

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
March 7, 2023

PRESENT: Commissioners Piper, Commissioner Ahern and McLeod, County Administrator Libby and Administrative Assistant Norcross

OTHERS: HR Director Clough, Nursing Home Administrator Labore, Sandra Legacy, Tiffany LaPointe, Captain James, Director of Communications Andross

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

**HR Director Clough arrived and gave the following report (\* see attached)**

HR Director Clough noted that Wednesday March 8<sup>th</sup> will be Employee Appreciation Donut Day.

HR Director Clough reported that through the Wellness Committee, the Dietician from the Nursing Home, who is a certified Reiki instructor, has expressed interest in offering this for employees. She stated that this will be a six (6) week long period and there is an interest from the employees.

**MOTION:** \*9:19 AM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted and 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 (a) & (c). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern "yes", Commissioner McLeod "yes" Commissioner Piper "yes" Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

\*10:02 AM Commissioner Piper 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern "yes" Commissioner McLeod "yes" Commissioner Piper "yes". Commissioner Piper stated that a majority of the board voted "yes" and the motion passes.

**MOTION:** \*10:05 AM Commissioner Ahern 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 McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

\*10:12 AM Commissioner Piper 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

**NHA Labore arrived and gave the following report (\* see attached):**

1. End of Public Health Emergency on May 11<sup>th</sup> – NHA Labore stated that he participated in a webinar with officials from CMS, specifically geared towards the nursing home and what will happen when the Public Health Emergency ends. NHA Labore explained that many of the rules that CMS had implemented during the course of the pandemic had been made under the term “Interim Final Rule Comment” and because of that, under Federal Health Emergency Law, CMS has the ability to extend those IFC rules an additional 18 months. NHA Labore reported that there will be no material changes in the nursing home until at least November 2024.
2. GCNH Assistance to GCSCC Meals on Wheels Program – NHA Labore reported that this the start of the 3<sup>rd</sup> week of the program. Things are going really well and they have a good system in place. The GCSCC picks up meals on Wednesdays and Fridays.
3. Congressionally Directed Spending Application and Review of Proposed Design Plans - NHA Labore reported that the Nursing Home application is complete. He brought the plans to review with the Commissioners. He reviewed the plans with the Commissioners and discussed the details of the proposed project. CA Libby stated that she is proposing that the county allocates \$125,000 to complete a majority of the front of the building part of the project. The remainder of funding would be put into the application for Senator Shaheen’s Office.
4. NHA Labore wanted to thank Vincent from Vin’s Dogs for donating donuts to the residents tomorrow during the employee donut day.

**Captain Eric James arrived with a grant application request.**

Captain James reported that the Sheriff's Department is looking to apply for Congressionally Directed Spending funds to support an upgrade to their forensic unit technology. Everything in that office has a life expectancy. Detective Combs has collected hundreds of thousands of dollars in equipment in for that office. Captain James explained that years ago, Detective Combs received a computer forensic workstation which is now nearing the end of its life expectancy. There are a number of outdated and slow computers and they need to consider ways to upgrade their equipment. He stated that they are looking to apply for two (2) computer forensic workstations and the licenses for this technology will be found somewhere with other funding. He would be applying under Commerce Justice and Science for either the Burn Grant or the Cops Technology grant. He noted that the Sheriff's Department would not be competing under the same umbrella as the Nursing Home but it would be the same pool of funds. Commissioner Ahern expressed concerns as to where the federal government is coming up with this money and if this money will be taken away. Captain James explained that right now, he is looking for permission to apply for the grant and if they are awarded, they can then address those concerns. He noted that the Sheriff's Department is always looking for creative ways to receive funding for their office.

**MOTION:** Commissioner McLeod moved to authorize the Sheriff's Department to submit a grant application for the Congressionally Directed Spending. Commissioner Ahern seconded the motion and all were in favor.

**Director Andross arrived with a grant application request and memo for consideration.**

Overnight Travel Request – Director Andross stated that he is looking for six (6) of his staff to attend the New Hampshire Emergency Dispatchers Association annual training in Bartlett, NH from April 11-13 and noted that his staff have been active in the conference planning. Commissioner Ahern stated that he has two (2) concerns. He explained that just because there is money in the budget does not mean it has to be spent. He also noted that there are staff shortage concerns and Director Andross is requesting to take six (6) of his staff away for two (2) days. Director Andross stated that he appreciates that concern and explained that he made sure the schedule was firm before he decided to send up to six (6) staff members. If something were to change, he would not send everyone and he believes they will be ok. Commissioner Ahern stated that he feels Director Andross could send two (2) staff members and have them bring back information for their coworkers.

**MOTION:** Commissioner McLeod moved to approve the overnight travel request as presented. Commissioner Piper seconded the motion. Commissioner McLeod “yes”, Commissioner Ahern “no”, Commissioner Piper “yes”. With the vote being two (2) in favor and one (1) in opposition the motion passes.

Grant Application Request – Director Andross explained that he is looking to submit a grant application for Congressionally Directed Spending for portable radios to support the municipal police departments that Dispatch provides service for. This project covers only portable radios for full time police agencies Dispatch provides service for. The application would be for \$520,000.

