

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

February 16th, 2016

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

OTHERS PRESENT: RD Monahan, Atty. Saffo, HSA Bishop, Supt. Oakes, UNH Forester Jim Frohn, Chris Wellington- GCEDC, Atty. Saffo.

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

Commissioner Richards participated by phone according to RSA 91-A:2 with the reason being that she was unable to attend due to weather conditions. Telephone participation was at her request. It was noted that all votes must be taken by a roll call.

HSA Bishop arrived and gave the following report (*see attached)

HSA Bishop stated that she and Commissioner Richards visited a couple of agencies. Commissioner Richards stated that she went to another two (2) agencies yesterday as well.

Supt. Oakes arrived and gave the following report:

January 26 - February 15, 2016

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Safety Audit – Last week an inspector from the Dept. of Labor stopped by unannounced to perform a safety audit of the county's safety programs and to inspect all our buildings. The inspector completed his audit of the safety programs and inspected the nursing home. He will be back tomorrow and Friday to finish up his inspection of the buildings

COURTHOUSE

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

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler System – 1” union leaking (slow drip) in basement storage room...Hampshire Fire Protection tech *replaced bad section of pipe*

Nurse Call System – Beacon over Maple dining room door not working...*replaced beacon*

Laundry – Washer 1 drain motor failed...*replaced motor*

Laundry – Dryer 3 on/off switch to lint collector bad...*replaced switch*

Domestic Hot Water (DHW) – Circulation pump impeller failed...*replaced pump impeller assembly*

DHW – Tempering valve outside of kitchen leaking above ceiling...*replaced leaking gauge*

DHW – 69 Building periodically flowed rust colored...*flushed DHW tank several times*

Electrical – Several GFCI outlets throughout fail test...*replaced outlets*

ADMINISTRATIVE BUILDING

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

HVAC – Heat not working in room 110...*replaced zone valve*

DEPT. OF CORRECTIONS

HVAC – Heat pump HP-H7 serving kitchen area has capacitor, fan motor and harness shorted out...*Trane ordered replacement parts and will replace under warranty once parts come in*

HVAC – Heat pump HP-B17 not heating employee locker rooms (suspect bad compressor)...*awaiting Trane to send a tech to troubleshoot*

HVAC – Air handler AHU-B1 supply fan contactor humming...*Replaced contactor*

Plumbing – Several electronic flush control circuit boards burned out prematurely...*Determined Interstate Electric installed under-sized transformers for these systems. Notified Dan Smith from HP Cummings and he is working with Interstate Electric to rectify the problem*

Laundry – Dryer serving Women’s housing unit not working...*replaced high temp limit thermostat*

Kitchen – Dishwasher curtains worn causing unit to lose wash temp...*replaced curtains*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

HEIFER BARN – In process of getting quote from CFW Electric to help us run new circuits in heifer barn to connect to new water bowls with electric heating element

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

TRAINING

AED/CPR Training – Three employees received the subject training

Backflow Device Training – Chris Blake spent a day in Manchester attending a backflow device testing refresher course to earn 6 CEU's towards recertification as New Water Works Association Backflow Device Tester

Primex Sponsored Supervisory Training – Richard Thompson and I spent a day attending this on-site training seminar

Commissioner Cryans asked if everyone had a chance to read the minutes from February 9th.

Commissioner Lauer moved to approve the minutes. Commissioner Richards seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes". Commissioner Cryans stated that a majority of the board voted yes and the motion is passed.

The Commissioners signed check registers 726-727; 1133-1137.

CA Libby submitted the NACO Prescription Drug Report for the month of January to the Commissioners. She stated that they had a price savings of \$1,896.80 which is an average savings of \$16.70 or 35.79% and there were a total of sixty (60) utilizers.

Jim Frohn, Forester arrived to give the Commissioners an update on the logging operation. He gave the attached report and answered various questions from the Commissioners.

Harvesting roughly 16 patch cuts, totaling about 32-35 acres, purpose was to create conditions for regeneration in order to perpetuate the timber crop on the property over time.

Chris Wellington arrived and gave the attached updates on the Grafton County Economic Development Council to the Commissioners and answered various questions.

*10:42 - Commissioner Lauer 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 Lauer "yes". Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:06 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes". Commissioner Cryans stated that a majority of the board voted yes and the motion is passed.

Atty. Saffo arrived to revisit a prior discussion regarding possible office space for some of her staff members in the basement of the Administration building. RD Monahan was present and presented the Commissioners and Attorney Saffo with a written document stating the reasons why she felt the Attorney's Office should not use downstairs office space. Atty. Saffo explained that she is trying to come up with a cost effective solution to their situation. She had a lengthy discussion with the Commissioners and CA Libby about different options they have. CA Libby stated that the Attorney's Office is more than welcome to use what office space they have available on the 2nd floor. She explained that they have a receptionist area that can be used as well as a couple open offices and the front conference room. Atty. Saffo stated that she would take a walk around and look at the available offices. The Commissioners felt that this was a good option if the office space that was available worked for CA Saffo and her staff.

CA Libby submitted the following drawdown requests for Commissioner Cryans to sign.

NH Alliance of RDC's - \$6,832
Plymouth Senior Center - \$ 6,035

January Financial Reports:

Monthly Variance Report: CA Libby stated that there is not a whole lot of change. The expense side is looking better because the payrolls are starting to even themselves out as they go through the remainder of the year. The nursing home is roughly \$214,000 behind in revenue and CA Libby stated that she does not suspect that it will get better at this time.

