federal Transports

Month	Number of Transports	Total Hours
January	11	110
February	3	23
March	11	94.5
April	10	98
May	9	119
May	(Hospital stay)	257.5
June	5	50
July	9	80
August	13	115
September	14	143
October	6	47.5
November	8	69
December	6	36.5
Totals:	105	1243

County Transports

Month	Number of Transports	Total Hours
January	1	2
February	6	16
March	6	28
April	4	8
April	Hospital stay	120
May	3	11
June	5	15
July	4	12
August	3	8.5
September	6	17.5
October	13	33.5
October	Hospital stay	143
November	3	10.5
December	16	25.5
Total:	70	541.5

Per Diem Transport Officers

Month	Number of Officers	Total Hours
January	4	17.5
February	0	0
March	5	17.75
April	7	36
May	7	43
June	4	19.5
July	4	17.5
August	3	11.5
September	7	31
October	1	5.5
November	3	18.5
December	2	10.25
Total:	47	228

Electronic Monitoring for 2015

Our electronic monitoring program permitted a total of **159** offenders to remain in the community rather than be incarcerated. Additionally, we monitored another **28** offenders for the Drug Court program.

Safety and Security statistics

Total Assaults by inmate on officer	1
Total Assault/Fight inmate on inmate	12
Total Suicide Attempts –	14

Suicide (Out of Facility EM)	1
Open Sheriff's / SP Investigations	0
Total Investigations for year	19

2	Theft
2	Drug Poss.
2	Delivery of articles prohibited
5	Assault by Prisoner
4	Criminal Mischief
2	Violation Protective Order
1	Suspicious Person
1	Unsworn Falsification

Use of OC Pepper Spray	13
Display of OC	37
Use of Taser	1
Display of Taser	27
Fire Department Response	0
Major Disciplinary	433
Minor Disciplinary	322
Guilty	393
Not Guilty	35
Dismissed W/ Prejudice	5

VIDEO ARRAIGNMENT

The video arraignment system continues to be used regularly and has become a normal part of our daily routine.

Video Arraignment numbers by Court:

Cheshire Superior:	29
Keene Circuit Court:	387
Jaffrey Circuit Court:	25
Other Courts:	14

Relationship with the CHESHIRE COUNTY DRUG COURT

This year we saw the Cheshire County Drug Court (CCDC) grow much larger with more than 30 participants. With this growth came an increase in urinalysis drug testing. The CCHOC Case Manager and The Booking Commander sit on the CCDC board, and commit a number of hours per week to making it a success in addition to their other assigned duties.

In 2015 we conducted 1,816 urinalysis tests for CCDC (up from 1,131 urinalysis in 2014). At 15 minutes per person to conduct a UA, this amounts to **453.75 man hours spent in 2015** for this task. In addition, the court sanctions some offenders to time incarcerated. In 2015 the CCDC **sanctioned participants to incarceration 88 times (61 times in 2014) and held CCDC offenders 58 times for Violation of Probation. This amounted to approximately 73 man-hours in labor to in-process these offenders.**

BOOKINGS BY AGENCY

Alstead	1
Cheshire County Sheriff's Office	259
Chesterfield	9
Dublin	4
Fitzwilliam	10
Gilsum	0
Harrisville	1
Hinsdale	50
Jaffrey	31
Keene	548
Marlborough	11
Marlow	1
Nelson	0
Probation/Parole	75
N.H. State Police	145
Richmond	0
Rindge	33
Roxbury	0
Spofford	0
Stoddard	0
Sullivan	0
Surry	0
Swanzey	61
Troy	7
Walpole	17
Winchester	51
US Marshals-VT	119
US Marshals-NH	19
US Prisoner Transport (overnight holds for per diem)	190

DEMOGRAPHIC BREAKDOWN BY AGE

AGE	Male	Female	Total	Percent
Ages 17 – 25	409	129	538	30.41%
Ages 26 – 35	492	187	679	38.38%
Ages 36 – 45	197	64	261	14.75%
Ages 46 – 55	173	41	214	12.10%
Ages 56+	72	5	77	4.35%

DEMOGRAPHIC BREAKDOWN BY RACE

RACE	TOTAL	Percent
Black	131	7.41%
White	1,548	87.51%
Latin/Hispanic	24	1.36%
Other Races	66	3.73%

Respectfully submitted by the dedicated staff of the Cheshire County Department of Corrections,

R.N. Van Wickler
Superintendent

**Cheshire County
Department of Information Technology
2015 Annual Report**

The Cheshire County Department of Information Technology (IT) enables the business of all County departments by planning, deploying, supporting, and maintaining its technology infrastructure. Our infrastructure comprises computer hardware, software, networking, telephone, communication systems, and interfaces with external providers and agencies. The County's ability to serve its constituents requires an increasing level of technology in every aspect of its operations. The demand on the IT Department to support an increasing range of systems continues to increase.

In 2015, the Cheshire County network grew to comprise over 210 workstations, 43 application, data, and management servers (physical and virtual), two video conferencing servers, three telephone PBX systems, and more than 200 individual telephones distributed over four primary campuses. In addition to daily support, the department delivers 7x24 on-call support for critical County systems such as the nursing home, the county jail, the dispatch center, and eight Cheshire County town police departments.

On each campus, the network enables the operation of our security systems, camera monitoring systems, time clocks, telephones, and environmental control equipment. Additionally, our network carries the traffic for the inmate telephone, canteen, and video arraignment systems at the jail. In the Sheriff Department, Cheshire County town police departments using cellular modems require connections to the network in order to access our law enforcement information system. Other agencies, such as the NH State Police and E911 connect in on dedicated and virtual networks from across the state. The Finance Department uses the network for online banking, payroll, and processing reimbursements through state and federal agencies. The County Attorney's Office, a robust connection to the Internet is required for its completely offsite-hosted record management system. And at the Maplewood Nursing Home, patient care is delivered through both wired and wireless systems to support its 24-hour operations.

As County users continue to expand the variety and scope of computer applications they use, so IT operational support must expand as well. Daily routine tasks include creating and maintaining network and email accounts, installing and configuring desktop and server software, updating programs and operating systems, unjamming printers, and helping users with basic computer tasks. The IT staff troubleshoots, maintains, and repairs all hardware and software systems in our network including workstations, servers, printers, scanners, desktop anti-virus, networking, and backup and recovery.

The IT department ensures continuity of business for Cheshire County by implementing measures to support cyber security, disaster recovery, and resiliency. Our security model includes a layered approach including Internet filtering, firewalls, access restrictions, endpoint anti-virus and anti-malware protection, and constant monitoring.

The requirement to implement and maintain a cohesive and comprehensive Cyber security practice continues to be a critical mission for the department. Monitoring of our public interface shows a nearly constant stream of deliberate attempts to gain access to our systems. In response,

we continue to “harden” our systems to resist intentional malicious activity and have reduced our “attack surface” significantly.

This department continues to support the Greater Monadnock Public Health Network. In 2015, MACE’s relocation to the county jail was complete. IT staff have a phone and network package that can be deployed quickly, allowing the MACE staff to activate without delay.

IT must also monitor County-wide compliance with external regulatory standards such as the Health Insurance Portability and Accountability Act (HIPAA) and the Criminal Justice Information Services (CJIS) Security Policy. Additionally, outside vendors that are installing or servicing their systems rely on IT as the primary point of contact and often require us to provide debugging and troubleshooting support.

The IT department completed or made significant progress on several major projects in 2015. The Keene campus servers were virtualized, providing significantly enhanced backup and recovery options as well as improved performance. This program is continuing in 2016 with the virtualization of our final data systems at the HOC. County-wide, our backup, restore, and data recovery systems and plans were upgraded as well.

My sincere appreciation goes to the County Delegation members, County Commissioners, Elected Officials, County Administrator, and Department Heads for their continued support of the Information Technology department.

Respectfully Submitted,

Robert L. Hummel
Director of Information Technology
Cheshire County

**Cheshire County
Human Resources Department
Annual Report
2015**

The Human Resources department is responsible for providing Comprehensive Human Resources leadership for the County and staff personnel. The Human Resources department consists of a Human Resources Manager and a Human Resources Assistant. HR continues to implement and administer the County's personnel program in accordance with the provisions of applicable laws, rules, regulations, policies and procedures. We work continuously to serve the 470+ employees of Cheshire County. The HR Assistant currently occupies an office at the Maplewood Nursing Home, full time M-F, while the HR Manager splits her hours and days between the Department of Corrections, Maplewood Nursing Home and Keene Court Street offices.

New Hires and Terminations of 2015

Human Resources is actively involved in overseeing the County's hiring and termination process. In 2015, the Human Resources department advertised, prepared job postings, screened applicants for vacancies and coordinated the selection of the positions.

Total number of applicants hired for Cheshire County in 2015	=	112
Total number of employees terminated from Cheshire County in 2015	=	108

EAP – Employee Assistance Program

Human Resources in conjunction with Cheshire County Management promotes an Employee Assistance Program to its employees and eligible members of their immediate household. Contractor, Anthem Blue Cross/Blue Shield, is in the business of administering Behavioral Health Risk Management Services, including Employee Assistance Programs, Work/Life Management Programs, Behavioral Health Disability Management Programs and Managed Behavioral Health Care programs on behalf of employers.

EAP Utilization Summary

Emotional/Psych	16.67%
Work Related	50.00%
Alcohol/Drug	5.56%
Marital/Couple	11.11%
Violence Domestic Abuse	0.00%
Family Problem/Child	11.11%
Medical	0.00%
Legal	5.56%
Financial	0000%
Dependent Care	0.00%
Other Issues	0.00%

Recruiting & Networking

Recruiting efforts for 2015 included attending job fairs in the Cheshire County area. Human Resources continues to promote Cheshire County Government as a premier employer in the area. In addition to the Cheshire County website, County posting sites, and other NH job sites, we continue to network with local area businesses and have been successful in posting employment opportunities at various localities.

I am a member of the Society for Human Resource Management (SHRM) and the Greater Monadnock Society for Human Resources Management Association (GMSHR). The GMSHR is a non-profit organization dedicated to providing professional development opportunities and networking to local HR professionals. Monthly chapter meeting topics vary from nuts-and-bolts program design seminars to more advanced HR strategy discussions.

Association of Counties – Human Resources Affiliate

I have been attending the HR Affiliate meetings for the past 14 years in Concord, NH. Human Resource Managers and Directors from other Counties and are in attendance at these meetings. These meetings are held on the 3rd Friday of every month.

General topics of discussion:

- NH Retirement System
- Labor Law Updates
- County policies and procedures

Monadnock United Way – Fund Raiser

In 2015 the Human Resources Department worked throughout the County to raise funds for the Monadnock United Way.

Employee Newsletter

The monthly Employee Newsletter continues to be a benefit to all staff. It provides recognition to our Employee of the Month which involves all County campuses, boosts morale, improves employee relations and educates employees on upcoming events within the County.

Various County departments provide information for the newsletter and we look forward to their continued support in providing the Human Resources department with this information.

I would like to thank and recognize Stephanie Jardine, Human Resources Assistant for her efforts throughout the year as my Assistant. I would also like to thank the County Commissioners, Elected Officials, County Administrator, Department Managers and co-workers for their support of the Human Resources Department. I look forward to working and serving all departments in 2016.

Respectfully Submitted,

Wendy Hurley
Human Resources Manager

**ANNUAL REPORT FOR 2015
MAPLEWOOD OF CHESHIRE COUNTY**

Maplewood of Cheshire County is a mission-driven care facility with a focus on being a safety net operation for elders of Cheshire County. We offer 2 levels of long term living opportunities for elders who are no longer able to have their care needs met in the community or other care situations; the assisted living facility as well as the nursing home. We are one of 3 counties that operate an assisted living facility on their campus – this level of care offers a less costly and more independent alternative to a nursing home. While it provides 24/7 staff oversight including 3 meals/day and light housekeeping duties, it can also offer some minor levels of assistance (such as medication assistance) to residents. The nursing home offers the traditional long term care level and additionally has short term rehabilitation options for elders whose goal it is to return to the community. One further unique offering is that we are one of 3 nursing homes in the state with a special “atypical” unit designed to meet the needs of residents who have specifically challenging behaviors.

Update on the future of Maplewood

A Sub-Committee of the 23 member Cheshire County Delegation met regularly throughout 2015, to consider future options for the aging Maplewood building. On June 26th the Sub-Committee issued a lengthy motion. Excerpts from the motion include:

- a. ...Maplewood...fulfills a special, irreplaceable, safety-net mission...by providing nursing home care to individuals whose conditions...make it impossible for them to be taken care of at home...
- b. The Maplewood administration and staff should be commended and are hereby commended for continuing to provide the best possible resident-centered nursing home care to Maplewood’s residents in spite of severe challenges.
- c. The Sub-Committee is in the process of identifying the optimum long-term solution to these challenges...(and) recognizes that the issue of costs is only one part of its consideration of a long-term solution.
- d. Pending the identification and implementation of that long-term solution, the Sub-Committee hereby emphatically affirms its support for the ongoing operation of...Maplewood...and for such interim management and maintenance action as may be necessary to maintain Maplewood’s current standard of care.

The Commissioners were requested to hire a firm to study the building, operations, and multiple options to include half at the current location and half in a New Market Tax Credit building zone.

An architectural firm called EGA has been studying our building and operations this fall and winter and following the directives of the motion are preparing information expected to be completed and presented to the Sub-Committee of the delegation in early 2016. All information that has been shared publically may be found at our website: <http://www.co.cheshire.nh.us/>

This lengthy process has been taxing on staff, and it is my wish that we all continue to support and praise the staff of Maplewood for their superior work in an institutional building. While changing regulations require individualized, personal care in a home environment, kudos to our staff for working hard to overcome our hospital-like setting and making this the residents' home. After long examination of the problems with our aging building, the Commissioners, the Maplewood Citizen Task Force and the Delegation Maplewood Committee have all decided that Maplewood serves a vital role in our community and that the county should continue to provide those services in the future.

Medicaid Managed care and Transportation Contract

Prior to managed care, Medicaid was a "fee for service" model, with the State as a single billing agent for us. Since 2013, new provider contracts have led us to bill additional agents for non-emergent medical transportation each with different contracted billing requirements/systems and stipulations.

We have had to increase some of our credentialing work over the year that has taken additional administrative time to complete. Work to activate MNH staff and vehicles via the Access2Care (A2C) Credentialing Portal continued into 2015. In May, our Transportation Department took over management of the credentialing portal. Ultimately the contracts between NH Healthy Families (NHHF) and A2C, and between A2C and MNH were terminated as of 8/1/2015. As of August 1st, New Hampshire Healthy Families contracted with Coordinated Transportation Solutions (CTS) to replace A2C.

While NHHF's termination of the A2C broker resulted in significant work to develop new contracts with CTS, now at least we operate under one set of rules. Prior to this, as an example, each contract required different but specific standards to be met, including which style/size of fire extinguisher our vehicles had to be equipped with. There were several areas where each contract stipulation led to duplications within the vehicles to meet each plan's standards.

By July of 2015, nursing homes were supposed to have had the remainder of any residents initially able to "opt out" of managed care now enrolled in one of the two managed care plans. This was delayed and not scheduled to be fully implemented until February of 2016. Health and Human Services has continued to announce additional further delays, including the date currently scheduled for nursing homes to have contracts directly with the MCOs instead of being fee for service. So many questions remain unanswered; neither the state nor the homes are currently ready to move forward with these contracts. There is already pending legislation for a possible additional delay.

At some point, nursing homes will have to contract directly with MCOs for our daily Medicaid rates. Part of our unanswered questions to the state include what will happen to MQIP or ProShare that is paid to our home for caring for residents funded by Medicaid. Should the ProShare not be able to be paid to the MCOs and distributed back to the counties, the cumulative financial loss to all the counties in the State again surpasses \$25 million per year. Significant concern remains on this issue, as it has been our understanding all along that only governmental entities are eligible to receive these Federal funds, and the MCOs are clearly not such entities.

ADMINISTRATION DEPARTMENT: Kathryn Kindopp, Nursing Home Administrator

Headed by the Nursing Home Administrator, Maplewood Administration also includes the Executive Assistant and Receptionist positions. In 2015, receptionists included one fulltime, three part time, and two per diem staff members.

Computer/IT

In response to a February invitation to Cheshire County departments, we compiled a list of IT hardware and software support needs at the nursing home. This summarized 5 major areas of needed support for 8 departments and 6 Nursing sub-departments, with 90 desktop and laptop computers, and 250 users; 241 who access our electronic charting system, ECS. Requests on behalf of residents included laptops and Wi-Fi access. On 4/30/15, we attended a county department IT Summit, later distributing a summary of that meeting to MNH Department Heads.

Equipment

In 2015, the Administrator's and the Executive Assistant's computers were replaced after multiple attempts to keep them operating. In March, both photocopiers were replaced under a 3 year lease agreement through Facilities to update equipment and functionality. In June, our leased postage meter was similarly updated.

ECS

In 2015, we began an ongoing effort to resolve some report and information update issues in both the Old and New ECS, involving multiple staff. The July timetable for IT to prepare the Finance Department for the New ECS was not met and a new date not yet put forward. This has required the nursing home to run both ECS versions so as to track Resident Trust Fund Accounts on the Old ECS, necessitating side by side updates to both systems. In ensuing audit comparisons of the two systems, we encountered issues in both, and by year-end made over 100 corrections, relieving Social Services from hand-delivering over 30 Trust Account Statements monthly.

Reception/Receptionists

We had no staff turnover in 2015, and one part-time receptionist advised us of plans to retire by March 2016. We learned that the number and frequency of on-call coverage shifts (15-30/year) are too minimal for external applicants, yet often conflict with regular schedules of internal applicants. The excellent attendance of our regular receptionists and helpfulness of our retiree per diems has sustained our reception coverage, but we will need to be open to alternate scheduling options and patterns in future.

Maplewood receptionists operate the phone switchboard and perform many duties requiring knowledge of the facility, staff, residents, and emergency procedures in which they play a role. Receptionists again assisted with many routine and special projects, and by late summer were relieved of tasks with monthly paper MARS/TARS, as the nursing units gradually converted to electronic versions. Receptionists distribute payroll envelopes and notices, are responsible for handling transactions for Resident Trust Fund Accounts, petty cash, and postage, and work with nursing floors and Social Services to coordinate admissions, ambulances and other emergency services, and to be aware of unattended residents in reception (i.e.: if family brings a resident down and leaves them indoors as they bring their car to the front door). Given our facility layout,

our reception area is the space that most resembles a living room environment, and our receptionists often engage with residents who enjoy spending time there and visiting.

Receptionists help with Shepherd Program pick-ups and deliveries, and regularly receive deliveries of resident clothing and furniture, donations of gifts and items for residents, and routing items to Laundry or to Facilities for heat treatment. Last fall, we set up a small receiving area and worked to clarify our guidelines in regard to bed bug prevention for acceptance of items into the facility. This process requires ongoing feedback and flexibility as we work to help residents and families understand our need for preventive measures and to train all facility staff.

We had several opportunities to review ways for receptionists to manage customer service challenges with phone calls and face-to-face interactions in a setting where the expectation is that they are always courteous and know where everyone is and what is going on throughout the facility. The facility layout places the receptionist at the front entry, where he/she is often alone and apart/isolated from other staff, and we review safety procedures in the event of emergencies.

Staff Recognition

In March, we compiled a comprehensive list of 35 annual staff/consultant/volunteer recognition dates. An Events & Staff Recognition Board was hung across from the Staff Cafe and we began posting signs for national recognition dates in an effort to represent and thank all staff and those who serve Maplewood for their ongoing work and contributions.

Policies & Procedures

In 2015, we assisted in the review/development/revision/distribution of over 30 MNH Department policies and procedures. These included the Administrator's complete revision of HIPAA P&Ps forms by early July, clarification of guidelines for in-house Bed Bug Prevention steps, donations we accept, and for the Cheshire County Shepherd Program, and updates to the TV policies in our Resident Handbook, and to MNH Administration job descriptions.

Other

While we offered some pre-made logo sweatshirts, we received more requests for staff, visitors and residents to be able to purchase clothing with our new logo in designs that they would prefer. To offer this opportunity, but eliminate the administrative burden, we approached the Employees Association which has taken over this initiative, creating a win-win situation whereby individualized pieces can be ordered with our logo, with all benefits going to the CCEA.

We continued working with the "Healthy Monadnock" program, offering a more robust salad bar and less sugary drinks for our staff. For residents, we introduced the "turn a new leaf program" that additionally included lowering sodium in our foods. The county team leader (Misty Hall from Finance) won an award in 2015 on behalf of the work she encouraged us to achieve throughout the whole county.

We celebrated National Nursing home week in May 2015 with exciting offerings to our staff including a tasty meal to staff of all 3 shifts that is served by Maplewood management and the Commissioners. Maplewood's many volunteers were served a special meal and evening program

during National Volunteer Week. At the end of the year, we hosted the Commissioners Longevity Awards luncheon to celebrate County staff achieving longevity milestones.

This year, another Long Term Care foundation scholarship was awarded to a member of our staff, Julia Labbe. To be eligible, recipients must be employed by a skilled nursing facility, assisted living facility, or other residential health care facility located in NH. Individuals chosen have demonstrated commitment to long term care, dedication to their career, and the desire to pursue a higher education. Julia began her work at Maplewood in our dietary department, achieved her LNA license and worked in the activities department until she began her schooling full time. She works in the nursing department when she is not attending school. Julia plans to continue her commitment to Maplewood once she becomes an RN.

The Administrator continues to have statewide involvement in a number of initiatives involving nursing homes and the county. The Administrator remains the county liaison on the Long Term Care Ombudsman's Advisory Committee, and remains one of the county appointed participants on the NHAC Executive Committee. Monthly meetings with the New Hampshire Association of Counties Nursing Home Administrator's Affiliate continue at the County Nursing Homes.

The State Survey process is required to by CMS to be completed on a surprise basis every 9 to 15 months. Our 2015 Survey was successfully completed in February with a few minor findings.

In early 2015, the Federal 5 star rating was reset meaning that overnight, it was as though the "goal posts were moved back" and a high percentage of nursing homes throughout the USA lost one or more stars from their 5 star rating. This is what happened to Maplewood of Cheshire County, and we dropped from 5 stars to 4 stars overnight. Additionally, further requirements are affecting this rating including the types of resident profiles that often only the counties care for. Other county homes have also lost star ratings due either to the overnight changes, or the additional markers that CMS has added in order to achieve these ratings.

SOCIAL SERVICES DEPARTMENT: Teresa Walsh, Director.

The Social Services Department is comprised of the fulltime Director, one fulltime Social Worker, two part-time Social Workers, and the fulltime Admissions Coordinator.

Admissions

In 2015, the department admitted 76 residents. Out of the 76 admissions, 48 (63%) were transferred from Cheshire Medical Center. This number is a little lower than the previous year of 82 admissions with 36 (43%) admissions coming from Cheshire Medical Center. In the last quarter of the year, we were unable to take admissions other than "safety net" admissions due to the severe shortages we experienced in the nursing department. At one point, we were down ¼ of our nurses and LNA's.

Discharges/Deaths

Maplewood had 55 resident deaths in 2015. The facility discharged 36 residents back to their homes or to other facilities. Of the 36 residents discharged, 24 were able to return home.

Referrals

Maplewood received 597 referrals from home, hospitals or community agencies, as compared to 396 in 2014. Cheshire Medical Center accounted for 405 of the referrals this past year.

Reasons why residents/families are choosing Maplewood

- Have heard that Maplewood activities and music exceed what other nursing homes offer.
- Our outdoor space is very attractive to people.
- Have heard that the care at Maplewood is excellent and they haven't heard any negative things about Maplewood.
- Patients/families living in Walpole/Westmoreland area prefer to stay close to their homes.

ENVIRONMENTAL SERVICES DEPARTMENT: Robin Rahe, Director

Housekeeping/Floor Maintenance: Robin Rahe, Director

Maplewood takes pride in its reputation as a clean facility, absent the odors often associated with nursing facilities. We strive to achieve an optimal balance between labor and material costs, and what is essential for maintaining cleanliness and infection prevention within our facility. Housekeeping operates 7 days a week, including daily cleaning of 96 toilets and sinks. Daily routines include dry mopping/wet mopping throughout the facility. Resident rooms are cleaned daily with scheduled routines for detailed weekly cleanings.

With turnover continuing to affect staffing levels, we ensured that resident areas take priority over floor maintenance. Staffing for the floor maintenance evening position remained short and we went through spring and summer with only 1 of the 2 positions filled. We allocated extra staff time when possible to help with evening shift floor maintenance, and have now successfully filled our floor maintenance position.

2015 included 80 terminal room cleanings (room changes, precaution rooms, discharges). Due to staffing challenges, we again were unable to complete the annual summer cleaning of all facility windows or to re-wax 100% of resident rooms. During the summer season our weekend staff helped fill additional needs, and in late July we opened a position for the extra work. In the last quarter we assigned a floor maintenance staff member to help cover resident floor needs.

2015 Expenses were slightly higher than in previous years. We completed drape replacement purchases for 2nd Floor and purchased a new carpet extractor. Both burnish machines failed, and Facilities staff replaced belts, brushes, bearings, and cords. As these were purchased in the 1980's, we will plan on making a budget request to replace one or both in 2017.

There were no changes in chemicals or product lines for Housekeeping or Laundry. Bio-waste box counts and costs have been reduced. In the interest of reducing paper use, waste, and costs as well as exposure to cross contamination, we want to look at purchasing/installing no touch hand dryers in 2016 and 2017 for high use areas, center rooms, Ground, and 1st Floor staff toilets.

Laundry: Regina Holt, Laundry Supervisor

The Laundry staff delivers personal clothing to the floors Monday through Friday, and delivers fresh linens to each floor daily. We continue to use Ozone in our laundry application, both for its

reduction in hot water needs and to extend the life of our linens. The annual rebuild of ozone for the washers occurred in December.

In 2015, the Laundry staff processed 10,740 loads and a total gross total weight of 558,460 pounds of laundry. (Resident clothing: 96,570, TLC Unit: 65,419, and nursing home: 394,738.) This was a reduction in total gross weight from 2014 by 3,803 pounds.

Laundry was able to fill some staff openings early in the year, but continued staffing concerns made it challenging to keep up with needs late spring and summer. The Maplewood LNA training class in October led to one successful candidate from the Laundry Department joining the Nursing Department. All Laundry openings were filled by year-end.

Washer #5 had a mechanical failure in early April, which Facilities was unable to repair. We were without this 5th washer for more than 60 days. A used washer was purchased, and is currently in use and greatly needed.

Linens were purchased in July, September, October, December to replace normal wear and tear and unusable items. 2015 purchases included bath towels, hand towels, impervious bags, pink pads, chair pads, clothing protectors, shower curtains, sheets, and peri cloths.

OCCUPATIONAL THERAPY DEPARTMENT: Gina Cutler, Director

The Occupational Therapy department is comprised of the Director, one staff occupational therapist, and one maintenance OT aide/LNA. The two licensed occupational therapists at Maplewood focus on maximizing a resident's participation, or level of independence, in their activities of daily living (self-care tasks such as feeding or dressing). In August 2015, the Director of Speech Therapy resigned and the OT Director resumed oversight of the speech therapy needs.

The practice of Occupational Therapy in a skilled nursing facility is regulated by the National Board of Certification for Occupational Therapy, the Federal Center for Medicare and Medicaid Services and the NH State Board of Allied Health. In the fall of 2015, the Federal Government transitioned from ICD 9 to ICD 10 CM (International Classification of Diseases 10th revision, Clinical Modification) in recognition of its responsibility to the World Health Organization. The Nursing, Finance and Rehabilitation departments have taken on a greater role in ensuring appropriate diagnosis and treatment codes assigned to each resident chart. All three disciplines meet monthly in a collaboration audit entitled "triple check" to ensure all documents are appropriately coded prior to submission of the therapy billing. The OT Director also completes a monthly audit of the Finance therapy bill and treatment records to ensure all treatments are accounted for and billed appropriately.

All of our treatments are provided individually, based on the needs of the residents and are identified through the comprehensive OT evaluation. In 2015, the Occupational Therapy Department offered direct services to the residents of MNH as well as contributed as a team member to enhance the quality of care and programs of the nursing home. An example of services provided include splinting of the hands and upper extremities, Activity of Daily Living (ADL) retraining, functional mobility training, exercise, safety education, home safety

evaluations, visual perceptual therapy, cognitive retraining, and aquatics therapy. During the 2015 year, approximately 100 residents were treated by OT on an active skilled caseload, or evaluated with resultant recommendations for nursing care plans. Thirty four residents were served by OT on maintenance programs to prevent contractures, maintain strength and ROM, and lead a wellness strengthening and stretching class to the residents of MNH and the ALF twice per week.

