

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

November 14, 2017

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: Maintenance Supt. Jim Oakes, Farm Manager Donnie Kimball, Register of Deeds Kelley Monahan and Human Service Administrator Nancy Bishop.

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
November 14, 2017**

October Revenue

County Revenue 10/2009	\$ 79,119.71	State Revenue 10/2009	\$ 748,325.76
County Revenue 10/2010	\$ 82,306.17	State Revenue 10/2010	\$ 704,528.64
County Revenue 10/2011	\$ 92,307.85	State Revenue 10/2011	\$ 539,096.64
County Revenue 10/2012	\$ 91,223.74	State Revenue 10/2012	\$ 520,142.40
County Revenue 10/2013	\$100,189.73	State Revenue 10/2013	\$ 674,817.60
County Revenue 10/2014	\$107,943.41	State Revenue 10/2014	\$ 669,905.28
County Revenue 10/2015	\$115,819.72	State Revenue 10/2015	\$ 699,200.64
County Revenue 10/2016	\$104,746.42	State Revenue 10/2016	\$ 763,901.76
County Revenue 10/2017	\$106,846.00	State Revenue 10/2017	\$1,014,527.92

Foreclosures

2009 149 year to date
2010 184 year to date
2011 178 year to date
2012 159 year to date
2013 138 year to date
2014 129 year to date
2015 100 year to date
2016 92 year to date
2017 64 year to date

1. The "Everything E" Educational Symposium sponsored by the NH Register of Deeds Association held on November 7, 2017 was attended by 120 interested parties.

Respectfully Submitted,

Kelley J. Monahan

Commissioner Ahern noted the possibility of New Hampshire becoming a Judicial Foreclosure state.

FM Kimball arrived and gave the following report:

1. Currently milking 73 cows. We are shipping 5,550lbs daily, averaging 76lbs. per cow.
2. Price of milking is holding steady, now at \$19.47 per hundredweight.
3. Fully staffed now, Brian came back October 16th, working fulltime.
4. Fall crops are all harvested. We had a nice crop of potatoes, pumpkins and squash. The cow corn was down compared to last year, mostly due to the fact that we had a very cool and damp spring. Because of this the corn was planted later and there wasn't enough hot days to help with growth. This also affected the pumpkin patch with weeds. The weeds were an issue throughout the area. Even spraying this year didn't seem to slow weed growth.
5. Currently, spreading manure on the fields and putting equipment away for the winter.
6. Spoke with Superintendent Elliott about inmate labor. Setting up a meeting in December to plan for next year with the farm and garden.

FM Kimball noted that he received a letter from the Lancaster DHIA. He stated that Grafton County Farm is 8th overall for high protein in their Holstein herd out of the farms in Maine, New Hampshire, Vermont, Massachusetts, Pennsylvania and Connecticut. He also stated that their Jersey cow herd is 3rd. He stated that they are receiving two (2) awards and would like to send Ben White to represent Grafton County. The awards are located in Smoketown, Pennsylvania on December 12th. The Commissioners congratulated FM Kimball and his staff on their excellent work.

Commissioner Piper moved to approve the out of state travel request. Commissioner Ahern seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the November 7th meeting. Commissioner Piper had a few edits.

Commissioner Piper moved to approve the minutes from the November 7th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

The Commissioners signed check register 1070.

Commissioner Issues:

Commissioner Piper attended the 3rd TIF Feasibility Study for Lebanon yesterday. There will be one more meeting for the members to present their questions for the feasibility study.

Supt. Oakes arrived and gave the following report:

October 17 – November 13, 2017

COMPLEX

Force Main Sewer Project

- *Engineering*
 - Plans, specifications and contract documents complete
 - Sent copy to NH DES for review
 - Received hard copies for us & Town of Haverhill
- *Construction*
 - Construction portion of project put out to bid week of 11/6
 - Pre-bid meeting held 11/13...representatives from four construction firms attended. Others may bid the project provided they conduct a site visit
 - Bids due no later than Monday, 12/11
 - Bid opening date Tuesday 12/12
- *Easement*
 - Town of Haverhill agreed to and signed off on easement. Easement has been signed by all parties and recorded at the Registry of Deeds

Fire Alarm Systems – All buildings complete other than the DOC. All passed. The DOC is 2/3 done and scheduled to be completed 11/15. So far there are no discrepancies there.

