

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
February 12, 2019

PRESENT: Commissioners Lauer, Piper and Morris, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: IT Manager Ruggles, Register of Deeds Monahan, Sheriff Stiegler, Captain Kelly, County Attorney Hornick, Supt. Elliott, and Farm Manager Knapton.

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

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds**  
**Kelley J. Monahan Register**  
**Report to Commissioners**  
**February 12, 2019**

**January Revenue**

|                       |              |                      |                |
|-----------------------|--------------|----------------------|----------------|
| County Revenue 1/2009 | \$ 84,729.49 | State Revenue 1/2009 | \$ 461,603.52  |
| County Revenue 1/2010 | \$108,231.15 | State Revenue 1/2010 | \$ 339,951.36  |
| County Revenue 1/2011 | \$ 73,069.91 | State Revenue 1/2011 | \$ 324,824.64  |
| County Revenue 1/2012 | \$109,828.59 | State Revenue 1/2012 | \$ 256,680.00  |
| County Revenue 1/2013 | \$ 67,564.86 | State Revenue 1/2013 | \$ 301,115.52  |
| County Revenue 1/2014 | \$ 92,871.93 | State Revenue 1/2014 | \$ 405,148.80  |
| County Revenue 1/2015 | \$ 79,309.95 | State Revenue 1/2015 | \$ 396,939.84  |
| County Revenue 1/2016 | \$ 89,240.39 | State Revenue 1/2016 | \$ 451,948.80  |
| County Revenue 1/2017 | \$106,195.98 | State Revenue 1/2017 | \$1,327,038.72 |
| County Revenue 1/2018 | \$ 74,947.83 | State Revenue 1/2018 | \$ 736,207.68  |
| County Revenue 1/2019 | \$ 63,278.54 | State Revenue 1/2019 | \$ 592,052.12  |

**Foreclosures**

2009 14 year to date  
2010 21 year to date  
2011 14 year to date  
2012 12 year to date  
2013 19 year to date  
2014 15 year to date  
2015 13 year to date  
2016 14 year to date  
2017 5 year to date  
2018 4 year to date  
2019 7 year to date

1. During the last week of December, we experienced an unusual power failure where 3 of our backup server batteries all failed simultaneously. The following day, we noticed that a large printer that we use for specific projects had lost power and would not power up. We have a maintenance contract with Fidlar Technologies on these batteries and over the week they were replaced at the cost of \$750.00 (3 @ \$250.00) The source of the printer failure was a tripped circuit breaker.

Late afternoon on Friday 1/11/19 we heard an announcement over the intercom system that gave notice of a generator test in 5 minutes to seek find the source of the December outage. The staff went into action and quickly processed the documents that were in the queue.

I attempted to locate J. Oakes who was off site and located Brent Ruggles who was working with a member of the maintenance team and told him that this was not enough notice or time, and in the future, we would need 15-minute notice and to please not schedule generator tests during the work day. On Monday I sent out an email asking for this time and communication going forward.

On 1/14/19 I received an email from Jim Oakes asking me to explain why my department was different that the others in the building. I sent that explanation, which outlines our vulnerabilities and liabilities and sent it back to J. Oakes. It is now understood that we cannot tolerate generator testing during live work hours. It is up to Fidlar to make the claim on the batteries.

Our system is a live time stamp from 8-4 M-F. We have just invested in and installed close to \$40,000 in new computer hardware in recent months.

2. We have successfully completed the first 3 of 6 stages of our conversion to our new hardware and software systems. I have asked IT Manager Brent Ruggles to join us to answer any questions regarding the County's cooperation with our conversion and with working with Fidlar Technologies. I look forward to our meeting on 2/19/2019 in the Registry to familiarize the Commissioners with our operation.
3. I was asked to represent the NH Register of Deeds Association in opposition to HB600 in the Ways and Means Committee. I have attached the letter from President Cathy Stacey, the bill language and RSA 78-B on exemptions. I explained to the committee the risks involved with this type of broad legislation. I have attached the amendment which was presented during the hearing. There is a great deal of proposed legislation that will affect tax exemption on property taxes and RETT.
4. All account holders and municipalities of Grafton Co. have been noticed on the dates and requirements of our webinar trainings for the new Laredo Search. The notice is on our website homepage at NHdeeds.com Grafton. We are anticipating a late March - early April conversion. It was my goal to schedule the trainings and conversion at our slowest time of year. As there are many moving parts, we do not presently have a firm "go-live" date. I have attached the mailer. Notice went out in paper billing cycle and via email blasts.

