

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

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

OTHERS PRESENT: Maintenance Supt. Oakes, Farm Manager Knapton, Register of Deeds Monahan, County Attorney Hornick, Office Administrator Farina

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

Supt. Oakes arrived to open bids for Fuel and Trash Services in FY20. Two (2) bids were received for fuel and were as follows:

Dead River – Off Road Diesel - \$2.6007/gallon – Fixed Pricing
Propane - \$1.2780/gallon – Fixed Pricing
Fixed 2 Year Propane - \$1.2827/gallon

Irving – Off Road Diesel - \$2.487/gallon – Variable Pricing
Propane – \$1.297/gallon – Fixed Pricing

Supt. Oakes requested to look over these bids and return with a recommendation.

Two (2) bids were received for the Trash/Recycling services for a three (3) year contract and they were as follows:

Pete's Rubbish Removal - \$2,980/ month with a not to exceed increase of 2% per year for years 2&3.

Casella Waste Management - \$3,666.47/month – 1 Year Contract

MOTION: Commissioner Piper moved to accept Pete's Rubbish Removal's low bid of \$2,980.00/month with a not to exceed increase of 2% per year for years 2&3.

Commissioner Lauer seconded the motion and all were in favor.

FM Knapton arrived and gave the following report:

March 2019 Farm Report

- Chicken tractor – FM Knapton handed out a picture of a chicken tractor to the Commissioners. She explained that it is a portable chicken coop on wheels. It can be moved around the garden but be closed up at night as well. When you are done harvesting certain parts of the garden the chickens will come in and scratch the soil. It is healthier for the hens to be outside and she wants the public to be able to see the chickens

as well. She has spoken with Dennis from Maintenance about how much this would cost and he thinks they can make it for roughly \$300-\$400 with what they have on hand. This would get the chickens out of the barn and into the sunlight.

- Pigs any day—FM Knapton stated that they are expecting piglets any day now.
- Holstein Association award – She stated that they have been awarded the Holstein Complete Award again by the National Holstein Association. She stated that she will be budgeting for Herdsman White to travel to Wisconsin to receive the award in the upcoming budget.
- Sand Saver Mats – FM Knapton stated that she will be budgeting for these mats. It is a way to conserve the bedding. Right now the cows can dig a deep hole and they are using a lot of bedding. It is a two (2) year pay back on the investment. There are pasture mats in the stalls right now that are not working the way they should be.
- Pesticide class – She noted that she had her first pesticide class last night in Plymouth. She consulted with Heather Bryant about what levels of training she should get for the farm and H. Bryant suggested that she have certifications in field crops, fruit and herbicides. FM Knapton stated that last night she learned that will require 36 credits a year for her to maintain the license. She feels that is a lot of time and she is wondered in the past what was done. CA Libby stated that Donnie had a pesticide license but she is not sure of the other levels of licensing. FM Knapton stated that if Donnie had been licensed for many years she would assume that the requirements back then were far less than what is required now. FM Knapton stated that she needs to do more research as far as what training would be necessary. The Commissioners agreed to have FM Knapton use her judgement on what she feels would be necessary for her to have.
- Plowing – FM Knapton stated that she used to have horse and ox drawn plowing exhibitions done at her farm. She stated that she had asked CA Libby if that would be something of interest to have done here at the county. She is working with Dr. McGinnis who is the retired Vet from the State of New Hampshire. He is active in the Granite State Draft Horse Association and they look for places where they can plow and practice in the spring. She is working on putting that together in hopes they can do it this year. She would like to have this done in the garden area across the street where it would be visible to the public. She stated that she may not be able to pull it together this year but she is working on it and will keep the Commissioners posted.
- FM Knapton stated that she was able to put a column in the Bridge Weekly for free giving updates on the farm. She stated that this will be done quarterly but wanted guidance from the Commissioners as to what they would like to see in it. She stated that it could be a lot more than what she has done but it could be a lot less. She stated that the next one won't be until the summer so they have time to work on that. She noted that she has received positive feedback from people.