The department completes monthly audits on the Medicare A and B documentation to ensure all Medicare guidelines are being met and that treatments are appropriate and medically necessary.

The Occupational Therapy department is committed to the Maplewood facility and its residents, and to the advancement and standards of the profession. We act as mentors and educators to OT students through fieldwork training and have a collaborative relationship with River Valley Community College. In 2015 we supervised and mentored two students in their level 2 fieldwork training for a total of sixteen weeks.

SPEECH LANGUAGE PATHOLOGY DEPARTMENT:

Caroline Renauld resigned as Director in August 2015 to take a position in the school system with children, but remains the Speech Language Pathologist for Maplewood on an occasional basis. The OT Director, Gina Cutler, is providing swallowing screens and assessments for adaptive equipment needs. When indicated, the OT Director is coordinating for the provision of speech therapy services.

PHYSICAL THERAPY DEPARTMENT: Laurel Moody, Director

In 2015, Physical Therapy continued with a steady to very busy caseload. A waiting list for Medicare B services was required at the end of the year due to a very high caseload and many incoming referrals. A triage process was instituted to determine the cases at the highest risk for a negative impact to resident or staff from delayed PT interventions.

Staffing: The PT department is fully staffed with one PT Director at 40 hours, one staff PT at 35 hours, two staff PTAs at 40 hours each, one Rehab Aide at 40 hours, and one Rehab Technician at 40 hours. PT continues to be in need of more PT/ PTA per diem help for weekend, holiday, and vacation coverage. Our one per diem PT is now much less available due to a promotion at his primary position; however, the PTA who began per diem at the end of 2014 is frequently available to us and does a good job. In December, a PTA per diem applicant declined our offer in order to accept a better paying position at another facility.

Regulatory/Compliance: Harmony Healthcare routinely reviewed PT documentation for compliance with Medicare rules, documentation of medical necessity, and use of standardized assessments. Harmony has made very complimentary reviews of PT documentation with no focal area of concern noted. PT intervention and documentation continues to be a focus of review for Medicare auditors, with special attention to the use of standardized assessments and documentation of medical necessity. This requires increased time and resources for PT staff to research, learn, complete, and properly score standardized assessments for the numerable areas of deficits that PT addresses. This will be an ongoing and likely increasing challenge for all PT clinical staff. ICD-10 went into effect on 10/1/15. This is a new system for coding medical and

treatment diagnoses. This system has many more choices for codes, meaning that three or four codes may be needed where only one was required under ICD-9. This new system requires much more dialogue between PT, Medical Records, MDS Coordinators and the Medicare Biller. A monthly triple check meeting of this group verifies all codes prior to submitting the bills to Medicare. Harmony Healthcare has reviewed all of our work with ICD- 10, making minor recommendations and indicating we are doing very well with this change.

Denials: We continue to await an appointment for our hearing with the Adjutant Law Judge regarding two appeals from 2013. Our Medicare Biller believes we are likely to get that hearing by the end of 2016. We have received no further denials for services rendered since 2013. Medicare is still working on its plan regarding denials, RAC auditors, Medicare B Caps and exceptions process, etc., so services provided since 2013 are still at risk for denial, particularly in any case in which the Medicare B Cap was exceeded.

Billing: Medicare added a new subset of 59 modifiers, effective 3/1/15. The 59 modifier is used to justify unusual billing events, such as billing one procedure twice because it was performed on two separate body parts during one treatment session. This new subset of 59 modifiers required our billing sheets to be changed to add the modifiers. Service units will now be billed on PT billing sheets as number of units rather than minutes of service provided for all Medicare B and Medicaid clients. The PT Director has been checking the UB04 bill sent to Medicare for accuracy of number and type of services billed, to check for incidence of unintentional under billing, overbilling, or mistaken billing. All the UB04s have matched perfectly with PT billing sheets with no incidents of missed billing or overbilling found.

ACP: We continue to see a greater than 50% overall use of ACP modalities (53% overall average, 70% use with Medicare A). These modalities continue to allow increased opportunities to provide skilled PT interventions to more residents, as well as achieving better outcomes with services provided. ACP provided the following in-services to therapy staff in 2015: 6/26-Group Therapy, 9/30-Therapy Tests and Measures, 12/17-Pain Management canceled by ACP and is to be rescheduled.

ICF Statistics: All new admissions were assessed by PT. All ICF residents were assessed by PT staff on a quarterly basis for MDS completion and assessment of needs for maintaining their highest, practical level of function. PT Rehab Aide provides ongoing, maintenance programs with Residents as developed and implemented by licensed PT staff. In 2015, we averaged 23 patients/month and 221 visits/month.

DIETARY DEPARTMENT: Bethany Lawson Food Service Director; Liza Drew, Dietitian Effective April 1, 2015, our food services vendor contract with Fitz-Vogt ended and we began working with our new vendor, Glendale Senior Dining. The Commissioners awarded the contract in December 2014 when 4 companies submitted comprehensive bids. Bethany Lawson and Liza Drew were each contracted by Glendale as employees and continue in their roles at Maplewood.

Bethany meets on weekdays as needed with both shifts to review and prepare staff for upcoming meals and tasks. She frequently attends monthly Resident Council meetings for input and feedback regarding meals and menus. The kitchen produces all 3 Nursing Home resident meals, Assisted Living resident meals, and staff meals. The kitchen also provides services for functions

such as the annual volunteer recognition meal, the annual Staff Appreciation meals to all 3 shifts during National Nursing Home Week, and the annual Commissioners' summer picnic offering in Keene, as well as the Longevity Awards Holiday Luncheon.

Staffing: In 2015, 2 fulltime staff transferred to the Nursing Department, and 3 fulltime and 2 part-time staff went to per diem status. There were 5 fulltime voluntary terminations, and 2 fulltime and 3 part-time involuntary terminations.

Education: Focus for all dietary staff included the following topics:

Food Allergies	Personal Hygiene	Food Storage
Resident's Rights	PPE Review	Proper Griddle Use & Care
Unlawful Harassment	Dr. Richards Policy	How to calibrate a thermometer
Knife and cut glove use	Cafeteria Server Expectations	

ACTIVITY DEPARTMENT: Steven Wilson, Director

In 2015, we continued our mission to meet the long term care regulation requirements to *"provide for an ongoing program of activities designed to meet, in accordance with the comprehensive assessment, the interests and the physical, mental and psychosocial wellbeing of each resident"*. Activity programs and care plans are individualized to meet the needs, interests and preferences of the Residents and are adapted as able to meet their current abilities.

With staff hours equal to 6 positions plus the Activity Director, 2015 presented staffing challenges that will carry into the first quarter of 2016, and we have worked hard to overcome these. In 2015, we provided a wide variety of programs 7 days a week, including some evenings. Our programs range from special events, large groups, small focus groups and individual programs, to community involvement and events. In a given week we offer approximately 40 different activity programs. The Activity staff also offer individual activities and visits, approximately two to three times weekly, especially for Residents who are less involved in the daily scheduled activity programs.

We review each resident's Activity Care Plan at least quarterly, and complete quarterly activity reports on every resident. At that time we also make activity goal adjustments as indicated to remain current with the resident's activity needs, interests and abilities. We meet as a department on a regular basis to review, plan, and evaluate our programs in order to remain resident centered. We also review new admissions and/or resident changes in order to remain current. Every month during Resident Council meeting we review the next month's activity calendar for approval, and plan activities to meet the resident's needs and interests.

We offer programs aimed at serving the many interests of our residents. These include games, work type tasks giving residents an opportunity to contribute, crafts, baking and cooking, sensory stimulation, word games and trivia, special meals, exercise, patio visits, gardening, social groups, religious programs, dance movement, as well as community trips.

We connect with the local community in two primary ways; by bringing community volunteers into Maplewood, and by going out into the community. Volunteers assist Activity staff with many programs and special events. They provide hours of visits to individuals offering activities

such as letter writing, reading aloud, board games, pet visits, reminiscing, patio visits, gardening and or social visits. We have approximately 75 volunteers who contributed a total of 4,161 volunteer hours in 2015. This does not include the volunteer hours of many groups, schools, organizations, and clubs visiting Maplewood such as: The Westmoreland and Nelson Town Bands, The Keene Cheshiremen, Knights of Columbus, as well as area school and scout groups. We could not provide the extensive activity programs without the dedicated assistance of our volunteers, and host an appreciation dinner for them annually.

Our trips into the community include bus rides from Maplewood on a weekly basis, especially during the summer months. Trips range from scenic rides and shopping trips to visiting favorite area restaurants and scenic sites for picnics. Special outings for 2015 included trips to Keene Swamp Bats baseball games, the Senior Olympics, Sunday night Walpole *Concerts on the Green*, Orchard trips, and the Butterfly Museum in Deerfield Mass.

Maplewood music programs remain among the most popular for meeting the interests, needs, and abilities of many residents, and allowing participation at a wide variety of levels. Most weeks we will offer a variety of 3 to 4 music programs. Many are special events with community entertainers who come to Maplewood to provide entertainment. Music has included bagpipes, banjo, accordion, piano, country, folk, bluegrass, swing bands, classical, as well as sing-alongs, line dancers, and karaoke. The enjoyment by residents is easily seen in their smiles, and participation ranges from dancing on the floor or in chairs, to tapping a foot, a finger, to just listening. Many performers tell us that Maplewood is their favorite place to play as they derive real satisfaction from seeing how much their music is enjoyed.

Throughout the year we schedule special events including a special Veteran's Day recognition program, the Annual Christmas Pageant, The Summer Carnival, Annual Craft Fair, and "Relay for Life" to support the Cancer Society, for which residents designed candle-lit bags in memory of loved ones, and participated in a ceremony to honor those affected by cancer. Residents continue to request and enjoy the "happy hour" program, a monthly opportunity for socializing around drinks with exotic appeal. Alcohol can be served to a resident with a supporting physician's order, and for many residents, it is simply participating in a fun social setting that makes this program attractive.

We strive to provide a diverse environment to add stimulation and interest to our home. The Keene Quilters Guild donates beautiful handmade quilts each year that go into resident rooms, on their beds or laps, and at times hung as wall decor. An area florist donates fresh flowers every week that volunteers and residents arrange and send to the floors and resident rooms for their enjoyment. We have a very well loved cat on second floor. We also have fish, birds, and rabbits living at Maplewood, as well as dogs who visit on a regular basis. Staff, families and residents enjoy the beautiful patio area with raised garden beds and vegetable gardens to work in or enjoy. All winter we feed outdoor birds and are visited by a wonderful variety of birds that are a joy to watch from the window areas overlooking the patio. During the summer months we often have BBQ's, music programs, and other outdoor events on the patio.

Steve Wilson was awarded the New Hampshire Association of Counties' Cheshire County Nursing Home Employee of the Year, and has served here nearly 15 years as Activity Director.

NURSING DEPARTMENT: Theresa Woolbert, DNS, Robin Nelson, ADNS

Nursing Department administration is headed by Theresa Woolbert, RN, BSN, Director of Nursing (DON) Services and Robin Nelson, RN, Assistant Director of Nursing Services (ADNS). Sabryna Priest, RN, is our Quality Improvement (CQI), Infection Prevention, Employee Health Nurse, assisted by Hope Blodgett, LNA. Lisa Clouet, RN, Stephanie Sullivan, RN, and Leanne Finnell, RN, are our three Nurse Managers. Kaylyn Levesque, LPN, is our Staff Development Coordinator, assisted by Ada Monette, LNA.

Nursing shortages continue to be seen across the State. In 2015, we have worked with the Commissioners to increase wages and to create incentives for hiring/retaining staff. Staffing challenges initiated a deeper look into options for recruiting, training and retaining Nurses and LNAs at Maplewood in 2015. Programs initiated included referral bonuses to any staff who recruited and helped retain new full time LNA's or nurses. Another program initiated was the ability to host an LNA training program – this took over 6 months to work with the board of nursing and to receive necessary accreditation in order to be a host facility. We hosted our first LNA training program beginning in October, and supported 4 current staff to take the class while working in their usual departments, then once they completed their LNA, moved them to the nursing department. For 2016, we laid the ground work for a program of hiring temporarily staff into positions and then supporting them to get through the LNA class held at Maplewood.

In addition to their normal work duties, the nurse management team shared the responsibility of working additional shifts (3-11, 11-7 and weekends) to provide adequate staffing for the facility. Similarly, the team acquired the interim nursing duties of the ALF Administrator in September. The team also reviewed, created or revised policies and procedures throughout the year.

The Nursing Department began a busy year starting with the New ECS (Electronic Chart System) conversion for eMARs/eTARs. Sabryna Priest (CQI/IP/EH) attended ECS training in 2014 to become a master user of the system and to oversee on-site training. The ECS training and conversion began in October 2014 and was completed in June 2015, with changes to the system ongoing. Kaytlyn Leveque (SDC) completed ECS education and training under Sabryna and they continue ongoing ECS education with staff. Sabryna attends educational meetings in Keene on employee health and infection prevention issues, keeping up with changes. Sabryna also coordinates National Nurses Week to recognize Maplewood Nurses for their hard work and dedication. Sabryna and Kaytlyn assisted Pam Fortner in organizing the annual health fair at MNH. Additionally, Sabryna oversees monthly CQI meetings, Flu Clinics, and is involved in new hire orientation. Sabryna is a strong advocate for the Nursing department and shows true leadership and commitment.

Kaytlyn Leveque (SDC) became certified in Wound care after attending a week long course. Staff Development provided multiple education opportunities for nursing staff and maintains a monthly staff education calendar. The Nursing Department continues to struggle with the LNA/Nurse shortages throughout the region and state, and Kaytlyn is a strong advocate for Maplewood in working with outside sources to complete in-house LNA training. This has been a valuable learning experience as we continue to recruit more LNAs.

Kaytlyn met with Keene High School Careers on hosting LNA clinicals at Maplewood as well, and we continue to work on this process. Kaytlyn and Kathryn met with William Athanas on grants and educational opportunities. Kaytlyn organized and communicated meetings with Nurses, MNAs, LNAs and ward aides, and her department manages the regularly scheduled annual orientation and reviews throughout the year. Kaytlyn has worked very hard to ensure proper educational opportunities for the staff and to recruit and maintain new employees.

LNA turnover has been tracked for over 10 years and while 2015 had an uptick in our turnover rate coming in at 38%, our high was 66% in 2005 and our low was 23% in 2014. The Leading Age publication indicated in 2011 that nationally, LNA turnover averages 71%.

Theresa Woolbert (DON) and Robin Nelson (ADNS) worked in tandem to address long term and spontaneous issues though the year. Medication diversion investigations consumed an enormous amount of the DON's time and resources. Staff coaching on a weekly basis consumed a comparable amount of the ADNS's time and resources. Both positions conducted new staff interviews and in-house interviews for transfers/new positions, as well as compiling and issuing suspensions and terminations of unsuccessful staff. They led Nurse/MNA/LNA/Ward Aide meetings regularly throughout the year. The DON and ADNS also attended morning meeting daily with all department heads, and this meeting is followed by the daily meetings with the nurse management team. The DON and/or the ADNS attends CQI, Safety meetings, as well as NADONA meetings.

Robin Nelson conducted audits on MDS completion, falls, weekly skin checks, and weekly wound assessments for CQI. She covered the Nurse Manager role for 3rd/TLC while Stephanie Sullivan was out on a 12 week leave. Robin attended the tabletop disaster drill at Cheshire Medical Center, and also attended "Coaching for Performance" Interviews and the Nursing Home Roundtable discussion at Primex.

Theresa Woolbert spent the first half of 2015 addressing a drug diversion case with the Cheshire County Sheriff's Department, NH Attorney General's office, and the NH Board of Nursing (BON). Several months of effort with Health Careers, slowed by changes at the Board of Nursing, but did result in our holding LNA classes at Maplewood in an effort to boost recruitment of trainees. The Nursing Department made changes to our Nursing Policy and Procedures to ensure compliance. Stephanie Sullivan attended Dementia Certification training in Atlanta, Georgia, and hosts in-house classes for all employees.

The Nursing Department continues to strive to provide the best possible care for the residents of Maplewood. With the many staff shortage hindrances throughout the year, the team continued to manage job responsibilities while covering off shifts, and always helped where needed. When ALF was under an interim Administrator, the Nursing Department jumped in feet first and managed the staffing to ensure coverage, scheduling, resident issues, and patient care. Theresa attended meetings with NADONA, AMDA, CMC, and educational in-services. The budget was completed in a timely manner and without issues.

In 2016, the nurse management team will continue to work on ways to improve staff retention, hiring interviews, and streamlining our processes while staying in compliance with regulations. We are excited to be developing a job fair at Maplewood for recruiting nursing staff.

ASSISTED LIVING FACILITY: Christine Neal, Administrator

Historically, the Assisted Living Facility has functioned as a separate entity from the Nursing Home, with the ALF Administrator reporting directly to the County Administrator. In summer 2015, the ALF Administrator left for another job opportunity, and while searching for a new Administrator, the County Commissioners asked the Nursing Home Administrator to serve as interim ALF Administrator. In addition, they determined that the next ALF Administrator would report directly to the Nursing Home Administrator. During the interim period, the Maplewood Nursing Department oversaw daily nursing duties at ALF. In October, 2015, Christine Neal, RN, who had been working as an occasional nurse for Maplewood, was hired and became fully licensed as the Assisted Living Facility Administrator in November. She faces a variety of challenges and opportunities as she assumes her new role and reorganizes administrative functions in ALF.

FACILITIES DEPARTMENT: Bruce Harrison, Facilities Director

In 2015 our crew completed 3862 work orders. This number does not include all the quick hit items that are requested of them while they are working in the area. They are encouraged to assist the staff and residents in any way they can so every task does not get recorded. Within that number of work orders are all the preventive maintenance tasks that are performed throughout the year on everything from bed lubrication, filter changes to monthly vehicle inspections.

General Maintenance

Some highlights from last year include having the 3rd floor TLC tub room flooring replaced. The door and frame on room 316 was replaced as was the broken drive shaft on air handling unit #2 in the kitchen. During the annual boiler inspections it was discovered that Boiler #1 brick work needed to be replaced on the back door shelf and the internal combustion chamber. An audit was completed and repairs made to the smoke barriers on the 1st floor as suggested by the Life Safety inspector. We rebuilt both boiler oil feed pumps and the backup pump and replaced the heating coil on the Dectron unit due to corroded fittings. At the request of the Assistant County Administrator the Day Care house was winterized. We also replaced the back draft damper on the 4th floor which had several broken damper blades.

This past year we had a new contract with Honeywell that was partially hours based that got off to a bumpy start but has since recovered and appears to be working out favorably for the County. Only life safety equipment like the fire alarm system and the main roof top air handling units are fully covered by 24 hour emergency service with parts and labor included. At the same time facilities took over replacing the filters on the remaining air handling equipment to cut Honeywell's hours. The balance of the contract is hours based and we use that to perform preventive maintenance as well as repairs. This saved the County approximately \$10,000 over the previous contract.

Plumbing

-Cast iron waste drain piping remains an issue here but to date have been manageable by our

staff on site. This past year we replaced a 3' section of 4" cast iron drain pipe in the hall outside Activities, replaced a 4" cast iron connection and 8' section of vertical 4" drain pipe in meeting room 2, replaced a 2' cast iron 90 in the ceiling above the Chapel and replaced another 2" cast iron 90 above the old bathroom in the Kitchen.

-We continue to maintain and replace fixtures and or components as they fail. Year over year this has dropped slightly.

-We had a water line break on 2nd floor to which the response was incredible. The Westmoreland Fire Department came in bringing some additional wet vacuums. That along with the help of our on-site staff and Facilities had the area cleaned and ready for residents in a short period of time.

-We also replaced the tub on the 2nd floor which was installed by Facilities staff.

Capital Projects

Domestic Hot Water Improvement's: Finished a project that started in 2014 to add a 200 gallon holding tank with a circulating pump and new mixing valve. The new layout gives us a redundant mixing valve station so one side can be taken out of service for repair without disrupting the DHW output to the nursing home. This new equipment has stabilized the domestic hot water supply to the floors.

The 2000 X-Mark lawn mower was replaced, as were both heating hot water loop pumps in the nursing home. The rusted through exterior door to the patio from the north stairwell was replaced and to improve heat distribution in H/R we relocated the Singer fan coil unit from the Safety Officers office into the H/R hallway. Two projects that came about during our Life Safety inspection have been started and will be completed in early 2016. This includes doors to be added to the two ALF dining rooms and power controls will be added to the four stoves located outside the main kitchen area.

Assisted Living Facility

While performing roof inspections we found several long seams that were opening up. These were repaired and a capital request was applied for during the budget process to replace this roof in 2016. New carpet was installed in apartment 20 and it was given a fresh coat of paint as were several apartments over the course of the year in preparation for new residents.

Heating hot water pump #2 needed to be rebuilt and in the course of setting this up we found a 3" ball valve that was stuck open. This required replacement in order for the pump to be rebuilt. In the end we replaced two 3" ball valves and rebuilt pump #2. The compressors in air handling unit #5 were replaced and two leaks in the 2" copper heating hot water line were also repaired.

Waste Water Treatment Plant (WWTP)

In 2015 the WWTP processed 5.513 million gallons of effluent discharge from the MNH, Assisted Living Facility (ALF), WTP and the County Farm. The process requires daily testing and oversight.

General Maintenance County land/Farm

The Town of Hinsdale brought in their jet truck and cleaned the drain lines from the county farm all the way to the waste water treatment plant. A broken underground water supply line to the waste water treatment plant was dug up and repaired. The total suspended solids scale was replaced.

SAFETY DEPARTMENT: Pam Fortner, County Safety Officer

Please refer to the full report from the Safety Officer. The following are a few highlights:

The county Safety Officer, Pam Fortner, continues to work collaboratively with Maplewood staff and Department Heads. She analyzes staff injury trends, leads the Safety Committee and recommends new courses of action based on identified issues. We continue to have very low rates of staff injuries and maintain favorable reports from PRIMEX, our public entity risk pool. Our programs and efforts have resulted in our nursing home maintaining one of the lowest staff injury rates in the state. The County was awarded the Primex Insurance Award for 2015 largely due to the years of work of the county Safety Officer.

Under the leadership of our Safety Officer, we completed the mandatory 2 disaster drills. In the first, we practiced a table top drill with vandalism to our sprinklers on a resident floor. Despite the fact that in the fall of 2015, we overcame a major pipe leak on one of our resident floors that actually made us put into operation part of the drill we planned for – we are unable to count actual disasters for our required 2 exercises per year. We altered our plan and for our second drill, we practiced a bomb threat drill.

In September of this year, there was a small incident where we found a smoking heating unit in one of our meeting rooms. Staff in the immediate area acted swiftly and decisively as per training and extinguished the smoking motor. No residents were nearby or immediately affected. All similar motors were quickly identified and assessed and corrected as needed to prevent any future similar situation.

In the fall, all staff members were offered to participate in the annual fire extinguisher training – this gives staff an opportunity to extinguish a live fire with extinguishers. The cost of this training is well worth it as evidenced by our experience in June of 2014 and September of 2015.

I am humbled by my experience of working with such a wonderful and dedicated staff. A written report never does justice to describing what, as a team, we actually do to ensure that we work to transform this institutional setting into a home and family environment. While the nursing home industry remains strongly regulated, it is still often negatively portrayed in the media. The reality of caring for our frail, elderly, and chronically ill residents is costly and challenging, and there are few people who both have a calling to do this and the depth of inner resources required to work in this environment. The moments of praise and gratitude that staff receive from residents, families, and visitors who see what it is like to be in this environment are appreciated more than anyone can imagine. I wish to thank our staff for all that they do each day to care for and to contribute so much to the lives of our Maplewood residents.

Respectfully Submitted,
Kathryn Kindopp, B.Sc.P.T., NHA

Safety Office
Annual Report-2015
Safety Officer

The County Safety Officer continues to maintain an active role in the Greater Monadnock Public Health Network including membership in the Regional Planning Committee and the Healthcare Workforce Group. These groups work hard at All Hazard Planning and through education, exercises and meetings, keep emergency preparedness at the forefront for the region. This year's training focused on the Hospital Incident Command System and a workshop led by Public Health to develop a Hazard Vulnerability Analysis for individual facilities.

Disaster and fire drills were held in accordance with state and local regulations. Fire extinguisher training was held at the Maplewood Campus for all employees.

Education continues in the Safety Department as appropriate. This year's education included education on Excel, Access, evacuation devices, Effective Business Writing, Workplace Violence, Non-Violent Physical Training Techniques and preparing for the adoption of the 2012 Life Safety Code by the Center for Medicaid Services.

The Safety Officer is involved in a team planning and organizing the Cheshire County Employee Health Fair held at Maplewood Nursing Home. This year was the first year that included a health fair on the Keene campus.

The Workers Compensation and the Temporary Alternative Duty program, managed by the Safety Officer, are current on the compensation process and are in compliance. The County maintained positive low trending for both workers compensation and property-liability claims throughout 2015. Working closely with our insurance company, Primex, benchmarks are set every year to assist in areas that need strengthening. This enables us to develop programs to manage and monitor our progress and continue in our efforts to consistently remain in the highest performers of the insurance company's peer ranking and rating for lowest number of work related injuries and claims.

This year the Safety Officer had the pleasure of sponsoring an intern from the Keene State Safety Program, who assisted in developing an Ergonomic and Manual Material Handling program.

Once again, I would like to recognize the Maplewood Complex Safety Committee and Cheshire County Joint Loss Management Committee for their dedication to safety. These individuals deserve to be recognized for their dedication and faithfulness, taking time out of their busy days to attend meetings or inspections and bringing forth issues that are brought to them by other co-workers. Both committees are vital in supporting and increasing awareness of workplace safety and risk management.

Respectfully Submitted,
Pamela Fortner, Safety Officer

Cheshire County UNH Cooperative Extension is a partnership between the University of New Hampshire and the county government, providing a direct link between the University and the citizens of Cheshire County. Extension carries out educational programs that address the issues that are most important to Cheshire County citizens. We focus our efforts in four program areas; Food and Agriculture, Natural Resources, Youth and Family, and Community and Economic Development. Extension is available to all Cheshire County citizens via traditional classroom seminars, workshops, volunteer trainings, one-on-one site-specific consultations, emails, fact sheets, articles and other forms of media and outreach.

Cheshire County's UNH Cooperative Extension is one of ten county offices that link the University to local communities. People may drop in or call for information, participate in programs presented by Extension Field Specialists, or access information via the web: <http://extension.unh.edu>. We offer up-to-date information to help residents make informed choices, answer questions and help solve problems. We work to identify those issues critical to residents and to formulate non-formal education programs addressing those issues.

Members of the Cheshire County UNH Cooperative Extension Advisory Council

Libby McCann, Westmoreland	Eloise Clark, Keene, Chair
Ryan Owens, Walpole, Vice Chair	Susan Lawson-Kelleher, Chesterfield
Geoffrey Jones, Stoddard	Sharlene Beaudry, Walpole
Robert Hamm, Keene	Beth Hodge, Hinsdale
Karen Balnis, Richmond	Jane Johnson, Swanzey
Holly Gowdy, Walpole	Tina Christie, Alstead
Theresa Majoy, Richmond	Peter Graves, County Commissioner

Cheshire County UNH Cooperative Extension

Carl Majewski, Food and Agriculture	Andrea Sawyer, Youth and Family
Christine Parshall, Food and Nutrition	Diane DuGray, Administrative Assistant
Steve Roberge, Natural Resources, Office Administrator	

Cheshire County UNH Cooperative Extension Summary of 2015 Educational Programs

Public Workshops / Educational Events	51 events, 1282 attendees
One-on-one Site Visits (forestry & agriculture)	126 visits, 12407 acres
Assistance to Towns	19 towns
Interaction with Cheshire Residents	4921 contacts
Forage or Pasture Soil Tests	45 tests
Newsletters Distribution	683 households
Afterschool Program Enrollment	450+ youth, 20 sites
4-H Clubs	20 clubs, 250 youth
Active Volunteers	143 volunteers, contributing 6843 hours
STEM and Youth Training	69 educators

Natural Resources

Steve Roberge, Extension Field Specialist

One-on-one Consultations – Woodlot Exams

- 51 woodlot exams (19 were new to Cooperative Extension)
- 3,251 acres reviewed
- 9 landowners/671 acres referred to a Consulting Forester

Public Workshops and Talks

- 27 events -481 attendees

Collaborations & Partnerships

- 32 separate collaborations/projects
- 24 agencies, organizations, municipalities or committees

Other Contacts – Email, mail, phone and office visits

- 1,276 individuals, organizations, businesses, etc. assisted

The mission of UNH Cooperative Extension Forestry & Wildlife Program is to provide educational information and assistance to forestland owners, businesses, and natural resource professionals so they can make informed and responsible decisions about maintaining and/or enhancing a healthy forest resource while sustaining economic viability. This is primarily accomplished through one-on-one consultations, workshops & events and providing educational support to collaborating/partnering agencies, organizations and municipalities.

