

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
July 14, 2020

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

OTHERS PRESENT: IT Manager Ruggles, Register Monahan, Nursing Home Administrator Labore, Farm Manager Knapton, County Attorney Hornick.

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

ITM Ruggles arrived to open for bids for the purchase of a three (3) year renewal of their Barracuda Security Software contract. He received the following four (4) bids:

SHI - \$31,641.00
Connection - \$40,824
Insight - \$42,012.00
CDW-G - \$42,120.00

ITM Ruggles stated that he would recommend the Commissioners select SHI and their quote of \$31,641.00.

MOTION: Commissioner Morris moved to accept SHI's low bid of \$31,641.00.
Commissioner Piper seconded the motion and all were in favor.

ITM Ruggles stated that he also received bids on for the three (3) year renewal of their Bit Defender anti-virus software for the entire complex. He received the following four (4) bids:

CDW-G - \$6,300
Connection - \$6,471.00
SHI - \$6,600.00
Insight - \$6,897.00

ITM Ruggles stated that he recommends the Commissioners select CDW-G and their bid of \$6,300.

MOTION: Commissioner Morris moved to accept CDW-G's bid of \$6,300.
Commissioner Piper seconded the motion and all were in favor.

Register Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
July 14, 2020**

June Revenue

County Revenue 6/2009	\$101,356.82	State Revenue 6/2009	\$ 592,480.32
County Revenue 6/2010	\$ 91,723.72	State Revenue 6/2010	\$ 676,525.44
County Revenue 6/2011	\$ 75,762.57	State Revenue 6/2011	\$ 520,156.80
County Revenue 6/2012	\$ 89,544.72	State Revenue 6/2012	\$ 677,853.12
County Revenue 6/2013	\$ 88,590.46	State Revenue 6/2013	\$ 715,272.00
County Revenue 6/2014	\$ 89,016.93	State Revenue 6/2014	\$ 806,696.64
County Revenue 6/2015	\$ 112,384.88	State Revenue 6/2015	\$1,141,892.16
County Revenue 6/2016	\$ 79,686.90	State Revenue 6/2016	\$ 718,748.12
County Revenue 6/2017	\$ 85,288.55	State Revenue 6/2017	\$ 864,213.12
County Revenue 6/2018	\$ 96,101.48	State Revenue 6/2018	\$1,010,388.48
County Revenue 6/2019	\$ 94,591.24	State Revenue 6/2019	\$1,049,511.84
County Revenue 6/2020	\$ 106,538.97	State Revenue 6/2020	\$ 971,852.16

Foreclosures

2009 86 year to date
2010 116 year to date
2011 115 year to date
2012 107 year to date
2013 39 year to date
2014 24 year to date
2015 22 year to date
2016 34 year to date
2017 35 year to date
2018 25 year to date
2019 31 + 280 (from one source) = 305 year to date
2020 11 year to date zero in May due to Governor's executive order
1 for June 2020

1. Revenue for FY20 exceeded my revenue projection by \$82,682.68 as of 7/10/2020. The final amount will include interest and payments received for June account subscriptions.

Respectfully submitted,

Kelley J. Monahan

Commissioner Lauer asked if everyone had a chance to read the minutes from the July 7th meeting.

MOTION: Commissioner Piper moved to approve minutes from July 7th meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners sign check registers: FY 20 – 1197-1200; FY 21 – 1; 1000-1005.

CA Libby submitted a list of Appropriation Transfer Requests for FY20 in the amount of \$178,452. She discussed the requests with the Commissioner noting that almost all of the requests are payroll salary related line items.

MOTION: Commissioner Piper moved to approve the Appropriation Transfer requests in the amount of \$178,452. Commissioner Morris seconded the motion and all were in favor.

FY 2020 Encumbrance Requests – CA Libby explained that encumbrances are requests from departments to carry forward monies that were budgeted in previous years into the new fiscal year to cover expenses that they were not able to accomplish in prior fiscal year. She reviewed the list of encumbrances totaling \$191,682.88 with the Commissioners and answered questions.