RD Monahan arrived to give her monthly report.

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

February Revenue

County Revenue 2/2009	\$65,090.84	State Revenue 2/2009	\$263,375.04
County Revenue 2/2010	\$54,202.72	State Revenue 2/2010	\$347,089.92
County Revenue 2/2011	\$71,304.59	State Revenue 2/2011	\$554,448.96
County Revenue 2/2012	\$60,013.56	State Revenue 2/2012	\$266,312.64
County Revenue 2/2013	\$58,687.26	State Revenue 2/2013	\$230,022.72
County Revenue 2/2014	\$47,224.49	State Revenue 2/2014	\$313,878.72
County Revenue 2/2015	\$41,010.42	State Revenue 2/2015	\$234,779.16
County Revenue 2/2016	\$56,795.44	State Revenue 2/2016	\$387,897.60
County Revenue 2/2017	\$55,338.00	State Revenue 2/2017	\$363,739.20
County Revenue 2/2018	\$66,783.98	State Revenue 2/2018	\$640,101.12
County Revenue 2/2019	\$53,290.14	State Revenue 2/2019	\$417,800.64

Foreclosures

2009 25 year to date
2010 35 year to date
2011 29 year to date
2012 22 year to date
2013 32 year to date
2014 29 year to date
2015 18 year to date
2016 23 year to date
2017 14 year to date
2018 6 year to date
2019 12 year to date

1. On 2/20/19 I testified on behalf of the NH Register of Deeds Association in opposition to HB600 in Ways and Means. My suggestions were taken under consideration, amendment A was removed and the scope of the bill was narrowed. On 3/6/19, I attended the work session with NH Housing and principle members of the committee. Ben Frost of NH Housing thanked me for my efforts.
2. On 2/20/19, in the evening, I attended the Legislative forum at St. Anslem College on Tiny Houses. I spoke on behalf of the NH Register of Deeds Association as a stake holder at the end of all NH real estate transfer transactions, as the elected officials who oversee the Official Public Record. I directed my concerns to Ben Frost of NH Housing, who spoke as a member of the panel. Real Estate law will need serious amending to accommodate this new subset of housing. This was a very inspiring event with many stake holders present and speaking in support.
3. On 3/6/19 I testified in County and Municipal Government on HB312, which over the 2-week period had been amended and was now requesting to form a study commission. I was very supportive of the initiative but voiced our concerns as Registers of Deeds on transparency, real estate law and taxation of Real Property vs Personal Property. NH Municipal Association was prepared to speak in opposition, however, removing any mandate to the municipalities eliminated their concerns.

4. I have reached out to the Office of Strategic Initiatives and Vital Communities to suggest that the annual conference and training for municipal planning boards scheduled for June 1, 2019 include a forum on tiny houses.
5. The webinar trainings were very successful. I heard only very positive feedback. The staff is hard at work re-indexing and re-scanning a few subset categories of documents that would not transfer. Staff and vendors who coded documents many years ago could not have anticipated the requirements of modern software programming. All NH Counties are experiencing this additional work load to accommodate the conversions. Our data base contains well over 3 million document images and 24,000 subdivision plans.
6. Senior management at Fidar Technologies is flying in on 3/26/19 to meet with NHRD Association to discuss last minute conversion details and troubleshooting.
7. Our "go live date" for the Laredo Search and AVID update is tentatively scheduled for 4/9/19. Fidar program managers will be onsite all week to troubleshoot and assist.
8. We have struggled with our new plan printer (plotter) and the Avid/ Laredo conversion. We have experienced programming issues from day one and have been troubleshooting with our vendors. I did not sign the maintenance contract, as I was unsure that this \$17,000 printer will accommodate the new program going forward. We have worked out the issues. We finalized the maintenance contract this week. I will submit to Primex for review before signing. I need assurances from the GC Board of Commissioners that problems with electricity and the generator connection will not affect this piece of equipment.
 - RD Monahan noted that the generator was running at 8:00am this morning and she does not know why. CA Libby stated that this morning would have been a regularly scheduled testing. RD Monahan noted that she was assured by Supt. Oakes that they will not test the generator during business hours. CA Libby stated that they test the generators Tuesday mornings at 7:00am. She does not know if the generator takes time to shut down afterwards. Commissioner Lauer questioned if daylight savings time played a role in why it was running at 8:00am this week and not 7:00am.
9. I am very concerned about statements made over the past year by Chairman Lauer. She has repeatedly stated that elected officials are no different than department heads and are considered employees of the County. I have included an article on the Belknap County Register of Deeds vs Belknap County Commissioner law suit. The Registrar won that case and all her legal fees were reimbursed by the County. It is unknown whether damages were paid. After a suit against Carroll County, the Board of Commissioners were ordered by the court to undergo training by Primex. I believe that a voluntary review/training with Primex would be very beneficial to Grafton County Board of Commissioners and the County Administrator and staff.