The forest resource of Cheshire County is considerable with 401,241 acres of forestland or 86% of the county. 388,900 acres are owned privately by an estimated 5,600 landowners. The harvesting of timber from privately owned lands, the consulting foresters overseeing the management, and the 50 or so logging operators in the county working on these lands significantly contribute to the area's economy and certainly to the state's forest-based economy. The forests of Cheshire County and the rest of New Hampshire also provide the backdrop for a healthy tourism and recreation economy which generates considerable revenue for our local businesses and governments. It is crucial for the economic, environmental and social health of Cheshire County and New Hampshire that the 5,600 private forest landowners in Cheshire County take care of their forest resource and make informed decisions.

While the Cheshire County Forest Resources Extension Educator serves on a number of committees providing assistance, programs and workshops, the real strength of the Forestry & Wildlife program at the county level is the one-on-one contact and assistance with the public, landowners and professionals. While some contacts are made by phone, mail or email, many require a personal consultation and field visits. Other audiences reached through public forums, meetings, field demonstrations/workshops and via newsletters, bulletins, articles and radio spots.

Landowner Contacts, Woodlot Exams & Referrals

- 51 properties, 3,251 acres visited by the Cheshire County Forester. 61 individuals participated in these visits. *19 out of the 51 visits were new to Extension.*
- 9 Landowners (671 acres) were referred to a NH Licensed Forester. To date, 7 landowners (587 acres) have been in contact with a forester.

Woodlot exams vary in length of time, subject and acres covered. The woodlot exam is an opportunity for me to introduce the landowner to the resources they have available to successfully manage their land. The purpose of these visits is to answer any of the questions landowners may have and to provide options or information so landowners can manage their forestland to meet their needs while maintaining the health of the forest and the resources found in and around it. Quite often woodlot exams end with a referral to a consulting forester where the licensed professional can work with the landowner to manage their forest, prepare a planning document or harvest/sell timber.

A large portion of the time the Extension Educator in Forest Resources is the primary contact for landowners interested in managing their forestland. Follow up visits are often required – especially if the extension educator works with the landowner to apply for grants or “cost-sharing” funds to carry out projects on their property.

Educational programs and outreach intend for landowners to become better stewards of their forestland by increasing their knowledge of their forest resources to make informed stewardship decisions. Part of this educational effort is making landowners aware of the assistance programs available to them for their stewardship needs or for emergency relief. The financial assistance provided to landowners is often the motivating factor that engages them into forest stewardship. Since 2007, I have reviewed 98 forest stewardship management plans and referred over 100 landowners to the NRCS for cost-share assistance. This assistance ranges from paying for management plans to installing/rehabilitating forest roads. Applying to these programs suggests landowners understand forest stewardship and are motivated to take action to care for their land.

Other Contacts (email, mail or phone)

1,276 individuals, organizations, communities or businesses were assisted in the area of forest/tree insects and diseases, environmental issues, current use and forest law inquires and other forest resource issues.

An example of assistance handled over the phone would be a Marlborough landowner interested in sub-dividing her land to give to her son and daughter-in-law to build their home. She wanted a portion of the land to remain in current use – therefore reducing the tax burden on the land. The sub-division she planned would have prevented the land from remaining in current use and significantly increased the property tax due to a utility-owned path that split the sub-division in half. Speaking with the landowner, the Extension Educator in Forest Resources made her aware of this rule in the current use law and advised her to seek an alternative scenario. The landowner could not find help online or at town office before calling UNH Cooperative Extension in Keene.

Other examples of assistance would be disease and pest identification, timber values, referrals of natural resource professionals and assistance with laws impacting forestlands and open space.

Workshops & Events

-27 Public Workshops, tours or events were led by the Educator in the past year covering a range of topics from best management practices on conserved lands to identification of the Asian Longhorned Beetle to management of forestlands for wildlife habitat and timber production.

-481 People attended those events.

Food and Agriculture

Carl Majewski, Extension Field Specialist

General Public / Home Gardening

Activities

- ◆ Delivered presentation on planting and care of apple trees, brambles, and blueberries at Cheshire Conservation District's Plant Sale
- ◆ Held fruit tree pruning demonstration in Rindge, with Bill Lord
- ◆ Participated in Community Gardening Project with Antioch University, delivering three workshops in Keene and Westmoreland
- ◆ Helped organize pruning demonstration for ornamental shrubs in Westmoreland with Margaret Hagen and Amy Papineau
- ◆ Delivered presentations on Introduction to Backyard Poultry in Keene
- ◆ Delivered talks on home fruit production in Fitzwilliam and Keene
- ◆ Reviewed 115 home & garden soil tests

Impacts

- ◆ 113 people who attended various home gardening workshops or presentations increased their knowledge of garden pest management, planting and care of tree fruit and berry crops, or managing small poultry flocks
- ◆ 479 people received information regarding home garden production, the home environment, pest identification, and soil fertility through phone calls, walk-ins, or email.

Commercial Crop Production

Activities

- ◆ With Becky Sideman, organized twilight meeting focusing on weed management under organic production
- ◆ With George Hamilton, and collaborating with Cheshire Conservation District and ATTRA, held twilight meeting demonstrating field equipment and discussing weed management
- ◆ Visited Keene High School with Horticultural Production Specialist Brian Krug to discuss options for improving energy efficiency in school greenhouse
- ◆ Organized and delivered Equipment Field Day with Cheshire County Conservation District and NRCS
- ◆ Collaborated with UNH faculty and 7 farms statewide on USDA-CIG project evaluating use of small grains as forage crops in alternative crop rotations
- ◆ Collaborated with UMaine Extension on project looking at farm resiliency with adoption of no-till practices
- ◆ Collaborated with Cheshire County Conservation District and Connecticut River Ag Services to deliver not-till forage seeding demonstration
- ◆ Collaborated with UNH COLSA faculty on outreach for project focusing on alternative forage crops for grazing, involving field demonstrations at farms in Cheshire and Sullivan counties.

- ◆ Conducted 22 farm visits to fruit, vegetable, dairy or livestock producers in Cheshire, accounting for approximately 3150 acres of cropland across the county.
- ◆ Reviewed 45 soil test for forage or pastures

Impacts

- ◆ As a result of presentations at workshops, farm visits, and cooperating with other agencies, use of cover crops across the state has increased significantly over the past few years. According to NH-NRCS there are 3400 acres signed up for aerial seeding of cover crops in 2015, up from 1100 acres in 2014. In Cheshire County, approximately one third of the corn acreage is now grown with cover crops. Based on field observations, cover crop use statewide is estimated to be almost double that of a few years ago. With the successful establishment of winter cover, these farms should be able to maintain the health and productivity of their soils, and by conserving nitrogen will be able to improve water quality in lakes and rivers across the state.
- ◆ As a result of farm visits, two farms have been able to improve the capacity of their pastures. These visits have focused on improving soil fertility and planning pasture rotations. A diversified livestock operation in Cheshire County was able to raise 90 lambs and 18 ewes on pastures that supported only 40 lambs and 24 ewes last year - an estimated increase of 60% grazing capacity. In addition, grass growth was strong enough to enable them to harvest surplus forage as hay on a portion of the pastures for the first time, despite the lack of rain in May that severely affected yields. A grass-based dairy farm in Sullivan County wanted to discuss options for managing encroaching weeds in pastures. Paddocks appeared somewhat undergrazed, and I suggested reducing paddock size and leaving animals in longer. Farmer followed through and reports that pastures are starting to look better after just 2 1/2 weeks.
- ◆ Two dairy farms participating in CIG have continued to practice double cropping with small grains on their own. One farm harvests approximately 30 acres of small grains as silage prior to planting corn, and another has sown 60 acres of winter triticale to harvest as forage next spring prior to no-till planting corn.

Food and Nutrition

Christine Parshall, Program Associate

*Nutrition Connections consists of two federal nutrition initiatives, **EFNEP** (Expanded Food and Nutrition Education Program) and **SNAP-Ed** (Supplemental Nutrition Assistance Program Education), whose missions are to provide education to low-income audiences in the areas of nutrition, food budgeting/shopping, cooking, and food safety.*

We live in a region that is increasingly attentive to the complex connections between poverty and healthy living outcomes. Access to affordable good quality food is just one of many pieces of the puzzle. Many community groups, businesses, and individuals have taken up the cause of working toward healthier communities for all people through advocacy, direct action, and education that promote good policy and practice.

According to the NH Kids Count Data Book for 2015 36.4% of Cheshire County youth in grades 1-12 are eligible to participate in the National School Lunch Program. (Cheshire County ranks third in the state on this measure.) SNAP (Supplemental Nutrition Assistance Program) participation for children below age 18 was 22.9% of all county children and youth. (The county ranks fifth on this measure.) These are critical data points because the primary target population for all Nutrition Connections programs is limited income households with children. Adults without children may also participate in programs.

Nutrition Connections Youth Programs

Schools and youth organizations which serve at least 50% limited income youth are eligible for Nutrition Connections. Four hundred forty children from pre-kindergarten through grade 5 participated in Hinsdale, Winchester, Troy, Alstead, Jaffrey, Ashuelot, and Swanzey. Working with the US Dietary Guidelines, Nutrition Connections aims to improve fruit and vegetable consumption, increase physical activity, and familiarize children with a wide variety of healthy foods.

Nutrition Connections Adults Programs

Approximately 50 adults participated in workshops and lesson series through Nutrition Connections this year. This included adults with children, seniors, and single adults. While this number is lower than in recent years, the need is no less. Many cooperating organizations have identified challenges in accurately prioritizing clientele needs and difficulty in getting people to come out for workshops and multi-week programs. Those who joined Nutrition Connections expressed an interest in weight management, better understanding of dietary guidelines, meal planning, and new cooking ideas. All are managing eating on a tight budget.

Youth and Family

Andrea Sawyer, Extension Field Specialist

The 4-H Youth Development Program in Cheshire County continues to significantly impact the lives of youth, volunteers and their communities. The 4-H experience provides a foundation for future success as youth develop and practice critical life skills, and become more independent.

- 94 volunteers provided over 6,600 hours, reaching youth to help them build life skills, leadership and citizenship skills. The cost benefit to Cheshire County is over \$150,000 based on the Independent sector volunteer value per hour.
- Over 1400 hours were spent by youth and adults completing over 50 community service projects giving youth opportunities to experience "making a difference" in their communities.
- 85% youth enrolled in the 4-H program took part in one or more events beyond their club where they learned workforce preparation skills in goal setting, organizational and presentation skills, communication and "interpersonal" and conflict resolution skills.

INDEPENDENCE (Head) - Youth need to make thoughtful decisions, accept responsibility, exercise self-discipline, and move toward independence.

- 112 members participated in communication events at 4-H Day with 27 selected to go to State Activities Day. At State Activities Day, 8 were selected to go to Eastern States.
- 95% of members completed and exhibited project work.
- 4 youth served on 4-H Council, one as chair, one teen was elected to NH Teen Council.
- Two volunteers serve on the State 4-H Advisory Council and 4-H Foundation Board.
- 30% of members serve as officers and 70% of youth practiced leadership skills at club level or by helping at county events.
- The 4-H Kitchen at the fair serves as a fundraiser for the Cheshire 4-H Council, also as hands on experience in applying workforce skills. Over 300 youth members and adults volunteering over 700 hours raised over \$5000 over the 5 days of the fair.
- Horse members practiced marketing skills while participating in the ads campaign for the horse program, raising \$3000 for 4-H horse activities.

BELONGING (Heart) - Youth need to feel connected and physically and emotionally safe, know they are cared about, develop social skills, interact with diverse people, learn the value of cooperation, and experience long-term consistent relationships with adults other than parents.

- 53 leaders reported an average of 100 hours each of direct involvement with club members. 20 volunteers served in middle management roles; 10 new leaders were recruited, screened, and oriented; an additional 120 volunteers assisted with club and county activities, averaging 30 hours each. 250 youth were enrolled in 20 4-H clubs. One new club was organized with 60 new members. 25 volunteers judged at 4-H Day which is our communications event, including three Legislators from our county, 10 volunteers judged records, 2 served as judges at State Activities Day, 60 volunteers judged or help superintendents at animal shows at the fair. Some of these volunteers were teens.

GENEROSITY (Hands) - Youth need to feel they are connected and contributing members of their peer group, family, school and community. They need to realize they live in a global community which requires awareness and compassion for others.

- 80% of youth did a record, resume or scrapbook documenting their 4-H work.
- 18 4-H Clubs reported doing Community Service: Christmas support for various charities, food collecting, helping at community events including Pickle Festival and Strolling of the Heifers, community flower planting, animal visits to elderly or youth with disabilities, community food kitchen assistance, animal rescue and humane society assistance, making wreaths for shut ins, baking and delivering Valentines Cookies to the elderly, participating in the Relay for Life, cleaning a church, adopting a family for the holidays, coat drive, SMS School Food Pantry, and flowers to residents of Maplewood.

MASTERY (Health) –The subject matter taught in 4-H projects is the foundation enabling 4-H youth to master skills and explore possible careers.

Quiz Bowls provide members the opportunity to increase their knowledge level on a certain subject. It teaches members to observe, evaluate, compare, make sound decisions, and to conduct in-depth study of a project, while learning research skills and study habits.

- 8 horse members competed in the State horse Quiz Bowl.

- 30 dairy members compete in the Dairy Quiz Bowl contest and Cheshire County had the high individual of the senior and junior dairy contests. In addition, one Cheshire County member was the third high individual of the Eastern States Dairy Quiz Bowl.

Judging gives youth an opportunity to gain knowledge about the project area while developing life skills. Youth learn how to make decisions, the importance of note taking and critical observation skills, and comparing and contrasting a group of animals of like age. Youth rank the animals and explain why they placed the animals.

- 9 Horse members attended the State Horse judging contest. Four members placed in the top 5 of the junior and senior contests.
- 8 Dairy members attended the State Dairy Judging Contest. 6 were selected to participate at Eastern States Exposition in the Dairy Judging Contest. 2 members from Cheshire County placed third and eighth in the overall individual category. The coach of the dairy judging team is a volunteer from Cheshire County.

Showing 4-H projects provides many learning opportunities and rewarding experiences for the exhibitor. The objective of animal science projects is to develop life skills. Members make selection and management decisions that affect the daily care of animals. By participating in shows and competitions they practice leadership, responsibility, decision making, self-motivation, stress management, animal ethics, record keeping and many other important skills.

- 140 participated in Cheshire Fair exhibiting their projects and showing their animals.
- 4-H Horse Field Days: 32 youth participated; 10 were selected to participate in the state horse show. One rider was selected to go to Eastern States Exposition.
- State Dairy Show: 30 members attended; 13 qualified for Eastern States. At ESE 2 members finished top ten in dairy knowledge; 3 competed on the quiz bowl team, and 3 competed on the dairy judging team which placed second; 2 won best bred and owned awards; 3 members competed in the grilled cheese contest and won the overall award for Traditional Grilled Cheese sandwich; 4 volunteers from Cheshire helped chaperone.
- Eastern States: 9 members in the beef project attended along with three chaperones. Cheshire County had a member who was overall showman as well as grand champion heifer, and a member with a highly commendable steer.
- National Dairy Conference: 2 youth and one volunteer attended in Madison, Wisconsin. Selection was based on a resume, interview, and their dairy knowledge.
- State Achievement Awards: 6 teens were selected; 1 teen was selected for a National Achievement Award, 2 teens were selected to attend National 4-H Dairy Conference.
- State Teen Conference: 29 youth attended; 3 volunteers and 1 teen interviewed 4-Hers for this event. One teen was on the State 4-H Teen Council which helped plan the event.

Afterschool Programming: UNH Cooperative Extension continues to work in Afterschool Programs in Cheshire County. We have worked with thirteen sites, and have trained eight staff members. Trainings include: STEM programming, Microwave Magic, Archery, Theater Arts, Cooking, Crafts, Youth Leadership, Health and Fitness, Experiential Learning, and Life Skill development. We have also provided assistance with evaluation and program environment. We are currently working with: Marlborough, Keene Project Keep, Hinsdale, Winchester ACCESS, Jaffrey/Rindge, ACES 93 (Swanzey, Troy, Fitzwilliam), and Nelson. Currently there are over 856 youth in Afterschool programs using 4-H Curriculum.



County of Cheshire

12 Court Street, Keene, NH 03431

Website: www.co.cheshire.nh.us

Grants Department Annual Report 2015

The County had a successful year in grants. A total of 42 grants were active during the year with a total award value of \$5,803,281 and total 2015 revenue of \$1,214,099, of which 7 were federal, 28 were pass-through federal funds to the State, 2 were State grants and 5 were private grants. 23 grants allowed administrative fees that totaled \$62,928 in 2015. The year ended with 23 grants active; 19 new grants were added or renewed during 2015 and 19 grants closed.

Highlights of new grants awarded in 2015 include two Homeland Security grants for dispatch radio consoles and base station radio repeater upgrades totaling \$385,455; a Mascoma Savings Bank Foundation grant for \$6,288 to purchase 9 automated external defibrillators for sheriff deputy cruisers; a Department of Health and Human Services grant for \$25,000 to create a Community Health Improvement Plan and develop capacity for a seamless substance misuse continuum of care approach; and a Community Development Block Grant for \$500,000 to create 26 affordable housing units for low-income seniors.

The Federal government's new universal guidelines for grants prompted the grants manager to update the County's Equal Employment Opportunity Plan; establish a plan to serve citizens with limited English proficiency, which was adopted by the Commissioners in April; revise the indirect cost policy for grants administration fees, which was adopted in September; and write a procedure for procurement of goods and services with grants funds consistent with the universal guidelines for grants. Additionally, the grants manager worked collaboratively with the finance director to update the travel and meal policy to include a policy specific to grant funded employees.

	Total Grant Amt	2015 Revenue	#	%
Total Grants:	\$ 5,803,281	\$ 1,214,099	42	100%
Grants with Allowable Admin:	\$ 225,084	\$ 62,928	23	55%
County Grants:	\$ 3,301,278	\$ 820,783	26	62%
Fiscal Agent / Non-county:	\$ 2,502,003	\$ 393,316	16	38%
Federal Grants:	\$ 1,666,815	\$ 550,921	7	29%
Federal Pass Thru NH:	\$ 4,024,224	\$ 587,952	28	69%
State of NH:	\$ 64,218	\$ 51,718	2	1%
Private:	\$ 48,025	\$ 23,507	5	1%
Active:	\$ 4,928,654	\$ 932,587	23	85%
Closed this year:	\$ 874,627	\$ 281,512	19	15%
New this year:	\$ 2,599,044	\$ 274,291	19	45%

Area Code 603



County of Cheshire

12 Court Street, Keene, NH 03431

Website: www.co.cheshire.nh.us

Cheshire County's mission is to be value and service driven and its grants department delivers incredible value by offsetting the costs of various County services and by expanding the services in the community by being a fiscal sponsor to area organizations. The County grants manager oversees the fiscal and contractual obligations of all county grants and writes and/or coordinates the application process of new grants.

Respectfully submitted,
Suzanne Bansley, MBA
Grants Manager, Cheshire County

Area Code 603

♦ **County Commissioners** 352-8215/Fax 355-3026 ♦ **Registry of Deeds** 352-0403/Fax 352-7678 ♦ **Finance Department** 355-0154/Fax 355-3000 - 12 Court Street, Keene, NH 03431 ♦ **County Sheriff** 352-4238/Fax 355-3020 ♦ **County Attorney** 352-0056/Fax 355-3012 - 12 Court Street, Keene, NH 03431 ♦ **Alternative Sentencing/Mental Health Court** 355-0160/Fax 355-0159 - 265 Washington St. Keene N.H. ♦ **Department of Corrections** 825 Marlboro Street, Keene, 03431 - 903-1600/Fax 352-4044 ♦ **Maplewood Nursing Home & Assisted Living** 399-4912/Fax 399-7005 - TTY Access 1-800-735-2964 ♦ **Facilities** 399-7300/Fax 399-7357 ♦ **Human Resources** 399-7317/399-7378/Fax 399-4429 - 201 River Rd, Westmoreland, NH 03467 ♦ **Grants Department** 355-3023/Fax 355-3000 - 12 Court Street, Keene, NH 03431

Cheshire County Conservation District – 2015 Annual Report

11 Industrial Park Drive - Walpole NH 03608 - 603.756.2988 ext. 116

www.cheshireconservation.org

Promoting the conservation and responsible use of natural resources for the people of Cheshire County by providing technical, financial, and educational resources.

Supervisors

Amy Bodwell - Roxbury

Bill Fosher, Chair - Westmoreland

Richard Mellor - Rindge

Andy Pressman, Vice Chair - Jaffrey

John Treat, Treasurer - Keene

Associate Supervisors

Chris Bowen - Swanzey

John Baybutt - Nelson/Roxbury

Tom Beaudry - Walpole

Rod Bouchard - Alstead

Holly and Chris Gowdy - Walpole

Tracie Loock - Fitzwilliam

Michael Nerrie - Walpole

Peter Renzelman - Alstead

Tara Sad - Walpole

John Snowdon - Westmoreland

Pete Throop - Keene

CCCD Staff

Sharlene Beaudry, Administrative Coordinator

Amanda Littleton, District Manager

NRCS Staff, Walpole Field Office

The District works in partnership with the USDA Natural Resources Conservation Services (NRCS) staff who supply technical conservation assistance.

Mary Ellen Cannon - Soil Conservationist

Thomas Cappetta - Civil Engineering Technician

Heidi Konesko - Soil Conservationist

Steven Pytlik - District Conservationist

Wendy Ward - Soil Conservationist

The CCCD Board of Supervisors meet on the 4th Thursday of each month at 9am at the CCCD Office. These meetings are open to the public, please call the District office if you would like to attend a meeting.

The Cheshire County Conservation District was created in 1945. It is 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. As a subdivision of the State of New Hampshire, conservation districts foster partnerships between federal, state and local agencies interested in the wise use of natural resources.

2015 Highlights

The CCCD reached out to over 2,200 individuals in 2015 with programs regarding resource conservation & farm viability. If you are interested in learning more or have suggestions for future programming please don't hesitate to contact the CCCD office.

NRCS Farm Bill Program Workshops & Demonstration Projects

Each year the conservation district works alongside their partner the Natural Resources Conservation Service to assist landowners on the voluntary conservation of natural resources on their land. This is accomplished by providing administration of the technical and financial assistance that enables good stewardship of the soil, water, air, wildlife, and related natural resources. This year workshops were offered on how landowners can apply for financial and technical assistance from NRCS through the 2014 Farm Bill —workshops included— Soil Health Management, Cover Crops, No Till Farming and Equipment Demonstrations, and Conservation Easements. Educators from Cheshire County UNH Cooperative Extension are key partners in these workshops.

Services of CCCD

Offered historical aerial photography of Cheshire County and provided soil information to Cheshire County landowners, particularly the Soil Potential Index (SPI) assessment for landowners in the Current Use program. Provided talks as well as educational displays at community events throughout the year. Worked with landowners on an individual basis to assist them in better understanding the resources on their property and how to conserve them. The CCCD also offers outreach on behalf of NRCS to make landowners aware of the conservation programs available to them.

Supporting Healthy Productive Soil through Equipment Rentals and Education

In 2015 the Conservation District further developed its Soil Health Equipment Rental program to help producers meet their soil health goals. The following implements are now available: no-till seeder, single shank subsoiler, penetrometer, roller crimper, aerator and wood ash/lime spreader.

The Conservation District also worked with UNH Cooperative Extension to offer workshops and demonstrations on establishing cover crops, no-till farming, managing weeds, and the use of a roller crimper. We also hosted our annual Equipment Field Day to see the implements in action and to discuss how to incorporate beneficial soil health practices into farm management plans.

Improving Water Quality through Skidder Bridge Rentals, River Clean ups, and Dam Removals

Boyce Pond Dam Removal

The goal of this project is to improve water quality and restore wildlife habitat. Removing Boyce Pond Dam and restoring Kemp Brook, associated floodplains, and adjacent upland areas

will enhance overall ecological resources, remove a barrier to aquatic species, and convert an impounded tributary to a free-flowing riverine system able to reconnect with historic floodplain habitat. Final project results will yield the elimination of existing water quality impairment, restoration of aquatic life, active floodplains providing a platform for mature, riparian buffers, improved flood storage and attenuation of flows, significant reduction in flood related impacts at Royalston Road, and the removal of liability associated with an aging dam structure.

Source to Sea River Clean Up

On September 25th and 26th a large group of enthusiastic volunteers pitched in to help clean up the Ashuelot River in Keene and Swanzey and Beaver Brook and the Branch River in Keene as part of the Connecticut River Watershed Council's "Source to Sea Cleanup". 115 volunteers pulled over 2 tons of trash from the three water bodies! There was a contingent of students and staff from the Keene High School, Making Community Connections Charter School, Vilas Middle School, and Keene State College. They were joined by other individuals from throughout the region. This event is made possible with the partnership of The City of Keene, The Ashuelot River Local Advisory Council, Moosewood Ecological, and Keene State College. We would also like to thank the Mountain Corporation of Keene for their generous donation of t-shirts for volunteers.

Cheshire County Skidder Bridge Initiative

In 2015 the conservation district continues to rent three skidder bridges to land owners and managers that are interested in making stream crossings to preserve water quality during a timber harvest. This is made possible through funding from the NH State Conservation Committee. This service would not be possible without strong and committed partners including UNH Cooperative Extension and Andorra Forest.

Improving Wildlife Habitat for the Health of Our Ecosystems

Cheshire County Pollinator Initiative

In 2015 the CCCD expanded the Cheshire County Pollinator Initiative. Pollinators are vital to ecosystems and the agricultural economy, but unfortunately they are in decline as a result of habitat loss. The Cheshire County Pollinator Initiative will address this problem through the establishment of twenty pollinator habitat installations. As a secondary goal the CCCD will also take on a vigorous public education and outreach campaign to share the innovative methodology of habitat creation undertaken in this project and the results of the pollinator abundance and diversity monitoring. A technical guide on establishment techniques will also be developed and made available to agricultural producers and technical service providers. The final project results will include an expansion of pollinator habitat in Cheshire County and increased landowner and technical service provider understanding on the variety of innovative and effective installation techniques including organic establishment. Funding for this project is provided by the USDA NRCS Conservation Innovation Grant program and the NH State Conservation Committee.

Falls Brook Aquatic Organism Passage

In partnership with the Town of Swanzey, Trout Unlimited, The Harris Center, USDA NRCS, and NH Fish & Game the CCCD has secured funding through NH Department of Environmental Services, NH State Conservation Committee, and NHFG for the replacement of the 2nd priority culvert in the Ashuelot River Watershed that will open up 10 miles of upstream habitat for aquatic organisms. The permit is pending approval from NHDES and construction is slated to

occur in Summer 2016. Partners collaborated to offer an educational fish survey in 2015. We look to do more education on aquatic organisms and their habitat needs in 2016.

Initiatives to Increase Local Food Production and Expand Markets and Infrastructure.

Conserved Farmland Access Project

In partnership with the Monadnock Conservancy, Land For Good, UNH Cooperative Extension, regional farmers and conservation landowners the CCCD continued a project to explore challenges & opportunities with getting more conserved farmland in the region back into active production. Two forums were held in Keene and Jaffrey to explore this topic and a guide of case studies outlining success stories and resources is being developed. This work is funded through the USDA SARE.

Granite State Market Match

In 2015 we strengthened our partnership with the Farmers' Market of Keene to double supplemental nutrition assistance program (SNAP/food stamps) benefits for up to \$10 every market day. The CCCD also started to offer this program through Picadilly Farm CSA and a Buying Club at Keene Housing. We joined a statewide network of incentive providers lead by the NH Food Bank to share resources and best practices. Funding is made available through the NH Dept. of Agriculture Markets and Food through a USDA Specialty Crop Block Grant and the Wholesome Wave Foundation.

Monadnock Menus - Farm to Institution Initiative

Monadnock Menus offers weekly aggregation and delivery of local farm fresh food to wholesale food buyers such as schools, institutions, and businesses. 2015 was our second full year of sales and we are on track to meet our sales goal of \$100,000. We have 30 farms and food producers participating as well as 31 registered buyers. There is an easy to use web-based ordering platform that takes the barriers out of buying local. In 2016 we will continue with a development year for Monadnock Menus - strengthening relationships with existing participants and bringing on new buyers. Partners on this initiative include Harlow Farm and Food Connects. Funding is provided by the NH Charitable Foundation and Healthy Monadnock 2020.

