

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
May 21, 2019

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

OTHERS PRESENT: County Attorney Hornick, Maintenance Supt. Oakes, Register of Deeds Monahan, Karen Fesler.

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

County Attorney Hornick arrived and requested to go into nonpublic session.

MOTION: * 9:03 AM Commissioner Piper 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 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.

* 9:24 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Morris 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 Piper seconded the motion. 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 the motion passes

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 14th Commissioners' meeting.

MOTION: Commissioner Piper moved to approve the minutes from the May 14th Commissioners' Meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers 49; 1151; 1166; 1168-1173.

CA Libby stated that the Commissioners had given her the authority to enter into an agreement with the DMV Licensing Department in March. She explained that they needed to revise the agreement to include wording regarding insurance so Primex will give her a Certificate of

Insurance. She asked that the Commissioners approve a new Certificate of Authority effective today.

MOTION: Commissioner Piper moved to allow CA Libby to enter into agreement with the Department of Safety on behalf of Grafton County. Commissioner Morris seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

COMPLEX

Nothing to report

COURTHOUSE

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

Exterior Façade - Large 10x13 plate glass window in front of building by bailiff counter cracked. Granite State Glass replaced this unit. Although the new unit is now in three sections, it doesn't stand out.

Building Automation System – Scheduling has been off by 1-hour since daylight savings started. Alliance Building Automation (ABA) corrected programming

HVAC – York AC system supporting Dispatch in off hours has bad condensing unit compressor (short to ground). North Country Mechanical (NCM) ordered a new compressor

HVAC – Dispatch's dedicated AC system thermostat bad...replaced thermostat

Sewage Pumps

- High level ALARM failed...replaced float switch
- Sewage pumps short cycling...suspect bad float...ordered float

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen

- Bearings in lower steamer drive support starting to seize up...installed new drive support
- Upper steamer intermittently not working. Replaced snap disk thermostat and delay timer

Sprinkler System - Short section of 4" main in HRU room on West elevation leaks air near coupling closest to the wall...Hampshire Fire Protection replaced bad section

Building Automation System - In AUTO, system goes to disable/off causing biomass hot water supply valve to close and bypass water back to plant. Oil boiler kick on. ABA corrected programming

HVAC – Server room AC runs in cooler months, which is a waste of energy when outside air could be brought in to cool the space...fabricated and installed free air system

ADMINISTRATIVE BUILDING

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

Fuel Monitoring System – The underground fuel tank monitoring system had a faulty interstitial space sensor...replaced sensor.

Generator - Battery charger fail ALARM (bad battery)...replaced battery

Building Management System - Outside air reset curve off and is cause for boiler loop temp running higher than what is called for. ABA found JACE global controller memory maxed out with trend data. Cleared memory by dumping old data and reset system

HVAC – Air handler HRU 1 exhaust blower assembly loose on shaft due to wear. Drilled out rivets and through-bolted to correct

HVAC – Chiller condensing unit compressor failed (locked rotor)...NCM ordered a new compressor.

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Laundry – Water hoses to dryer fire suppression systems leaking and caked up with internal buildup of minerals...replaced hoses and reinstalled heat tape

HVAC – WHP-D1 circuit B pressure line nut backed off and system lost its Freon. Put Loctite adhesive on suction and pressure nuts and tightened. Pressurized system with nitrogen and did 24-hour leak test. Serviced system with Freon.

Kitchen

- RH walk-in cooler door not latching...replaced door closer
- LH steam kettle would not light...fixed broken wire
- Inmates smashed garbage disposal shrouds at pot sink and dishwasher areas...replaced shrouds

Cell C02 – Inmate smashed security glass in door...replaced glass

Cells 304 & 305 – Inmate kicked in tops of stainless steel toilet sink combos...straightened metal and welded back in place

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Dairy Barn

- Expansion tank connection to water line heavily corroded and leaking...replaced expansion tank
- Fan closest to grain silo is making a lot of noise...motor going on it...replaced electric motor

BIOMASS PLANT

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

Chip Bunker - Exhaust fan does not work...need to order replacement electric motor

Building Management System - Pumps 2A and B differential pressure way exceeds set point. ABA corrected programming in Administration Building corrected this issue.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Flagpole Light - Flag light conduit and box broken...replaced box and conduit

Furnace 1 & 2 – RIB relays to economizers bad...replaced RIB relays

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Kubota RTV

- Pressure release valve in back differential is abrupt and cause for premature U-joint wear...replaced with coast valve
- U-joints bad...replaced all four u-joints
- Front CV-joint outer boots torn...inspected CV joint bearings, cleaned, repacked with grease and installed new boots
- Oil leak from front main crankshaft seal...replaced crank seal
- Brake leak...replaced bad section of brake line

OTHER

Outbuilding Disassembly – I solicited four contractors that specialize in the disassembly and resale of post & beam structures. While conducting site visits with each party, three out of the four stated they would bid this project. However, two called me a few days ago and said they changed their minds and the third one didn't follow through with his bid. I was told by one of the contractors that they know of another firm called Keifer Barns that may be interested. Keifer Barns is a contractor Howard Hatch used to take down a barn on one of his properties.

