

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

January 21, 2014

PRESENT: Commissioners Mike Cryans, Martha Richards, Director Clough and Admin Assistant S. Norcross.

Commissioner Cryans called the Meeting to order at 9:07AM and began with the Pledge of Allegiance.

Drug Court Coordinator Bob Gasser arrived and stated that he was seeking approval to send three (3) individuals, himself, Judge McLeod, and Jennifer Stone, to the National Association Drug Court Training Conference in Anaheim California, from May 27th- June 1<sup>st</sup>. He stated the total estimate for the trip would be \$5985 and there is \$5930 left in the training line. This would be the last of the training for the fiscal year.

Commissioner Richards requested to go into nonpublic session.

\*9:14AM - Commissioner Richards 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 Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:18AM- Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion. All were in favor.

Commissioner Richards moved to approve the Drug Court Coordinator's request to attend the Training Conference in Anaheim California from May 27<sup>th</sup> -June 1st for a cost of roughly \$6000. Commissioner Cryans seconded the motion and all were in favor.

HSA Bishop arrived and gave the following report- (See attached)

HSA Bishop stated that they have recoveries from November, the cash was deposited in the account but they have not received the reports yet so they are not posted in this report.

She discussed the Summary Legislation list from the NHAC for the 2014 session and stated there are some bills that she will be watching.

Social Service Applications- HSA Bishop stated that they received proposals from 24 agencies, one (1) was new, and one (1) that received funding in the past did not send proposals for this year.

RD Kelley Monahan arrived and gave the following report:

**Grafton County Registry of Deeds  
Kelley J. Monahan Register  
Report to Commissioners  
January 21, 2013**

**December Revenue**

County Revenue 12/2009	\$ 84,729.49	State Revenue 12/2009	\$ 674,292.48
County Revenue 12/2010	\$108,231.15	State Revenue 12/2010	\$ 907,050.24
County Revenue 12/2011	\$ 76,078.91	State Revenue 12/2011	\$ 450,428.16
County Revenue 12/2012	\$109,828.59	State Revenue 12/2012	\$1,248,499.20
County Revenue 12/2013	\$ 67,564.86	State Revenue 12/2013	\$ 568,637.76

**Foreclosures**

2009 183 year to date  
2010 206 year to date  
2011 211 year to date  
2012 187 year to date  
2013 160 year to date

**Equipment Surcharge Balance \$126,162.40**

CD \$60,735.16  
Bank of NH \$65,427.24

Foreclosures December 2013 - 13 December 2012- 11

1. The law firm representing BOA and FHFA has remitted the \$230.00 for the certified copies that I was ordered to bring to Grafton Superior Court in November.
2. I would like to request that the GCRD office close at 12:00pm on 12/24/14 and be closed on Friday 12/26/14. The staff will use their earned time for this scheduled day off.
3. The NH Register of Deeds Association legislative committee has been working with the NH Sheriffs and County Attorneys to bring forward legislation on the filings of fraudulent liens.
4. On December 31, 2013 Grafton County Registry of Deeds has ceased micro-filming as a form of archival backup. We will be printing a hard copy back up and switching to DVRs as a second form of back up. The internet servers in 3 locations serve as our third source of retrieval backup.
5. Last year when I delivered my budget presentation, I mentioned that we may need to change course on our microfilm program and may need to access surcharge funds in the middle of the fiscal year. Those decisions have been made. I will be submitting a request for a motion at the Delegation meeting on 1/27/14 for \$8,000 to come from the Register of Deeds dedicated equipment account (surcharge account) for metal racks, polypropylene archival boxes and additional paper.

**Respectfully Submitted,**

Grafton County Commissioners' Meeting  
Tuesday January 21, 2014  
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**Kelley J. Monahan**  
**January 21, 2014**

Commissioner Richards moved to approve the request from the Registry of Deeds to have the office close on 12/24/14 at 12:00pm and to be closed Friday 12/26/14. Commissioner Cryans seconded the motion and all were in favor.

Deb Maes from UNH Cooperative Extension arrived and gave the following report:

## **UNH Extension's Report to the Commissioners**

### **January 2014**

Extension hosted an organizational meeting for the Grafton County Beekeepers, facilitated by Master Gardner Marguerite Christopher. Twenty-eight people attended the meeting on Jan 9<sup>th</sup>.

The Food & Drug Administration will be looking over the sections of the guidelines for farmers in their proposed regulations for agricultural producers that were developed as a result of the Food Safety Modernization Act. The FDA received over 25,000 written comments on the first draft of their guidelines. Field Specialist Heather Bryant assisted Grafton County residents in understanding the FSMA proposal and in compiling their written comments to the agency. New guidelines from the FDA are expected to be issued this summer.

