

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

November 10th 2015

PRESENT: Commissioners Cryans, Lauer and Richards. ED Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: Shelley Hadfield, Tim Chase, Supt. Elliott, Atty. Saffo, ASD Amero, HRD Cramer, RD Monahan. Alex Nuti-de Biasi – Journal Opinion

Commissioner Richards called the meeting to order at 9:00am and began with the Pledge of Allegiance.

Commissioner Cryans arrived.

The Commissioners recognized Sabra Stephens for her Innovation Award for finding a new way to use software to make working more efficient. It saves a huge amount of time as they are now able to upload numerous emails all at once instead of one at a time. S. Stephens discussed with the Commissioners how she discovered this in the software. The Commissioners congratulated her and thanked her for her hard work.

Atty. Saffo stated that she is requesting a bid waiver for the Lexis Nexis contract renewal. She stated that Lexis Nexis is their provider for legal research. She explained that each year of the three (3) year contract is not over \$5,000 but over the three (3) year contract the total is \$10,612.20.

Commissioner Lauer moved to waive bid and accept Lexis Nexis and their contract in the amount of \$10,612.20. Commissioner Richards seconded the motion and all were in favor.

ASD Amero, Supt. Elliott, Atty. Saffo arrived and requested to go into nonpublic session.

*9:10 AM - Commissioner Richards moved to enter into non-public session for the purposes of Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Lauer "yes"; Commissioner Richards "yes". Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:06 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Michelle Morin–Grey from North Country Council arrived for the Mid Grant Public Hearing for Polly’s Pancake Parlor.

10:07AM – Commissioner Cryans opened the mid grant public hearing.

Michelle Morin – Grey stated that this CDBG was a loan to Polly’s Pancake Parlor through GCEDC for the purchase of equipment in there new facility. She stated that they opened on time in May and have created ten (10) new full time jobs, nine (9) of which were low to moderate income persons. She stated that the grant should be closed out by the end of 2015. M. Morin-Grey stated that during the peak operations they had up to forty – eight (48) employees of which approximately thirty (30) had full time hours. The owners are very happy with new building.

Commissioner Cryans asked for public comment, there was no public comment.

10:11AM – Commissioner Cryans closed the public hearing.

Commissioner Cryans asked if everyone had a chance to read the minutes from October 27th.

Commissioner Lauer moved to accept the minutes from October 27th. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 702-706; 1068-1078.

ED Libby submitted the Applicant/Recipient Disclosure Report for the APD CDBG for Commissioner Cryans to sign.

ED Libby submitted the Certificate of Vote for the BDAS Funding Extension to be adopted by the Commissioners.

Commissioner Lauer moved to adopt resolution as stated. Commissioner Richards seconded the motion and all were in favor. Commissioner Cryans then signed the certificate.

Shelley Hadfield and Tim Chase arrived for the Alice Peck Day Public Hearing.

Shelley Hadfield explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and

the range of community development activities which may be undertaken under the Community Development Act.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. A community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$750,000 total is available for micro-enterprise grants for the purpose of promoting small business.

A handout is available describing the proposed project.

10:27AM Commissioner Cryans opened public hearing # 1 – Grant Submission

Shelley Hadfield explained that this proposal to be considered by the Commissioners is a CDBG Economic Development grant request for \$500,000. The funds, less administrative costs, will be sub-granted to Monadnock Economic Development Corporation (MEDC) to cover costs associated with the development of the Alice Peck Day Medical Specialty Clinic in Lebanon and result in the creation of 25 new jobs of which at least 60% will be available to low and moderate income persons

Commissioner Cryans asked if there was any public input. There was none.

10:28AM Commissioner Cryans closed Public Hearing # 1

10:28AM Commissioner Cryans opened Public Hearing # 2 – Anti-Displacement and Relocation Plan

Shelley Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application, the County will certify that the Residential Antidisplacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

Commissioner Cryans asked if there was any public input. There was none.

10:29AM Commissioner Cryans closed Public Hearing # 2

Commissioner Richards moved to support submission of a CDBG Economic Development Application to provide funds up to \$500,000 for Monadnock Economic Development Corporation to cover costs associated with the development of the Alice

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Peck Day Medical Specialty Clinic in Lebanon and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards moved to adopt the Grafton County Antidisplacement and Relocation Assistance Plan for this project. Commissioner Lauer seconded the motion and all were in favor.

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
November 10, 2015**

October Revenue

County Revenue 10/2009	\$88,009.46	State Revenue 10/2009	\$748,325.76
County Revenue 10/2010	\$91,984.83	State Revenue 10/2010	\$704,528.64
County Revenue 10/2011	\$78,351.22	State Revenue 10/2011	\$539,096.64
County Revenue 10/2012	\$84,256.55	State Revenue 10/2012	\$520,142.40
County Revenue 10/2013	\$89,709.25	State Revenue 10/2013	\$674,817.60
County Revenue 10/2014	\$81,232.72	State Revenue 10/2014	\$666,905.28
County Revenue 10/2015	\$84,700.73	State Revenue 10/2015	\$699,200.64

Foreclosures

2009 149 year to date
2010 184 year to date
2011 178 year to date
2012 159 year to date
2013 137 year to date
2014 120 year to date
2015 87 year to date