MOTION: Commissioner Piper moved to approve the FY20 Encumbrance requests totaling \$191,682.88. Commissioner Morris seconded a motion and all were in favor.

NHA Labore arrived to discuss a request to implement a lien on a piece of property regarding a current nursing home resident. The resident was admitted in January and there is an outstanding balance of \$21,000. Medicaid is pending but they believe there may be an uncovered balance once the resident is made eligible for Medicaid. He stated that there is no direct fiscal impact to Grafton County by taking this action but it does ensure payment will be received upon sale of the property.

MOTION: Commissioner Piper moved to impose a lien on a property as described in the documentation and requested by NHA Labore. Commissioner Morris seconded the motion and all were in favor.

NHA Labore discussed the PPE situation in the Nursing Home with the Commissioners stating that they are in a very good position with PPE right now compared to where they were in March. He stated that they continue to do outside family visits with the residents as well.

Joint County Letter – CA Libby stated that the joint letter regarding broadband funding deadline was sent out last week to the Governor with all four County Seals and Commissioners signatures on it.

NACO Virtual Annual Business Meeting – Commissioner Piper will be the designated voter for Grafton County.

FM Knapton arrived to give an update to the Commissioners.

C.A.R.E Funding – FM Knapton stated that they are disqualified from receiving any C.A.R.E funding because they are a government owned farm. She explained that she received an email from Pam Gilbert stating that there is a Conservation Grant program through the state and she was told that the County Farm does qualify for it. She is going to see if there is anything they are

doing on the farm that would qualify for the grant such as water quality, wild life habitat or conservation planning.

Drought – FM Knapton stated that they have created a makeshift watering system in the back of the farm truck that has worked very well for them. The farm stand opened on the 6th and the renovations that were done by the maintenance department are beautiful. She stated that there are no inmates and have been none for roughly two (2) weeks. It's all paid staff doing the milking which has wreaked havoc on the scheduling. She is working seven (7) days a week and she stated that she has received a resignation from one of her staff members that she can contribute to the scheduling and having no inmates. Her staff member's resignation is effective August 11th. She stated that she went to the DoC to see if there is another CO that could come out with any inmates to cover Griffin's days off as he is the only CO qualified to have the couple of available inmates out but was told that was not possible.

FM Knapton stated that she has an employee from the Sheriff's Department who has stated that he can help on the farm part time. She would like to request to piece together Glenn Libby's part time position from last year's budget and this employee from the Sheriff's Department together to create a full time position to get them through this rough time. CA Libby stated that the Farm is encumbering \$9,000 from the salary expense and with an employee going out on workers comp there will be money to cover those two (2) salaries for thirteen (13) weeks. CA Libby stated that they need to reconvene the Farm Committee.

MOTION: Commissioner Piper moved to allow FM Knapton to have two (2) part time staff (both are already employees of the county) as needed to supplement the inmate labor. Commissioner Morris seconded and all were in favor.

FM Knapton stated that the Farm Stand seems to be doing well. She has not had time to compare it to last year at this point with the honor system in place for payment.

Pemi-Baker Community Health and NANA Forge Alliance – CA Libby stated that she received a letter that these two (2) organizations are going to be integrating. They are still working on a name but the two (2) organizations will become one (1). July 21st at 4:00pm via zoom they will be having a public listening session. Commissioner Morris stated that she will be sitting in on that call.