**MOTION:** Commissioner Ahern moved to authorize the Director of Communications to apply for \$520,000 for a Congressionally Directed Spending application. Commissioner McLeod seconded the motion and all were in favor.

Director Andross noted that Dispatch has filled their open position and their new employee is doing very well.

Alarm Monitoring System – Director Andross explained that the County is a position where they will need to replace the equipment or get out of the business of alarm monitoring. He stated that the two (2) casualties from making that decision would be the county campus, nursing home and all of their other buildings that are protected by alarm system, as well as the other the police and fire buildings that they provide alarm monitoring for. CA Libby stated that this would have to be discussed further during their ARPA discussion later in the meeting.

**MOTION:** \*10:53 AM Commissioner Ahern 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 McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

\*11:59 AM Commissioner Piper 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

The Commissioners recessed at 12:00PM.

Commissioner Piper reconvened the meeting at 1:10pm.

**Agenda Items:**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the February 28<sup>th</sup> meeting.

**MOTION:** Commissioner Ahern moved to approve the minutes from the February 28<sup>th</sup> meeting as amended. Commissioner McLeod seconded the motion and all were in favor.

2. The Commissioners signed check registers: 1118; 1120-1121; 2023-03.03.2023

2. CA Libby submitted a CDBG Drawdown – GRDC for \$2,500 for Commissioner Piper to sign.
3. Certificate of Authority – CA Libby reported that there is a juvenile grant in the Alternative Sentencing Department for \$34,000. They are renewing that grant effective for July 1<sup>st</sup> and the Certificate of Authority gives CA Libby the authority to enter into the new contract with the state. Commissioner McLeod signed the document.

**MOTION:** Commissioner McLeod moved to authorize CA Libby to enter into agreement with the State of New Hampshire for the Juvenile grant. Commissioner Ahern seconded the motion and all were in favor.

4. CA Libby submitted the GCDoc Superior Court Report for the month of February for the Commissioners review.
5. Assistant County Administrator Position – CA Libby reported that the job description and analysis have been scored by HR and will be a Grade 26, which is \$42.33-\$59.26/hour. The Commissioners further reviewed and discussed the position.

**MOTION:** Commissioner Ahern moved to approve the Assistant County Administrator position. Commissioner McLeod seconded the motion and all were in favor.

6. ARPA Requests – FY 24 Budget – CA Libby reviewed the attached list of future ARPA requests totaling \$780,887.99. CA Libby explained that underneath the ARPA requests are requests from the Nursing Home that were ARPA requests and NHA Labore is going to include them in the Nursing Home Capital Reserve Budget if they are not approved through ARPA for this year. She explained that they would try to apply for the County Emergency GOFFER funds that are available for the \$40,000 washer. CA Libby went on to discuss the Nursing Home Capital Reserve account and noted that currently, the account has \$572,000 and the anticipated balance at the end of the fiscal year is roughly \$552,000. She explained that if all of the items on the ARPA list were purchased through the Capital Reserve Account, the remaining balance would be \$110,000 and she would rather not do that if they can use some of the ARPA funds. Her recommendation is that they leave all of the items on the Capital Reserve list for \$161,000 and she would advocate that the paving, line striping, kitchen hood system and the Me-link system be purchased through ARPA.

The Commissioners further discussed NHA Labore’s request to fund some portion of the landscaping project through ARPA and apply for the rest through the Congressionally Directed Spending. CA Libby advocated for this request, stating if the grant application for the remaining funds is not approved, the nursing home would at least have the front portion of the project completed and they can go from there as to how to fund the remaining parts of the project. Commissioner Piper stated that given the stress on the residents over the last three (3) years and how much this project would expand their living space, she feels it is a very worthy project.

Commissioner Piper asked if CA Libby had any knowledge on the upcoming budget so far. CA Libby explained that she does not have much information regarding the budget as of yet but knows that there is a 5.5% increase in health insurance. She stated that the Employee Council will be coming to meet with the Commissioners next week and she would expect that they will be requesting a large COLA. The Commissioners further discussed the budget and CA Libby noted that right now their main concern is whether NHA Labore is going to submit the application for funding as it is due this Friday. CA Libby stated that she would advocate that the

Commissioners approve \$125,000 and this would complete the entire front portion of the project. If this were to be approved through ARPA, it would have to be put out to bid and it would be summer before the project is completed. Commissioner Piper stated that she is willing to approve the \$125,000. Commissioner Ahern and Commissioner McLeod agreed.

**MOTION:** Commissioner McLeod moved to approve the \$125,000 for the Nursing Home landscaping and outdoor area upgrades for the front of the nursing home to be paid out of ARPA. Commissioner Ahern seconded the motion and all were in favor.

7. ARPA – Community Funding – The Commissioners reviewed the draft letter for applications that CA Libby presented and were in agreement to bring this forward to the Executive Committee. The Commissioners discussed a range or limits for the applications and agreed to a maximum request for funding of \$50,000.