5. After much discussion, GCRD request the approval of the GCBC for the Registry of Deeds to stop document recording at 12:00 PM and close the office at 1:00 PM on Wednesday 12/24/2019. Since New Year's Eve is one of our busiest days, we will work the entire day. These times will be posted to the website.

Respectfully Submitted,  
Kelley J. Monahan

**MOTION:** Commissioner Morris moved to approve the request of RD Monahan to stop document recording at 12:00pm and close the office at 1:00pm on December 24<sup>th</sup>, 2019. Commissioner Piper seconded the motion and all were in favor.

Farm Manager Knapton arrived and gave the following report:

### February 2019 Farm Report

- One applicant has filled out Grafton County application for part time position
- Down to 2 workers from the jail
- Repair of barn is complete, Groton Timberworks
- 5/10 sows confirmed pregnant with ultrasound
- Thinking about garden alternatives for pesticide use and at the same time training for pesticide license
- Spreadsheet presented to the jail was well received for garden inventory/cash reconciliation
- NH HB476 NH Dairy Premium Fund – FM Knapton stated that this is trying to create a premium label specifically for New Hampshire dairy products. If they are processed in another state New Hampshire farms would receive a premium check at the end of the year. She stated that she is waiting to get more information on the bill.
- Water recycling project – She explained they put in a plate cooler, it uses a lot of water and it is costing a lot of money. They are looking to take the fresh warm water coming in rather than having it go down the drain, using that to water the calves and heifers.

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 5<sup>th</sup> meeting.

**MOTION:** Commissioner Morris moved to approve the minutes from the February 5<sup>th</sup> meeting. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 36-37; 1116; 1118-1122.

The Town of Haverhill Rec Department is raising money for a playground for behind the Morrill building. They are going to have a car show this spring to raise money and they have asked if they can use the Courthouse parking lot on May 25<sup>th</sup>.

**MOTION:** Commissioner Piper moved to approve the request for the Haverhill Recreation Department to use the Courthouse parking lot on May 25<sup>th</sup>. Commissioner Morris seconded the motion and all were in favor.

CA Libby submitted the DoC Superior Court Report for the month of January for the Commissioners to review.

Steering Committee Meeting – CA Libby stated that she is unable to attend this meeting on Friday as she will be out of town. Commissioner Piper stated that she is unable to attend as well because of her teaching commitments. CA Libby stated that hopefully one of them will be able to attend the next meeting.

CGI Video Program Renewal – CA Libby stated that it is time to renew the contract with CGI for the Video Tours that are on the county's website. She stated that there is no cost to Grafton County and asked if this is something the Commissioners want to continue to do. The Commissioners were all in agreement that would like to renew the contract and continue to promote the county in any way they can.

CA Libby submitted the following CDBG Drawdown requests for Commissioner Lauer to sign.

- NHARDC/Business TA - \$89,617
- Cottage Hospital Feasibility - \$3,816

CA Libby requested to close the Commissioners' Office on Friday July 5<sup>th</sup> and the staff will use earned time for that day.

**MOTION:** Commissioner Morris moved to close the Commissioners' Office on Friday July 5<sup>th</sup>. Commissioner Piper seconded the motion and all were in favor.

Atty. Hornick arrived with several out of state travel requests.

Atty. Hornick stated that she is requesting out of state travel for Antonia Barry, Assistant County Attorney, and herself to go to the International Conference on Sexual Assault, Intimate Partner, Violence in San Diego, CA from April 22 through April 25, 2019. She stated that their office received a grant "SAJI" and this conference is covered 100% through the grant to send two people from their office. Atty. Hornick stated that she is unsure yet if she will be able to attend but she would like approval in the case that she is able to go. This conference would be extremely advantageous in the day-to-day work that Antonia and this office does as it provides an all-inclusive prosecutor's perspective on assessing and prosecuting sexual assault cases.

**MOTION:** Commissioner Morris moved to approve the out of state travel request for Assistant County Attorney Barry and County Attorney Hornick to attend the International Conference on Sexual Assault, Intimate Partner, Violence in San Diego, CA from April 22-25. Commissioner Piper seconded the motion and all were in favor.

Atty. Hornick stated that she is looking for out of state travel approval for Carin Sillars, Victim/Witness Coordinator to go to Annual PBK User Conference in St. Louis, Missouri from April 16-18, 2019. Carin has been asked by PBK to present at their annual conference. PBK is paying for Carin's

hotel and registration fee. The office is requesting payment for the flight which is approximately \$365 round trip, and meals and travel expenses to and from the airport for an additional \$385.00.