Cheshire County Complex—Maplewood Garden

In 2015 the County of Cheshire continued their exciting partnership with Antioch University New England's Community Garden Connections (CGC) program. The CGC brought the Maplewood Garden back into production and donated most of the food harvested (over 4,000 lbs.) to the Community Kitchen in Keene and some to Joan's Pantry in Chesterfield. This partnership will continue into 2016 along with educational opportunities at the site.

Monadnock Localvores

In 2015 the Localvores offered scholarships to summer farm camp to 28 children through the Jeffrey P. Smith Farm Scholarship. This is a partnership with the Hannah Grimes Center, the CCCD, and committed volunteers.

Educational Events

Farm Conservation Easement Workshop

The CCCD worked with the Monadnock Conservancy to offer information and resources on farmland conservation to farmers in the County.

Conservation and Agricultural Commission Potluck

Partnered with the NH Association of Conservation Commissions to offer this networking and information sharing event at Stonewall Farm.

Getting Started with Fruit Trees, Ecological Landscape Design, The Four Season Garden, Attracting Bees, Birds, & Butterflies to Your Garden, and a Bloom Tour at Distant Hill Gardens

This diversity of topics on gardening and landscaping were presented in a series of workshops with partners such as Distant Hill Gardens, Moosewood Ecological, and UNH Cooperative Extension.

All programs are offered on a non-discriminatory basis without regard to race, color, national origin, religion, sex, age, marital status, disability or political beliefs.

Organizational Membership

- Antioch Community Garden Connections - Advisory Committee
- Conservation District Employees Association of New Hampshire
- NH Food Alliance - NH Food System Strategy Team
- Monadnock Conservancy - Stewardship Committee
- Monadnock Farm and Community Coalition - Board of Directors
- Monadnock Sustainability Network - Board of Directors
- National Association of Conservation Districts
- New Hampshire Association of Conservation Districts
- Southwest Region Planning Commission - Natural Resources Advisory Committee

Fundraising

The CCCD Board of Supervisors conducted an annual appeal and offered 3 fundraisers during 2015 to provide additional funds for CCCD programs.

- Bulk Seed Sale
- Conservation Plant Sale
- Flowering Bulb Sale

We would like to offer many thanks to the community members who participated!

The Board of Supervisors appreciates the continued support of the District's conservation programs by the Cheshire County Commissioners and the Cheshire County Delegation.

Also appreciated are the technical services offered by our "Partners in Conservation" the USDA Natural Resources Conservation Service, UNH Cooperative Extension, USDA Farm Service Agency and other cooperating agencies.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
Financial Statements
With Schedule of Expenditures of Federal Awards
December 31, 2015
and
Independent Auditor's Report

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and on Compliance and Other Matters Based on an Audit
of Financial Statements Performed in Accordance
With *Government Auditing Standards***

**Report on Compliance for Each Major Federal Program and
Report on Internal Control Over Compliance**

Schedule of Findings and Questioned Costs

COUNTY OF CHESHIRE, NEW HAMPSHIRE
FINANCIAL STATEMENTS
December 31, 2015

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**COUNTY OF CHESHIRE, NEW HAMPSHIRE
FINANCIAL STATEMENTS
December 31, 2015**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Commissioners
County of Cheshire, New Hampshire

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the County of Cheshire, New Hampshire (the County) as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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.

Auditor's 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 auditor's 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, each major fund, and the aggregate remaining fund information of the County of Cheshire, New Hampshire, as of December 31, 2015, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance 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 the management's discussion and analysis, budgetary comparison information, schedule of funding progress for other post-employment benefits, schedule of changes in the County's proportionate share of the net pension liability, and the schedule of County contributions on pages i-ix and 31-36 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 sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County of Cheshire, New Hampshire's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by *Title 2 U.S. Code of Federal Regulations (CFR) Part 200*, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The schedule of expenditures of federal awards is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated April 18, 2016 on our consideration of the County of Cheshire, New Hampshire's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and

grant agreements. 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 of Cheshire, New Hampshire's internal control over financial reporting and compliance.

Vachon Aubrey & Company PC

Manchester, New Hampshire
April 18, 2016

CHESHIRE COUNTY, NEW HAMPSHIRE MANAGEMENT'S DISCUSSION & ANALYSIS

The discussion and analysis of Cheshire County's financial performance provides an overview of the County's financial activities for the year ended December 31, 2015. The intent of this discussion and analysis is to look at the County's financial performance as a whole.

FINANCIAL HIGHLIGHTS

Key financial highlights for 2015 are as follows:

- The County's net position for year-end was \$8,059,643 an increase of \$952,249 which represents a 13.40% increase over 2014 from \$7,107,394. The 2014 net position was restated due to adopting GASB Statement No. 68 – Accounting and Financial Reporting for Pensions.
- At the end of the current year, the County's governmental funds reported a combined ending fund balance of \$8,587,864 an increase of \$420,645 from the prior year balance of \$8,167,219. Of this amount, \$5,267,682 is available for spending (unassigned).
- At the end of the current year, unassigned fund balance for the General Fund was \$5,267,682, which represents a 21.11% increase from the prior year balance of \$4,349,408.

OVERVIEW OF THE FINANCIAL STATEMENTS

This annual report consists of a series of financial statements. These statements are organized so the reader can understand the County as a financial whole or as an entire operating entity. The statements also provide a detailed look at specific financial conditions.

The County's basic financial statements are comprised of three components:

1. Government-wide financial statements
2. Fund financial statements
3. Notes to the financial statements.

This report also contains other 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 the County's finances, in a manner similar to a private-sector business.

STATEMENT OF NET POSITION AND STATEMENT OF ACTIVITIES

The statement of net position presents information on all of the County's assets, deferred outflows of resources, liabilities, and deferred inflows of resources with the balance reported as net position. The statement of activities presents information showing how the County's net position changed during the current year. These statements are prepared using the accrual basis of accounting similar to the accounting method used by private sector companies. This basis of accounting takes into consideration all of the current year's revenues and expenses, regardless of when the cash is received or paid.

**CHESHIRE COUNTY, NEW HAMPSHIRE
MANAGEMENT'S DISCUSSION & ANALYSIS**

The change in net position is important because it tells the reader whether, for the County as a whole, the financial position of the County has improved or diminished. However, in evaluating the overall position of the County, non-financial information such as changes in the County's tax base and the condition of the County's capital assets will also need to be evaluated.

In the statement of net position and the statement of activities, the County is presented as one activity:

- **Governmental Activities**—All of the County's programs and services are reported here, including General Government, Public Safety, Human Services/Medicaid Expenses, Assisted Living Facility, Conservation and Economic Development as well as The County Nursing Home. These services are funded primarily by taxes and intergovernmental revenues, including federal and state grants and other shared revenues. The Nursing Home does generate a substantial amount of revenue in charges for services but does require funding by taxes as well.

FUND FINANCIAL STATEMENTS

A fund is a grouping of related accounts that is used to maintain controls over resources that have been segregated for specific activities or objects. The County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance related legal requirements. The funds of Cheshire County can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds. Fund financial statements provide detailed information about the County's major funds. Based on the restriction on the use of moneys, the County has established many funds that account for the multitude of services provided to our residents. In 2015, the County has determined the General Fund to be the only major governmental fund.

GOVERNMENTAL FUNDS—Governmental funds are used to account for essentially the same functions reported as governmental activities on the government wide financial statements. Most of the County's basic services are reported in these funds that focus on how money flows into and out of the funds and the year-end balances available for spending. These funds are reported on the modified accrual basis of accounting that measures cash and all other financial assets that can be readily converted to cash. The governmental fund statements provide a detailed short-term view of the County's general government operations and the basic services being provided, along with the financial resources available.

Because the focus of the 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 on the government wide financial statements. By doing so, readers may better understand the long-term effect of the government's short 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 County maintains a multitude of individual governmental funds. Information is presented separately on the governmental fund balance sheet and on the governmental fund statement of revenues, expenditures, and changes in fund balances for the major funds, identified earlier as the General Fund. Data from the other governmental funds, which includes Hemenway Fund, Deeds Surcharge, Sheriff's Forfeiture Fund and Civil Processing, CDBG Fund, ARRA Fund and Grant Funds are combined into a single, aggregated presentation.

**CHESHIRE COUNTY, NEW HAMPSHIRE
MANAGEMENT'S DISCUSSION & ANALYSIS**

PROPRIETARY FUNDS—The County has one proprietary fund. The County uses an internal service fund for its self-funded Health and Dental Insurance account.

FIDUCIARY FUNDS—Fiduciary funds are used to account for resources held for the benefit of parties outside the County. Fiduciary funds are not reflected on the government-wide financial statements because the resources from those funds are not available to support the County's programs. The accounting method used for fiduciary funds is much like that used for the proprietary funds. The County's agency funds account for the Sheriff's Escrow, Registry of Deeds, Nursing Home Resident Funds, Nursing Home Activity Funds and the Jail Inmate funds.

NOTES TO THE FINANCIAL STATEMENTS—The notes provide additional information that is essential to gaining a full understanding of the data provided on the government-wide and fund financial statements.

OTHER INFORMATION—In addition to the basic financial statements and accompanying notes, this report presents the General Funds actual revenues and expenditures as compared to the legally adopted budget.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The table below provides a summary of the County's net position for the year ended December 31, 2015 compared with 2014. Please note that the 2014 figures have been restated to include the effects on the County's net position for the implementation of GASB Statement No. 68 during the current year.

County assets exceeded liabilities and deferred inflows of resources by \$8,059,643 as of December 31, 2015. This is an increase in net position, of \$952,249 from 2014.

Cheshire County, New Hampshire Net Position
As of December 31, 2015 and December 31, 2014

	Governmental Activities	
	2015	2014
Current and Other Assets	\$ 13,958,354	\$ 14,758,502
Direct Financing Lease A/R	743,275	910,065
Note Receivable	750,000	750,000
Capital Assets, Net	<u>40,065,830</u>	<u>41,668,020</u>
Total Assets	<u>\$ 55,517,459</u>	<u>\$ 58,086,587</u>
Deferred Outflows of Resources		
Loss on debt refunding	1,329,483	0
Attributed to Net Pension Liab	<u>1,565,226</u>	<u>1,349,156</u>
Total Deferred Outflows	<u>\$ 2,894,709</u>	<u>\$ 1,349,156</u>
Current Liabilities	6,109,280	7,063,628
Non current Liabilities	<u>43,147,616</u>	<u>42,715,664</u>
Total Liabilities	<u>\$ 49,256,896</u>	<u>\$ 49,779,292</u>

**CHESHIRE COUNTY, NEW HAMPSHIRE
MANAGEMENT'S DISCUSSION & ANALYSIS**

Cheshire County, New Hampshire Net Position
As of December 31, 2015 and December 31, 2014

	Governmental Activities	
	2015	2014
Deferred Inflows of Resources		
Unearned Revenue	\$ 130,065	\$ 172,640
Net Pension Liability	<u>965,564</u>	<u>2,376,417</u>
Total Deferred Inflows	<u>\$ 1,095,629</u>	<u>\$ 2,549,057</u>
Net Position		
Net Investment in Capital Assets	15,412,947	16,291,143
Restricted	291,588	741,009
Unrestricted (deficit)	<u>(7,644,892)</u>	<u>(9,924,758)</u>
Total Net Position	<u>\$ 8,059,643</u>	<u>\$ 7,107,394</u>

Total net position is presented in three categories: net investment in capital assets, restricted and unrestricted.

The largest portion of the County's net position is related to capital assets (e.g., land and improvements, buildings and building improvements, machinery and equipment, vehicles, and infrastructure). The figure presented (\$15,412,947) is net of any related debt incurred to acquire those assets. The County uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending.

An additional portion of the County's net position (\$291,588) represents resources that are subject to restrictions on how they can be used. For Cheshire County, those restrictions include those related to limitations imposed by statutes governed by the State of New Hampshire and unexpended proceeds from bonds, grants, and restricted donations.

The remaining portion (-\$7,644,892) resulted in an increase of \$2,279,866 over 2014 of (-\$9,924,758). The 2014 figure has been restated to include the effects on the County's net position for the implementation of GASB Statement No. 68 during the current year. (See Note 16 for further detail of restatement).

The next statement provided shows the changes in the net position for 2014 and 2015.

Cheshire County, Changes in Net Position

	Governmental Activities	
	2015	2014
Revenues:		
Program Revenues		
Charges for Services	\$ 13,185,628	\$ 12,729,159
Operating Grants and Contributions	5,288,070	5,194,279
Capital Grants and Contributions	<u>10,685</u>	<u>212,723</u>
Total Program Revenues	<u>18,484,383</u>	<u>18,136,161</u>
General Revenues		
Property Taxes	23,432,396	23,121,054
Interest and Investment	15,892	16,832
Other	<u>313,214</u>	<u>297,892</u>
Total General Revenue	<u>23,761,502</u>	<u>23,435,778</u>
Total Revenues	<u>42,245,885</u>	<u>41,571,939</u>

**CHESHIRE COUNTY, NEW HAMPSHIRE
MANAGEMENT'S DISCUSSION & ANALYSIS**

Expenses:		
General Government	5,028,560	4,938,077
Public Safety	9,187,537	8,949,599
Human Services	9,229,007	9,039,116
Conservation	55,757	53,241
Economic Development	46,534	49,108
Interest and fiscal charges	1,228,388	1,193,513
Cheshire County Nursing Home	<u>16,517,853</u>	<u>15,833,265</u>
Total Expenses	<u>41,293,636</u>	<u>40,055,919</u>
Increase (Decrease) in Net Position	<u>\$ 952,249</u>	<u>\$ 1,516,020</u>
Net position – beginning (as restated)	<u>\$ 7,107,394</u>	<u>\$ 5,591,374</u>
Net position – ending	<u>\$ 8,059,643</u>	<u>\$ 7,107,394</u>

Governmental Activities

Charges to users of governmental services made up \$13,185,628 or 31.21% of total government revenues and include such services as provided by the Nursing Home, Sheriff's Department, Department of Corrections, Court House Leases, Registry of Deeds, and Assisted Living Apartments. Additionally, the County receives revenue from operating grants and other contributions. In 2015, this totaled \$5,288,070 or 12.52% of total government revenue. Operating grants are used to fund expenses associated with programs such as the Domestic Violence Prosecutor, the Victim Witness Program and the Regional Prosecutor Program, Drug Court. Other contributions included in the amount are grants for Public Health initiatives and Enforcing Underage Drinking programs as well as Pro Share Funds to support Maplewood Nursing Home.

Property tax revenues are the County's largest revenue, accounting for \$23,432,396 or 55.47% of total government revenues. As noted previously, the County is able to recover some of its expenses through user charges, however, a great deal of County operations do not have revenue sources sufficient or available to meet their expenses and as a result are funded by Property Taxes.

One of the largest expenses funded through the assessment of taxes is associated with the obligation towards the Human Service Medicaid Expenses. This area is responsible for paying the County's share of funding for those Cheshire County residents needing Medicaid assistance. As of July 1, 2008, the County took on 100% of the non-federal share for residents in Long Term Care Facilities and for County residents receiving their care at home (Choices for Independence). As a result, the State of New Hampshire took over 100% of the non-federal share of the other programs which included Board and Care of Children, Old Age Assistance, Aide to the Permanently and Totally Disabled and Provider Services. As the cost of these programs outweigh the cost of the LTC and Home Care programs, there was a "Hold Harmless" provision included in the statute that protected the Counties from being exposed to additional expenditures above normal inflationary rates for State Fiscal Years 2009 and 2010. After SFY 2010, the legislature establishes caps to determine the maximum liability exposure for these expenses on a biennial basis. The amount of 2015 County Taxes attributable to the State pass through for these Medicaid State Programs was \$6,922,135 or 29.54% of County Taxes.

Although the Nursing Home is able to recover most its expenses through user charges, the Nursing does require a substantial subsidy from property taxes.

**CHESHIRE COUNTY, NEW HAMPSHIRE
MANAGEMENT'S DISCUSSION & ANALYSIS**

As a government owned nursing home, the census of Medicaid residents is much higher than private nursing home levels. As of December 31, 2015, approximately 76% of the nursing home census consisted of residents needing Medicaid assistance in order to pay for their care. Based on the 2015 Medicaid cost report for Maplewood, the per diem rate was calculated to be \$349.18, however, the actual paid per diem as of December 31, 2015 was \$159.80 or \$189.38 per day short of 2015 costs. The supplemental payment provided an additional reimbursement averaging \$50.42 with the Proportionate Share Funds providing additional reimbursement of \$47.76 per day. These additional payments still leave the allowable per diem rate short by approximately \$91.20 per day.

As of January 1, 2016, the Medicaid rate for Cheshire County increased by \$4.41 per day to a daily rate of \$164.21.

The analysis for governmental activities indicates the total cost as well as the net cost of services. The net cost of services identifies the cost of those supported by tax assessments and unrestricted revenues that are not directly related to specific charges for services or grants and contributions that would offset those services.

**Cheshire County, Governmental Activities
For Year Ending December 31, 2015 and December 31, 2014**

	Total Cost of Services		Net Cost of Services	
	2015	2014	2015	2014
General Government	\$ 5,028,560	\$ 4,938,077	4,111,199	4,087,786
Public Safety	9,187,537	8,949,599	6,894,609	7,182,196
Human Services	9,229,007	9,039,116	7,624,003	7,322,480
Conservation	55,757	53,241	55,757	53,241
Economic Development	46,534	49,108	0	(3,282)
Nursing Home	16,517,853	15,833,265	2,895,297	2,083,824
Interest Expense	1,228,388	1,193,513	1,228,388	1,193,513
Total Expenses	\$ 41,293,636	\$ 40,059,919	\$ 22,809,253	\$ 21,919,758

Financial Analysis of County Funds

Cheshire County uses fund accounting to ensure and demonstrate compliance with finance related legal requirements.

Governmental Funds

During the year ended December 31, 2011, the County implemented GASB Statement 54, Fund Balance Reporting and Governmental Fund Type Definitions. Under Statement 54, the County has segregated fund balance into five classifications: Nonspendable, Restricted, Committed, Assigned and Unassigned. One major example of the effects caused by the implementation of GASB 54 is that the various Capital Reserve Fund balances are now reported as part of the General Fund.

CHESHIRE COUNTY, NEW HAMPSHIRE
MANAGEMENT'S DISCUSSION & ANALYSIS

As of December 31, 2015, the County's governmental funds reported a combined ending fund balance of \$8,587,864, an increase of \$420,645 in comparison with the prior year. Approximately 61.34% of this total, \$5,267,682, represents unassigned fund balance, an increase of \$918,274 over 2014 or 12.19% of the County's annual budget.

The amount of the County's unassigned fund balance is in line with our objective of retaining a recommended level of between 11% and 15% of the County's annual budget.

A complete description of the above mentioned classifications and a more detailed breakdown may be found on page 28 of the Notes to the Basic Financial Statements.

Budgetary Highlights

By State statute, the County Convention must adopt its annual budget within 90 days after the beginning of the County's fiscal year. Therefore, any new purchases or proposed changes to the budget are not executed until the budget is adopted. On March 16, 2015, the County Convention adopted the 2015 budget. As adopted, the bottom line was down 1.37%, (\$592,977) for a total budget of \$42,720,369 with taxes to be raised up by 1.35%, \$311,342 over 2014 for total taxes to be raised of \$23,432,396. This slight increase was after three previous years of no tax increase in taxes to be raised.

Areas that contributed to the taxes increase include the following:

- A 1.7% COLA and 1% longevity increase for all county employees accounted for approximately \$300,000 in added wages and benefits.
- Full year impact of Retirement increase in 2014 from 8.8% to 10.77% for Group I and 19.95% to 25.30% increase to Group II as well as further increases effective July 1, 2015. This added approximately \$187,000 to benefit costs for NHRS.
- New positions in Information Technology as well as one additional Correctional Officer at the Department of Corrections increased the county payroll by approximately \$102,000.
- Increase in the Medicaid County Contribution towards Nursing Home and Community based Care increased by approx. \$115,000.

On August 25, 2015 a budget amendment was brought before the County Delegation amending the budget by \$1,443,944. This amendment was brought forward based on the receipt of ProShare Funds. In addition to the authorization to spend \$408,690 on additional capital projects, \$1,035,254 was specifically set aside in fund balance to offset taxes to be raised in 2016.

As a result of the supplemental budget, the total budget increased to \$43,129,059. This amendment did not have an impact on the original amount of taxes to be raised.

Capital Assets and Debt Administration

Capital Assets—The County's investment in capital assets for governmental activities as of December 31, 2015, was \$40,065,830 (net of accumulated depreciation). This investment in capital assets includes land and improvements, water and waste water systems, buildings and improvements, improvements other than buildings, machinery and equipment, vehicles, and construction in progress.

**CHESHIRE COUNTY, NEW HAMPSHIRE
MANAGEMENT'S DISCUSSION & ANALYSIS**

Major Capital projects and or equipment that were finalized in 2015 include \$422,261 in renovations to the old Court House, \$120,049 on equipment and building improvements at Maplewood Nursing Home and \$37,890 to purchase a new vehicle for the Sheriff's Department.

Note 6 – Detailed Notes of Capital Assets provides additional information about capital asset activity during 2015.

Long-Term Debt—At December 31, 2015, the County had total general obligation bonded debt and notes payable outstanding of \$22,784,626. Of this amount, \$780,000 is for the Jaffrey District Court House and is reimbursed by the State of New Hampshire by way of a lease agreement. The annual payment schedule for the lease corresponds with the bond schedule principal and interest payments. Other outstanding debt includes bonds for the study of the new County Jail, which had a balance remaining of \$150,000 at year-end. Bonds for the construction of the County Correctional Facility were refinanced in 2015 and as a result had a balance outstanding of \$21,125,000 and the Geothermal Heating and Cooling System Bond for the County Correctional Facility had an outstanding balance at year-end of \$700,000. Additionally, the County utilized the State Revolving Loan Fund to upgrade its Waste Water Treatment Plant having an outstanding balance at the end of 2015 in the amount of \$29,626.

The County's long term bonded debt decreased by \$3,292,552 during 2015.

The current outstanding debt for Cheshire County is as follows:

**Cheshire County, Outstanding Debt
December 31, 2015**

	Governmental Activities	Years Remaining
Jail Expansion Study	\$ 150,000	6
Jaffrey District Court House	780,000	6
Jail Construction	21,125,000	12
Jail Geothermal System	700,000	9
Waste Water Trmnt Upgrade	<u>29,626</u>	1
Total Outstanding Debt	<u>\$ 22,784,626</u>	

In 2005, the first lease payment associated with the Energy Efficiency Project was due. Total principal for this project was \$1,070,543 and was spread out over a twelve (12) year period. The eleventh principal payment was made on May 30, 2015 for \$112,000. The remaining and final principal owed for this project as of December 31, 2015 is \$27,543.

In 2015, the County refinanced the 2007 Jail Bonds that have a call date of October, 2017. The County was able to refinance at a rate of 2.122385%. Due to the refinancing, the County will recognize savings over the remaining life of the loan in the amount of \$1,469,000. Moody's affirmed a rating of Aa2 on the County's outstanding debt.

Additionally, in a separate rating review, on March 19, 2015, Moody's reaffirmed the Aa2 general obligation rating and removed the negative outlook that had previously been assigned in 2013. The summary rating rationale was as follows: " The Aa2 rating reflected the county's moderately sized tax

CHESHIRE COUNTY, NEW HAMPSHIRE
MANAGEMENT'S DISCUSSION & ANALYSIS

base with average wealth levels, stable financial position with satisfactory reserves, low debt burden and moderate pension liability.”

Economic Factors

- The Cheshire County unemployment rate for December 2015 was 2.7%, which compares favorably to the State’s rate of 2.9 % (seasonally adjusted), the New England rate of 4.7% and the national rate of 5.0 %.
- Most recent equalized assessed valuations of property used for appropriating Cheshire County’s 2015 taxes were \$6,835,142,967. This is an increase over the prior year assessed valuations of 2.65% or \$176,758,246.
- There were no outstanding tax payments due from any Cheshire County Town as of December 31, 2015.

Requests for Information

This financial report is designed to provide a general overview of the county’s finances for all those with an interest in the governments’ finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to Sheryl A. Trombly, Finance Director, 12 Court Street, Keene, NH 03431.

EXHIBIT A
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Statement of Net Position
December 31, 2015

	Governmental Activities
ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 11,755,802
Investments	128,994
Accounts receivable, net	815,951
Due from other governments	882,374
Prepaid expenses	112,911
Current portion of direct financing lease receivable	<u>166,790</u>
Total Current Assets	<u>13,862,822</u>
Noncurrent Assets:	
Restricted cash	95,532
Direct financing lease receivable	743,275
Note receivable	750,000
Capital assets:	
Non-depreciable capital assets	1,057,410
Depreciable capital assets, net	<u>39,008,420</u>
Total Noncurrent Assets	<u>41,654,637</u>
Total Assets	<u>55,517,459</u>
DEFERRED OUTFLOWS OF RESOURCES	
Loss on debt refunding	1,329,483
Deferred outflows of resources attributable to net pension liability	<u>1,565,226</u>
Total Deferred Outflows of Resources	<u>2,894,709</u>
LIABILITIES	
Current Liabilities:	
Accounts payable	1,139,377
Accrued expenses	1,316,092
Due to other governments	907,615
Advances from grantors	24,821
Unearned revenue	192,197
Current portion of bonds payable	2,472,009
Current portion of note payable	29,626
Current portion of capital lease payable	<u>27,543</u>
Total Current Liabilities	<u>6,109,280</u>
Noncurrent Liabilities:	
Bonds payable	22,903,705
Other post-employment benefits obligation	404,998
Net pension liability	<u>19,838,913</u>
Total Noncurrent Liabilities	<u>43,147,616</u>
Total Liabilities	<u>49,256,896</u>
DEFERRED INFLOWS OF RESOURCES	
Unearned direct financing lease revenue	130,065
Deferred inflows of resources attributable to net pension liability	<u>965,564</u>
Total Deferred Inflows of Resources	<u>1,095,629</u>
NET POSITION	
Net investment in capital assets	15,412,947
Restricted	291,588
Unrestricted (deficit)	<u>(7,644,892)</u>
Total Net Position	<u>\$ 8,059,643</u>

EXHIBIT B
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Statement of Activities
For the Year Ended December 31, 2015

Functions/Programs	<u>Expenses</u>	<u>Program Revenues</u>			<u>Net (Expense) Revenue and Changes in Net Position</u>
		<u>Charges for Services</u>	<u>Operating Grants and Contributions</u>	<u>Capital Grants and Contributions</u>	<u>Governmental Activities</u>
Governmental Activities:					
General government	\$ 5,028,560	\$ 569,350	\$ 348,011		\$ (4,111,199)
Public safety	9,187,537	1,954,470	327,773	\$ 10,685	(6,894,609)
Human services	9,229,007	575,746	1,029,258		(7,624,003)
Conservation	55,757				(55,757)
Economic development	46,534		46,534		-
Nursing home	16,517,853	10,086,062	3,536,494		(2,895,297)
Interest and fiscal charges	<u>1,228,388</u>				<u>(1,228,388)</u>
Total governmental activities	<u>\$ 41,293,636</u>	<u>\$ 13,185,628</u>	<u>\$ 5,288,070</u>	<u>\$ 10,685</u>	<u>(22,809,253)</u>
		General revenues:			
		Property taxes			23,432,396
		Interest and investment earnings			15,892
		Miscellaneous			<u>313,214</u>
		Total general revenues			<u>23,761,502</u>
		Change in net position			952,249
		Net position - beginning, as restated			<u>7,107,394</u>
		Net position - ending			<u>\$ 8,059,643</u>

EXHIBIT C
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Balance Sheet
Governmental Funds
December 31, 2015

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS			
Cash and cash equivalents	\$ 9,549,034	\$ 243,744	\$ 9,792,778
Investments	42,380	86,614	128,994
Accounts receivable, net	814,181	1,770	815,951
Due from other governments	882,374		882,374
Due from other funds	2,588	37,275	39,863
Prepaid expenses	112,911		112,911
Total Assets	<u>11,403,468</u>	<u>369,403</u>	<u>11,772,871</u>
DEFERRED OUTFLOWS OF RESOURCES			
Total Deferred Outflows of Resources	-	-	-
Total Assets and Deferred Outflows of Resources	<u>\$ 11,403,468</u>	<u>\$ 369,403</u>	<u>\$ 11,772,871</u>
LIABILITIES			
Accounts payable	\$ 910,291	\$ 7,320	\$ 917,611
Accrued expenses	1,083,903		1,083,903
Due to other governments	907,615		907,615
Advances from grantors		24,821	24,821
Unearned revenue	192,197		192,197
Due to other funds	56,272	2,588	58,860
Total Liabilities	<u>3,150,278</u>	<u>34,729</u>	<u>3,185,007</u>
DEFERRED INFLOWS OF RESOURCES			
Total Deferred Inflows of Resources	-	-	-
FUND BALANCES			
Nonspendable	112,911		112,911
Restricted	47,498	244,090	291,588
Committed	356,011		356,011
Assigned	2,469,088	90,584	2,559,672
Unassigned	5,267,682		5,267,682
Total Fund Balances	<u>8,253,190</u>	<u>334,674</u>	<u>8,587,864</u>
Total Liabilities, Deferred Inflows of Resources, and Fund Balances	<u>\$ 11,403,468</u>	<u>\$ 369,403</u>	