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

- NCIC - \$18,000
- WREN - \$25,500
- BEDC - \$97,387

Employee Letters RE: Travel Guidance Policy – CA Libby stated that they received two (2) letters from Nursing Home staff regarding concerns with employees being required to use earned time for quarantine time after traveling. She read both letters to the Commissioners. Commissioner Morris stated that these were very thoughtful letters that she appreciates the employees taking the time to write them. CA Libby stated that from a staffing standpoint if you tell employees they can travel and then the county will pay for two (2) weeks of quarantine

rather than them using earned time that will create a lot of staffing issues. She noted that each employee is only allowed two (2) weeks of COVID pay by the federal government so if they used their two (2) weeks in these two (2) cases and then get diagnosed with COVID-19 they will have to use their earned time to cover the time they are off. Commissioner Piper asked if they can look at this policy again. She stated that she agrees with Commissioner Morris that these were two (2) very well-stated and strong cases. Commissioner Morris stated that she feels maybe it should be for approved travel purposes only, not just a blanket policy. She thinks they can revisit the policy and make some adjustments. She wants to respond to the letters so the employees know they read them and to know they are thinking about it. Commissioner Lauer stated that they will respond to the letters and let the employees know that they will meet with the HR Director to examine the policy.

Commissioner Issues:

Commissioner Morris stated that she will meet with Steve Whitman on Friday and he will be on the Commissioners agenda on the July 28th.

Commissioner Piper stated that she participated in the NHAC Executive Committee meeting. She stated that a couple of committees are reforming. The Steering Committee is turning into a Strategic Planning Committee. It will be made up of ten (10) members; one (1) from each County, to see how the NHAC can best serve its member counties since there have been administrative and transparency issues in the past. Commissioner Piper stated that she was thinking of Commissioner Morris as a potential nominee for this committee. Commissioner Lauer asked if CA Libby would consider staying on this committee as the election is coming up and they don't know who would be re-elected. Commissioner Piper stated that these nominations will be voted on at the next Executive Committee meeting and she thinks there would be some availability to come up with another nominee if someone weren't re-elected. Commissioner Morris stated that she can follow the Committee without being the nominee. She stated that if she is re-elected she would like to be more active in the NHAC. Commissioner Piper stated that another Committee, the State County Finance Committee, terms have expired. This is a joint committee between DHHS and State and County Government. This calls for three (3) reps from the state house, two (2) Senators, six (6) members from DHHS and six (6) members of NHAC. Commissioner Lauer's term is expiring and Commissioner Piper stated that she would like to serve in that role in the next term. The Commissioners agreed. The NHAC Annual Conference will be having their awards dinner but it will be held in April.

County Attorney Hornick arrived to review Garrett Bartlett's contract. She stated that there are a group of towns that are paying for Atty. Bartlett's prosecution services. With Lise Solbeck gone, Haverhill has decided to join the Prosecutorial Association through Plymouth and use Atty. Bartlett which saves Haverhill money and helps the organization as it gives them extra money which allows all of Atty. Bartlett's costs to be covered. Atty. Hornick stated that Atty. Bartlett has been working for the Prosecutorial Association but they have still been working out the details of the contract. This is a 12-month contract and if either party has an issue the contract can be ended.

MOTION: Commissioner Morris moved to approve the contract between Grafton

Grafton County Commissioners' Meeting

July 14, 2020

Page 5 of 6

County and the Plymouth Court Jurisdictional Association. Commissioner Piper seconded the motion and all were in favor.

Atty. Hornick stated that they are still waiting for the courts to open. They are trying out the jury pilot project next month as well. They will be going back to grand jury proceedings very carefully. Some of her Attorneys are working in the office and many support staff members are working in the office as well. She stated that they are keeping up with cases and meeting all deadlines but it is hard to tell what will happen at the end of the month with the in person courts and when they will resume.

Atty. Hornick stated that she has drafted the Mutual Aid agreement which allows every signing agency, in case of a department being partly knocked out because of exposure, the authority to go into another jurisdiction with their cruiser and be considered a part of that Police Department. She stated that there were a few Chiefs who thought the existing law included this but after research she found that they needed more specific wording in an agreement to include the pandemic.

11:10AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Marcia Morris', with a long horizontal flourish extending to the right.

Marcia Morris,
Clerk