Respectfully Submitted,
Kelley J. Monahan

Supt. Oakes returned with his recommendation for the Fuel Bids. He stated that after reviewing the bids he recommends the Commissioners accept Dead River's bid.

MOTION: Commissioner Piper moved to accept Dead River's bid for Off Road Diesel in the amount of \$2.6007/gallon – Fixed Pricing and a two (2) year fixed propane contract in the amount of \$1.2827/gallon. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer stated that RD Monahan was concerned because the generator was running at 8:00am this morning. Supt. Oakes stated that it did not come on at 8:00am. It came on at 6:30am this morning and runs for roughly a half hour to forty – five (45) minutes on load and then it goes through a cool down mode for about half hour after and that was what was going on when RD Monahan noticed it. Supt. Oakes stated that RD Monahan had specifically asked that the generator not run during business hours so they changed the time that they test it. What she saw was the beacon flashing on the top and heard it running but it was cooling down not running on load. Commissioner Lauer thanked Supt. Oakes for clarifying what was going on.

County Attorney Hornick and Office Administrator Farina arrived to discuss a few requests. Atty. Hornick stated that she met with HR Director Clough and discussed the county's wage charts so she can get a better understanding of them. She explained that Assistant County Attorney Tara Heater has taken on roles above and beyond the Assistant County Attorney job description. She stated that she has gone to Atty. Heater for advice as have many of the other attorneys in the office. She relies on her ability to stay focused and centered with her advice. Atty. Hornick stated that right now Atty. Fitzgerald is the Deputy County Attorney and she is looking to create a second Deputy County Attorney position as Atty. Heater has already created it for herself and is doing the job of a Deputy County Attorney. She is currently in the paygrade below the Deputy County Attorney and she would like to upgrade her to the grade where Atty. Fitzgerald is. CA Libby wanted to clarify that they are taking a current position and upgrading it; she is not creating a new position and adding any personnel. Atty. Hornick stated that was correct. They would be looking to move her from a Grade 7 Step 10 to Grade 8 Step 7/8. She stated they need to clarify those steps. This would be \$1.75 - \$2.50 an hour increase or roughly \$1,000 for the rest of the year. A. Farina stated that there are funds in the budget to cover this additional cost. Commissioner Piper stated that the request sounds very justified and she would support it. Commissioner Morris stated that they have an exceptional employee and she trusts Atty. Hornick's judgement but she wanted to note that, not to influence this decision, but in her experience personnel decisions should not be made based on the employee but based on the need.

MOTION: Commissioner Morris moved to approve the promotion and upgrade pursuant to county policy for Tara Heater from Grade 7 to Grade 8 effective March 17th. Commissioner Piper seconded the motion and all were in favor.