**MOTION:** Commissioner Piper moved to approve the out of state travel request for Victim Witness Coordinator Sillars to attend the Annual PBK User Conference in St. Louis, Missouri from April 16-18<sup>th</sup>. Commissioner Morris seconded the motion and all were in favor.

Atty. Hornick stated that she is looking for Out of State Travel approval for Paul Fitzgerald, Deputy County Attorney, to go to the 2019 National Cyber Crime Conference in Norwood, MA from April 29, 2019 through May 1, 2019. Paul and other attorneys in the office have attended this National Conference several times. Paul handles all of cybercrime cases within the office and with technology every changing this conference is essential to the work he does. She stated that their office has also received partial scholarship to attend. We have requested a scholarship for the registration fee and sometimes we get more but we don't have that information yet, Paul will most likely only need lodging accommodations. The hotel is approximately \$475, mileage would be approximately \$157 and registration fee last year was \$350. The conference should be in the proximity of \$1000.

**MOTION:** Commissioner Morris moved to approve the out of state travel request for Deputy County Attorney Fitzgerald to attend the National Cyber Crime Conference in Norwood, MA from April 29<sup>th</sup> – May 1<sup>st</sup>. Commissioner Piper seconded the motion and all were in favor.

Atty. Hornick stated that she is looking for approval for herself to attend the Understanding and Responding to Crimes Against Children conference in Bennington, VT on April 15<sup>th</sup>. She stated that the registration fee is \$30 plus mileage if the county car is not available.

**MOTION:** Commissioner Morris moved to approve the out of state travel request for Atty. Hornick to attend the Understanding and Responding to Crimes Against Children Conference in Bennington, VT on April 15<sup>th</sup>. Commissioner Piper seconded the motion and all were in favor.

Atty. Hornick stated she is looking for approval to send Sabra Stephens, Victim/Witness Coordinator, to The American Academy of Bereavement in Fort Collins, CO from May 6, 2019-May 9, 2019. She stated that Sabra has worked in the Victim/Witness program for many years and approximately five years as a Victim/Witness Coordinator. Sabra handles many different crime victims and witnesses. The office has several negligent homicide cases that Sabra is assigned to. This conference comes highly recommended and feels it would be beneficial for everyone to have Sabra attend. She stated that the maximum cost would be \$2,298.20 but it could be less.

**MOTION:** Commissioner Piper moved to approve the out of state travel request for The Victim Witness Coordinator to attend the American Academy of Bereavement in Fort Collins, CO from May 6-9. Commissioner Morris seconded the motion and all were in favor.

Atty. Hornick stated that Littleton Police Chief Paul Smith contacted her a couple of weeks ago stating that he had been told by his prosecutor that he was giving his two (2) week notice for

another job. She stated Chief Smith feels that he did not have succession plan in place and this caught him off guard. Atty. Hornick stated that Chief Smith had asked if it was possible to put together an arrangement along the lines of what the towns of Bethlehem and Haverhill have with the County Attorney's office for prosecuting Circuit Court cases. She told Chief Smith that she would have to look into it and discuss it with the Commissioners to see if they were receptive to the idea. She explained that there are a lot of things she needs to look into including the cost. She stated that to the extent they can the County Attorney's Office will help in this transition. It may make sense in the overall picture; it may be a benefit to have another person through our office take on that position. She stated that she is not sure yet and has a lot of research to do on the topic. She wants to make sure that this would not have any additional cost as well as more energy that they don't have to give. Commissioner Lauer stated that her concern would be the availability of attorneys as they all currently have full caseloads and taking on additional responsibilities may mean additional help. Atty. Hornick stated that as they are looking at the upcoming budget she may be looking to add in a part time prosecutor based on the caseloads and pressure on the current staff. She stated that she would be looking for an additional person to take on the Littleton case load and have her current staff handle the transition phase to the extent they can with the understanding that Littleton knows there is a cost associated with this. She stated that she will continue to look into this further.

Atty. Hornick stated that she also has the contract for prosecution of circuit court cases in Rumney that needs to be signed by the Commissioners. CA Libby stated that this contract is with the Town of Rumney for circuit court prosecution. She stated that Rumney's contract is on an as needed basis. This is readopting the same contract that has been adopted in the past.

**MOTION:** Commissioner Morris moved to renew the contract with the Town of Rumney for circuit court prosecution as needed. Commissioner Piper seconded the motion and all were in favor.