1. New Hampshire Registry of Deeds Association had a very productive meeting at the NH Association of Counties Conference. The V.P of NACRC and PRIA was our speaker for the morning and afternoon sessions on Tuesday. He also sat in our affiliate meeting on Monday morning, and was impressed with our legislative efforts and successes on combating fraudulent filings, calling them the “Gold Standard” that other states should follow.
2. We sent out over 500 letters to house accounts informing them of the transition to the Laredo search program for January 1, 2015. Our basic search program has been in use since 1987. We have scheduled Webinar trainings for 3 dates 12/3 12/30 and 1/13. We are making every effort to make the transition as painless as possible. I chose Jan 1, 2016 for the conversion, as the beginning of the calendar year is our slowest time. There are features present in Laredo that are certain will save time and effort.
3. On November 17, I will be attending NHTech1 and NH Business Browser’s first joint session on Cybersecurity.

Respectfully submitted,

Kelley J. Monahan
November 10, 2015

HRD Cramer arrived and gave the following report:

Grafton County Human Resources Report
Donna Cramer, Human Resources Director
November 10, 2015

1) **HR Activity Report (8/1/15 – 10/31/15)**

• **New Hires**

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	24 (8 FT, 2 3/5, 14 PT/PD)	13 LNAs, 7 Dietary Aides, 1 DON, 2 Hskprs, 1 RN
Alternative Sentencing	1 (1 FT)	1 Licensed Clinician
Corrections	3 (3 PT/PD)	3 Unc Corrections Officers
Communications	1 (1 4/5)	1 Dispatcher
Sherriff's Dept	<u>1</u> (1 PT/PD)	1 Special Deputy
	30	

• **Separations**

<u>Departments</u>	<u>#</u>	
Nursing Home	11 (4 FT, 7 PT/PD)	5 LNAs, 1 Cook, 3 RNs, 2 LPNs
Communications	2 (2 PT/PD)	2 Dispatchers
Corrections	<u>4</u> (3 FT, 1 PT/PD)	1 Cook, 3 Uncertified Officers
	17	

Reasons:

- 2 Termination – Attendance Issues
- 3 Termination – Not fulfilling Per Diem requirements
- 2 Termination – Unsatisfactory Work Performance during probationary period (1 Unc. Officer, 1 NH Dietary)
- 2 Resignation – Moved away
- 3 Resignation – Another job (1 Uncert. Officer, 1 LNA, 1 LPN)
- 4 Resignation – No reason given (1 DOC cook, 1 Uncert. Officer, 1 LNA, 1 RN)

• **Leave of Absences as of October 31, 2015**

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	8	(6 are intermittent, 7 for self, 1 for family)
Nursing Home – Non-Nursing	4	(4 are intermittent, 4 for family)
Non-Nursing Home	<u>5</u>	(3 are intermittent, 2 for self, 3 for family)
TOTAL:	17	(previous month's report = 17)

• **Current Openings (as of November 6, 2015)**

<u>Positions</u>	<u>Department</u>
RN (.75 over)	Nursing Home (.75 over last month)
LPN (6.2 FTEs)	Nursing Home (3.2 last month – 2 terms, 1 FT to PD status)
LNA (15.75 FTE's)	Nursing Home (compared to 13.85 last month) (includes 4 vacant part-time Unit Aide positions)
Dietary Aide	Nursing Home – PT/PD, ongoing posting

Correction Officers

Corrections – PT/PD, ongoing posting

No orientees scheduled to date for November 18.

2) **Projects:**

- Nursing Home Turnover/CARE Training – January 2016
- Department Head Handbook – for distribution December 1, 2015
- Performance Evaluation Committee – tool/process
- HR Survey

HRD Cramer then requested to go into nonpublic session.

*11:05 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:09 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Richards moved to make an exception to the FMLA policy in affect prior to October 6, 2015, for the two (2) employees that were discussed in nonpublic and allow them to fall under the FMLA guidelines that were approved by the Commissioners on October 6, 2015. Commissioner Cryans seconded the motion and all were in favor.

Atty. Saffo, ASD Amero and Supt. Elliott arrived and went back in public session to resume their prior discussion.

*11:20 AM - Commissioner Richards moved to enter into non-public session for the purposes of Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”. Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:54 AM Commissioner Cryans declared the meeting back in public session

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Cryans stated that he and Commissioner Richards attended the Child Advocacy Center conference and Atty. Saffo was presented the Hero's award for Grafton County.

Supt. Elliott requested to go into nonpublic session.

*11:57 AM - Commissioner Richards moved to enter into non-public session for the purposes of Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes". Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*12:08 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion and all were in favor.

Tan/Tax Update – ED Libby stated that they received Livermore's tax check of \$226 and Woodstock's tax check of \$390,000. She stated that we have borrowed \$4,050,000 of our \$7 million and we have some very big expenses before December 17th so she hopes more tax checks come in early.

Commissioner Richards stated that she made her first town visit to Plymouth. Senator Forrester was there giving her report as well.

Commissioner Cryans stated that all three (3) Commissioners attended the NHAC Conference at the Mt. Washington Hotel and the following Grafton County Employees were recognized at the awards banquet:

Shelly Golden – County Employee of the Year
Craig Labore – Nursing Home Administrator of the Year
Team Award – Grafton County
Yvonne Clark – County Nursing Home Employee of the Year

12:13PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk