

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
July 17th, 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: Register of Deeds Monahan, Sheriff Dutile, Director of Communications Andross, Human Services Administrator Bishop

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

Sheriff Dutile and Director Andross arrived to discuss the letter received from the Wentworth Police Department regarding their concerns with their Dispatch billing increase. Commissioner Lauer stated that before they responded to the letter they wanted to discuss it with the Sheriff and Director Andross. Sheriff Dutile stated that, for towns that have received a large increase in the past, they have capped the increase at 30%. These have been one (1) time caps. Sheriff Dutile stated that they have explained to the Police Chief about calls for service and what is a billable cost. They feel that this will help moving forward. He handed out a spreadsheet that shows what a 30% cap would be. Commissioner Ahern stated that the Wentworth budget is on a calendar year not a fiscal year so the Wentworth Police Chief can add the additional costs in next year's budget. Commissioner Piper stated that this cap is a willingness to give the Town of Wentworth some relief. Sheriff Dutile stated that he does not know if the Wentworth Selectmen are aware of the letter that was sent.

MOTION: Commissioner Piper moved to offer the 30% cap to the Town of Wentworth dispatch fees. Commissioner Ahern seconded for discussion purposes.

Discussion: Commissioner Ahern asked if this takes into consideration that they need to look at only half the year. Commissioner Piper stated that in making the motion she was taking into consideration that this has been done before and that the relief could be looked at in terms of keeping their dispatch customers or users happy. It is a one-time cap and he is a new police chief. Commissioner Ahern stated that he is suggesting 30% cap for the second half of their fiscal year.

The Commissioners voted on the motion. Commissioners Piper and Lauer were in favor. Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

Director Andross stated that he wanted to inform the Commissioners that they have been given an opportunity to assist the State Police. They are about to move forward with their remodel of their barracks building in Carroll. They are looking to move their dispatchers out for four (4) months. He stated that they can accommodate their two (2) dispatchers in our office during that time. Director Andross believes from a technology aspect it will work well as they have equipment here. It will also be a good relationship building for the dispatchers.

Human Services Administrator Bishop arrived and gave the following report: (*see attached)
She noted that the CAP for this fiscal year is less than what she budgeted.

RD Monahan arrived to discuss her requests from last week.

MOTION: * 9:36 AM – Commissioner Piper 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 seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 9:56 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Ahern 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 and all were in favor.

CA Libby stated that the Commissioners don’t normally approve promotions and that this request is out of the ordinary. Typically, if an employee is to get a promotion there has to be a vacant position that gets posted internally and an employee has to apply for it. She stated that there is no vacant position in the Register of Deeds to be promoted to. She noted that because it is an exception to what they normally do, if the Commissioners feel the rationale behind the request is justified they can approve it. She wanted to make sure the Commissioners understood what the normal process was. The Commissioners further discussed the topic and agreed that this employee is doing the work of the Assistant Deputy Register of Deeds. Commissioner Lauer noted that she is uncomfortable going outside of the normal procedure.

MOTION: Commissioner Piper moved to promote the Computer Clerk to the Assistant Deputy Register effective July 22nd. Commissioner Ahern seconded the motion for discussion purposes.

Discussion: Commissioner Lauer stated that she does recognize that this is out of the normal process but this employee’s duties have changed and these duties now entail duties identical to the Assistant Deputy Register. Commissioner Ahern asked because this is not how the process is normally done, what will this say to other departments and he also asked if there enough money in the salary line. He noted that he appreciates the work that this person does.

The Commissioners voted on the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the July 10th

Meeting. Commissioner Lauer and Commissioner Piper both had a couple of edits.

MOTION: Commissioner Piper moved to approve the minutes from the July 10th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

The Commissioners signed check registers FY 18 – 1211; FY 19 1-2; 1003-1007.

CA Libby submitted an Educational Assistance Application for a Victim Witness Employee to take a Managing Information Technology course through Granite State College. This class is a requirement for their bachelor's degree in Public Service Management.

MOTION: Commissioner Ahern moved to approve the Educational Assistance application. Commissioner Piper seconded the motion and all were in favor.

Nursing Home Administrator Labore arrived with Nursing Home resident Robert Fillion. Mr. Fillion stated that he was sent to the Nursing Home by Cottage Hospital, he did not ask to come here. NHA Labore read a letter that was written to Mr. Fillion and left in his room stating that he was sent to the Nursing Home for rehab in February. Mr. Fillion stated that the letter states he is here for rehab but that he is being treated like he is here for long term care. He stated that this wasn't a part of the agreement. NHA Labore stated that it was determined that the nursing home was the best placement for Mr. Fillion. The Commissioners offered a nonpublic session for Mr. Fillion to discuss his concerns. He stated he did not want to go into nonpublic session. NHA Labore stated that Mr. Fillion feels unsafe in his living situation at the nursing home. Mr. Fillion stated there have been a few instances with people not knowing what they are doing walking into his room. He expressed wishes to leave Grafton County Nursing Home. NHA Labore stated that the high functioning dementia unit staff does their best to keep residents out of other rooms but it doesn't always work. NHA Labore stated that the social services department will meet with him to discuss a more private room but he wanted to make the Commissioners aware of his concerns. The Commissioners thanked Mr. Fillion for coming in and welcomed him back if he has any more concerns.

Mortgage Discharge – CDBG 2008 Project – CA Libby stated that Grafton County did several Community Development Block Grants (CDBG) with Grafton Economic Development Council and North County Council when the Dartmouth Regional Technical Center (DRTC) was being built. DRTC is getting ready to do a refinance and in the process they came across three (3) liens on the property from mortgage documents that were done when the building was built. Two (2) of those documents have been discharged and the other is joint with Grafton County and Grafton Regional Development Corporation as a subrecipient of a CDBG. The grant was successfully completed and closed out in 2008 but at the time the mortgage was never discharged. They need the mortgage discharge signed off on by the county so they are able to close on the refinance. Commissioner Lauer signed the mortgage discharge paperwork.

CA Libby submitted the following three (3) CDBG Claims for Commissioner Lauer to sign:
GRDC Micro 2017 \$50,500
NCIC Micro 2017 \$35,500

NHARDC - \$62,335

CA Libby stated that Supt. Oakes is not here today but has asked her to review his proposals for Annual Air Filter order for this year. He received the following three (3) proposals:

Grainger – \$8,902.32

Air Filter Sales - \$ 8,243.22

Airex - \$6,701.28

CA Libby stated that Supt. Oakes is recommending the Commissioners select Airex and their quote of \$6,701.28.

MOTION: Commissioner Ahern moved to accept Airex's quote of \$6,701.28 for the annual air filter order. Commissioner Piper seconded the motion and all were in favor.

CA Libby shared the rating review with Standard's and Poor with the Commissioners. The County has gone from a negative outlook to a stable outlook with the fund balance improvement.

CA Libby submitted an overnight travel request from the Alternative Sentencing Department for the 26th Annual New England School of Best Practices in Waterville Valley from August 27th – 30th. She stated that the request is to send Ken Stransky, Dave Belanger and Ashley Belyea at \$985.00 per person and this includes everything. Commissioner Ahern stated that he has been receiving many emails on addiction programs and there are many trainings they can take online. CA Libby stated that this request explains that this is an intense conference where all current and up to date addiction issues are tackled with coordinated and agreed-upon best practices that tie together our neighboring states. The Bureau of Drug and Alcohol Services is a sponsor and host agency. There are day and evening sessions. It is the only large training/conference that they anticipate the fiscal year.

MOTION: Commissioner Piper moved to approve the overnight travel request. Commissioner Ahern seconded for discussion purposes.

Discussion: Commissioner Ahern stated that this is a lot of money for continuing education credits. He stated that both K. Stransky and D. Belanger probably already possess all the information they will get from this.

The Commissioners voted on the motion. Commissioner Lauer and Commissioner Piper were in favor. Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

CA Libby handed out spreadsheets with the preliminary yearend numbers and discussed them with the Commissioners. She stated that they are over revenue by \$1.2 million and under expended by \$900,000. She stated that this has helped grow their fund balance. Commissioner Ahern asked about Other Post-Employment Benefits (OPEB) stating that the county is required to pay this but does not have money for it and that concerns him. CA Libby stated that this is an

unfunded liability. A number of years ago the Governmental Accounting Standards Board (GASB) made all entities record those obligations on their financial statements. She stated that an actuarial attestation is done every other year that updates what the OPEB obligation is. Grafton County has chosen to pay as you go. She stated if that at some point the Commissioners would like to fund that, they can discuss it.