New Truck Bid – I solicited 15 dealerships for a truck plow package and none responded. Yesterday I spoke with a salesman at Walker Motors, and he said single cab ¾ trucks are a rare commodity today and that most dealerships wouldn't have one sitting on their lot. If one had to be special ordered than it would take weeks, thus no one could meet the 3-week delivery window specified in the bid. I will adjust the bid specification and rebid it.

CA Libby handed out copies of the Municipal Electric Department of Woodsville Fire District Rate Schedule for Electric Service Applicable of the Woodsville Fire District. She stated that it is the new tariff schedule that was sent in an email from Bob Fagnant from Woodsville Water & Light. The email stated that this document is the Electric Tariff that the WW&L Commissioners signed last night. The WW&L Commissioners would like to schedule a meeting with the Grafton County Commissioners to discuss the impacts of the new rates so Grafton County can look in the open market for other rates if they wish to do so. CA Libby stated that their consultant S. Olsen has stated that she has some concerns and would be able to attend the meeting with WW&L. Supt. Oakes stated that he would recommend that the Commissioners meet with S. Olsen first to discuss the document before meeting with WW&L. Supt. Oakes stated that he has read through the documents and has concerns as well and has many questions he would like answered. He noted that he noticed that they have increased the rates for the transformers that are county owned when those used to be less expensive compared to the ones that are owned by WW&L. He stated that the transformers that are owned by the county are the ones that feed all of the large buildings on the complex. Supt. Oakes stated that he does not thoroughly understand everything in this document and he would like S. Olsen to look at it and give them some answers. The Commissioners discussed the issue and agreed to have S. Olsen come to a meeting to discuss the document with them and they would then set up a meeting with WW&L. CA Libby stated that she would contact S. Olsen to set that meeting up.

CA Libby submitted the MS-636 and MS-232 Forms for Livermore for the Commissioners to sign. She explained that the MS-232 is the Report of Appropriations Actually Voted and the MS-636 is the Proposed Budget.

Commissioner Issues:

Commissioner Piper stated that on May 31st she will be attending the Lakes Region IDN to represent Grafton County. She would like to have that item put on the Commissioners' meeting agenda next week to discuss it.

Commissioner Morris stated that she would like to take the time during a Commissioners' meeting to discuss the strategic plan for the county. She stated that she would be willing to put together a proposal for the Commissioners to review.

Commissioner Lauer thanked everyone for attending the Public Hearing last night and the hard work that was done on the budget.

Register of Deeds Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
May 21, 2019**

April Revenue

County Revenue 4/2009	\$71,971.93	State Revenue 4/2009	\$327,344.64
County Revenue 4/2010	\$70,431.27	State Revenue 4/2010	\$530,099.52
County Revenue 4/2011	\$58,015.46	State Revenue 4/2011	\$384,722.98

County Revenue 4/2012	\$73,460.07	State Revenue 4/2012	\$385,585.92
County Revenue 4/2013	\$77,814.70	State Revenue 4/2013	\$499,592.72
County Revenue 4/2014	\$57,883.71	State Revenue 4/2014	\$448,059.84
County Revenue 4/2015	\$70,858.98	State Revenue 4/2015	\$568,803.84
County Revenue 4/2016	\$68,255.49	State Revenue 4/2016	\$516,737.28
County Revenue 4/2017	\$66,392.42	State Revenue 4/2017	\$580,153.92
County Revenue 4/2018	\$77,672.87	State Revenue 4/2018	\$796,944.96
County Revenue 4/2019	\$74,601.14	State Revenue 4/2019	\$787,773.12

Foreclosures

2009	121 year to date
2010	80 year to date
2011	75 year to date
2012	69 year to date
2013	61 year to date
2014	60 year to date
2015	36 year to date
2016	38 year to date
2017	27 year to date
2018	15 year to date
2019	29 year to date

