

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

July 13, 2021

PRESENT: Commissioners Piper, Lauer, Ahern, County Administrator Dorsett, and Administrative Assistant Norcross.

OTHERS PRESENT: Finance Director Libby, Farm Manager Nelson, Sheriff Stiegler, Register Monahan. Via Zoom: Tracey Secula – Grant Administrator, Pam Sullivan - WREN, Anne Duncan Cooley – Grafton Regional Development Corporation

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

County Administrator Dorsett requested to go into nonpublic session.

MOTION: * 9:00 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 according to RSA 91-A: 3, II (a) & 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 Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

* 9:30 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 Lauer seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

ARPA Process – CA Dorsett handed out the attached draft process for the ARPA funding and reviewed it with the Commissioners. Commissioner Piper suggested they suspend this conversation in order to meet with the Farm Manager who was scheduled on the agenda.

Farm Manager Nelson arrived and gave the following report (* see attached)

Commissioner Ahern asked FM Nelson what skills his new employee has. FM Nelson stated that his new employee has stronger skills in managing the dairy herd. It is very important that the milking process be followed through completely to ensure that the herd remains healthy. The new employee has a strong history in caring for cows and that will be beneficial. Commissioner Ahern asked how this would help in the implementation of FarmDOC. FM Nelson explained that based on economics today, selling milk to Agrimark is the #1 revenue generator for the farm and in terms of that, this new employee is a good fit.

ARPA Discussion – CA Dorsett submitted a list of priorities & principles for ARPA funding as well as a draft process for the funding of projects (*see attached). Commissioner Lauer stated that the County has an opportunity to do things at the complex that will affect taxpayers long term. CA Dorsett stated that towns are reaching out trying to learn how to receive some of this funding from the County and it was discussed that towns can request from the state to receive these funds directly. Commissioner Piper stated that she supports what Commissioner Lauer said; county government is intended to fill regional needs, services that exceed the ability of individual towns to pay, such as the DOC and nursing home. It would seem logical that county money would be intended for county purposes. The Commissioners further discussed ARPA funding and CA Dorsett noted that this draft process is for department heads to submit proposals for the funding right now, not municipalities.

Finance Director Libby arrived and gave the following report:

1. Appropriation Transfers – CA Libby reviewed the attached lists of Appropriation Transfers dated July 7th and July 12th with the Commissioners. She explained that these are line items that are over expended at year-end due to a number of different reasons. There is no fiscal impact with these transfers. The total from the July 7th list is \$733,948 with \$571,200 being expenses covered by revenues from the Long Term Care Stipend program. The total from the July 12th list is \$1,065,697.85 and \$825,321.85 are from three (3) accounts, one of which is more than 100% offset by revenue.

MOTION: Commissioner Lauer moved to approve the July 7th and July 12th appropriation transfers as requested by FD Libby totaling Commissioner Ahern seconded the motion and all were in favor.

2. Payroll Coordinator Position – FD Libby stated that the current Payroll Coordinator is planning to retire no later than January 31, 2022. When the budget was prepared, it was anticipated that a current employee was going to step into this role and that training would be on going during a transition. After spending six (6) weeks working with the PR Coordinator, that employee has decided they are not interested in the position. FD Libby stated that Payroll is a critical role at the County and she must hire someone in advance of the PR Coordinator's retirement to allow for ample training time. The payroll system is complex and it will take someone a number of months to be adequately trained. FD Libby explained that she does not have enough funds in this budget to cover this position but has identified \$30,000 that can come from the Commissioners' budget from FY21. There is also \$9,312 encumbered for farm salaries that has not been used that she would

recommend the Commissioners re-encumber; these two sources of money would cover almost what is needed.

MOTION: Commissioner Ahern moved to approve the hiring of a new Payroll Coordinator for training purposes prior to retirement of the current employee and to use funds encumbered from FY21 to cover costs over what is included in the FY22 budget. Commissioner Lauer seconded the motion and all were in favor.

3. Encumbrances – FD Libby explained that at the end of every year she checks with Department Heads to find out what they have for ongoing issues that were budgeted for in FY21 or before. Encumbrances are essentially for projects that were not taken care of in FY21 or invoices for items purchased in FY21 that have not been received yet. She reviewed the attached list of encumbrances with the Commissioners. The Commissioners recommended that some of the encumbrances be eliminated from the list as not meeting the definition of an encumbrance in the budgetary process. They eliminated expenses that were not for ongoing projects or for which there is an outstanding invoice.