Appropriation transfers – CA Libby submitted a list of appropriation transfers totaling \$713,053.00. She reviewed those transfers with the Commissioners and answered questions. She stated the majority of the transfers were in the nursing home. She noted that the money for all these transfers is within the budget. These expenses have all been paid for and this is for bookkeeping purposes.

MOTION: Commissioner Ahern moved to approve the appropriation transfers as presented by the County Administrator in the amount of \$713,053.00. Commissioner Piper seconded the motion and all were in favor.

CA Libby submitted a list of encumbrance requests. She stated that every year department heads send in requests to encumber or carry over funds to the following fiscal year. The full request for all departments is \$154,841.85. Commissioner Ahern stated he wants to know what has been purchased in FY18 but not paid for as of yet and what is being requested to carry over to have in FY19 for future purchases.

CA Libby reviewed all the requests and the Commissioners discussed which ones they feel are true encumbrances and which aren't. The final list of encumbrances totals \$113,166.16 (see attached sheet)

MOTION: Commissioner Ahern moved to approve the encumbrance requests in the amount of \$113,166.16. Commissioner Piper seconded the motion and all were in favor.

MOTION: * 11:59 AM – Commissioner Piper 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 seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 12:19 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Ahern 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 and all were in favor.

Commissioner Ahern stated that he has not heard back from the Governor about the speed limit

outside the complex. He would like the Commissioners to send a letter to the Commissioner of the Department of Transportation to get him to a meeting to discuss it.

Commissioner Piper is going to the Lebanon City Council tomorrow night to present the budget. She stated that she wanted to confirm that the extra revenue was from an increase in the Medicaid reimbursement rate, grants and the increase in the proshare payment.

Commissioner Lauer and Commissioner Ahern attended the Farm & Forestry Day follow up meeting. All agreed that the day was successful and there were some suggestions made to improve the next one.

12:26 PM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Wendy A. Piper".

Wendy A. Piper,
Clerk

July 17, 2018

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- CAP report
- Recoveries

2.) Legislation:

3.) Other:

- Started 12 week weight loss class July 9th
- Met with Health Trust Wellness Coordinator 7/11/18
- Blood Drive Aug 3, 12 – 5 pm

2017 RECOVERIES

Yearly Comparison by Category:

	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
OAA	3,329.19	1,653.21	921.75	84.00	4,155.75	0.00	0.00	121.47	230.56	7,797.95	230.56	230.56	86.80	230.56
APTD	7,234.68	7,792.33	22,903.47	8,021.27	7,703.85	9,194.83	1,896.05	4,678.04	9,823.56	8,340.25	11,872.41	4,120.97	1,029.36	34.30
INC	167,814.26	81,951.55	75,987.80	98,901.58	82,160.57	68,864.90	108,198.38	113,498.16	122,895.90	166,393.61	133,485.99	68,520.55	99,753.41	144,494.34
ANB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,330.60	0.00	0.00	0.00	0.00
DCYF	79,472.22	64,323.81	60,257.00	53,355.60	19,428.43	7,364.96	6,484.20	2,921.93	2,338.00	3,206.71	2,737.27	799.48	270.19	667.28
	257,850.35	155,720.90	160,070.02	160,362.45	113,448.60	85,424.69	116,578.63	121,219.60	135,287.42	198,069.12	148,326.23	73,671.56	101,139.76	145,426.48

BREAKDOWN by Month

FY 16	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTALS
OAA	0.00	59.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	171.43	0.00	230.56
APTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	34.30	34.30
INC	0.00	12,532.05	2,156.29	19,258.57	1,562.29	2,858.48	26,079.08	23,776.18	8,655.17	17,528.03	12,561.33	17,526.87	144,494.34
DCYF	16.50	20.75	26.45	26.45	8.69	6.56	12.94	8.69	533.69	6.56			667.28
TOTALS	16.50	12,611.93	2,182.74	19,285.02	1,570.98	2,865.04	26,092.02	23,784.87	9,188.86	17,534.59	12,732.76	17,561.17	145,426.48

Statutory credits received by year

	HB 2 credits begin													
SB 409 CREDIT	130,846.08	135,155.63	134,974.30	154,555.54	405,553.00	385,865.41	369,992.00	436,979.00	449,594.00	274,069.00	264,250.00	254,733.00	251,780.00	250,080.00
% OF TOTAL CR	6.54	6.76	6.75	7.73	8.11	7.72	7.40	5.82	5.96	5.48	5.29	5.09	5.03	5.00

REQUEST FOR ENCUMBRANCES/CARRY FORWARDS - FROM FY 18

7/1/2018

	<u>GL ACCT #</u>	<u>Account to Code Expense to:</u>	<u>BALANCE TO DATE</u>
Re-Encumber - FY 2018			
County Attorney - Expert Witness	01-4110-270	15-4110-270	\$ 5,500.00
County Attorney - Contract Services	01-4110-290	15-4110-290	\$ 14,713.62
Victim/Witness - Contract Services	01-4112-290	15-4112-290	\$ 5,668.33
Equipment Rental	01-4110-880	15-4110-880	\$ -
IT Capital	01-9200-975	15-9200-975	\$ -
TOTAL RE-ENCUMBRANCES			\$ 25,881.95

NEW REQUESTS FROM FY 18

County Attorney's Office - SVP	01-4110-280	15-4110-280	\$ 12,500.00
County Attorney's Office - Expert Fees	01-4110-270	15-4110-270	\$ 9,782.00
County Attorney's Office Equipment Rental	01-4110-880	15-4110-880	\$ -
County Attorney's Office - Vehicle R&M	01-4110-730	15-4110-730	\$ -
County Attorney's Office - V/W Supplies	01-4112-390	15-4112-390	\$ 340.00
County Attorney's Office - V/W Ed & Conf	01-4112-170	15-4112-170	\$ -
Information Technology - Contracted Svc	01-4135-290	15-4135-290	\$ 5,980.00
Information Technology - Ed & Training	01-4135-170	15-4135-170	\$ -
Information Technology - Software Maint	01-4135-984	15-4135-984	\$ -
Information Technology - New Equipment	01-4135-970	15-4135-970	\$ 7,702.21
Information Technology - Capital	01-9200-975	15-9200-975	\$ -
Sheriff's Dept - Office Supplies	01-4140-360	15-4140-360	\$ 120.00
Sheriff's Dept - Other Supplies	01-4140-390	15-4140-390	\$ 215.00
Sheriff's Dept - Forest Patrol	01-4140-008	15-4140-008	\$ 1,700.00
Sheriff's Dept - Ed & Conf	01-4140-170	15-4140-170	\$ 2,000.00
Sheriff's Dept - Equip R&M	01-4140-820	15-4140-820	\$ 1,900.00
Sheriff's Dept - Out of State Expense	01-4140-701	15-4140-701	\$ 3,850.00
Dispatch - Communications Equip	01-4145-980	01-4145-980	\$ 3,000.00
Dispatch - Office Supplies	01-4145-360	15-4145-360	\$ 396.00
Dispatch - Equip R&M	01-4145-820	15-4145-820	\$ 2,500.00
Maintenance - Capital	01-9200-981	15-9200-981	\$ 16,417.43
Maintenance - Ed & Conf	01-4165-170	15-4165-170	\$ -
Maintenance - Maint/Farm Bldg Contract Svc	01-4165-296	15-4165-296	\$ 620.24
Maintenance - Admin Electric	01-4165-619	15-4165-619	\$ 4,417.97
Maintenance - NH Electric	01-4165-622	15-4165-622	\$ 6,702.53
Maintenance - AS Bldg R&M	01-4165-812	01-4165-812	\$ -
Maintenance - Supplies	01-4165-390	15-4165-390	\$ 181.00
Maintenance - Contract Svc Admin Bldg	01-4165-293	15-4165-293	\$ 3,290.00
TOTAL NEW REQUESTS - FUND 01			\$ 83,614.38

Nursing Home Re-Encumber - FY 2017

Administration - Computer	02-5100-981	20-5100-981	\$ 2,375.88
Laundry - Supplies	02-5160-390	20-5160-390	\$ 1,293.95

TOTAL RE-ENCUMBRANCES **\$ 3,669.83**

Total Encumbrances from FY 2018 **\$ 113,166.16**