The New England Vegetable and Fruit Conference was held this past December in Manchester. There were more than 1500 people in attendance. Heather Bryant presented a session on results from last summer's tomato variety trial conducted here in the county and replicated in Carroll County and on the UNH campus.

Provisional funding for the Nutrition Connections program was approved by the Governor and Executive Council last week. The target audience for SNAP Ed funding will be adults with children under the age of 18.

Lisa continues to work with the Ashland H.E.A.L. (Healthy Eating Active Living) group as part of the state's goal to help people make healthier eating choices and reduce the incidence of obesity.

Michal Lunak is organizing the annual Dairy Management Conference which will be held in four locations: two in NH, one in ME and one in CT. Michal is also organizing two workshops for agriculture producers: one is on slaughterhouses and another on forages.

Kathy Jablonski recently attended the first National 4-H Healthy Living Summit at the National 4-H Center in Maryland. Kathy will be working with two teams of youth and adults partners as they develop the projects they planned at the summit.

Kathy is promoting several statewide programs for all 4-H members to participate in this year. One project is the Teen as Teachers Choose Health: Food, Fun & Fitness and was taught in Littleton and Stratford and will be offered in Boscawen in February.

Deb Maes continues to provide food safety education classes in the region. Since our last meeting she held three ServSafe classes, including one in North Haverhill and another in Littleton. She conducted several two-hour SAFE classes and helped State Specialist Catherine Violette pilot a Farm to Preschool Food Safety program at Whole Village in Plymouth. Her food safety team is also working on developing a Farm Food Safety Program to help farmers meet some of the recommendations that the FDA has made as a result of FSMA.

The Annual 4-H Food Show is scheduled for February 1 at Haverhill Cooperative Middle School.

Over 250 4-H youth submitted enrollment forms for the current program year. We have over 70 adult volunteers working with these youth on more than 15 different projects.

Dave Falkenham has been busy working with landowners, loggers and foresters on site visits covering more than 1000 acres all over the county. He presented a workshop on "Logging Laws for Municipal Officials." Local loggers Ben & Errol Peters were selected as the northeast region Loggers of the Year. And he assisted Donna Lee in teaching map and compass skills as well as GPS use here at the office for the SPIN class.

Commissioner Richards moved to approve the minutes from January 14<sup>th</sup> as amended. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Richards moved to approve an expenditure of \$8000 from the Register of Deeds Surcharge account to purchase archival materials as explained by Register Monahan. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed the check registers.

ED Clough stated the Executive Committee met yesterday and narrowed down the candidates to two (2), Richard Long and Linda Lauer, to present to the Delegation as their recommendations for Grafton County District #2 Commissioner Position. The Delegation will meet on Monday, January 27<sup>th</sup> to meet the candidates and vote on an appointment for the vacancy. ED Clough has arranged with Clerk of Court Carlson to have a Judge to swear in the new Commissioners at the conclusion of their meeting.

ED Clough stated immediately following the Delegation meeting on the 27<sup>th</sup> the Executive Committee will hold their regular meeting and that Duane Baxter will be presenting the Bath Historical project that is being done in memory of Ray Burton.

ED Clough discussed the upcoming budget with the Commissioners. She asked if they had any specific direction to give to the department heads as they begin to prepare their FY 15 budget requests. Commissioner Cryans stated that they department heads always bring them reasonable budgets and that they should try and keep their requests reasonable and then the Commissioners will review them once they have been presented. Commissioner Richards stated that she wanted to see true representations of what the department needs were but also wanted to keep the increase down as much as possible. Both agreed that any increases would need to be properly justified. The department head budget meeting schedule was also discussed with the Commissioners.

The Commissioners and ED Clough discussed next Tuesday's meeting. Commissioner Richards will not be able to attend and it was concluded that since a new Commissioner will not be sworn in until Monday at the earliest that it would be best to postpone the meeting on January 28, 2014 to February 4, 2014. Director Clough told the Commissioners she will be away on vacation from January 31<sup>st</sup> – February 7<sup>th</sup> and therefore will not be at the February 4, 2014 meeting.

Commissioner Richards stated that she met with the Hebron select board last week and they complimented the Register of Deeds office on being professional.

Commissioner Richards stated that they held the first planning meeting for Open Barn day last week. They had had a good turnout and there were many ideas that were brought.

10:58AM with no further business the meeting adjourned

Respectfully submitted,

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Martha B. Richards, Vice-Chair