Victim Witness Program – Atty. Hornick stated that they have two (2) Victim Witness Coordinators. Sabra Stevens is their Victim Witness Coordinator I and Carin Sillars is the Victim Witness Coordinator II. S. Stevens is in Grade 5 where C. Sillars is Grade 6. When Carin was hired there was only one (1) Victim Witness Coordinator and when Sabra was promoted to that

position, the supervisory role was added to Carin's job description. The job descriptions lists VCII as being supervisory to VCI and this does not happen. They have equal amounts of work and there is no supervisory role with either. Atty. Hornick stated that she feels that these two (2) positions should not be on different grades as they have the same responsibilities. She is looking to eliminate the Coordinator I and Coordinator II positions and make them both Grade 6 Victim Witness Coordinators and revise the job descriptions accordingly.

MOTION: Commissioner Morris moved to eliminate the Victim Witness Coordinator I and II positions and rename the Grade 6 position to Victim Witness Coordinator and move the current Grade 5 employee to the Grade 6 Victim Witness Coordinator effective March 17th per county policy. Commissioner Piper seconded the motion and all were in favor.

Out of state travel request –Atty. Hornick stated that she is looking for approval for Antonia Barry to attend the Understanding and Responding to Crimes Against Children conference in Bennington, VT on April 15th. She stated that this is the conference that the Commissioners approved her to attend and she would like Atty. Barry to attend as well. She stated that the registration fee is \$30 and they would be riding together.

MOTION: Commissioner Morris moved to approve the out of state travel as requested. Commissioner Piper seconded the motion and all were in favor.

CA Libby submitted an amendment for the VOCA grant to increase the funding by \$35,137 from 7/1/19 – 6/30/20 and the Certificate of Authority for Commissioner Morris to sign.

MOTION: Commissioner Piper moved to accept the additional \$35,137 in VOCA Grant funding. Commissioner Morris seconded the motion and all were in favor.

MOTION: * 10:25 AM Commissioner Piper moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A: 3, II (e) 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.

* 10:39 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.

Commissioner Lauer asked if everyone had a chance to read the minutes from the March 5th meeting. Commissioner Piper had edits.

MOTION: Commissioner Morris moved to approve the minutes as amended. Commissioner Piper seconded the motion and all were in favor. Commissioner Lauer abstained. Check registers

The Commissioners signed check registers 1129-1131; 1135

Letter regarding SB 97 – Commissioners reviewed the letter and after some discussion and edits were all in agreement to send it out.

CA Libby submitted the MicroEnterprise Grant Application Paperwork for Commissioner Lauer to sign.

Social Service Update – Franconia Children’s Center – CA Libby stated when Elaine Guenet, social services consultant, met with them they had not filled out the budget portion of the application. She had contacted Nancy Bishop and Nancy told her that the application was incomplete and it was a late application submission. Elaine is going to include them in the report and she is going to be recommending that they do not receive funding. She wanted the Commissioners to be aware of this in case they are potentially contacted regarding the issue.

Renewal of DMV Office Space Lease – CA Libby stated their two (2) year agreement is up in July. The DMV currently pays \$225 a month for that office space which equals \$5,400 in revenue for the 2 year agreement. The Commissioners discussed the renewal and were in agreement to renew for another two (2) year contract at the current rate.

MOTION: Commissioner Morris moved to renew the DMV office space lease at the Courthouse for two (2) years at \$225 per month and allow the County Administrator to execute all necessary documents. Commissioner Piper seconded the motion and all were in favor.

CA Libby stated that at next Tuesday’s meeting the Commissioners will meet here with Supt. Oakes and then go to the courthouse to meet with Sheriff Stiegler and Atty. Hornick.

Commissioner Issues:

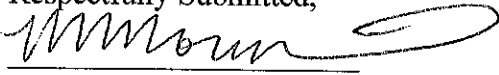
Commissioner Piper stated that she will be visiting Valley Court Diversion this afternoon.

Commissioner Morris stated that she attended the public hearing on the Baker River Dam and it was very well attended.

CA Libby stated that the Steering Committee for the NHAC met while the Commissioners Council meeting took place on March 8th and they received 27 survey responses out of the roughly 60 people that were able to do it. She stated that it was sent back out to give more people time to complete it. The Steering Committee will meet next Friday and review the final survey results.

11:05AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Marcia Morris", written over a horizontal line.

Marcia Morris,
Clerk