Prorated Report: CA Libby stated that they still have a negative unassigned fund balance. She stated that she will continue to monitor the numbers.

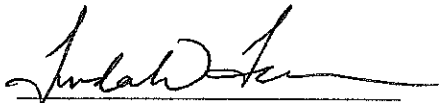
Commissioner Richards stated that she visited some of her agencies. She stated that she went with HSA Bishop to the HIV Center and West Central. She stated that they are very impressive agencies.

Commissioner Lauer stated that she attended the North Country Council Scenic Byways Council Committee Meeting. They have four (4) scenic byways approved. She explained that right now it is going to be a matter of figuring out a method of standardization on state maps because there seems to be many scenic byways on the state map. The other issue they are currently dealing with is trying to create signage for these routes.

Commissioner Cryans attended the NHAC meeting on Friday. Carol Holden was elected as the Vice-Chair. There was a lot of discussion of Drug Court and the lack of interest by some.

12:01PM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Linda D. Lauer", written over a horizontal line.

Linda D. Lauer, Clerk

Yearly Comparison by Category:

	<u>FY 05</u>	<u>FY 06</u>	<u>FY 07</u>	<u>FY 08</u>
OAA	3,329.19	1,653.21	921.75	84.00
APTD	7,234.68	7,792.33	22,903.47	8,021.27
INC	167,814.26	81,951.55	75,987.80	98,901.58
ANB	0	0	0	0
<u>DCYF</u>	<u>79,472.22</u>	<u>64,323.81</u>	<u>60,257.00</u>	<u>53,355.60</u>
	257,850.35	155,720.90	160,070.02	160,362.45

BREAKDOWN by Month

	<u>FY 16</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>
OAA			.00	.00	.00
APTD			607.16	3,424.89	.00
INC			3,883.29	3,209.08	4,292.33
ANB			.00	.00	.00
<u>DCYF</u>		<u>65.97</u>	<u>129.16</u>	<u>72.03</u>	<u>52.35</u>
TOTALS		65.97	4,619.61	6,706.00	4,344.68

Statutory credits received by year

SB 409 CREDIT	130,846.08	135,155.63	134,974.30	154,555.54
% OF TOTAL CR	6.54	6.76	6.75	7.73

2016 RECOVERIES

<u>FY 09</u>	<u>FY 10</u>	<u>FY11</u>	<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
4,155.75	.00	0.00	121.47	0.00	7,797.95
7,703.85	9,194.83	1,896.05	4,678.04	9,823.56	8,340.25
82,160.57	68,864.90	108,198.38	113,498.16	122,895.30	166,393.61
0	0	0	0	0	12,330.60
<u>19,428.43</u>	<u>7,364.96</u>	<u>6,484.20</u>	<u>2,921.93</u>	<u>2,338.00</u>	<u>3,206.71</u>
113,448.60	85,424.69	116,578.63	121,219.60	135,056.86	198,069.12

<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>
.00	.00				
.00	.00				
3,030.54	469.34				
.00	.00				
<u>83.84</u>	<u>49.74</u>				
3,114.38	519.08	-	-	-	-

HB 2 credits begin

405,553.00	385,865.41	369,992.00	436,979.00	449,594.00	274,069.00
8.11	7.72	7.40	5.82	5.96	5.48

FY15	FY16
0.00	0.00
11,872.41	4,032.05
133,485.99	14,884.58
0.00	0.00
<u>2,737.27</u>	<u>453.09</u>
148,095.67	19,369.72

<u>May</u>	<u>Jun</u>	<u>TOTALS</u>
		-
		4,032.05
		14,884.58
		-
		<u>453.09</u>
-	-	19,369.72

264,250.00	254,733.00
5.29	5.09



STRATEGIC PLAN - Focus Areas

1.) FINANCING

2.) SMALL BUSINESS & ENTREPRENEURIAL DEVELOPMENT

3.) MUNICIPAL SUPPORT AND BUSINESS RETENTION/RECRUITMENT

4.) WORKFORCE

UPDATES

- Enterprise Center at Plymouth
 - 85% occupancy
 - ECP tenant, TotalScope Marketing, will be graduating at the end of March after adding employees and acquiring a printing shop in downtown Plymouth
 - ECP tenant, Narrative1, was acquired by San Francisco based Exact-Bid in August and will continue to grow NH operations at the ECP
 - PSU has undergone a nationwide search for a new ECP Executive Director. Three candidates were brought to campus in January and a hiring decision should be made later this month
 - GCEDC will be applying for grant support through the NBRC, CDFA and USDA to build a student innovation center at the ECP and complete construction of a 3rd floor office suite
 - GCEDC and PSU signed a new MOU that will run through 2018

- Dartmouth Regional Technology Center
 - 95% occupancy
 - Awarded \$90,000 Northern Borders Regional Commission grant in September to build a connector bridge
 - DRTC Board of Directors is creating an Advisory Council to advocate for DRTC/ startup initiatives and promote economic development in the region
 - The success of DRTC over the past few years has spurred David Klem, a well-known developer and entrepreneur, to invest in development of a large industrial complex in Lebanon for companies in the bio-med and pharmaceutical industries

- Business Assistance and Financing
 - Scott Stephens was hired as the new SBDC business advisor for Grafton County. Scott's hours were increased from 10 hours to 20 hours per week in December