4. MicroEnterprise CDBG Drawdowns – Commissioner Piper signed off on the drawdown requests.

5. MicroEnterprise CDBG Contract 2021 – FD Libby submitted the contract for Commissioner Piper to sign and initial.

6. S&P Credit Rating Review – FD Libby stated that the County has had their S&P Credit Rating review and she is happy to inform the Commissioners that the County's rating has increased. This is attributable to the good financial position the County has built back during the last couple of years. The County now has an AA rating.

Tracey Secula – Grant Administrator, Pam Sullivan - WREN, Ann Duncan Cooley – GRDC arrived to update the Commissioners on a change with the Microenterprise Covid Grant.

T. Secula explained that the Micro Covid Grant was awarded to the County in early March. The three (3) subrecipients are Belknap Economic Development, NCIC and WREN for a total of \$421,365. This award is in the process of being utilized. This was part of the CARES act with the intention of assisting low and moderate-income microenterprise businesses in response to the Covid-19 Pandemic. WREN did not move forward with their portion of the grant, which was \$81,532.00. Since that time, the project is going forward. Grafton Economic Development Council has already awarded out all of their grant money. The Microenterprise Covid Grant money goes through December 31st 2021. GRDC has reached out to WREN to help them carry out their portion of the grant now that GRDC has a feel for how the program works. T. Secula stated that she has come to the Commissioners to update them on this change. GRDC and WREN would like to carry out these twenty-five (25) awards for microenterprise businesses. She stated that Lakes Region Planning Commission would take on the subrecipient agreement with GRDC and WREN. GRDC will be contracting with WREN to do this work. They are providing administrative services to execute this grant for WREN and play a supportive roll. T.

Secula answered questions from the Commissioners. Commissioner Piper signed and initialed the updated subrecipient agreement.

Sheriff Stiegler arrived to discuss a bid waiver and out of state travel requests with the Commissioners.

1. Cellebrite Software –Sheriff Stiegler stated that he is looking for Commissioner approval to waive the bidding process and purchase the Cellebrite Premium to replace their existing Gray Key software as this vendor is the only vendor for this software. The total cost is \$35,510.00 and this was budgeted for in FY22. Sheriff Stiegler noted that the quote is only good until tomorrow or they lose it.

MOTION: Commissioner Lauer moved to waive the bidding process and approve the purchase of Cellebrite Software for \$35,510.00 as the vendor is exclusive. Commissioner Ahern seconded the motion and all were in favor.

2. Cruiser Bid Waiver – Sheriff Stiegler explained that through research and most recent information available they have learned that purchasing new 2021 “holdover” cruisers is several thousand dollars less expensive than ordering a new 2022 state bid law enforcement package vehicle. He noted that this was done last year and worked very well. Sheriff Stiegler stated that he is looking to purchase two (2) 2021 Ford F-150’s from the Colonial Municipal Group in Plymouth, MA rather than utilizing the state bidding system. The quote he has received is \$37,534.90 per vehicle for a total of \$75,069.80. The approximate availability date for pickup would be September/October of 2021 and no payment is due until pickup is completed. He noted that Commissioner approval is required to assure that they have an official hold on these vehicles.

MOTION: Commissioner Lauer moved to waive the bidding process and accept the quote of \$75,069.80 from Colonial Municipal Group for the purchase of two (2) Ford F-150s. Commissioner Ahern seconded the motion and all were in favor.

3. Watch Guard Cameras – Sheriff Stiegler stated that he is looking for approval to purchase the Watch Guard systems that were approved in his FY22 budget for \$14,780.00. He explained that they need to purchase this equipment sooner rather than later as there is a national demand that is far greater than the supply. The products will take several months to ship and no payment is due until the products have arrived and are found to be in full working order.

MOTION: Commissioner Lauer moved to waive the bidding process as the vendor is exclusive and enable to Sheriff’s Department to order two (2) in car/body camera systems along with two (2) standalone body cameras from Watch Guard/Motorola. Commissioner Ahern seconded the motion and all were in favor.

4. Out of State Travel – Sheriff Stiegler stated that Sgt. Combs has been chosen to attend a three (3) week training on Ransomware in Alabama. This is at no cost to the taxpayers and after the training, he will be afforded all the equipment to investigate Ransomware. Commissioner Ahern asked if once Sgt. Combs returns from this training, he would be in a position to help our IT

department. Sheriff Stiegler stated that he has had conversations with CA Dorsett that Sgt. Combs would be available if there were the need.

MOTION: Commissioner Ahern moved to approve out of state travel for Sgt. Combs to attend the NITRO training in Alabama. Commissioner Lauer seconded the motion and all were in favor.