Generator – The Nursing Home / Biomass generator never went through the NH DES engineering registration approval process when it was initially installed in 2002. Over the last year I've worked with DES to retroactively register it, specifically the Above-ground Storage Tank (AST) portion of this unit. Because it wasn't initially registered, we are obligated to follow newer, more stringent DES rule changes implemented in 2013, which have added complication and expense. *We've addressed all of the items DES identified and are just waiting for the Connecticut River Advisory Group to voice any concerns they may have. Once we are past that I will schedule a DES on site visit to complete so they can inspect the generator first hand to complete the registration process*

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Circuit Court Office Ceiling Abatement Project

- Abatement
 - The Lawson Group and Enviro-Vantage completed the abatement of select circuit court areas.
 - Renovations of subject space is on track
 - Service area complete
 - Vestibule to courtroom 95% complete
 - Small office off vestibule is complete

- Large office area about 40% complete
- The Bureau of Court Facilities (BCF) has decided to replace the carpet in all areas before reoccupying this space. I solicited bids from three vendors and the BCF choose Valley Floors to perform this work. Replacing the carpet will delay reoccupation of the Circuit Court Offices

Fiber Optics – NH Dept. of Corrections IT is in the process of having Fairpoint install a fiber optic run from the phone room in the courthouse to the Corrections & Probation Server area. My staff helped ARCOM, a vendor the state hired to run inner duct for this project.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Wooden Road Front Sign – Sign in disrepair due to rotted sections and need of paint job. *Job complete*

Kitchen – Dishwasher wouldn't stay running. Replaced bad contactor but problem persisted. Hobart troubleshoot problem further and found bad conveyor circuit card. Jumped wires to enable use of machine while circuit card is backordered. *Hobart returned at a later date and replace the circuit card.*

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Sprinkler System – 115 heads due 50-year replacement...a *Hampshire Fire Protection service tech replaced greater than 50% of them on 11/13 and will be back in the next week or so to complete the job.*

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Security Glass – Inmate broke glazing in F09 cell door...*replaced glazing*

Security Glass – CO broke security glass in B103 Central door in sally port...*glass backordered*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler System – Need to upgrade sprinkler system to exposed manifolds and heads to replace 29 existing dry-pendent heads requiring expense of special inspection every 10-years. *Iron Works Fire Protection completed this work 11/3*

FARM

Slop Shed – Donnie requested power and water for slop shed. Coordinated with contractor to dig ditch, lay insulated water lines (hot and cold) from milk house to slop shed and install electrical from main barn panel to slop shed in conduit. Back-filled ditch, seeded and mulched. *Everything is hooked up and working. In the process of installing B-vent through roof for exhaust.*

Dairy Barn – South gutter cleaner electric motor failed...replaced motor

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Power – Battery backup failed during power outage and ALARM system did not send an alarm for loss of power and subsequent boiler shut down. Installed temporary battery backup and I am in the process of trying to get Messersmith and CTI to figure out why the system did not alarm.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Boom Lift – 10 hydraulic hoses cracked and leaking from dry-rot...*United Rentals replaced all the hoses and completed the annual ANSI inspection. The boom is back on site and in service*

OTHER

Winter Preparation

- Installed plows and sander on trucks
- Staked outside utilities and sidewalks
- Put out ice melt at doors
- Shut off water and blew out lines to farm stand, greenhouse and master garden area

Separate Pay Grades for Licensed Employees – Several months ago I mentioned my desire to create separate pay grades for licensed employees because our current pay grade scale is too low to attract most licensed individuals. My intention is to convert through attrition existing Skilled Maintenance positions into licensed positions, thus there will be no staffing increases. The

licensed positions targeted (see attached list and proposed salary scale), if filled, will greatly reduce our contracted maintenance throughout the complex and the savings gained will more than pay for the increased cost in salary and benefits paid to the licensed employees. HR had the county's pay consultant review my request and they said the changes I wanted are reasonable and in line with the current market. I am requesting approval to create these positions at the proposed salary ranges and to start filling them with either existing licensed employees starting in FY19 or with newly hired employees sometime after that date, as the attrition process takes place.