Amounts reported for governmental activities in the statement of net position are difference because:

Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds	40,065,830
Other long-term assets are not available to pay for current period expenditures and therefore are not reported in the funds.	1,660,065
Losses on debt refundings are recognized on an accrual basis in the statement of net position, not the modified accrual basis.	1,329,483
Internal Service Funds are used by the County to charge the costs of health and dental insurance. This amount represents the amount due from the Proprietary Fund at year end.	1,855,787
Deferred outflows of resources and deferred inflows of resources that do not provide or require the use of current financial resources are not reported within the funds.	
Deferred outflows of resources attributable to net pension liability	1,565,226
Deferred inflows of resources attributable to net pension liability	(965,564)
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds. Long-term liabilities at year end consist of:	
Unearned revenue related to long-term receivable	(130,065)
Bonds payable	(25,375,714)
Note payable	(29,626)
	(27,543)
Accrued interest on long-term obligations	(232,189)
Other post-employment benefits obligation	(404,998)
Net pension liability	<u>(19,838,913)</u>
Net position of governmental activities	<u>\$ 8,059,643</u>

EXHIBIT D
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Statement of Revenues, Expenditures and Changes in Fund Balances
Governmental Funds
For the Year Ended December 31, 2015

	General Fund	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:			
Taxes	\$ 23,432,396		\$ 23,432,396
Intergovernmental	5,231,414	\$ 67,341	5,298,755
Charges for services	13,091,406	74,415	13,165,821
Interest and investment income	10,995	1,279	12,274
Miscellaneous	443,214	19,807	463,021
Total Revenues	<u>42,209,425</u>	<u>162,842</u>	<u>42,372,267</u>
Expenditures:			
Current operations:			
General government	4,878,350	14,400	4,892,750
Public safety	7,573,203	35,827	7,609,030
Human services	9,122,276	4,120	9,126,396
Conservation	54,420		54,420
Economic development		46,534	46,534
Nursing home	15,976,922		15,976,922
Capital outlay	690,460	89,284	779,744
Debt service:			
Principal retirement	2,329,552		2,329,552
Interest and fiscal charges	1,292,372		1,292,372
Total Expenditures	<u>41,917,555</u>	<u>190,165</u>	<u>42,107,720</u>
Excess revenues (under) expenditures	<u>291,870</u>	<u>(27,323)</u>	<u>264,547</u>
Other financing sources (uses):			
Proceeds of refunding bonds	19,985,581		19,985,581
Payment to bond escrow agent	(19,829,483)		(19,829,483)
Transfers in	400,786		400,786
Transfers out		(400,786)	(400,786)
Total other financing sources (uses)	<u>556,884</u>	<u>(400,786)</u>	<u>156,098</u>
Net change in fund balances	848,754	(428,109)	420,645
Fund balances at beginning of year, as restated	<u>7,404,436</u>	<u>762,783</u>	<u>8,167,219</u>
Fund balances at end of year	<u>\$ 8,253,190</u>	<u>\$ 334,674</u>	<u>\$ 8,587,864</u>

COUNTY OF CHESHIRE, 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 December 31, 2015

Net Change in Fund Balances--Total Governmental Funds	\$ 420,645
Amounts reported for governmental activities in the statement of activities are different because:	
Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives as depreciation expense. This is the amount by which depreciation expense exceeded capital outlays in the current period.	(1,595,585)
Governmental funds only report the disposal of assets to the extent proceeds are received from the sale. In the statement of activities, a gain or loss is reported for each disposal. This is the amount of the loss on disposed capital assets reduced by the actual proceeds received from the sale of capital assets.	(6,605)
Governmental funds report the effect of bond issuance premiums when debt is first issued, whereas these amounts are amortized in the statement of activities over the life of the related debt.	10,023
Proceeds from bond issuances are other financing sources in the funds, but bond issuances increase long-term liabilities in the statement of net position.	(19,985,581)
Repayment of principal on bonds, notes and capital leases is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the statement of net position.	22,159,035
Revenue received from the State of New Hampshire and reported in the governmental funds is reported as a reduction of the direct financing lease receivable in the statement of net position.	(130,000)
The Internal Service Fund is used by the County to charge the costs of dental and health insurance to individual funds. The net cost of the Internal Service Fund is reported in Governmental Activities.	(125,018)
In the statement of activities, interest is accrued on outstanding bonds, notes and capital leases, whereas in governmental funds, an interest expenditure is reported when due.	53,961
Governmental funds report pension contributions as expenditures. However, in the statement of activities, pension expense reflects the change in the net pension liability and related deferred outflows and inflows of resources, and does not require the use of current financial resources. This is the amount by which pension contributions exceeded pension expense in the current period.	360,901
Some expenses reported in the statement of activities, such as other post-employment benefits, do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds.	(209,527)
Change in Net Position of Governmental Activities	<u>\$ 952,249</u>

EXHIBIT E
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Statement of Net Position
Proprietary Funds
December 31, 2015

	<u>Internal Service Fund</u>
ASSETS	
Current Assets:	
Cash and cash equivalents	\$ 1,963,024
Due from other funds	<u>13,784</u>
Total Current Assets	<u>1,976,808</u>
Noncurrent Assets:	
Restricted cash	<u>95,532</u>
Total Noncurrent Assets	<u>95,532</u>
Total Assets	<u>2,072,340</u>
DEFERRED OUTFLOWS OF RESOURCES	
Total Deferred Outflows of Resources	<u>-</u>
LIABILITIES	
Current Liabilities:	
Accounts payable	<u>216,553</u>
Total Current Liabilities	<u>216,553</u>
DEFERRED INFLOWS OF RESOURCES	
Total Deferred Inflows of Resources	<u>-</u>
NET POSITION	
Unrestricted	<u>1,855,787</u>
Total Net Position	<u>\$ 1,855,787</u>

EXHIBIT F
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Statement of Revenues, Expenses and Changes in Net Position
Proprietary Funds
For the Year Ended December 31, 2015

	Internal Service Fund
Operating revenues:	
Charges for services	<u>\$ 3,399,706</u>
Total operating revenues	<u>3,399,706</u>
Operating expenses:	
Administrative	<u>3,528,342</u>
Total operating expenses	<u>3,528,342</u>
Operating loss	<u>(128,636)</u>
Non-operating revenues:	
Interest revenue	<u>3,618</u>
Net non-operating revenues	<u>3,618</u>
Change in net position	(125,018)
Total net position at beginning of year	<u>1,980,805</u>
Total net position at end of year	<u>\$ 1,855,787</u>

EXHIBIT G
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Statement of Cash Flows
Proprietary Funds
For the Year Ended December 31, 2015

	Internal Service Fund
Cash flows from operating activities:	
Cash received for interfund services provided	\$ 3,399,706
Cash paid to suppliers	<u>(3,487,182)</u>
Net cash used for operating activities	<u>(87,476)</u>
Cash flows from investing activities:	
Investment income	<u>3,618</u>
Net cash provided by investing activities	<u>3,618</u>
Net decrease in cash and cash equivalents	(83,858)
Cash and cash equivalents at beginning of year	<u>2,156,198</u>
Cash and cash equivalents at end of year	<u>\$ 2,072,340</u>
Reconciliation of operating loss to net cash used for operating activities:	
Operating loss	\$ (128,636)
Changes in assets and liabilities:	
Accounts payable	<u>41,160</u>
Net cash used for operating activities	<u>\$ (87,476)</u>
Cash and cash equivalents at end of year consist of the following:	
Cash and cash equivalents	\$ 1,963,024
Due from other funds	13,784
Restricted cash	<u>95,532</u>
	<u>\$ 2,072,340</u>

EXHIBIT H
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Statement of Fiduciary Net Position
Fiduciary Funds
 December 31, 2015

	Agency Funds
ASSETS	
Cash and cash equivalents	\$ 625,976
Due from other funds	<u>5,213</u>
Total Assets	<u>\$ 631,189</u>
LIABILITIES	
Accounts payable	\$ 77,350
Due to others	93,694
Due to other governments	<u>460,145</u>
Total Liabilities	<u>\$ 631,189</u>

**COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS
December 31, 2015**

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accounting policies of the County of Cheshire, New Hampshire conform to accounting policies generally accepted in the United States of America for local governmental units, except as indicated hereinafter. The following is a summary of significant accounting policies.

Financial Reporting Entity

The County of Cheshire, New Hampshire (the County) was established in 1769 under the laws of the State of New Hampshire. The County boundaries include twenty-three New Hampshire municipalities located in southwestern New Hampshire. The County operates under the Commissioner/Delegation form of government and provides services as authorized by state statutes.

The financial statements include those of the various departments governed by the Commissioners and other officials with financial responsibility. The County has no other separate organizational units, which meet criteria for inclusion in the financial statements as defined by the Governmental Accounting Standards Board (GASB).

Basis of Presentation

The County's basic financial statements consist of government-wide statements, including a statement of net position and a statement of activities, and fund financial statements which provide a more detailed level of financial information.

1. Government-Wide Financial Statements

The statement of net position and the statement of activities display information about the County as a whole. These statements include the financial activities of the primary government, except for fiduciary funds. The activity of the internal service fund is eliminated to avoid duplicating revenues and expenses.

The statement of net position presents the financial condition of the governmental activities of the County at year end. The statement of activities presents a comparison between direct expenses and program revenues for each program or function of the County's governmental activities. Direct expenses are those that are specifically associated with a service, program or department and therefore clearly identifiable to a particular function. Program revenues include charges paid by the recipient of the goods or services offered by the program, grants and contributions that are restricted to meeting the operational or capital requirements of a particular program and interest earned on grants that is required to be used to support a particular program. Revenues, which are not classified as program revenues, are presented as general revenues of the County. The comparison of direct expenses with program revenues identifies the extent to which each governmental function is self-financing or draws from the general revenues of the County.

2. Fund Financial Statements

During the year, the County segregates transactions related to certain County functions or activities in separate funds in order to aid financial management and to demonstrate legal compliance. Fund financial statements are designed to present financial information of the County at this more detailed level. The

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

focus of governmental and proprietary fund financial statements is on major funds. Each major fund is presented in a separate column. Nonmajor funds are aggregated and presented in a single column. The fiduciary funds are reported by type.

Fund Accounting

The County uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts. The County employs the use of three categories of funds: governmental, proprietary and fiduciary.

1. Governmental Funds

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purposes for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and deferred outflows of resources, and liabilities and deferred inflows of resources is reported as fund balance. The following is the County's major governmental fund:

The *General Fund* is the main operating fund of the County and is used to account for all financial resources except those required to be accounted for in another fund.

2. Proprietary Funds

Proprietary fund reporting focuses on the determination of operating income, changes in net position, financial position and cash flows. Proprietary funds are classified as enterprise or internal service. The following is the County's proprietary fund:

The County is self-insured for its health and dental insurance. The activity associated with this self-insurance program is accounted in the *Internal Service Fund*.

3. Fiduciary Funds

Fiduciary fund reporting focuses on net position and changes in net position. The County maintains one type of fiduciary fund: agency funds. The County's agency funds are custodial in nature (assets equal liabilities) and do not involve the measurement of results of operations. The County's agency funds account for Sheriff's escrow and court-forfeited funds, Register of Deeds, Nursing Home resident funds, and the inmate funds.

Measurement Focus

1. Government-Wide Financial Statements

The government-wide financial statements are prepared using the economic resources measurement focus. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operation of the County are included on the Statement of Net Position.

**COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015**

2. Fund Financial Statements

All governmental funds are accounted for using a flow of current financial resources measurement focus. With this measurement focus, only current assets, deferred outflows of resources, current liabilities and deferred inflows of resources generally are included on the balance sheet. The statement of revenues, expenditures and changes in fund balances reports on the sources (i.e., revenues and other financing sources) and uses (i.e., expenditures and other financing uses) of current financial resources. This approach differs from the manner in which the governmental activities of the government-wide financial statements are prepared. Governmental fund financial statements therefore include a reconciliation with brief explanations to better identify the relationship between the government-wide statements and the statements for governmental funds.

Like the government-wide statements, the proprietary fund type is accounted for on a flow of economic resources measurement focus. All assets, deferred outflows of resources, liabilities, and deferred inflows of resources associated with the operation of this fund is included on the statement of net position. The statement of revenues, expenses and changes in net position presents increases (i.e., revenues) and decreases (i.e., expenses) in net total position. The statement of cash flows provides information about how the County finances and meets the cash flow needs of its proprietary activities.

Basis of Accounting

Basis of accounting determines when transactions are recorded in the financial records and reported on the financial statements. Government-wide financial statements are prepared using the accrual basis of accounting. Proprietary and fiduciary funds also use the accrual basis of accounting. Governmental funds use the modified accrual basis of accounting. Differences in the accrual and the modified accrual basis of accounting arise in the recognition of revenue, the recording of unearned revenue, and in the presentation of expenses versus expenditures.

1. Revenues – Exchange and Non-exchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the County, available means expected to be received within sixty days of year end.

Non-exchange transactions, in which the County receives value without directly giving equal value in return, include property taxes, grants, entitlements and donations. On an accrual basis, revenue from property taxes is recognized in the year for which the taxes are levied (see Note 13). Revenue from grants, entitlements and donations are recognized in the year in which all eligibility requirements have been satisfied. Eligibility requirements include timing requirements, which specify the year when the resources are required to be used or the year when use is first permitted; matching requirements, in which the County must provide local resources to be used for a specified purpose; and expenditure requirements in which the resources are provided to the County on a reimbursement basis. On a modified accrual basis, revenue from non-exchange transactions must also be available before it can be recognized.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

Under the modified accrual basis, the following revenue sources are considered to be both measurable and available at year end: property taxes, charges for services and interest on investments.

Miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received.

2. Expenses/Expenditures

On the accrual basis of accounting, expenses are recognized at the time they are incurred.

The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable. Allocations of cost, such as depreciation and amortization are not recognized in governmental funds.

Budgetary Data

The County's budget represents functional appropriations as authorized by the County Delegation. The County Delegation may transfer funds between operating categories as they deem necessary. The County adopts its budget under State regulations, which differ somewhat from accounting principles generally accepted in the United States of America in that the focus is on the entire governmental unit rather than on the basis of fund types.

Investments

Investments are stated at their fair value in all funds. Certificates of deposit with a maturity of greater than ninety days from the date of issuance are included in investments.

Capital Assets

General capital assets result from expenditures in the governmental funds. These assets are reported in the government-wide statement of net position, but are not reported in the governmental fund financial statements.

All capital assets are capitalized at cost (or estimated historical cost) and updated for additions and retirements during the year. Donated capital assets are recorded at their estimated fair values as of the date received. The County maintains a capitalization threshold of \$5,000 for its governmental activities, except for its nursing home. The capitalization threshold of the nursing home is \$500. Improvements are capitalized; the costs of normal maintenance and repairs that do not add to the value of the asset or materially extend an asset's life are not.

All reported capital assets except for land and construction in progress are depreciated. Improvements are depreciated over the remaining useful lives of the related capital assets. Depreciation is computed using the straight-line method over the following useful lives:

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

	<u>Description</u>	<u>Years</u>
	Land improvements	10-30
	Water system	30
	Wastewater system	30
	Buildings and improvements	5-50
	Vehicles and equipment	5-25

Loss on Debt Refunding

Debt refundings that result in a difference between the reacquisition price of old debt and the net carrying value of the old debt have been reported in the accompanying financial statements as a loss on debt refunding. Losses on debt refundings are amortized as a component of interest expense over the remaining life of the related debt.

Compensated Absences

Employees earn vacation and sick leave as they provide services. Provision is made in the annual budget for vacation and sick leave. Vacation may be accrued to one and one-half times an employee's annual earned vacation. Any unused vacation beyond this amount will be forfeited. Accrued/unused vacation has been included as a liability in these financial statements.

Employees may accumulate sick leave days up to ten days per year, cumulative to a maximum of sixty days. Any unused sick leave days in excess of sixty days are to be paid to the employee at the end of the year at a rate of one-half day for each excess day that has been accrued. No payment for unused sick leave is made upon termination.

Bond Premium

Bond premiums are amortized as a component of interest expense over the life of the related bond using the effective interest rate method. Bonds payable are reported in the accompanying financial statements gross of any applicable unamortized bond premium.

Accrued Liabilities and Long-Term Obligations

All payables and accrued liabilities are reported in the government-wide financial statements. In general, governmental fund payables and accrued liabilities that, once incurred, are paid in a timely manner and in full from current resources are reported as obligations of the funds.

Pensions

During the year ended December 31, 2015, the County adopted Governmental Accounting Standards Board (GASB) Statement No. 68 - *Accounting and Financial Reporting for Pensions*. 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 New Hampshire Retirement System (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 the benefit terms.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

Net Position

Net position represents the difference between assets and deferred outflows of resources, and liabilities and deferred inflows of resources. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances on any borrowings 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 enabling legislation adopted by the County or through external restrictions imposed by creditors, grantors or laws or regulations of other governments. Unrestricted net position is the net amount of the assets, deferred outflows of resources, liabilities and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted components of net position.

The County's policy is to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position are available.

Fund Balance Policy

Under GASB Statement 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, the County has segregated fund balance into five classifications: Nonspendable, Restricted, Committed, Assigned, and Unassigned. These components of fund balance are defined as follows:

- Nonspendable Fund Balance: Amounts that are not in a spendable form (such as inventory or prepaid expenses) or are required to be maintained intact.
- Restricted Fund Balance: Amounts that can only be spent for the specific purposes stipulated by external resource providers (such as grantors) or the enabling legislation (federal or state law). Restrictions may be changed or lifted only with the consent of the resource providers or the enabling legislation.
- Committed Fund Balance: Amounts that can be used only for the specific purposes determined by a formal action of the County's highest level of decision making authority (annual meeting of the County Delegation). Commitments may be changed or lifted only by the governing body taking the same formal action that imposed the constraint originally. The resolution must either be approved or rescinded, as applicable, prior to the last day of the fiscal year for which the commitment is made. The amount subject to the constraint may be determined in the subsequent period.
- Assigned Fund Balance: Amounts that the County intends to use for a specific purpose. For all governmental funds other than the General Fund, any remaining positive amounts are to be classified as "assigned". The Board of Commissioners expressly delegates this authority to the County Administrator. Items that would fall under this type of fund balance classification would be encumbrances.
- Unassigned Fund Balance: Amounts that are not obligated or specifically designated and are available for any purpose. The residual classification of any General Fund balance is to be reported here. Any deficit fund balance of another fund is also classified as unassigned.

Spending Prioritizations

In instances when expenditures are incurred for purposes for which both restricted and unrestricted fund balance is available, restricted fund balance is considered to have been spent first. When expenditures are incurred for purposes for which amounts in any of the unrestricted fund balance classifications can be

**COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015**

used, committed resources should be reduced first, followed by assigned amounts and then unassigned amounts.

Minimum Level of Unassigned Fund Balance

In accordance with the County's fund balance policy, additional operating flexibility is important given the variable nature of the nursing home operations. Recommended levels represent target ranges provided that the total budget for the County exceeds \$43,000,000. The recommended minimum unassigned fund balance in the County's General Fund should equal 11% of the annual total budgeted appropriations. The recommended target balance is to maintain an unassigned fund balance between 11% and 15% of the annual total budgeted appropriations. As a general rule, any unassigned fund balance in excess of 15% of the total budgeted appropriations is unnecessary and may be appropriated by the Commissioners to offset property taxes as part of the budget approval process with the Delegation to set tax rates for the calendar year.

The Board of Commissioners may recommend to the Delegation through a budget amendment to appropriate funds from the unassigned fund balance even if such use decreases the unassigned fund balance below the recommended minimum balance in the event of emergency purposes or to alleviate unanticipated short-term budgetary problems, such as revenue shortfalls.

Interfund Activity

Exchange transactions between funds are reported as revenues in the seller funds and as expenditures/expenses in the purchaser funds. Flows of cash or goods from one fund to another without a requirement for repayment are reported as interfund transfers. Interfund transfers are reported as other financing sources/uses in governmental funds and after non-operating revenues/expenses in the proprietary funds. Repayments from funds responsible for particular expenditures/expenses to the funds that initially paid for them are not presented on the financial statements.

Operating Revenues and Expenses

Operating revenues are those revenues that are generated directly from the primary activity of the proprietary funds. Operating expenses are necessary costs incurred to provide the service that is the primary activity of the proprietary fund. All revenues and expenses not meeting this definition are reported as non-operating revenues and expenses.

Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America require management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results may differ from those estimates.

NOTE 2—DEPOSITS AND INVESTMENTS

Deposits and investments as of December 31, 2015 are classified in the accompanying financial statements as follows:

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

Statement of Net Position:	
Cash and cash equivalents	\$ 11,755,802
Investments	128,994
Restricted cash	95,532
Statement of Fiduciary Net Position:	
Cash and cash equivalents	625,976
	<u>\$ 12,606,304</u>

Deposits and investments at December 31, 2015 consist of the following:

Cash on hand	\$ 7,215
Deposits with financial institutions	12,470,095
Investments	128,994
	<u>\$ 12,606,304</u>

The County's investment policy states that any excess funds which are not immediately needed for the purpose of expenditure may only be invested in certificates of deposit, overnight repurchase agreements, U.S. Government securities – Treasury bills, the New Hampshire Public Deposit Investment Pool and others as approved by the County Commissioners and the County Executive Committee.

Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization.

The County's investment policy addresses credit risk by limiting investments to the safety types of securities and diversifying the investment portfolio. The County limits its investments to certificates of deposit, overnight repurchase agreements, U.S. Government securities – Treasury bills, and the New Hampshire Public Deposit Investment Pool (NHPDIP). The County's investment in the NHPDIP is rated AAA.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that in the event of a bank failure, the County's deposits may not be returned to it. Currently, the County does not have an investment policy for assurance against custodial credit risk; however, the County has an agreement with the bank to collateralize deposits in excess of the FDIC insurance limits.

Of the County's deposits with financial institutions at year end, \$12,749,951 was collateralized by securities held by the bank in the bank's name and \$-0- was uninsured and uncollateralized.

Investment in NHPDIP

The County is a voluntary participant in the New Hampshire Public Deposit Investment Pool (NHPDIP), an external investment pool. The NHPDIP is not registered with the United States Securities and Exchange Commission as an investment company. The NHPDIP was created by state law and is

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

administered by a public body of state, local and banking officials. Financial statements for the NHPDIP can be accessed through the NHPDIP’s website at www.NHPDIP.com.

The County’s exposure to derivatives is indirect through its participation in the NHPDIP. The County’s proportional share of these derivatives is not available. The fair value of the position in the investment pool is equal to the value of the pool shares.

NOTE 3—ACCOUNTS RECEIVABLE

General Fund accounts receivable at December 31, 2015 are recorded net of an allowance for uncollectible receivables of \$100,309.

NOTE 4—DIRECT FINANCING LEASE RECEIVABLE

The County has entered into a direct financing lease agreement with the State of New Hampshire for a term of 20 years following construction of the Jaffrey District Court building. The semi-annual payments the County will receive are equal to the annual interest and principal payments on the bond. The State will occupy the District Court building and incur all direct costs associated with the building for the entire period. The County has agreed to sell the District Court building to the State for a purchase price of \$1 at the end of the lease. Future minimum lease payments to be received have been recognized in the governmental activities and are as follows:

Year Ending December 31,	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2016	\$ 130,000	\$ 36,790	\$ 166,790
2017	130,000	30,875	160,875
2018	130,000	24,830	154,830
2019	130,000	18,720	148,720
2020	130,000	12,545	142,545
2021	130,000	6,305	136,305
	<u>\$ 780,000</u>	<u>\$ 130,065</u>	<u>\$ 910,065</u>

NOTE 5—NOTE RECEIVABLE

During January 2013, the County sold a parcel of land in exchange for a note receivable in the amount of \$750,000. The terms of the note call for the note to accrue no interest for the first seven years from the date of issuance. After the first seven years, interest is accrued on the outstanding balance at the simple interest rate of 1% per annum. Payment on the outstanding principal and interest balance of the note is due at the earlier event of transfer of property to an entity not controlled by the purchaser or January 18, 2038. At December 31, 2015 the balance of \$750,000 is deemed collectible in full by management.

NOTE 6—CAPITAL ASSETS

The following is a summary of changes in capital assets in the governmental activities:

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

	Balance <u>1/1/2015</u>	<u>Additions</u>	<u>Reductions</u>	Balance <u>12/31/2015</u>
Capital assets not depreciated:				
Land	\$ 1,057,410			\$ 1,057,410
Total capital assets not being depreciated	<u>1,057,410</u>	<u>\$ -</u>	<u>\$ -</u>	<u>1,057,410</u>
Other capital assets:				
Land improvements	688,913	117,383		806,296
Buildings and improvements	57,240,679	39,529		57,280,208
Water system	1,517,465	329,698		1,847,163
Waste water system	921,717	72,266		993,983
Vehicles and equipment	<u>5,458,843</u>	<u>64,314</u>	<u>(19,385)</u>	<u>5,503,772</u>
Total other capital assets at historical cost	<u>65,827,617</u>	<u>623,190</u>	<u>(19,385)</u>	<u>66,431,422</u>
Less accumulated depreciation for:				
Land improvements	(505,383)	(18,034)		(523,417)
Buildings and improvements	(20,077,421)	(1,808,988)		(21,886,409)
Water system	(992,914)	(61,719)		(1,054,633)
Waste water system	(453,288)	(33,208)		(486,496)
Vehicles and equipment	<u>(3,188,001)</u>	<u>(296,826)</u>	<u>12,780</u>	<u>(3,472,047)</u>
Total accumulated depreciation	<u>(25,217,007)</u>	<u>(2,218,775)</u>	<u>12,780</u>	<u>(27,423,002)</u>
Total other capital assets, net	<u>40,610,610</u>	<u>(1,595,585)</u>	<u>(6,605)</u>	<u>39,008,420</u>
Total capital assets, net	<u>\$ 41,668,020</u>	<u>\$ (1,595,585)</u>	<u>\$ (6,605)</u>	<u>\$ 40,065,830</u>

Depreciation expense was charged to governmental functions as follows:

General government	\$ 96,729
Public safety	1,539,177
Human services	98,880
Nursing home	<u>483,989</u>
Total	<u>\$ 2,218,775</u>

The balance of the assets acquired through capital leases as of December 31, 2015 is as follows:

Buildings and improvements	\$ 1,070,543
Less accumulated depreciation for:	
Buildings and improvements	<u>(562,035)</u>
Total	<u>\$ 508,508</u>

NOTE 7—INTERFUND BALANCES AND TRANSFERS

The County has combined the cash resources of its governmental and proprietary fund types. For accounting and reporting purposes, that portion of the pooled cash balance is reported in the specific fund as an interfund balance. Interfund balances at December 31, 2015 are as follows:

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

	Due from		Totals
	General Fund	Nonmajor Governmental Funds	
General Fund		\$ 2,588	\$ 2,588
Nonmajor Governmental Funds	\$ 37,275		37,275
Internal Service Fund	13,784		13,784
Fiduciary Funds	5,213		5,213
	<u>\$ 56,272</u>	<u>\$ 2,588</u>	<u>\$ 58,860</u>

During the year, several interfund transactions occurred between funds. The various transfers were made in accordance with budgetary authorizations. Funds transferred from the Nonmajor Governmental Funds to the General Fund consists of \$384,099 to acquire capital assets and \$16,687 in grant awards expended in the General Fund.

NOTE 8—SHORT-TERM OBLIGATIONS

The County issues tax anticipation notes during the year. These borrowings are to assist in the payment of operating expenses during the year and are guaranteed to be repaid from the tax revenue received in December from the Towns/City within the County.