Register Monahan arrived and gave the attached report: (*see attached)

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the March 25th, April 8th and July 6th meeting. There were a few edits.

MOTION: Commissioner Lauer moved to approve the minutes from the March 25th, April 8th and July 6th meetings. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers FY21: 1243, 1246-1247 & FY22 1001-1005.

3. RFP for Grants Management Services – CA Dorsett stated this is an item that was budgeted in for FY22. This is the RFP to get a grant partner to help leverage and appropriately spend APRA funds and other grants they may receive. They will do a planning process to work with each department head to see what tasks need to be completed over the next several years. They will also take the County’s existing conditions study and plan out, based on available funding sources, how to best accomplish these tasks with minimal county taxpayer dollars. CA Dorsett answered questions from the Commissioners. FD Libby was present and answered questions from the Commissioners as well. CA Dorsett stated that this RFP has been drafted in a way to reduce the cost on their office. Commissioner Piper stated that she is comfortable with the scope of services that are in this RFP.

MOTION: Commissioner Ahern moved to award the proposal from NCIC as suggested by the County Administrator. Commissioner Lauer seconded the motion and all were in favor.

Finance Director Libby finished the discussion on the encumbrance requests.

Commissioner Piper noted concerns she has with Department Heads using this as way to pay for items that had not been budgeted for. She stated that FD Libby had stated this same concern before. Commissioner Lauer stated that they need an honest budget and they need to get these requests under control. FD Libby reviewed each of the requests with the Commissioners. The Commissioners discussed the requests and made some changes.

MOTION: Commissioner Lauer moved to approve the revised encumbrance list totaling \$246,737.29. Commissioner Ahern seconded the motion and all were in favor.

Commissioner Issues:

Commissioner Piper stated that attended the NACO Conference and discussed sessions at the conference with the Commissioners. She also attended the Hanover Selectboard meeting and the Lebanon City Council meeting.

Commissioner Piper stated that she wanted to discuss FarmDOC. She stated that the Board of Commissioners implemented FarmDoc as a policy but it does not appear as though any part of FarmDoc has been acted on in anyway. She stated that she believed that when the first FarmDOC meeting was held, Supt. Elliott and Supt. Oakes both stated that they needed to know what expenses and labor costs would be associated with the implementation of FarmDoc and their departments in order to determine whether or not FarmDOC would be cost effective. She suggested to CA Dorsett that the information needs to be collected from the Department Heads in order to answer those questions. Commissioner Ahern stated that FarmDoc is policy, and the Department Heads need to work together to come up with a plan. The Commissioners further discussed FarmDOC and requested that CA Dorsett speak with the Department Heads.

The Commissioners finished the meeting with a tour of the Registry of Deeds Office with Register Monahan.

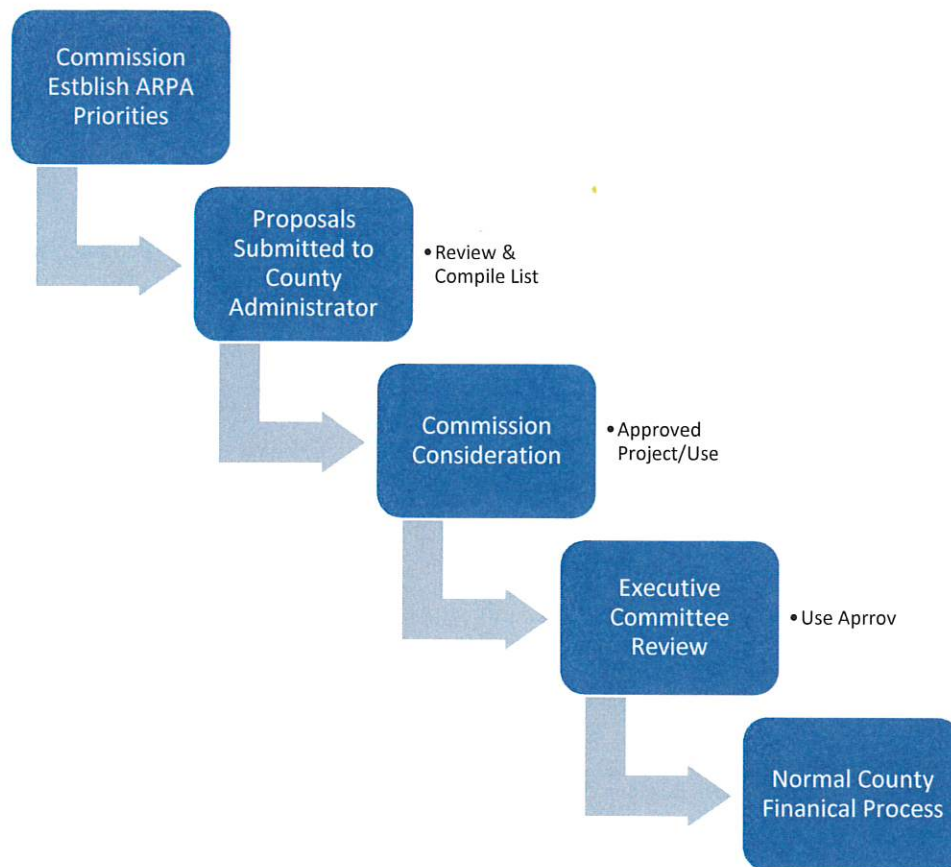
PM with no further business, the meeting adjourned.