Route 10 Speed Limit – I met with two NH DOT traffic engineers a few weeks ago to discuss their ideas on how to better manage traffic on Route 10 in front of the complex. They said the traffic statistics they gathered to evaluate our request to drop the speed limit did not support our request. There wasn't enough traffic flow. When asked why they wouldn't drop it anyway based on reasons for our request, they said many people wouldn't observe the new speed limit anyway. Their suggestion is to widen Route 10 in front of the complex to add turning lanes in front of the complex. They also suggested closing the driveway between the A.S. Building and Nursing Home. Lastly, they said we would have to hire and pay for a traffic engineer to conduct a feasibility study of the recommended changes. Lastly, they said they would entertain cost sharing to widen the road and install turning lanes.

Commissioner a Piper moved to approve the creation of the Grade 11 Licensed Maintenance Assistant – Master Electrician & Master Plumber and Grade 12 Licensed Maintenance Assistant – Commercial HVAC Certified & Licensed Gas Fitter.
Commissioner Ahern seconded the motion and all were in favor.

Speed Limit Discussion – The Commissioners discussed the issue of the speed limit outside of the County Complex and agreed to invite Executive Councilor Joe Kenney to a Commissioner meeting to discuss this issue.

Commissioner Issues continued:

Commissioner Ahern attended the Municipal Law Section meeting. He stated that there will be several pieces of legislation in regards to the Right to Know Law and the public having more access.

Commissioner Lauer testified in front of the SEC for Northern Pass last week.

CA Libby stated that on Tuesday December 5th HR Director Clough has arranged a Supervisors' Training by Primex for all managers and supervisors throughout all the departments. The Commissioners agreed to move that week's meeting to Monday December 4th.

Human Services Administrator Bishop arrived to discuss funding for Social Services agencies. The Commissioners had previously discussed developing a policy. HSA Bishop is needing to get the advertisement and applications out and would like direction before these are issued. The Commissioners discussed their different thoughts and what each Commissioner felt were

important goals in regards to funding these Social Services agencies. The Commissioners discussed what “strengthen families” really meant. It was agreed that this was a broad statement and that an argument could be made to fund almost anything under that category. Commissioner Piper stated that this broad language had caused confusion and inconvenience for an agency in her District. The Commissioners agreed that this would not be listed as a key goal in their policy. They also directed HSA Bishop to advise any agencies who had applied for funding for the 2018 budget to submit applications this year, if the new language were to cause any confusion. Commissioner Ahern felt that if agencies are receiving funding from towns/cities that they should not be receiving funding from the County as well. Commissioner Lauer and Piper did not agree with that. Commissioner Ahern suggested putting a cap on the amount to be funded. The Commissioners discussed what that might look like. Commissioner Lauer stated that she isn’t in favor of putting a cap on funding as different organizations have different needs and they should look at each one individually. However, the consensus of the Commissioners, in regards to the decision of the actual amount of funding for each agency, would be made during the regular budget process. After a lengthy discussion the Commissioners agreed that the following would be their policy for Social Service Funding:

Requests are restricted to services for Grafton County residents only. The funds are traditionally allocated to those agencies providing services which demonstrate the ability to support our key goals to:

- Assist elderly, disabled and frail adults to remain living independently.
- Reduce entry or recidivism to the Department of Correction

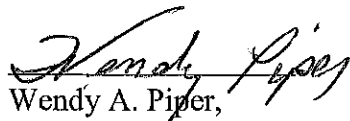
Agencies are not guaranteed funding.

Commissioner Ahern moved to adopt the Social Services Funding Policy as stated above. Commissioner Piper seconded the motion and all were in favor.

HSA Bishop stated that she would get the advertisement sent out and that applications for funding would be due in the middle of December. Commissioner Ahern noted that they will be further discussing the funding of individual agencies during the budget meetings.

11:04 AM with no further business the meeting adjourned.

Respectfully Submitted,


Wendy A. Piper,
Clerk