The changes in short-term debt obligations for the year ended December 31, 2015 are as follows:

Balance - January 1, 2015	\$ -
Additions	16,000,000
Reductions	<u>(16,000,000)</u>
Balance - December 31, 2015	<u>\$ -</u>

NOTE 9—LONG-TERM OBLIGATIONS

Changes in Long-Term Obligations

The changes in the County's long-term obligations for the year ended December 31, 2015 are as follows:

	Balance 1/1/2015	Additions	Reductions	Balance 12/31/2015	Due Within One Year
Bonds payable	\$ 25,935,000	\$ 17,425,000	\$ (20,605,000)	\$ 22,755,000	\$ 2,105,000
Unamortized bond premiums	<u>70,156</u>	<u>2,560,581</u>	<u>(10,023)</u>	<u>2,620,714</u>	<u>367,009</u>
Total bonds payable	26,005,156	19,985,581	(20,615,023)	25,375,714	2,472,009
Note payable	142,178		(112,552)	29,626	29,626
Capital lease payable	<u>139,543</u>		<u>(112,000)</u>	<u>27,543</u>	<u>27,543</u>
Total governmental activities	<u>\$ 26,286,877</u>	<u>\$ 19,985,581</u>	<u>\$ (20,839,575)</u>	<u>\$ 25,432,883</u>	<u>\$ 2,529,178</u>

Payments on the general obligation bonds, note payable and capital lease of the governmental activities are paid out of the General Fund.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

General Obligation Bonds

Bonds payable at December 31, 2015 are comprised of the following individual issues:

	Original Issue <u>Amount</u>	Interest Rate	Final Maturity Date	Balance at <u>12/31/15</u>
2015 Refunding bond issue	\$ 17,425,000	3.0-5.0%	October 2027	\$ 17,425,000
2007 Series bond issue	37,000,000	4.25%	October 2017	3,700,000
2001 Series bond issue	2,600,000	3.875-4.85%	October 2021	780,000
2009 Series bond issue	1,300,000	2.0-4.0%	August 2024	700,000
2001 Series bond issue	<u>500,000</u>	3.875-4.85%	October 2021	<u>150,000</u>
	<u>\$ 58,825,000</u>			22,755,000
			<i>Add: Unamortized bond premiums</i>	<u>2,620,714</u>
				<u>\$ 25,375,714</u>

Debt service requirements to retire general obligation bonds for governmental activities at December 31, 2015 are as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2016	\$ 2,105,000	\$ 928,014	\$ 3,033,014
2017	2,105,000	867,764	2,972,764
2018	2,030,000	778,930	2,808,930
2019	2,005,000	715,145	2,720,145
2020	1,975,000	651,783	2,626,783
2021-2025	9,075,000	1,855,142	10,930,142
2026-2027	<u>3,460,000</u>	<u>207,400</u>	<u>3,667,400</u>
	22,755,000	6,004,178	28,759,178
<i>Add: Unamortized bond premiums</i>	<u>2,620,714</u>	-	<u>2,620,714</u>
	<u>\$ 25,375,714</u>	<u>\$ 6,004,178</u>	<u>\$ 31,379,892</u>

Note Payable

The note payable at December 31, 2015 is comprised of the following individual issue:

\$292,735 Wastewater Project Upgrade Note due in annual installments of \$29,626 through June 2016; interest at 0.97%.
A total of \$146,367 was forgiven at the time of the initial payment. \$ 29,626

Debt service requirements to retire the note payable for governmental activities at December 31, 2015 are as follows:

<u>Year Ending December 31,</u>	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
2016	<u>\$ 29,626</u>	<u>\$ 287</u>	<u>\$ 29,913</u>

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

Capital Lease Payable

The capital lease payable represents a lease agreement entered into for the financing of building improvements. This contract is subject to cancellation should funds not be appropriated to meet payment obligations. Amounts are annually budgeted in the applicable function.

The capital lease payable at December 31, 2015 is comprised of the following individual issue:

Building improvements, due in varying annual installments through May 2016; interest at 4.67%	<u>\$ 27,543</u>
--	------------------

Debt service requirements to retire the capital lease payable for governmental activities at December 31, 2015 are as follows:

Year Ending December 31, 2016	<u>Principal</u>	<u>Interest</u>	<u>Totals</u>
	\$ 27,543	\$ 1,286	\$ 28,829

NOTE 10—ADVANCE REFUNDING OF DEBT

During the year ending December 31, 2015, the County issued \$17,425,000 of general obligation bonds to advance refund \$18,500,000 of outstanding bonds (old debt). Net refunding proceeds of \$19,985,581 were used to cover bond issuance costs of \$156,098, and the remaining balance of \$19,829,483 was placed into an irrevocable trust (restricted refunding escrow account) to provide for the retirement of the old debt with a call date of October 1, 2017. As a result, this old debt is considered to be defeased, and the liability for those outstanding bonds has been removed from the Statement of Net Position. Accordingly, the irrevocable trust account assets and the liabilities for the defeased bonds are not included in the County's financial statements.

The advance refunding of debt resulted in an economic gain of \$1,278,609. The County, in effect, reduced its aggregate debt service payments by \$1,469,401 over the next twelve years through the advance refunding.

NOTE 11—DEFINED BENEFIT PENSION PLAN

Plan Description

The County contributes to the New Hampshire Retirement System (NHRS), a component unit of the State of New Hampshire, as defined in Governmental Accounting Standards Board (GASB) Statement No. 67, *Financial Reporting for Pension Plans - an amendment of GASB Statement No. 25*. The New Hampshire Retirement System is a public employee retirement system that administers a single cost-sharing multiple-employer defined benefit pension plan. The plan provides service, disability, death and vested retirement allowances to plan members and beneficiaries. Benefit provisions are established and may be amended by the New Hampshire State legislature.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

The NHRS issues a publicly available financial report that includes financial statements and required supplementary information for NHRS. That report may be obtained by writing to New Hampshire Retirement System, 54 Regional Drive, Concord, New Hampshire 03301.

Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State are eligible and required to participate in the Pension Plan.

The Pension Plan is divided into two membership groups. State and local employees and teachers belong to Group I. Police and firefighters belong to Group II. All assets are held in a single trust and are available to pay retirement benefits to all members.

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 1/4 of 1% or age 60.

Members may qualify for vested deferred allowances, disability allowances and death benefit allowances subject to meeting various eligibility requirements. Benefits are based on AFC or earnable compensation and/or service.

Funding Policy

Covered public safety employees are required to contribute 11.55% of their covered salary, whereas general employees are required to contribute 7.0% of their covered salary. The County is required to contribute at an actuarially determined rate. The County's pension contribution rates for the covered payroll of public safety employees and general employees were 21.35% and 10.44%, respectively through June 30, 2015 and 22.54% and 10.86%, respectively thereafter. The County contributes 100% of the employer cost for public safety officers and general employees of the County. The County also contributed 3.95% and 0.33% to the NHRS for a medical subsidy for public safety employees and general employees, respectively through June 30, 2015 and 3.84% and 0.31%, respectively thereafter.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

Per RSA-100:16, plan member contribution rates are established and may be amended by the New Hampshire State legislature and employer contribution rates are determined by the NHRS Board of Trustees based on an actuarial valuation. The County's contributions to the NHRS for the year ending December 31, 2015 were \$1,799,764, equal to the required contributions for the year.

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At December 31, 2015, the County reported a liability of \$19,838,913 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 a roll forward of the actuarial valuation from June 30, 2014. The County's proportion of the net pension liability was based on actual contributions by the County during the relevant fiscal year relative to the actual contributions of all participating plan members, excluding contributions to separately finance specific liabilities of individual employers or NHRS. At June 30, 2015, the County's proportion was approximately 0.5008 percent, which was an increase of 0.006 percentage points from its proportion measured as of June 30, 2014.

For the year ended December 31, 2015, the County recognized pension expense of \$1,438,714. At December 31, 2015, the County reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of <u>Resources</u>	Deferred Inflows of <u>Resources</u>
Difference between expected and actual experience		\$ 435,345
Net difference between projected and actual earnings on pension plan investments		530,219
Changes in proportion and differences between County contributions and proportionate share of contributions	\$ 602,896	
County contributions subsequent to the measurement date	<u>962,330</u>	<u> </u>
Total	<u>\$ 1,565,226</u>	<u>\$ 965,564</u>

The net amount of deferred outflows of resources and deferred inflows of resources related to pensions is reflected as an increase to unrestricted net position in the amount of \$599,662. The County reported \$962,330 as deferred outflows of resources related to pensions resulting from County contributions subsequent to the measurement date. This amount will be recognized as a reduction of the net pension liability in the year ended December 31, 2016. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

Year Ending December 31,	
2016	\$ (225,076)
2017	(225,076)
2018	(225,076)
2019	333,091
2020	(20,531)
	<u>\$ (362,668)</u>

Actuarial Assumptions

The total pension liability was determined by a roll forward of the actuarial valuation as of June 30, 2014, using the following actuarial assumptions, applied to 2015 measurements:

Inflation	3.0 percent
Wage inflation	3.75 percent
Salary increases	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 women for mortality improvements. Retirement rates were based on a table of rates that are specific to the type of eligibility condition, last updated in 2011 pursuant to an experience study of the period 2005-2010.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of weighted average long-term expected real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Weighted Average Long-Term Expected Real Rate of Return (Net of inflation assumption of 3.0%)</u>
Fixed income	25%	(1.00)-0.28%
Domestic equity	30%	3.00%
International equity	20%	4.00-6.00%
Real estate	10%	3.50%
Private equity	5%	5.50%
Private debt	5%	4.50%
Opportunistic	5%	2.75%
Total	<u>100%</u>	

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

Discount Rate

The discount rate used to measure the collective pension liability was 7.75%. The projection of cash flows used to determine the discount rate assumed that employee 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. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the collective pension liability.

Sensitivity of the County's 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 percent, 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 1-percentage-point lower or 1-percentage-point higher than the single discount rate:

	1% Decrease <u>(6.75%)</u>	Current Discount Rate <u>(7.75%)</u>	1% Increase <u>(8.75%)</u>
County's proportionate share of the net pension liability	\$ 26,115,350	\$ 19,838,913	\$ 14,488,213

NOTE 12—OTHER POST-EMPLOYMENT BENEFITS

The County provides post-employment medical benefits to its eligible retirees and their spouses in accordance with the provisions of various employment contracts. The benefit levels, employee contributions and employer contributions are governed by the County's contractual agreements. The benefits are provided through the County's self-funded insurance plan administered by Cigna.

If hired before July 1, 2011, employees other than police are required to reach age 50 with 10 years of creditable service, age 60 regardless of years of creditable service, or age plus years of creditable service equals 70 with a minimum of 10 years creditable service. Police employees hired prior to July 1, 2011 are required to reach age 45 with 20 years of creditable service, or age 60 regardless of years of creditable service. If hired on or after July 1, 2011, employees other than police are required to reach age 65 regardless of years of creditable service, or age 60 with at least 30 years of creditable service. Police employees hired on or after July 1, 2011 are required to reach age 52.5 with 25 years of creditable service, or age 60 regardless of years of creditable service.

Retirees and their covered spouses are required to pay the full cost of the health care premiums for elected coverage. This valuation does not account for the cost of benefits to retirees or their spouses after age 65. Surviving spouses continue to receive medical coverage after the death of the eligible retired employee as long as they pay the required premiums. As of January 1, 2014, the actuarial valuation date, participants of the postretirement plan that meet eligibility requirements are comprised of 1 retiree and 301 active employees with 0 currently eligible to retire. The plan does not issue a separate financial report.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

Annual OPEB Costs

The County's 2015 annual OPEB expense for its plan is calculated based on the annual required contribution of the employer (ARC), an amount actuarially determined in accordance with the parameters of GASB Statement 45. The ARC represents a level of funding that, if paid, on an ongoing basis, is projected to cover the normal cost each year and amortize the unfunded actuarial liability over a period not to exceed thirty years. The County's annual OPEB cost for the year ending December 31, 2015 including the amount actually contributed to the plan, and the change in the County's net OPEB obligation based on an actuarial valuation as of January 1, 2014 is as follows:

Annual required contributions	\$ 234,100
Interest on net OPEB obligations	7,819
Adjustment to ARC	<u>(11,085)</u>
Annual OPEB cost	230,834
Contributions made	<u>21,307</u>
Increase in net OPEB obligation	209,527
Net OPEB obligation - beginning of year	<u>195,471</u>
Net OPEB obligation - end of year	<u>\$ 404,998</u>

The County's annual OPEB cost, the percentage of annual OPEB cost contributed to the plan, and the net OPEB obligation for the years ending December 31, 2015 and 2014 are as follows:

Fiscal Year <u>Ended</u>	Annual <u>OPEB Cost</u>	Percentage of OPEB Cost <u>Contributed</u>	Net OPEB <u>_____</u>
12/31/2015	\$ 230,834	9.23%	\$ 404,998
12/31/2014	\$ 221,945	11.93%	\$ 195,471

The County's net OPEB obligation as of December 31, 2015 is recognized as a liability in these financial statements.

Funded Status and Funding Progress for OPEB

The funded status of the plan as of January 1, 2015, based on the most recent actuarial valuation is as follows:

Actuarial Accrued Liability (AAL)	\$ 1,633,520
Actuarial value of plan assets	-
Unfunded Actuarial Accrued Liability (UAAL)	<u>\$ 1,633,520</u>
Funded ratio (actuarial value of plan assets/AAL)	0%
Covered payroll (active plan members)	\$ 11,990,914
UAAL as a percentage of covered payroll	13.60%

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events in the future. The total cost of providing post-employment benefits is projected, taking into account assumptions about current claim cost, turnover, mortality, health care trends, and other actuarial assumptions. Mortality assumptions were derived from the RP-2000 Combined Healthy Participant Table projected 10 years using Projection Scale AA. The assumption on health care trends

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

was provided by an independent company that assisted the County in the preparation of the alternative calculation method for GASB 45. 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 to past expectation and new estimates are made about the future. The schedule of funding progress, presented as required supplementary information following the notes to the financial statements, will provide multi-year trend information that shows whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits, when available.

Actuarial Methods and Assumptions for OPEB

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 cost methods and assumptions used include the techniques that are designed to reduce the effects of short-term volatility in accrued liabilities and the value of assets, consistent with the long-term perspective of the calculations.

In the January 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 County employs the “pay-as-you-go” cash basis to fund the plan. The actuarial assumptions included a 4.0% investment rate of return and an initial annual healthcare cost of negative 23.42%. During the year ended December 31, 2015, the assumption of the annual healthcare cost trend is 9.0% reduced by 1.0% decrements to an ultimate rate of 5.0% after 4 years. The amounts in the OPEB valuation represent a closed group and do not reflect new entrants after the valuation date, January 1, 2014.

NOTE 13—PROPERTY TAXES

Property taxes levied to support the County are based on the assessed valuation of the prior April 1st for all taxable real property.

Under state statutes, the twenty-three Towns/City that comprise Cheshire County (all independent governmental units) collect County taxes as part of local property tax assessments. As collection agent, the Towns/City are required to pay over to the County its share of property tax assessments. The Towns/City assume financial responsibility for all uncollected property taxes under state statutes.

NOTE 14—RESTRICTED NET POSITION

Net position is restricted for specific purposes as follows:

ARRA Medicaid funds	\$ 131,245
Donations	134,112
Correctional facility project	26,155
Miscellaneous grant funds	76
	<u>\$ 291,588</u>

NOTE 15—COMPONENTS OF FUND BALANCE

The County’s fund balance components are comprised as follows:

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

<u>Fund Balances</u>	<u>General Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Nonspendable:			
Prepaid expenses	\$ 112,911		\$ 112,911
Restricted for:			
ARRA Medicaid funds		\$ 131,245	131,245
Donations	47,498	86,614	134,112
Correctional facility project		26,155	26,155
Miscellaneous grant funds		76	76
Committed for:			
Capital Reserves	356,011		356,011
Assigned for:			
Deeds surcharge		27,264	27,264
Jail canteen		52,978	52,978
Sheriff civil processing		10,342	10,342
Reduction of 2016 tax rate	2,035,254		2,035,254
Encumbrances	82,074		82,074
Carryforward appropriations	351,760		351,760
Unassigned	<u>5,267,682</u>		<u>5,267,682</u>
	<u>\$ 8,253,190</u>	<u>\$ 334,674</u>	<u>\$ 8,587,864</u>

NOTE 16—RESTATEMENT OF EQUITY

Government-Wide Statements

During the year ended December 31, 2015, the County adopted Governmental Accounting Standards Board (GASB) Statement No. 68 - *Accounting and Financial Reporting for Pensions*, as described in Note 1 of these financial statements. In addition, management determined that several special revenue funds were previously classified as agency funds.

The impact on net position of the Governmental Activities as of January 1, 2015 is as follows:

Net position - January 1, 2015 (as previously reported)	\$ 26,662,917
Amount of restatement due to:	
Deferred outflows related to net pension liability	1,349,156
Net pension liability as of January 1, 2015	(18,572,891)
Deferred inflows related to net pension liability	(2,376,417)
Funds previously classified as agency funds	<u>44,629</u>
Net position - January 1, 2015, as restated	<u>\$ 7,107,394</u>

Governmental Funds

During the year ended December 31, 2015, management determined that several special revenue funds were previously classified as agency funds. The impact on fund balance of the Nonmajor Governmental Funds as of January 1, 2015 is as follows:

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

	Nonmajor Governmental <u>Funds</u>
Fund Balance - January 1, 2015 (as previously reported)	\$ 203,914
Amount of restatement due to:	
Funds previously classified as agency funds	44,629
ARRA Fund previously reported as a major fund	<u>514,240</u>
Fund Balance - January 1, 2015, as restated	<u>\$ 762,783</u>

NOTE 17—SELF INSURANCE

The County established a Health and Dental Insurance Fund (an internal service fund) to account for and finance its self-insurance program. Under this program, the Health and Dental Insurance Fund provides coverage for up to a maximum of \$100,000 annually for each individual plan participant. The County purchases commercial insurance for claims in excess of coverage provided by the fund and for all other risks of loss.

All funds of the County participate in the program and make payments to the Health and Dental Insurance Fund based on actuarial estimates of the amounts needed to pay prior and current year claims. The claims liability reported in the fund at year end is based on the requirements of Governmental Accounting Standards Board Statement No. 10, which requires that a liability for claims be reported if information is available prior to the issuance of the financial statements and the amount of the loss can be reasonably estimated. Changes in the fund’s claims liability amount for the past five years are as follows:

Year Ending <u>December 31,</u>	Beginning of Year <u>Liability</u>	Current Year Claims and Changes in <u>Estimates</u>	Claims <u>Paid</u>	End of Year <u>Liability</u>
2011	\$ 112,829	\$ 2,483,553	\$ (2,494,922)	\$ 101,460
2012	101,460	2,871,784	(2,839,447)	133,797
2013	133,797	3,031,547	(3,051,613)	113,731
2014	113,731	3,215,441	(3,153,779)	175,393
2015	175,393	3,528,342	(3,511,332)	192,403

NOTE 18—RISK MANAGEMENT

The County is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. During the year ended December 31, 2015, the County participated in a public entity risk pool (Trust) for property and liability insurance and worker’s compensation coverage. Coverage has not been significantly reduced from the prior year and settled claims have not exceeded coverage in any of the past three years.

The Trust agreements permit the Trust to make additional assessments to members should there be a deficiency in Trust assets to meet its liabilities. Accounting principles generally accepted in the United States of America require members of pools with a sharing of risk to determine whether or not such assessment is probable and, if so, a reasonable estimate of such assessment. At this time, the Trust foresees no likelihood of an additional assessment for any of the past years. Claims expenditures and liabilities are reported when it is probable that a loss has occurred and the amount of that loss can be

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO BASIC FINANCIAL STATEMENTS (CONTINUED)
December 31, 2015

reasonably estimated. These losses include an estimate of claims that have been incurred but not reported. Based on the best available information there is no liability at December 31, 2015.

Property and Liability Insurance

The Trust provides certain property and liability insurance coverage to member towns, cities, and other qualified political subdivisions of New Hampshire. As a member of the Trust, the County shares in contributing to the cost of and receiving benefit from a self-insured pooled risk management program. The program includes a Self-Insured Retention Fund from which is paid up to \$500,000 for each and every covered property, crime and/or liability loss that exceeds \$1,000, up to an aggregate of \$5,000,000. Each property loss is subject to a \$1,000 deductible. All losses over the aggregate are covered by insurance policies.

Worker's Compensation

The Trust provides statutory worker's compensation coverage to member towns, cities, and other qualified political subdivisions of New Hampshire. The Trust is self-sustaining through annual member premiums and provides coverage for the statutorily required workers' compensation benefits and employer's liability coverage up to \$2,000,000. The program includes a Loss Fund from which is paid up to \$500,000 for each and every covered claim.

NOTE 19—COMMITMENTS AND CONTINGENCIES

Litigation

County officials estimate that any potential claims against the County which are not covered by insurance are immaterial and would not affect the financial position of the County.

Other Contingencies

The County participates in the federally assisted Medicaid program at the County Nursing Home. This program is subject to financial and compliance audits by the grantors or their representatives. The amount, if any, of expenditures which may be disallowed by the granting agency cannot be determined at this time; although the County expects such amounts, if any, to be immaterial.

Federal Grants

The County participates in a number of federally assisted grant programs. These programs are subject to financial and compliance audits by the grantors or their representatives. The amounts, if any, of expenditures which may be disallowed by the granting agency cannot be determined at this time, although the County expects such amounts, if any, to be immaterial.

SCHEDULE 1
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Schedule of Revenues, Expenditures and Changes in Fund Balance
Budget and Actual (Budgetary Basis) - General Fund
For the Year Ended December 31, 2015

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Favorable (Unfavorable)
	Original	Final		
Revenues:				
Taxes	\$ 23,432,396	\$ 23,432,396	\$ 23,432,396	\$ -
Intergovernmental	4,104,982	5,541,426	5,231,414	(310,012)
Charges for services	12,548,254	12,548,254	13,091,406	543,152
Interest income	5,000	5,000	10,606	5,606
Miscellaneous	435,134	435,134	439,299	4,165
Total Revenues	<u>40,525,766</u>	<u>41,962,210</u>	<u>42,205,121</u>	<u>242,911</u>
Expenditures:				
Current:				
General government	5,042,364	4,988,408	4,870,282	118,126
Public safety	7,757,852	7,757,852	7,573,898	183,954
Human services	9,678,192	9,678,192	9,122,276	555,916
Conservation	54,438	54,438	54,420	18
Nursing home	16,491,584	16,701,800	16,042,638	659,162
Capital outlay	911,990	749,778	653,314	96,464
Debt Service:				
Principal retirement	2,329,553	2,329,553	2,329,552	1
Interest and fiscal charges	1,207,847	1,207,847	1,136,274	71,573
Total Expenditures	<u>43,473,820</u>	<u>43,467,868</u>	<u>41,782,654</u>	<u>1,685,214</u>
Excess revenues over (under) expenditures	<u>(2,948,054)</u>	<u>(1,505,658)</u>	<u>422,467</u>	<u>1,928,125</u>
Other financing sources:				
Transfers in	550,345	494,962	400,786	(94,176)
Total other financing sources	<u>550,345</u>	<u>494,962</u>	<u>400,786</u>	<u>(94,176)</u>
Net change in fund balance	(2,397,709)	(1,010,696)	823,253	1,833,949
Fund balance at beginning of year				
- Budgetary Basis	<u>6,944,354</u>	<u>6,944,354</u>	<u>6,944,354</u>	<u>-</u>
Fund balance at end of year				
- Budgetary Basis	<u>\$ 4,546,645</u>	<u>\$ 5,933,658</u>	<u>\$ 7,767,607</u>	<u>\$ 1,833,949</u>

SCHEDULE 2
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Schedule of Funding Progress for Other Post-Employment Benefits
For the Year Ended December 31, 2015

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
1/1/2014	\$ -	\$ 1,476,980	\$ 1,476,980	0.0%	\$ 11,675,671	12.70%

SCHEDULE 3

COUNTY OF CHESHIRE, NEW HAMPSHIRE

Schedule of Changes in the County's Proportionate Share of the Net Pension Liability

For the Year Ended December 31, 2015

	<u>For the Measurement Period Ended June 30:</u>		
	<u>2015</u>	<u>2014</u>	<u>2013</u>
County's proportion of the net pension liability (asset)	0.5008%	0.4948%	0.4805%
County's proportionate share of the net pension liability (asset)	\$ 19,838,913	\$ 18,572,891	\$ 20,679,050
County's covered-employee payroll	\$ 12,813,558	\$ 12,278,583	\$ 11,655,643
County's proportionate share of the net pension liability (asset) as a percentage of its covered-employee payroll	154.83%	151.26%	177.42%
Plan fiduciary net position as a percentage of the total pension liability	65.47%	66.32%	59.81%

SCHEDULE 4
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Schedule of County Contributions
For the Year Ended December 31, 2015

	<u>2015</u>	<u>2014</u>	<u>2013</u>
Contractually required contribution	\$ 1,799,764	\$ 1,651,749	\$ 1,397,108
Contributions in relation to the contractually required contribution	<u>(1,799,764)</u>	<u>(1,651,749)</u>	<u>(1,397,108)</u>
Contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
County's covered-employee payroll	\$ 13,386,007	\$ 12,607,567	\$ 11,944,974
Contributions as a percentage of covered-employee payroll	13.45%	13.10%	11.70%

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION
December 31, 2015

NOTE 1—BUDGET TO ACTUAL RECONCILIATION

General Fund

Amounts recorded as budgetary amounts in the Schedule of Revenues, Expenditures and Changes in Fund Balances – Budget and Actual (Budgetary Basis) – General Fund (Schedule 1) are reported on the basis budgeted by the County. Those amounts differ from those reported in conformity with accounting principles generally accepted in the United States of America in the Statement of Revenues, Expenditures and Changes in Fund Balances – Governmental Funds (Exhibit D). General Fund budgetary revenues and other financing sources and expenditures and other financing uses were adjusted for encumbrances, non-budgetary revenues and expenditures, and bond refunding proceeds and payments as follows:

	Revenues and Other Financing <u>Sources</u>	Expenditures and Other Financing <u>Uses</u>
Per Exhibit D	\$ 62,595,792	\$ 61,747,038
Encumbrances, December 31, 2015		82,074
Encumbrances, December 31, 2014		(59,842)
Non-budgetary revenues and expenditures	(4,304)	(1,035)
Bond refunding proceeds and payments	<u>(19,985,581)</u>	<u>(19,985,581)</u>
Per Schedule 1	<u>\$ 42,605,907</u>	<u>\$ 41,782,654</u>

NOTE 2—BUDGETARY FUND BALANCE

The components of the budgetary fund balance for the General Fund at December 31, 2015 are as follows:

Nonspendable:	
Prepaid expenses	\$ 112,911
Assigned for:	
Reduction of 2016 tax rate	2,035,254
Carryforward appropriations	351,760
Unassigned	<u>5,267,682</u>
	<u>\$ 7,767,607</u>

NOTE 3—SCHEDULE OF FUNDING PROGRESS FOR OTHER POST-EMPLOYMENT BENEFITS

In accordance with GASB Statement #45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*, the County is required to disclose the schedule of funding progress for each of the three most recent actuarial valuations. The County implemented the provisions of GASB Statement #45 during the year ended December 31, 2014. Accordingly, the funding progress has only been presented for the most recent actuarial valuation report. Additional disclosures will be made as the information becomes available.

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO REQUIRED SUPPLEMENTARY INFORMATION (CONTINUED)
December 31, 2015

NOTE 4—SCHEDULE OF CHANGES IN THE TOWN’S PROPORTIONATE SHARE OF THE NET PENSION LIABILITY AND SCHEDULE OF TOWN CONTRIBUTIONS

In accordance with GASB Statement #68, *Accounting and Financial Reporting for Pensions*, the County is required to disclose historical information for each of the prior ten years within a schedule of changes in the County’s proportionate share of the net pension liability, and schedule of County contributions. The County implemented the provisions of GASB Statement #68 during the year ended December 31, 2015. Accordingly, the historic information has only been presented for those years which information was readily available. Additional disclosures will be made in future years as additional information becomes available.