Respectfully Submitted,



Omer C. Ahern, Jr
Clerk

GRAFTON COUNTY AMERICAN RESCUE PLAN ACT (ARPA) DRAFT PROCESS



ARPA will deliver \$17,459,302 in federal funding to the Grafton County to aid in economic recovery to ensure growth and equitable recovery from the COVID-19 pandemic.

County approach: Priorities and principles

Highest priority

- Projects that have a direct impact on vulnerable populations and those impacted the most by the pandemic
- One-time projects that entail no ongoing costs
- Projects that produce savings or increased revenue in the future
- Projects that lead to economic opportunity
- Projects that make an impact on our physical infrastructure
- Projects that made an impact on our social infrastructure
- What else?

July 2021 Farm Report

1. We are milking 75 cows averaging 78 pounds of milk. The components are averaging 3.93% butter fat and 3.13 % protein. 11,350 pounds of milk are being shipped every other day. The June pay price was \$20.06 per hundred weight for Grafton County Farm.
2. Benjamin Morehouse, the new Farm Assistant, began working on July 6th. Farm Manager Nelson and Herdsman Ben White are very happy to have the farm fully staffed.
3. A very good supply of inmate labor.
4. Two sows have farrowed. One sow left to farrow. A couple piglets will be part of the upcoming North Haverhill Fair and a couple will spend sometime at Windy Ridge Orchard.
5. Most of the second crop of hay was chopped the week of June 20th. Hatchland Farm was able to help by mowing the last 14 acres on the Island as the County Farm's mower developed a mechanical problem. We will begin drying some hay on Bancroft when the weather forecast is favorable as the mower is repaired.
6. Mechanical problems seemed to be an issue recently. Two tractors were down at the same time. The 7520 John Deere is at United Ag and Turf being repaired as it has an electrical problem which is affecting the hydraulic system. The 6715 John Deere loader control broke, but is repaired and operational again. The silage truck was over heating and lacking power hauling loads of silage up the hill from the Island. Both problems with the truck are corrected now.
7. Crops are looking good. Corn for silage is growing fast, sweet corn is tasseling, and potatoes are flowering. Some pumpkins and squash were replanted because of Cucumber Beetle damage.

Respectfully Submitted,

Grant Nelson

Farm Manager

Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
July 13, 2021

June Revenue

County Revenue 6/2009	\$108,102.38	State Revenue 6/2009	\$ 802,911.36
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	\$ 89,548.22	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	\$112,384.98	State Revenue 6/2015	\$1,141,892.16
County Revenue 6/2016	\$108,674.03	State Revenue 6/2016	\$1,163,662.68
County Revenue 6/2017	\$100,371.17	State Revenue 6/2017	\$1,029,234.24
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	\$ 971,8521.16
County Revenue 6/2021	\$140,135.42	State Revenue 6/2021	\$1,614,306.24

Foreclosures

2009 86 year to date
2010 116 year to date
2011 115 year to date
2012 101 year to date
2013 82 year to date
2014 85 year to date
2015 57 year to date
2016 60 year to date
2017 44 year to date
2018 23 year to date
2019 36 year to date (+280 in one day time share foreclosures)
2020 20 year to date
2021 12 year to date

1. The Registry of Deeds internal computer files were successfully transferred from the previous servers to our new on site servers on July 1, 2021. The digital record data base of all documents that reference interest and ownership in the properties of Grafton County from 1774 to present will be transferred to the Bastion servers on July 22, 2021. Coos County did not experience any difficulties. We are the second NH County to move to this state of the art facility provided by our software partner Fidlar Technologies of Davenport, Iowa. This contract provides the Grafton County Registry of Deeds with cybersecurity and ransomware insurance coverage up to 5 million dollars.

Respectfully submitted,

Kelley J. Monahan