1. Our software conversion went very smoothly. We handled the normal workload as well as the huge increase in customer support questions via many emails and calls to our three phone lines. The Fidlar team was in all week and were terrific. I have sent Fidlar a letter expressing my gratitude and my compliments on the excellence of their team. We are hearing great feed-back from the regular users. I have sent out a press release to all papers of Grafton County.
2. At the NHAC legislative breakfast meeting, I met the new DRA Commissioner Lindsay Stepp. I mentioned our software conversion, which she was aware of, and over the next two days I orchestrated an in-house training at DRA with Fidlar project managers for the 50 members of their staff. Strafford County is next in line, Hillsborough to follow in August. We learn and adapt with each county conversion. Grafton was the first of the larger/busier counties to convert.
3. On May 8th, I attended the memorial service for former NH Director of Securities Mark Connelly. Mark was one of the few people who understood the devastation of MERS Mortgage Electronic Registration System. He stood with me in my second year in office when I called all state agencies together to a roundtable to discuss how this could occur. At his service he was called the "conscience of our state." The people have lost an advocate for justice and many have lost an amazing person.
4. On May 10, 2019, I attended the NH Housing forum on Municipal regulations for Tiny Houses. I am the point person for our NHRD affiliate on this issue.
5. We had a municipal law enforcement person request information from the staff. We do not search for documents for law enforcement. We provide them with the tools to conduct their own research. We will always assist the public in searching for their own documents. We do not conduct research for other purposes that may involve a liability to the county.

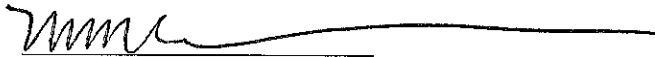
6. We had a difficult situation with a CT homeowner who was already the victim of real estate fraud via identity theft who was attempting to prevent a theft of her property in Grafton County. After many conversations explaining our role and referring her to the NH DOJ and Grafton Co. Sheriff Dept., we agreed to a solution involving an innovative remedy that I will share with my affiliate. We seem to have one person per week who is in distress from a situation involving records on the internet.
7. On May 14th, I attended the NH House Ways and Means Hearing on SB74 which seeks to increase the LCHIP fee (Land and Community Heritage Investment Program) from \$25.00 to \$35.00 as of 7/1/2019. Many agencies who support conservation spoke in support of the increase. The NHRD Association and DRA did not take a position on this bill. I answered many questions. I spoke of the education always falling back on the Deed's staff and mentioned that there will be push back when planning boards, surveyors, the public, legal and real estate come to record with checks made out for the wrong amount. I reported Grafton County's numbers from FY18 and stated that with the legislation continually granting exemptions that they are shrinking the pool of documents on which fees are attached. I encouraged the Chair to examine this aspect if a study commission is formed.
8. On May 15th, I attended the Supreme Court hearing on Northern Pass. It was very interesting. Municipal master plans being a pivotal point. Lessons here.
9. We are about to embark on our big move in the basement. Over the summer, we will be testing, cataloging and boxing our historic records in custom designed archival boxes and switching out lesser value documents to a lesser environmentally controlled room to allow for the expansion needed for the historic records storage requirements.
10. E-recording is now at 50% in Grafton County. This process requires more work for the staff that recording a paper document and increasing problems with payments. Two years ago, the parent company of the NY stock exchange, ICE Intercontinental Exchange, purchased MERS. Recently, ICE purchased the leading e-recording company Simplifile for \$335 million. This is not good news for the county registries of deeds across the country. I am certain that there will be another federal legislative attempt to allow for privatization of this basic function of government.
11. I need to make a correction to the minutes of April 23, 2019. My letter of interest was for the Steering Committee of the NHAC as you can see by the letter that I have attached, not the Executive Committee. I casually mentioned to C.A. Libby at one of the winter meetings that set the course to allow Dupont Group to take control that I would also represent the County at this level, as I did not see much participation from Grafton County. My purpose in wanting to be on the Steering Committee is that I have observed the operations of NHAC for 9 years and have seen the leadership decline. I wanted to contribute to this association to return it to the purpose of lobbying for the needs of county government. It is threats such as MERS that require a strong state delegation and strong national leadership, as I have witnessed in the past with the opposition to EPA Waters of the America's Act. When I saw the vote was 41-6 to turn over management of NHAC to a Lobbying firm, I decided that I would work to continue to strengthen my affiliate's positions on the matters related to this office. Fridays are very busy days here at the Registry and to take a Friday every month to be one vote of 55 made little sense to me.

Respectfully Submitted,
Kelley J. Monahan

Commissioner Lauer reminded the Commissioners that there is a Primex Mission and Visioning Session this afternoon at 1pm. She stated that she is looking forward to it and thought that the last session was very successful. CA Libby stated that these sessions will at least get everyone thinking about the future.

10:41 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'MM', followed by a long horizontal line extending to the right.

Marcia Morris,
Clerk