SCHEDULE I
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Schedule of Expenditures of Federal Awards
For the Year Ended December 31, 2015

Federal Granting Agency/Recipient State Agency/Grant Program/State <u>Grant Number</u>	Federal Catalogue <u>Number</u>	<u>Expenditures</u>	<u>Expenditures to Subrecipients</u>
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT			
<i>Pass Through Payments from Community Development</i>			
<i>Finance Authority</i>			
Community Development Block Grants / State's Program and Non-Entitlement Grants in Hawaii	14.228		
#14-403-CDED		\$ 9,534	
#14-403-CDHS		4,120	
#15-403-CDMC		<u>37,000</u>	<u>\$ 25,000</u>
Total Department of Housing and Urban Development		<u>50,654</u>	<u>25,000</u>
DEPARTMENT OF JUSTICE			
<i>Pass Through Payments from the New Hampshire</i>			
<i>Department of Justice</i>			
Crime Victim Assistance	16.575		
#2014-VA-GX-0031		<u>12,500</u>	
<i>Received Directly from U.S. Treasury Department</i>			
Drug Court Discretionary Grant Program	16.585		
#2013-DC-BX-0048		<u>74,327</u>	<u>17,837</u>
<i>Pass Through Payments from the New Hampshire</i>			
<i>Department of Justice</i>			
Violence Against Women Formula Grants - Recovery Act	16.588		
#2015-W031		<u>27,000</u>	
Residential Substance Abuse Treatment for State Prisoners	16.593		
#2013-RT-BX-0052		<u>4,978</u>	
<i>Received Directly From U.S. Treasury Department</i>			
Bulletproof Vest Partnership Program	16.607		
#2015BUBX15078715		<u>1,494</u>	
<i>Pass Through Payments from the New Hampshire</i>			
<i>Department of Justice</i>			
Enforcing Underage Drinking Laws Program	16.727		
#2014CD29		<u>3,105</u>	
<i>Received Directly From U.S. Treasury Department</i>			
Edward Byrne Memorial Justice Assistance Grant Program	16.738		
#2015-DJ-BX-0331		<u>1,005</u>	
<i>Pass Through Payments from the City of Keene, New Hampshire</i>			
Edward Byrne Memorial Justice Assistance Grant Program	16.738		
#2014-DJ-BX-0331		<u>7,224</u>	
<i>Received Directly From U.S. Treasury Department</i>			
Equitable Sharing Program	16.922		
		<u>4,480</u>	
Total Department of Justice		<u>136,113</u>	<u>17,837</u>

SCHEDULE I
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended December 31, 2015

Federal Granting Agency/Recipient State Agency/Grant Program/State <u>Grant Number</u>	Federal Catalogue <u>Number</u>	<u>Expenditures</u>	<u>Expenditures to Subrecipients</u>
DEPARTMENT OF TRANSPORTATION			
<i>Pass Through Payments from the New Hampshire Department of Transportation</i>			
Capital Assistance Program for Elderly Persons and Persons with Disabilities	20.513		
#NH-65-X003		43,162	40,834
#NH-65-X004		49,689	47,205
		<u>92,851</u>	<u>88,039</u>
 State and Community Highway Safety	 20.600		
#308-15A-025		4,386	
#315-15A-027		1,212	
#315-15A-100		539	
#315-15A-101		611	
		<u>6,748</u>	<u>-</u>
Total Department of Transportation		<u>99,599</u>	<u>88,039</u>
DEPARTMENT OF HEALTH AND HUMAN SERVICES			
<i>Pass Through Payments from the Town of New Ipswich, New Hampshire</i>			
Medical Reserve Corps Small Grant Program	93.008		
#1MRC SG101005-01		1,550	1,341
<i>Pass Through Payments from the National Association of County and City Health Officials</i>			
Medical Reserve Corps Small Grant Program	93.008		
#MRC 13-1587-C		350	350
#MRC 14-1587		262	262
		<u>612</u>	<u>612</u>
<i>Pass Through Payments from JSI, Inc.</i>			
Medical Reserve Corps Small Grant Program	93.008		
#MRC JSI 15		4,610	4,378
#MRC 153		5,271	4,826
#HITEP150026-01-00		165	150
		<u>10,046</u>	<u>9,354</u>
<i>Pass Through Payments from the New Hampshire Department of Health and Human Services</i>			
Hospital Preparedness Program (HPP) and Public Health Emergency Preparedness (PHEP) Aligned Cooperative Agreements	93.074		
#U90TP000535		31,384	29,954
<i>Received Directly From U.S. Treasury Department</i>			
Comprehensive Community Mental Health Services for Children with Serious Emotional Disturbances (SED)	93.104		
#1U79SM061620-01		174,936	79,586

SCHEDULE I
COUNTY OF CHESHIRE, NEW HAMPSHIRE
Schedule of Expenditures of Federal Awards (Continued)
For the Year Ended December 31, 2015

Federal Granting Agency/Recipient State Agency/Grant Program/State <u>Grant Number</u>	Federal Catalogue <u>Number</u>	<u>Expenditures</u>	<u>Expenditures to Subrecipients</u>
DEPARTMENT OF HEALTH AND HUMAN SERVICES (CONTINUED)			
<i>Pass Through Payments from the New Hampshire Department of Health and Human Services</i>			
Substance Abuse and Mental Health Services - Projects of Regional and National Significance #1034077	93.243	<u>146,467</u>	<u>55,198</u>
<i>Received Directly From U.S. Treasury Department</i>			
Substance Abuse and Mental Health Services - Projects of Regional and National Significance #5H79T1024980-01	93.243	<u>291,935</u>	<u>196,465</u>
<i>Pass Through Payments from the New Hampshire Department of Health and Human Services</i>			
Preventive Health and Health Services Block Grant funded solely with Prevention and Public Health Funds (PPHF) #B01OT009037	93.758	<u>16,408</u>	<u>15,617</u>
<i>Pass Through Payments from the New Hampshire Bureau of Drug and Alcohol Services</i>			
Block Grants for Prevention and Treatment of Substance Abuse #T1010035-14	93.959	<u>105,868</u>	<u>101,056</u>
<i>Pass Through Payments from the New Hampshire Department of Health and Human Services</i>			
Public Health Emergency Preparedness	96.069	<u>48,919</u>	<u>46,696</u>
Total Department of Health and Human Services		<u>828,125</u>	<u>535,879</u>
DEPARTMENT OF HOMELAND SECURITY			
<i>Pass Through Payments from the New Hampshire Department of Safety</i>			
Homeland Security Grant Program	97.067	<u>10,685</u>	<u>-</u>
Total Department of Homeland Security		<u>10,685</u>	<u>-</u>
Total Expenditures of Federal Awards		<u>\$ 1,125,176</u>	<u>\$ 666,755</u>

COUNTY OF CHESHIRE, NEW HAMPSHIRE
NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
December 31, 2015

NOTE 1—BASIS OF PRESENTATION

The accompanying Schedule of Expenditures of Federal Awards presents the activity of all federal financial assistance programs of the County of Cheshire, New Hampshire. The County's reporting entity is defined in Note 1 of the County's basic financial statements.

NOTE 2—BASIS OF ACCOUNTING

The accompanying Schedule of Expenditures of Federal Awards is presented using the modified accrual basis of accounting, which is described in Note 1 of the County's basic financial statements. Such expenditures are recognized following, as applicable, either the cost principles in OMB Circular A-122, *Cost Principles for Non-Profit Organizations*, or the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), wherein certain types of expenditures are not allowable or are limited as to reimbursement.

The County has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

NOTE 3—RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

The recognition of expenditures of federal awards has been reported in the County's basic financial statements as intergovernmental revenues in the governmental funds as follows:

Major Governmental Fund:	
General Fund	\$ 1,057,835
Nonmajor Governmental Funds	<u>67,341</u>
	<u>\$ 1,125,176</u>

**REPORT ON INTERNAL CONTROL OVER FINANCIAL
REPORTING AND ON COMPLIANCE AND OTHER MATTERS
BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditor's Report

To the Board of Commissioners
County of Cheshire, New Hampshire

We have audited, in accordance with the 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, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the County of Cheshire, New Hampshire, as of and for the year ended December 31, 2015, and the related notes to the financial statements, which collectively comprise the County of Cheshire, New Hampshire's basic financial statements, and have issued our report thereon dated April 18, 2016.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County of Cheshire, New Hampshire's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County of Cheshire, New Hampshire's internal control. Accordingly, we do not express an opinion on the effectiveness of the County of Cheshire, New Hampshire's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County of Cheshire, New Hampshire's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in cursive script that reads "Vacher Cluby & Company, PC".

Manchester, New Hampshire
April 18, 2016

**REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM
AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE**

Independent Auditor's Report

To the Board of Commissioners
County of Cheshire, New Hampshire

Report on Compliance for Each Major Federal Program

We have audited the County of Cheshire, New Hampshire's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the County of Cheshire, New Hampshire's major federal programs for the year ended December 31, 2015. The County of Cheshire, New Hampshire's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the County of Cheshire, New Hampshire's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County of Cheshire, New Hampshire's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the County of Cheshire, New Hampshire's compliance.

Opinion on Each Major Federal Program

In our opinion, the County of Cheshire, New Hampshire complied, in all material respects, with

the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2015.

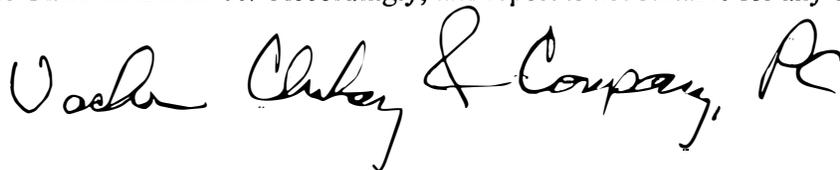
Report on Internal Control Over Compliance

Management of the County of Cheshire, New Hampshire is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County of Cheshire, New Hampshire's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County of Cheshire, New Hampshire's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Manchester, New Hampshire
April 18, 2016

**County of Cheshire, New Hampshire
 Schedule of Findings and Questioned Costs
 Year Ended December 31, 2015**

Section I—Summary of Auditor’s Results

Financial Statements

Type of auditor’s report issued: Unmodified- all reporting units
 Internal control over financial reporting:
 Material weakness(es) identified? _____yes X no
 Significant deficiency(ies) identified
 not considered to be material weaknesses? _____yes X none reported
 Noncompliance material to financial statements noted? _____yes X no

Federal Awards

Internal Control over major programs:
 Material weakness(es) identified? _____yes X no
 Significant deficiency(ies) identified
 not considered to be material weaknesses? _____yes X none reported

Type of auditor’s report issued on compliance
 for major programs:

Unmodified

Any audit findings disclosed that are required
 to be reported in accordance with
 2 CFR 200.516(a)? _____yes X no

Identification of major programs:

CFDA Number(s)	Name of Federal Program or Cluster
20.513	Capital Assistance Program for Elderly Persons and Persons with Disabilities
93.243	Substance Abuse and Mental Health Services - Projects of Regional and National Significance

Dollar threshold used to distinguish between Type A and Type B program: \$ 750,000 .

Auditee qualified as low-risk auditee? _____yes X no

Section II—Financial Statement Findings

There were no findings relating to the financial statements required to be reported by GAGAS.

Section III—Federal Award Findings and Questioned Costs

There were no findings and questioned costs as defined under 2 CFR 200.516(a).

**Cheshire County Delegation
Executive Committee Meeting
February 16, 2015
Commissioners Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chairman Bruce Tatro, Reps. Cyndy Chase, John Bordenet, John Hunt, Jim McConnell, Tara Sad, Paul Berch, Marge Sherpardson, Frank Sterling, Dan Eaton and Mike Abbott

The Delegation reviewed Outside Agency requests for the 2015

budget. Home Health Care, Hospice and Community Services (HCS)

Cathy Sorenson President/CEO, presented the budget request from HCS. They have asked for \$103,000.00, as they did in 2014. Last year they were allocated \$55,000.00.

Ms. Sorenson stated that healthcare reimbursement has changed this year, and they are in need of more financial assistance than ever before because of program funding cuts. This is especially true for their Outreach programming. They are asking the county for 1/2 of 1% of their total budget. Sorenson described the actual savings the county realizes with the decreased population in our hospitals and nursing homes as a result of their in-home services.

Statistics show that every five (5) hours per month of in-home services reduces the risk of hospitalization by thirteen (13%) percent. The Commissioners have recommended an increase of \$2,500.00 to \$7,750.00.

MCVP

Robin Christopherson, Executive Director of the agency, presented the budget request.

Christopherson noted that even though the request looks like it is an increase, due to the reduction in the rent line item as a result of their new office space, there is no actual increase in total monies spent. She explained that MCVP is one of only thirteen (13) centers that does the work they do in the state. MCVP provides education, child abuse prevention, teen and campus dating education, 24-hour crisis line, a shelter, court advocacy and peer groups. Christopherson said they receive some funding from the United Way organization.

Rep. Eaton noted that MCVP provides a service that police departments don't know how to do, which would prove costly to the towns should this program go away.

Christopherson noted that again this year Hillsborough County did not contribute to the program, even though they received services in several of their towns.

CHINS and JUVENILE CONFERENCE COMMITTEE

CHINS is requesting \$75,600.00, and JCC is requesting \$7,500.00 - level funding from last year. Beth Fox from the City of Keene presented the request

JCC is a partnership between the county and the City of Keene. It diverts youth from court proceedings for first time offenders. The police refer the clients. There was a discussion on services, trends, successes in their programs.

CHINS and JCC have been able to reduce their program and operating costs through internships from Antioch and other local colleges.

Rep. Hunt requested financials be submitted that are specific to the agency. The Executive Committee was then provided with the full balance sheet of the City of Keene by Fox.

COMMUNITY KITCHEN

Phoebe Bray, Executive Director of the Community Kitchen, presented for the agency noting that the need has increased significantly over the last year. In 2014, there was a six (6%) percent increase in the use of the food pantry, and an eleven (11%) percent increase in the need for hot meals. They are asking for level funding of \$12,500.00.

Bray said that she was pleased to announce that they received a grant to pay for a new freezer, which will be installed in March.

MONADNOCK FAMILY SERVICES

David Tenant presented for the agency and explained that they provide acute care services with 24/7 availability. They give evaluations, risk assessments, and many other services with a staff of ten (10).

The declining reimbursement received from Medicaid revenue was explained, and the problem that clients face with spend down requirements. In 2014, the agency lost over \$1.349 million, mostly due to spend down requirements. The Affordable Care Act (ACA) or Medicaid Expansion will not help increase their revenue. However, they noticed an increase of fifty (50) more patients with health insurance coverage than they had before.

The continued depletion of the agency's Rainy Day Fund was discussed. The current level of the fund is below \$500,000.00

They are requesting \$60,000.00 or level funding. The Commissioners are recommending and increase of \$3,000.00 to \$63,000.00. Commissioner Rogers noted that MFS is an important agency in Cheshire County. Tenant noted that fifty (50%) of the people they

serve have substance abuse as a secondary diagnosis. Even though MFS's primary focus is mental health, they out of necessity treat drug and alcohol addiction as well.

Hundred Nights Shelter

Mindy Cambiar, Executive Director, presented for the agency

Cambiar said they receive support from the City of Keene, but serve other towns as well. They are requesting \$10,000.00 for 2015. The Commissioners recommended level funding of \$5,000.

They have 110 volunteers that serve 104 different people and provided 1417 bed nights. 8 of the clients were veterans and 75 claim Cheshire County as their residency (62 from Keene)

The Resource Center is open during the day and provides breakfast, lunch and snacks. They offer a once a week acute care center, which averages 4 patients a week.

Rep. Sterling requested giving them their full request of \$10,000.00. He made a motion and Rep. Cyndy Chase seconded it. After discussion, the motions were withdrawn, with a promise that the Executive Committee will address the potential increased funding when all Outside Agencies are reviewed at a later meeting.

UNH COOPERATIVE EXTENSION

Steve Roberge presented for the agency explaining the services that are provided to the County and the shared funding through the University of New Hampshire that is established through the Memorandum of Understanding (MOU) that is renewed every five (5) years with the County Commissioners and Delegation. The Cooperative Extension is asking for an additional position for 2015 but will be bringing in \$20,000.00 in revenue through the CCAN funding to pay for the bulk of the cost of the added FTE.

Rep. Sad described an example of the value of the services this agency provides to the county and to the state.

COUNTY DELEGATION

A discussion followed regarding the annual funding for the County Delegation. Normally meeting appearance fees and minimal expenses are budgeted however, this year because of the Nursing Home Subcommittee's additional meetings and travel, Finance Director Trombly is recommending increasing the budget line items as follows; \$5,000.00 increase in attendance, \$750.00 increase in Travel, and \$2,750.00 new line item for secretarial services.

The committee asked the staff to reach out to former Rep. Jane Johnson to be the clerk of the subcommittee. If she is not interested, then hiring a temporary to do the minutes is approved.

The proposed field trips were discussed. There are four different field trips to five different facilities being planned.

Nursing home demographics were discussed. Rep. Eaton warned that this review process will not be short or easy. He reminded us that we need to be thorough, since many people are interested in our deliberations.

BUDGET UPDATE

Finance Director Trombly briefed the Executive Committee on further suggested saving changes to the proposed budget, bringing the amount to be raised by taxes down to 2.48%.

Rep. Eaton requested that the budget be reduced to reflect the reduction in the County Administrator's salary line by three (3) months. The Commissioners agreed to do so. Rep. Hunt requested that Sheryl prepare a spreadsheet comparing the budget and taxes to be raised with use of reserves and not using reserves.

Sheryl noted that there is a \$437,000.00 reduction in revenues to the county from the state, as a result of their budget reductions.

NEXT MEETING

After discussion, the next meeting has been scheduled for Friday, March 6th, at 9:00 am in the Courthouse conference room. The full delegation meeting will be scheduled for Monday, March 16th at 7:00 pm in the new County Delegation Meeting Room.

There being no further business, the meeting was adjourned at 12:17 pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized with a large, sweeping initial "T" and a cursive "Sad".

Rep Tara Sad, Clerk

**Cheshire County Delegation
Executive Committee Meeting
February 16, 2015
Commissioners Meeting Room
12 Court Street, Keene, NH 03431**

Present: Chairman Bruce Tatro, Vice Chair John Hunt, Clerk Tara Sad, Reps. Dan Eaton, Mike Abbott, John Bordenet, Frank Tilton, Tim Robertson, Paul Berch, Cyndy Chase, Marge Shepardson, Jim McConnell

Commissioners: Commissioners; Stillman Rogers, Chairman, Chuck Weed, Vice-Chairman, Peter Graves, Clerk

Staff: Finance Director Trombly, Assistant Finance Director Hall, IT Director Hummel, County Attorney McLaughlin, Assistant County Administrator (ACA) Bouchard

The meeting was called to order at 9:05 am

Finance

Director Trombly gave a recap of the budget request from the Finance Department. Finance is requesting an additional Full Time Equivalent (FTE) position to be the Affordable Care Act Coordinator. Trombly described the new federal regulations and outlined how labor intensive it will be to meet the compliance requirements. Trombly discussed the potential impact of the “Cadillac” health care plan penalty but she feels confident that the County will be able to keep the gross value under the plan limits. However, since we are self-insured, it will be important to keep an eye on the rates and caps. This position is funded by the amount allocated to the insurance line.

Treasurer

Director Trombly then presented the Treasurer's budget, which is simply salary and the cost of Bond Counsel and costs of Tax Anticipation Notes.

Personnel & Administration

Trombly then presented the Personnel and Administration budget request. The county's contribution to the Health and Dental Plans amount of 85% of the cost (employees pay 15%)

There is a line item for \$17,000 in Outside Services, which is the Employee Assistance Plan, which includes counseling, Medical Flex Spending, and Optional Health Care plans.

Commissioners Budget

ACA Bouchard presented this budget. There is a decrease in Continuing Education, and a \$27,000 decrease in Outside Services, which was included originally for the new county website, which has been postponed. There is still the full year's salary for the County Administrator in the budget. \$35,000 will be removed to reflect the months the position went unfilled.

Facilities

Bouchard spoke to this department. A discussion of the status of the old jail began and Bouchard said that there is \$200,000 included in the Capital Budget to cover the costs of tearing down the old jail this year.

Courthouse

Bouchard then discussed the building maintenance contracts that are coming in lower than anticipated, saving \$6,000 in outside Services. The continuation of Honeywell, and the difficulty of getting rapid HVAC repair response in an emergency were discussed. Electricity rates went up significantly for 2015.

The windows and cupola in the old courthouse were discussed and Bouchard reviewed the large amount of work that is still needs to be completed at the courthouse. Applying for LCHIP grants for these restorations was discussed.

A tour of the old jail will be scheduled for members of the delegation and the Commissioners who would like to see it. Bouchard will schedule a date in the spring for the tour.

Administration Building (33 West Street)

This building is now using gas heat. The buried underground oil tank will be closed in place and removed from State DES oversight. A \$60K capital expense was avoided by not having to replace the tank in 2015 as was required by DES if the use of oil to heat the building were to continue.

Information Technology

Rob Hummel, Director of IT presented his budget request.

Director Hummel is requesting an additional IT Specialist FTE, which is needed due to the increased workload in the department. Hummel said that the list of tasks needing to be done for continued expansion and operation of the county network, and on-going security attacks and threats from viruses and attempted penetration of the network necessitates the request for additional resources in the department. Hummel handed out the list of Projects and Objectives his department is responsible for and discussed objectives for 2015.

The \$35,000 amount budgeted for the salary was discussed and it determined that the amount reflects only a partial year salary.

Hummel said that the county no longer has any Windows XP in use and that the 2014 project to upgrade to Office 2010 is complete. He then said that two department's still have 2003 version servers that need to be upgraded.

He also said that the old Courthouse network was updated as a part of the renovation.

Hummel discussed the status of the county network security systems and said that the increasing number and intensity of attacks is worrisome. Software patch management is also a problem that needs constant oversight to prevent security breaches.

A possible move from Windows to Linux desktops and servers was discussed, but Linux is incompatible with most County software application packages. Additionally, all employees and technicians are familiar with Windows but most users are not familiar with versions of Linux.

Replacement of servers was discussed and Rep. Eaton asked if outside funding for contract help would help. Hummel said that he uses contracted help when he can but that for a large number of projects an intimate knowledge of the network construction and configuration is needed.

Rep. Hunt talked about the department continuing to grow. Hummel said that one reason it is growing is that the workload has continued to increase. Hummel did note that we are not falling behind as rapidly as we were last year.

Rep. Berch noted that there were two divisions - Cybersecurity and Maintenance/Upgrades - and wondered if there was federal money to help pay for these costs. Rep Eaton and ACA Bouchard spoke saying that based on their participation on state level IT boards they have not been made aware of any federal grant monies for this purpose.

County Attorney

County Attorney McLaughlin then presented the County Attorney's 2015 budget request.

McLaughlin said he is requesting an additional 1/3 FTE administrative assistant. This is not a new employee, but one who was working with the Regional Prosecutor's Office. Now that the employee is in the same building with the County Attorneys, the positions salary is being shared.

The Americorps position (Witness/Victim Coordinator) under the 8th Circuit Court Domestic Violence Victims Bill of Rights was again requested. McLaughlin said that the county reapplies for funding each year. Americorps pays 75% of this position and the county provides oversight and supervision.

Regional Prosecutor

McLaughlin then discussed the Regional Prosecutor program for the participating county municipalities and discussed that the program is set-up as a cost pass-through so that the towns that use the services of the Regional Prosecutor fund the program. No cost to the county other than the office space and miscellaneous expenses are incurred as the towns pick up these costs, based on their population and case load. The towns feel the program meets their needs is well worth the costs. There are 1 1/2 prosecutors assigned to the program.

Medical Examiner

McLaughlin then discussed the ME budget saying that the county has no control over this budget, which is an estimate of what might happen. The heroin epidemic is causing a spike in this department's workload.

OUTSIDE AGENCIES

Child Advocacy Center - Requesting \$5,000

The Director of the Granite State Children's Alliance presented the budget. They are requesting level funding from last year. He described the forensic interviews of suspected child abuse that the Center coordinates. It is a definite benefit to the county. Almost all funding comes from state and federal funds, as well as fundraisers. They need to raise additional money from the communities.

Monadnock Developmental Services (MDS) - Requesting \$29,000

The MDS request for \$29,000 is level funded from last year. They provide respite services to families and guardians of developmentally disabled children and adults. While they receive Medicaid funding, this doesn't meet the needs of the program. There was a discussion of the population they serve.

Commissioner Rogers then told the committee that we have received a \$21,000 recovery check from Cigna in settlement of a lawsuit for the overcharging of prescription medicine used in the County self-insurance health pool. The money will be allocated to the General Fund to offset taxes.

He also noted that, due to the State Medicaid reduction, there was a \$430,000 reduction in the rate in January. The budget for 2016 is \$230,000. There was a 2.33% increase in the money to be raised by taxes, prior to the most recent adjustments which now stands at 2.17%. There have been three straight years of no increases in the amount to be raised by taxes. The readjustment in the reimbursement rate is responsible for this year's increase.

Bond Counsel has advised that the jail bonds can be reissued. The call provision allows us to pay these off in 2017. At the August meeting, the commissioners will most likely ask us to refinance in 2017, so we can reduce the interest we are paying from 4.5% to approximately 2.5%.

He also noted that Senate Bill 8 provides that funds not spent in one year in the Long Term Nursing Care budget will be applied to the next year's budget.

Comm. Rogers highlighted the continued downshifting from the state to the counties, and asked that the delegation member be aware of the impact when voting on legislation.

Rep. McConnell proposed cutting the Outside Agency total requests from \$204,000 to \$100,000. He noted that these agencies can seek funding from the United Way.

Reps. Sherpardson, Bordenet, Robertson, Chase and Berch disagreed, saying we needed to continue to fund these agencies.

There being no further business to come before the committee, the date for the next meeting was set for Monday, March 9th, 2015, at 9:00 am in the Old Courthouse conference room. The budget will be finalized that that time.

The meeting was adjourned at 11:45 am.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is written in a cursive style with a large, sweeping initial "T" and a distinct "S" at the end.

Rep. Tara Sad, Clerk

**Cheshire County Final Budget Meeting
March 9, 2015 – 9:00AM
Delegation Conference Room
12 Court Street
Keene, NH 03431**

Delegation Members in Attendance: M. Abbott, T. Robertson, P. Berch, J. Bordenet, J. Hunt, B. Tatro, D. Eaton, J. McConnell, M. Shepherdson and C. Chase.

Meeting was called to order at 9:10AM by Chair of the Executive Committee, Bruce Tatro.

A discussion was held on the advisability of postponing the demolition of the old jail in Westmoreland.

Rod Bouchard responded to a query about using any part of the old jail for storage. The only possible place might be the gym but would require work to make it accessible including the installation of appropriate doors

Motion was made by Rep. Hunt and Seconded by Rep. McConnell to remove \$200,000.00 for demolition of the old jail from the budget. Motion was amended to \$197,500.00 to allow for the expenses involved in increasing security of the building.

Passed by voice vote with one Nay and 9 Yea.

Motion was made by Rep Hunt and Seconded by Rep McConnell to raise maintenance budget from \$1,000.00 to \$2,500.00 to increase security of the old jail facility.

Passed by unanimous voice vote.

Rep. McConnell presented a proposal to reduce the appropriations to a number of outside agencies.

A discussion was held on reducing VNA by \$7,500.

Moved by Rep McConnell and seconded by Rep Abbot.

Voice vote: one yea, balance nay. Motion failed

Moved by Rep Bordenet, seconded by Rep Robertson to raise the appropriation to VNA to \$75,000.00. Motion failed on voice vote with 3 Yea's and 7 Nays.

Moved by Rep. McConnell and seconded by Rep. Hunt to reduce the appropriation to Monadnock Violence Prevention Center to \$4,500.

Voice Vote: 1 Yea, 9 Nay. Motion failed.

It was decided by consensus to combine suggested reductions to the following outside agencies into one motion.

Community Kitchen (-\$2500.)

Monadnock Developmental Services (-\$29,000.)

Monadnock Family Services (-\$23,000.)

Monadnock Child Advocacy Center (-\$1,000.)

Moved by Rep. McConnell and seconded by Rep. Hunt to reduce funding to the above listed agencies in the amounts noted.

Voice Vote: 2 Yea, 8 Nay's - Motion failed

Budget Adoption

Moved by Rep Hunt, seconded by Rep. Shepherdson to pass expenses for Cheshire County NH for 2016 in the amount of \$42,712,869.00

Passed unanimously on a voice vote.

\$23,424,896 to be raised in taxes.

Passed unanimously on a voice vote.

The meeting was adjourned at 10 AM.

Respectfully submitted
Cynthia Chase, Acting Secretary

CHESHIRE COUNTY DELEGATION
Minutes of
March 16, 2015
2015 Budget Consideration Meeting
Old Courthouse Delegation Room, Keene NH.

Present: Reps. Abbott, Sad, McConnell, Eaton, Parkhurst, Mann, Chase, Shepardson, Hunt, Phillips, Sterling, Berch, Tilton, Pearson, Johnsen, Ames, Robertson, Emerson, Bordenet,

Absent: Representatives Tatro, Roberts, Weber, and Ley.

Staff: Commissioners Rogers, Weed, Graves, Finance Director Trombly, Assistant Finance Director Hall, and Assistant County Administrator Bouchard

Chair Eaton opened the meeting at 7:00 pm.