Opioid Lawsuit Update ~ CA Libby requested to go into nonpublic Session per RSA 91-A:3, II (I)

**MOTION:** \* 10:10 AM Commissioner Piper moved to enter into non-public session for the purposes of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (I) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes"; Commissioner Morris "yes". Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\*10:24 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion and all were in favor.

Sheriff Stiegler and Captain Kelly arrived and gave the following report:

**January 2019 Activity:**

Prisoner Transports — 73

Involuntary Emergency Admins — 7

Criminal Investigations taken in — 16

Arrest on Warrant or on site — 38

Civil Services — 228

Total Abode — 85

In Hand— 101

Unable to locate — 18

Current number of pending Warrants on 01-31-2019 = 512 Miles logged for January 2019 = 25,875

Three (3) letters of commendation/Appreciation from the public received since 01-02-2019 (all representing performance of a deputy doing his job.

One (1) Cruiser accident resulting in \$9,000.00 worth of damages to a cruiser. Captain Kelly stated that they have received full payment from the insurance company of the person who hit the cruiser.

New Department Motto, Mission and Vision Statements implemented (see attached).

Shifting of office space is pending for investigations due to Deputy Combs being away for further digital forensic training.

Meeting with Groton Selectmen later today about continuing our patrol efforts they have contracted us for over the past several months.

\* Significant cruiser problems;

- 1) 2019 models - couldn't get a date for brown paint.
- 2) Berlin Ford unable to fulfill its pledge to provide two (2) 2019 interceptor SUV's
- 3) Prior administration had purchased approximately \$15,000.00 worth of equipment for 2019 cruisers through Ossipee Mountain Electronics that is in the "Q" at the Moultonborough facility.
- 4) Captain Kelly is attempting to work with several vendors to remedy these issues. Current cruisers continue to rack up extensive mileage on a daily basis and both of the two that are out of service should be sold to free up parking spaces in the rear parking lot.

Captain Kelly stated that they have found two (2) brand new 2018 cruisers at MHQ in Marlboro Massachusetts. He stated that these cruisers are slightly more expensive as this company installs the new equipment in them. The total is \$ 65,927.20 for two (2) cruisers. He stated that by

purchasing the 2018 cruisers they are saving \$1,000 per cruisers and assured the Commissioners that these are brand new cruisers. These cruisers are identical to the 2019s and the equipment they have already purchased will fit in them. He stated that they are also looking to take the money that comes in from the sale of the two (2) used cruisers that are currently out to bid and use that to offset the \$4,269.39 difference in the cost of these cruisers versus what they have in the budget. CA Libby stated that before the Commissioners vote on anything they need to make sure that everything is in order and they are doing everything legally. She stated that they currently have bids out that are due Friday for the purchase of two (2) 2020 cruisers. She needs to look into that to see what they would need to do with those bids once they are received. She stated that they also have the bid that was accepted from Berlin City in August for the two (2) 2019 cruisers. She stated that the bid that was accepted is null and void because they can no longer meet the requirements of the bid. She asked Sheriff Stiegler and Captain Kelly to wait on making the purchase through MHQ until she has time to look into the matter.

Supt. Elliott arrived to discuss approval of his policy and procedures. He had given the Commissioners the updated policies and procedures prior to the meeting for their review. He reviewed some changes and answered questions from the Commissioners.

**MOTION:** Commissioner Piper moved to approve the revised Department of Corrections Standard Operating Policies and Procedures. Commissioner Morris seconded the motion and all were in favor.

Supt. Elliott thanked Commissioner Morris for coming over and visiting the facility.

CA Libby stated that the Commissioners can waive the bid process for the cruiser purchase and accept the quote from MHQ but it needs to be contingent upon legal review.

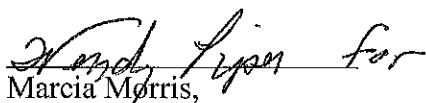
**MOTION:** Commissioner Piper moved to waive the bidding process and purchase two (2) 2018 Ford Police Interceptor cruisers from MHQ in the amount of \$32,963.60 for a total of \$65,927.20 contingent upon legal review. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that she had reached out to Geoff Sewake regarding the request for them to assist the County's Strategic Planning. He had stated that they appreciate the opportunity to facilitate; it is the team's position that it would put them in a potential conflict of interest so they need to decline. CA Libby stated that she will reach out to Primex to see if they have any information.

Commissioner Morris visited the DoC last week and will be visiting the Sheriff's Department later today.

10:16 AM With no further business the meeting adjourned.

Respectfully Submitted,

  
Marcia Morris,  
Clerk