8. Non Public Session per RSA 91-A:3, II (a) & (c).

**MOTION:** \*2:31 PM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted and 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 (a) & (c). Commissioner McLeod seconded the motion. This motion requires a r call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

\*2:45 PM Commissioner Piper 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 McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

### **Commissioner Issues:**

1. Commissioner Ahern stated that he has been involved with studying something that he believes involves the Department of Corrections. He stated that he was told to ask the County’s legal counsel if the County should be associating with an unindicted coconspirator in a federal trial. CA Libby stated that she would consult with legal counsel regarding Commissioner Ahern’s concerns.

2. Commissioner Ahern reported that he was invited to a meeting at the Warren Village School on March 9<sup>th</sup> to discuss the role property taxes play in educating local children.

3:09 PM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Martha S. McLeod".

Martha S. McLeod, Clerk

Grafton County Human Resources Report  
 Karen Clough, Human Resources Director  
 March 7, 2023

**HR Activity Report (02/08/2023-03/06/2023)**

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	1 (1 FT)	1 FT Housekeeper
DOC	2 (2 FT)	1 FT CO, 1 FT Cook
Dispatch	1 (1 FT)	1 FT Dispatcher

***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	4 (4 Per Diem)	4 Per Diem LNA's
County Attorney	1 (1 FT)	1 FT Asst, County Atty.

***Reasons:***

- Resigned personal reasons/no reason- 1
- Termination –
- Vaccine Mandate -
- New job/career change –
- Relocated –
- School –
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements - 4

• ***Status Changes/ dept transfers: 1 FT LNA to per diem***

***Active Leave of Absences between February 8,2023 to present***

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	14	(10 are intermittent, 9 for self, 5 for family)
Nursing Home – Non-Nursing	5	(4 are intermittent, 5 for family, 1 self)
DOC	1	(1 intermittent, 1 family)
Sheriff's Dept/Dispatch.	4	(4 intermittent, 2 family, 2 self)
County Atty's Office	4	(2 intermittent, 4 self)
HR Department	2	(2 intermittent, 1 family, 1 self)
Alternative Sentencing	1	(1 intermittent family)
Maintenance	1	(1 intermittent, 1 family)

**TOTAL: 32**

**Current Jobs posted/advertised**

- LNA's (36.95 FTE's vacant)
- RN/LPN (17.05 FTE's vacant combined)
- ADON
- RN Per Diem DOC
- CO's (14 FTE's)
- Cook DOC (1)
- Housekeepers (PT)
- Dietary Aides (1 FT and PT)
- Assistant County Attorney
- Legal Assistant
- Skilled Maintenance Assistant
- Maintenance Asst.
- Farm Assistant



Other: Reiki, Donut Day March 8<sup>th</sup>

# Grafton County Nursing Home Commissioner's Report: March 7, 2023

## Census

Medicare: 3  
Medicaid: 59  
VA: 3  
Hospice: 4  
Private: 16  
Total: 85

## FY '23 Budgeted Census:

Medicare: 2  
Medicaid: 73  
VA: 3  
Hospice: 0  
Private: 22  
Budgeted Census: 100

## Monthly Admissions/Discharges

Admissions: 6  
Deceased Residents: 2  
Discharges: 1

## Other Topics:

- 1) End of Public Health Emergency on May 11<sup>th</sup>
- 2) GCNH Assistance to GCSCC Meals on Wheels Program
- 3) Congressionally Directed Spending Application and Review of Proposed Design Plans

### Future ARPA Requests

Department	Project Description	Projected Cost
Alternative Sentencing	Vehicle Purchase	\$ 37,100.00
Maintenance/Nursing Home	N Home Kitchen Hood Make up Air Unit	\$ 33,000.00
Maintenance/Nursing Home	Me-Link System (Intellahood System)	\$ 20,000.00
Maintenance	Paving various parking lots	\$ 277,112.00
Maintenance	Replace 60' Boom Lift	\$ 105,000.00
<b>Nursing Home</b>		
Administration	Landscaping/Outdoor Area Upgrades	\$ 125,000.00
Department of Corrections	Body Cameras	\$ 5,660.00
Department of Corrections	Radio Replacement	\$ 40,031.25
Department of Corrections	Taser Upgrade	\$ 12,929.74
Dispatch	Alarm Receiver	\$ 74,055.00
Dispatch	Dispatch PC's	\$ 15,000.00
Farm	Valmetal Mixer Wagon	\$ 36,000.00

\*\*

\$ 780,887.99

\*\*Project already approved by Commissioners - EC ran out of time and has not heard proposal

Expenditures from Nursing Home Capital Reserve		
Laundry	Unimac 105 lb washer	\$40,000.00
Nursing	EZ Way Bariatric Stand Lift	\$6,500.00
Nursing	EZ Way L500PN Hoyer Lift	\$8,000.00
Nursing	Eli 250c 12 Lead Resting Electrocardiograph	\$5,000.00
Nursing	WCW Alternating Air Mattresses	\$12,000.00
Nursing	Penner Patient Care Whirlpool Baths	\$55,000.00
Dietary	Cleveland Convection Gas Steamer	\$35,000.00

\$161,500.00