Review of the Executive Committee Proposed Budget.

Commissioner Rogers spoke to the budget, noting that there is a 1.4% reduction in the budget, but there is an increase of 1.31% in the amount to be raised by taxes, which had had no increase for the past three years. He explained that the \$450,000 cut from the state Medicaid funding was the reason for the increase. He noted that the staff are hardworking and dedicated people who all work to reduce the budget.

Commissioner Rogers noted that on March 16th, he and Finance Director Trombly were having a conference call with Moody's to discuss the County's bond rating, which he anticipates will have a favorable outcome.

He thinks the budget is good. They had wanted the \$200,000 line item for demolition and removal of the old jail, but realize this can wait. He thanked the delegation for working with the commissioners on the budget.

Rep. Hunt then moved the budget of \$42,012,869, and Rep. McConnell seconded the motion. The motion was open for discussion.

Rep Ames asked where the state cuts to Medicaid appeared in the budget. Line item 3404.01 was pointed out to him. He then asked if it was possible to get a history of the state's payments to the county over the past several years. Director Trombly will provide the requested information.

Rep. Sterling then made a motion to amend the budget by adding \$5,000 to the 100 Nights line item in Outside Agencies, which was seconded by Rep. Chase.

Discussion followed with Reps. Sterling and Robertson speaking to the need for services and Rep. McConnell speaking against the increase, noting that these Outside Agencies should be seeking charitable contributions rather than county funding.

Rep. Hunt noted that even adding this new Outside Agency to our books means that it will always remain there. He said that the list is getting too long. It is too big a step to take. Rep. Tilton spoke in favor.

It was noted that there is the Hemenway Fund that was used last year to fund \$5,000 of the request from 100 Nights. Whether this could be done again this year was discussed.

Rep. Berch asked if we vote this motion down, could we revisit this item at our August meeting. The answer was yes.

However Rep. Robertson noted that the organization needs the money now and it would be extremely difficult for the agency to wait until August.

A voice vote on raising the Outside Agency line item for 100 Nights from \$5,000 Executive Committee recommendation to the \$10,000 Agency Request was taken, which was favorable. The motion carried and the additional \$5,000 (total of \$10,000) was added to the agency's allocation.

Rep. Robertson then moved that the Community Kitchen line item in the Outside Agencies be raised from \$12,500 as recommended by the Executive Committee to the \$15,000 requested by the agency. This motion was seconded by Rep. Parkhurst.

Discussion followed. Rep. Robertson spoke in favor, Reps. McConnell, Abbott and Hunt spoke against.

The vote to increase the funding for the Community Kitchen from \$12,500 to \$15,000 was taken on a roll call vote with 12 yeas, 6 nays. The motion carried.

Rep. Robertson then moved to increase the Visiting Nurses Association line item in Outside Agencies to their Agency Requested amount of \$103,000. **The motion failed by lack of a second.**

The motion to approve the budget of \$42,012,869 was amended to add \$5,000 for the 100 Nights Shelter and \$2,500 for the Community Kitchen to a new total of \$42,720,369. Upon roll call vote, the motion passed unanimously with 18 Yeas and 0 Nays.

There was a motion to move the amount to be raised by taxes to \$23,432,396 by Rep. Robertson, seconded by Rep. Chase. The roll call vote was 18 yeas, 0 nays.

There was a motion to give an abatement of the penalty for late payment of taxes for Sullivan County of \$220.83. Moved by Rep. Eaton, seconded by Rep. Sad. The roll call vote was unanimous in favor 18 yeas, 0 nays.

Ms. Shelly Hatfield from the Community Development Finance Authority spoke to the request for a pass-through funding for microenterprises. This motion was moved by Rep. Mann, and seconded by Rep. Parkhurst. Ms. Hatfield described the project. The roll call vote was unanimous in favor - 18 yea, 0 nay.

Ms. Hatfield then read the proforma Anti-displacement and Relocation Plan for this project.

Chairman Eaton then recognized Shelley Hadfield, CDGB Administrator. Hadfield presented an overview of the CDBG 2015 Microenterprise program. She discussed the scope of the project and the requirement for conducting the public hearings that follow:

Shelley Hadfield, explained that the CDBG program is funded by the U. S. Department of Housing and Urban Development (HUD). It is administered in New Hampshire by the NH Community Development Finance Authority (CDFA) which awards CDBG funds to municipalities and counties in New Hampshire.

The County may apply for up to \$500,000.00 for Housing and Public Facilities projects each year, \$12,000.00 for Planning Grants, \$500,000.00 for Emergency Grants, \$500,000.00 for Economic Development Grants and up to \$500,000 for Microenterprise funds. All projects must meet the stated goal of having primary benefit for low and moderate-income persons.

Applications for Housing and Public Facilities Grants are due on the last Monday in January and July of each year. Applications for Economic Development are accepted throughout the year. Planning Grants are submitted in April and October. Microenterprise applications are submitted in March.

The proposed Micro Enterprise project is for up to \$500,000 to support three entities in southern NH: the Hannah Grimes Center in Keene (HGC), Rockingham Economic Development Corporation (REDC), and the Small Business Development Corporation (SBDC) through UNH sponsored programs. The funding is used by each entity to provide training and technical assistance and, in some cases, micro loan servicing to low and moderate income micro- entrepreneurs.

The Chair opened the public hearing regarding the proposed 2015 Micro Enterprise Program at 7:33PM.

If the proposed application is successful, the funds will be awarded to the County which will sub-grant the funds, less administration, to the three Sub-recipients, : Hannah Grimes Center (HGC), Rockingham Economic Development Corporation (REDC), and the Small Business Development Corporation (SBDC) through UNH sponsored programs. For the past three years, the Microenterprise programs funds have been distributed through Grafton County. Initially to two applicants and last year to five applicants including HGC, REDC and SBDC. The program has been very successful serving micro-enterprises across the state. So much so that in 2015, CDFFA increased the amount

available, statewide, to \$750,000. A county can only apply for up to \$500,000, we need a second county to help distribute the funding. For this round we have seven applications and requests, exceeding the amount of funding available.

A handout describing the 2015 Microenterprise Program was available for those in attendance.

The Chair opened the floor to public comment.

There being no comment, the Chair closed third Public Hearing on the proposed application for Community Development Block Grant funds for the 2015 Microenterprise program.

Motion to approve and support the County's grant application to the New Hampshire Community Development Finance Authority for a microenterprise grant for up to \$500,000 in Community Development Block Grant funds. The funds, less administrative costs, will be sub-granted to multiple entities including the Hannah Grimes Center, Rockingham Economic Development Corporation and the NH Small Business Development Center for the purpose of providing training and technical assistance to micro enterprises; Furthermore that the County will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the Chairman of the Commissioners is authorized to sign, submit, and execute any documents which may be necessary to effectuate the CDBG contract for the Microenterprise Program.

At the conclusion of the motion the Chair called for a vote and the motion passed unanimously.

The Chair opened the second public hearing regarding the Residential Anti-Displacement and Relocation Assistance Plan (RARA) at 7:36PM.

Ms. Hadfield explained that the RARA must be followed if there is any temporary or permanent displacement in a project. Any permanently displaced household or business in a project using federal funds must be found comparable housing in a comparable neighborhood at a comparable price.

The proposed project, 2015 Microenterprise Program, provides training, technical assistance and loan servicing to micro-entrepreneurs. It does not require any relocation of residents or businesses.

Should some unforeseen need arise, the County will certify that it will require the Subrecipient to comply with the Uniform Relocation Act and Section 1049D) of the Housing and Community Development Act of 1974, as amended. Handout copies of the Resident Anti-Displacement and Relocation Assistance Plan (RARA) were available.

The Chair opened the floor to public comment.

There being no comment, the Chair closed the second Public Hearing on the Residential Anti-Displacement and Relocation Assistance Plan at 7:43PM.

Rep. Sterling then moved, that the Cheshire County Delegation hereby adopts the Residential Anti-displacement and Relocation Plan for Cheshire County Microenterprise Program as presented in the March 16, 2014 Agenda packet and was seconded by Rep. Bordenet.

At the conclusion of the motion the Chair called for a vote and the motion passed unanimously.

Other Business:

Sheryl Trombly, Finance Director, informed the delegation that at our August meeting she would be requesting approval to refinance the jail bond, which will be open for refinancing in 2017.

Rep Eaton then gave the delegation a recap of the current situation in the budget process in the Finance Committee in Concord.

The meeting was adjourned at 8:07 pm after a motion by Rep. Parkhurst and a second by Rep. McConnell.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is written in a cursive, flowing style with a large initial "T" and "S".

Rep. Tara Sad, Clerk

**Cheshire County Delegation
Executive Committee Meeting
August 17, 2015
Commissioners Conference Room
County Hall Building
12 Court Street
Keene, NH 03431**

Present: Chairman Eaton, Clerk Sad, Reps Tatro, Sterling, Abbott, Bordenet, McConnell, Robertson, Shepardson, Parkhurst, Pearson, Berch, Ley, Weber, Chase, Tilton, Phillips, Johnsen, Mann and Ames

Absent: Reps Hunt, Emerson, Roberts

At 7:00PM - Chairman Eaton opened the Public Hearing regarding refinancing of the 2007 County Jail Bond. Commissioner Rogers explained the details of the proposed refinancing, noting that it will reduce the interest the county is paying from the current 4.25% to an estimated 2.49%, saving the county between \$750-950,000 over the remaining ten years of the bond. This refinancing will be activated in 2017, but needs to be in place now according to our bond council. This public hearing and vote of 2/3 the delegation in favor is necessary before this refinancing can take place.

There was no discussion from the public or from the delegation.

At 7:12PM - The public hearing was then closed

At 7:13PM - The delegation meeting was opened.

A **motion** was made by Rep Berch, seconded by Sad.

Authorization of Refunding Bonds by County Convention

WHEREAS, Cheshire County, New Hampshire (the "County") has issued certain \$37,000,000 General Obligation Bonds dated as of September 15, 2007 (the "2007 Bonds"), which 2007 Bonds that mature on October 1 of the years 2018 through 2027, inclusive, in the aggregate principal amount of \$18,500,000 are eligible to be refunded at par on any interest payment date on or after October 1, 2017 (the "Refunded Bonds"); and

WHEREAS, it appears likely that bonds issued today would have a net interest cost less than the net interest cost on the Refunded Bonds; and

WHEREAS, the County may be able to realize debt service savings by issuing certain refunding bonds (the "Refunding Bonds"), the proceeds of which would be utilized to refund the Refunded Bonds on a current or advance basis and to pay certain other costs relating thereto, including any necessary redemption premium and the costs of issuing the Refunding Bonds; and

WHEREAS, pursuant to the provisions of RSA 28:24, after the County Convention has authorized the issuance of the Refunding Bonds, the interest rate, maturity and other terms and conditions of the Refunding Bonds will be approved by the County's Board of Commissioners at a publicly noticed meeting after hearing the results of a bidding process for the purchase of the

Refunding Bonds that will be managed for the County by an underwriter which will be selected to manage this process;

WHEREAS, in the aforesaid process the interests of the County will be represented by its independent financial advisor, Public Financial Management Inc. (the “Financial Advisor”)

NOW, THEREFORE, in consideration of the foregoing, it is hereby:

RESOLVED: that the Convention hereby authorizes the issuance of the Refunding Bonds in such principal amounts, with such interest rates, maturities and other terms and conditions as may be determined by the County’s Board of Commissioners, the proceeds of which shall be utilized to pay or refund the Refunded Bonds on a current or advance basis, to pay the redemption premium, if any, applicable thereto, any principal and interest coming due on the Refunded Bonds prior to any redemption date, and to pay the costs of issuance of the Refunding Bonds; provided, however, that such refunding is only authorized to the extent that the same will achieve a net present value debt service savings in an amount equal to at least three percent (3%) of the aggregate outstanding principal amount of the Refunded Bonds;

RESOLVED: that the County is hereby authorized to execute and deliver such documents and other materials and to take such other actions as may be required for the closing and delivery of the Refunding Bonds;

RESOLVED: that all actions heretofore taken in a manner consistent with the foregoing are hereby ratified and confirmed.

The resulting roll call vote was unanimous in favor: 20-0

The next item to be brought before the delegation was a motion by Rep. Weber, seconded by Rep. Parkhurst, that the 2015 County Budget be amended to accept and allocate Proshare Funds.

Motion to Increase revenue line #**3404.10.00** (State of NH Proportional Share Funds) by **\$1,436,444** for the receipt of State of NH Proportional Share Funds not previously budgeted, and to authorize the use of Pro Share funds for the following:

Increase account #**4900.89.11**, Maplewood Capital Improvements by **\$81,700** for additional building projects to include:

- \$46,000 Repair Admin Roof
- \$9,000 Seal Parking Lot
- \$3,500 Rehab Ground Floor Bathroom
- \$4,700 Replace Exterior Door to Patio
- \$2,700 Heat Restoration Coil Move
- \$8,300 Close doors to Kitchenettes ALF/MNH
- \$2,000 Install lock outs on all stoves
- \$5,500 Additional fund for Laundry Make-Up Handlers

Increase account # **4900.97.34**, Capital Improvements Information Technology by **\$97,190** to include:

- \$47,190 Krono’s Upgrade
- \$50,000 Wi-Fi Connection for MNH Residents

Increase account # **4900.97.54**, Capital Equipment Environmental Services by **\$3,200** to purchase a Carpet Cleaner

Increase account # **4900.89.14**, Capital Improvement Water Treatment Plant by **\$22,500** to inspect and cathodic protection of 250k gallon water tank.

Increase account # **4900.97.52**, Capital Equipment Nursing by **\$14,600** to include:
\$12,000 Tub for 2nd Floor North End
\$2,600 Resident Replacement Furniture

Increase account # **4411.29.00**, MNH Admin Outside Services by **\$108,000** for:
\$42,000 Conduct a Wage and Salary Survey
\$66,000 Additional funds for NH Architect/Engineering Study

Add to account # **4198.00.11**, **\$50,000** for Contingency use for unexpected Building Expenses at Maplewood Nursing Home.

Add to account # **4411.29.00**, **\$12,000** for Recruitment and Retention Programs

Add to account # **4416.06.01**, **\$12,000** to implement on on-site LNA course.

Furthermore, to reserve the remaining **\$1,035,254** by applying to fund balance to offset the 2016 Projected MNH Revenue shortfall that will ultimately offset taxes to be raised.

The resulting roll call vote was unanimous in favor: 20-0

A discussion on the proposed amendment ensued. Commissioner Rogers explained that an RFP for services to conduct an engineering and architectural study of the six alternatives for renovation or new construction of a nursing home was published. There were four responses, with the best qualified company, EGA Architects of Newburyport, MA being selected to do the work.

There being no further discussion, the roll call vote was taken. All in favor: 20-0

The next item brought before the delegation was a motion brought by Rep Bordenet and seconded by Rep. Sad

Motion, to increase revenue line #3915.00.00 (Transfer from Capital Reserve Funds) by \$7500.00 to allow for the use of Farm Capital Reserve Funds and to authorize the use of these funds by increasing account #4900.89.15 (Capital Outlay – Farm) by \$7,500.00 in order to complete a boundary survey and any engineering work required and to cover the application and legal fee's necessary to create a saleable land parcel of approximately 5 acres in size that incorporates the existing structure known as the Blood Farm.

There was discussion. There was an amendment offered by Rep. Parkhurst, seconded by Rep. Johnsen, to correct the typographical error of 'fee's' to 'fees'. This motion was passed by a voice vote

There being no further discussion, the roll call vote was taken, which passed unanimously. 20-0

The next item to come before the delegation was a motion to amend the 2015 budget to \$43,129,059, which takes into account all the action taken as a result of the previous motions.

Motion: To accept and adopt the Executive Committee proposed amended budget for 2015 in the amount of \$43,129,059.

Rep. Tatro moved and Rep. Shepardson seconded the motion. All voted in favor by a roll call vote of 20-0.

The next topic of discussion was a review of repairs needed for the Old Courthouse Building. Commissioner Rogers and Rod Bouchard spoke of:

The front porch and concrete slab need to be replaced. We have received an LCHIP grant for this, and the work will start soon.

Sections of the roof need to be repaired.

Windows need to be replaced or repaired. They have a ballpark figure of \$250,000 for this work. They are looking for a grant to cover one half.

The cupola needs to have structural repairs done

For all these repairs, we will need capital funding of \$400,000 to \$500,000 over the next few years. However, our Capital Revenue line item for this building is very small.

The Old Courthouse is on the National Registry of Historic Places, and therefore the work done must meet a certain standard. We are also limited to what work can be done.

LCHIP might provide us with a 50/50% grant. There may be more grants available as well.

Lighting for the front of the building was discussed. Also the potential for installation of solar panels.

After the discussion, Chairman Eaton asked for a consensus vote on whether to approve the commissioners looking for grant funding for the building repairs. The resulting voice vote was unanimous in favor.

The next item that came before the delegation was a review of the state budget by Chairman Eaton. The prognosis of a compromise coming to end the stalemate and the continuing resolution and passing a budget for 2016-17 was discussed. Keene State University and its funding and staffing was discussed.

Further Business

Rep. Bordenet noted that the women's section of the county jail was full, due in part to the current opioid use crisis, and asked if we should consider expanding the building to accommodate the increased census. Chairman Eaton noted that our Superintendent of

Correction, Rick Van Wickler, is an exceedingly capable superintendent who will come to the delegation and commissioners should he think there is a need of this type.

Chris McLaughlin, the County Prosecuting Attorney, spoke about 'Felonies First', a law just passed last session, which brings all felonies into the Superior Court first, bypassing the former Circuit Court appearance and opportunity to plea bargain. Therefore the number of cases that will be coming before the county court will be increased to 15-20% of their former numbers. He warned the delegation that, due to this increase, he will be asking for additional attorney and staff help in his 2016 budget request.

There being no further business, Rep. Parkhurst moved to adjourn. Rep. Berch seconded the motion. The voice vote was unanimously in favor.

The meeting adjourned at 8:05PM

Respectfully submitted,

Rep. Tara Sad, Clerk

**Cheshire County Delegation
Delegation Meeting
August 24, 2015
Delegation Meeting Room
County Hall Building
12 Court Street
Keene, NH 03431**

Present: Chairman Eaton, Clerk Sad, Reps Tatro, Sterling, Abbott, Bordenet, McConnell, Robertson, Shepardson, Parkhurst, Pearson, Berch, Ley, Weber, Chase, Tilton, Phillips, Johnsen, Mann and Ames

Absent: Reps Hunt, Emerson, Roberts

At 7:00PM - Chairman Eaton opened the Public Hearing regarding refinancing of the 2007 County Jail Bond. Commissioner Rogers explained the details of the proposed refinancing, noting that it will reduce the interest the county is paying from the current 4.25% to an estimated 2.49%, saving the county between \$750-950,000 over the remaining ten years of the bond. This refinancing will be activated in 2017, but needs to be in place now according to our bond council. This public hearing and vote of 2/3 the delegation in favor is necessary before this refinancing can take place.

There was no discussion from the public or from the delegation.

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A **motion** was made by Rep Berch, seconded by Sad.

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Refunding Bonds that will be managed for the County by an underwriter which will be selected to manage this process;

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There being no further business, Rep. Parkhurst moved to adjourn. Rep. Berch seconded the motion. The voice vote was unanimously in favor.

The meeting adjourned at 8:05PM

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized with a large, sweeping initial "T" and a cursive "Sad".

Rep. Tara Sad, Clerk

Cheshire County Delegation Meeting

December 14, 2015

Delegation Meeting Room

County Hall Building

12 Court Street

Keene, NH 03431

Present: Reps. Eaton (Chair), Berch (Vice Chair), Sad (Secretary), Tatro, Tilton, Sterling, Bordenet, Abbott, Phillips, Robertson, Parkhurst, Weber, Sherpardson, Pearson, Johnsen, McConnell, Mann, Hunt, Ley.

Chair Eaton brought the meeting to order at 7:00PM and opened the public hearing to receive public comment and receive the Commissioners Budget for 2016.

Commissioner Stillman Rogers gave an overview of the budget. This year's budget is \$363,109 more than last year's, or a .84% increase. The amount to be raised by taxes based on this budget is \$1,667,101, or an increase of 7.11% over last year. Part of this increase is due to the exposure for Medicaid (\$138,000).

Rogers went on to outline the requests for additional personnel - two (2) in the County Attorney's office, plus one (1) Licensed Alcohol and Drug Abuse Counselor (LADAC) position in connection with the County's Drug Court, and the County Correctional facility for counseling inmates prior to when they are released.

There are two (2) new roofs for county buildings included, totaling \$255,000. The commissioners have already taken \$821,203 out of this budget for necessary maintenance. County Administrator Chris Coates is seeking other sources of funding to cover these repairs.

Coates went on to describe the funding for relocating the Sheriff's Dispatch Center from the basement to the first floor of the 1979 wing. There are several funding mechanisms being used to cover the \$550,000 original proposed cost of relocating the Dispatch Center. The Sheriff's department has secured grants totaling \$304,444 for the radio equipment and \$83,900 for site repeaters. The department also received \$40,000 in console equipment from the town of Pelham, NH, leaving a balance of \$75,000 needed to complete the funding for the project.

Commissioner Rogers reminded the delegation that the budget reflects numbers as the budget now stands. The finance department had not yet closed the fourth (4th) Quarter and the amounts to be raised could be reduced significantly.

The floor was opened to questions from the public.

Bob Brofman from Chesterfield questioned the 7% increase. Commissioner Rogers reminded him that this is not final, and that the Delegation will be working to bring this amount down. They are anticipating a 4% increase range.

Cheshire County Delegation Meeting

December 14, 2015

Delegation Meeting Room

County Hall Building

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He also reminded the public that we have not raised the taxes for four years, but we are now reaching the breaking point of being able to maintain budgets without at least a modest increase.

There being no further comment, the public hearing was closed.

Rep. Parkhurst moved and Rep. Bordenet seconded a motion to authorize the Register of Deeds to expend 2016 surcharge funds in the amount of \$27,400.

There being no discussion, the roll call vote was unanimous (19-0) in favor of the motion. The motion passes.

Community Development Block Grant (CDBG)

Paul Berch moved and Tara Sad seconded the motion to approve and support the County's grant application to the New Hampshire Community Development Finance Authority for an amount up to \$500,000 in Community Development Block Grant funds to be used by Keene Housing Authority for the purpose of rehabbing of the Riverbend Apartments in West Swanzey, NH and that the County will accept the grant if it is approved and enter into a contract with the Community Development Finance Authority; and, further, that the Chairman of the Commissioners and/or the County Administrator is authorized to execute any documents which may be necessary for the project.

Josh Meehan, Executive Director of Keene Housing, gave an overview of the request. The repairs are slated at \$500,000 for an existing low income housing project in West Swanzey that houses twenty-four (24) families. Some of work needed includes roofs, windows, boilers and accessibility improvements.

Rep. McConnell asked Mr. Meehan if there were any conditions on the County attached to the grant. Mr. Meehan said there were none beyond the normal federal grant requirements. The County will hold a twenty (20) year mortgage that will be self-liquidating and will be reduced each year by five (5%) percent until the principal is retired.

Linda Mangones explained what the CDBG program is and how it operates. The federal funds are administered by the NH Community Development Finance Authority and qualifying municipality or county can receive a maximum of \$500,000 a year for housing and another \$500,000 for development. There will be public hearings on the project if the Delegation has approved moving forward with the grant. Commissioner Rogers noted that the Commissioners have approved the project, even though there is no County monetary contribution involved.

Cheshire County Delegation Meeting

December 14, 2015
Delegation Meeting Room
County Hall Building
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There being no further discussion, a roll call vote was taken. Upon vote the representatives were unanimously in favor (19-0). The motion passes.

Further Business

Chair Eaton opened the floor for further business.

Rep. Parkhurst asked who authorized County employees to sign big contracts, in particular the Maplewood EGA contract.

Earl Anderson of Surry added that he thought that county employees are not authorized to sign contacts.

Commissioner Rogers noted that this particular contract was signed by the Administrator of the Maplewood Nursing Home who was explicitly authorized to do so by the Commissioners.

Anderson then said that he thought that the contract with EGA did not agree with the scope of work that was voted on at the Maplewood Subcommittee Meeting.

Commissioner's Rogers said that they were going to wait until the results were in from EGA. Rep. Robertson said that he believed that the RFP was useless as it duplicative of the original WarrenStreet report. Others members disagreed with that view.

Chairman Eaton noted that there is a Maplewood subcommittee discussing these issues and the subcommittee voted to expend up to \$106,000 to get new cost estimates. He went on to say that the proper forum for these discussions is the Maplewood Subcommittee.

There being no further business, Rep. Parkhurst moved to adjourn. There was a second to the motion, and upon voice vote the motion passed unanimously.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Tara Sad". The signature is stylized and cursive.

Rep. Tara Sad, Clerk

Delegation Executive Committee Meeting

December 14, 2015

Commissioners Conference Room

County Hall Building

12 Court Street

Keene, NH 03431

Representatives Present: Reps. Tatro (Chair), Sad (Clerk), Hunt (VC), Eaton, Robertson, Berch, Sherpardson, Abbott, Bordenet and McConnell

Staff: County Administrator, C. Coates, Finance Director, S. Trombly, Assistant Finance Director, M. Hall, Assistant County Administrator, R. Bouchard and R. Zerba, Treasurer

Chair Tatro brought the meeting to order at 7:40pm

Sheryl Trombly reviewed the third (3rd) Quarter Budget. Trombly reported that the County is in good condition going into the fourth (4th) Quarter. Revenues are at seventy-six percent (76%), overall with Maplewood Nursing Home revenues currently at seventy-five percent (75%).

Currently county-wide expenses are at seventy-three point sixty-one percent (73.61%), with Maplewood Nursing Home expenses presently at seventy-two percent (72%).

Trombly said that of this report she is anticipating that we may be able to move approximately \$800,000 surplus by years end providing all numbers continue to track along on the third (3rd) quarter's expenses and revenue amounts.

Trombly reviewed revenue highlights:

- Registry of Deeds income for the year is increasing on a month-to-month basis and might exceed the income budgeted for revenues for the year.
- Federal inmate numbers at the Department of Corrections is higher than was estimated during the 2015 budget process. The jail has had a high of 45 federal inmates, with a running average of 39 federal prisoners for the year. A note of caution was expressed as this number is extremely variable and during the time period we have housed federal inmates the census has been as low as 12 inmates.
- Electronic monitoring (EM) – the county has moved to a program where inmates on EM share in the cost of the equipment where possible and save the county some costs for the program.
- Sale of timber - in process. Some revenue from the logging will appear in the 4th Quarter Review and the rest in 2016.

Trombly then reviewed expense highlights:

- Human resources budget is over budget due to increased use of the tuition reimbursement program and the advertising campaign during the County Administrator search.
- The General County budget is at currently at seventy-eight point zero four percent (78.04%) of budget due to Property and Liability Insurance increases which weren't anticipated.
- The Department of Corrections is doing very well, in part due to the new foodservice contract. The County is saving \$81,000 by not having the Fitz-Vogt contract.

Delegation Executive Committee Meeting

December 14, 2015

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- Maplewood Nursing Home - the overall resident census is currently low due to staffing shortages. An active recruitment program is underway attempting to attract nurses. The staffing shortage has resulted in a substantial increase in overtime.

Following Trombly's report, a motion was made by Dan Eaton, and seconded by John Hunt, to authorize the Treasurer to borrow in anticipation of taxes \$20 million for the 2016 Budget. The motion was opened for discussion.

There being no discussion, a roll call vote was taken, and it unanimously in favor (11-0)

Chairman Tatro acknowledged the presence at the meeting of County Treasurer Roger Zerba, who was warmly welcomed by the committee.

The proposed 2016 schedule of budget review meetings of the Executive Committee was examined and approved.

Administrator Coates then gave a quick recap of the county capital reserve accounts situation. The county currently has twelve (12) capital reserve accounts totaling \$355,000 with the Farm Capital Reserve account at \$81,000. He recommended that the number of accounts be looked at for consolidation purposes and that the existing monies in small or obsolete accounts be moved to other accounts with aim of reducing the number of accounts from twelve (12) to approximately eight (8)

The sale of the Blood Farm was reviewed and Bouchard said that the surveyor was working on the sub-division plan and that it should be ready for review shortly. Once that is finished it will be submitted to the Farm Committee / Delegation for final review before being submitted to the town of Westmoreland.

There being no further business, Tara Sad moved, and Paul Berch seconded, a motion for adjournment. Upon vote all were in favor.

The meeting was adjourned at 8:10 pm.

Respectfully submitted,



Rep. Tara Sad, Clerk

