

GRAFTON COUNTY COMMISSIONERS' MEETING

Administration Building
North Haverhill, NH 03774
September 3, 2024

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

OTHERS: Maintenance Supt. Oakes, HR Director Clough, Nursing Home Administrator Labore, Terry Martin – Home Association, Glenn Libby – Farm, Nick De Mayo – via Teams

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

Supt. Oakes arrived to discuss a bid waiver request.

Supt. Oakes stated that he is requesting a bid waiver on two (2) quotes from JWC Environmental. They are the company that manufactures the Muffin Monster Sewer Grinder system. He stated that there is one (1) source from which to get this. They have their distributors nationwide, and he is working with the one in New England. Supt. Oakes stated that this has been budgeted for. One (1) quote is for the replacement grinder stack assembly and the other is for parts to repair the grinder they already have. Supt. Oakes explained that once they have this additional grinder, they can pull the existing one, rebuild it, and have a second one to replace it when they do preventative maintenance. Supt. Oakes presented the following two (2) quotes:

JWC Environmental - \$15,377.94 – Grinder Stack Assembly

\$ 5,920.94 – Replacement Parts

\$ 21,298.88 – Total

Commissioner Ahern stated that he cannot see spending this kind of money anymore, as his constituents are unhappy with the tax rates. CA Libby explained that this is one of those things, and if they do not have this now, it will cost the County more money in the long run and will be an additional workload for the Maintenance Department. Supt. Oakes stated that both of these items are budgeted for. He explained that this is a grinder for the sewer system that grinds down any objects flushed down the system. This is needed due to issues with inmates at the Department of Corrections. He noted that he would put in the new grinder, pull the old one, and repair it. That will then be a replacement grinder they have on hand in the event something happens again. Commissioner McLeod stated that what Supt. Oakes is bringing them what must be done to keep the facility running.

MOTION: Commissioner McLeod moved to waive the bidding process and accept JWC Environmental's bid of \$21,298.88. Commissioner Ahern seconded the motion.

Discussion—Commissioner Ahern expressed concern about waiving the bid. Supt. Oakes stated that this Muffin Monster system is designed by JWC Environmental, and he must go to their distributors to get this product and the replacement parts.

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

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

HR Director Clough reported that they had moved the LNA students from working full-time in the Nursing Home while taking the class to only being here during class hours. She explained that when they had the LNA students working in the Nursing Home as Unit Aids, they were being brought in at the LNA rate of pay, and therefore, some of them were making more than some of the Dietary Aids or Activities Aids and this made created some issues internally. They are trying this new system to see how it works and will evaluate it after the current class is complete.

Commissioner Ahern stated that over the Labor Day holiday, there were people working at hotels and in the food industry, positions the County is looking for, who went on strike looking for more money. He asked how the County's rates compare to what they are making and if the County is advertising there. HR Director Clough noted that these are private employees, not based on taxpayer funding. She explained that many of these were hotel chains and stated that Indeed is geared to reach out and advertise to these people. As far as if the County wages are competitive, she would say they are, but she has not looked at these particular jobs. It depends on the region in which they are located. HR Director Clough stated that she thought those employees would not be receiving the benefits the county does.

Glenn Libby – Farm Discussion

Commissioner Piper explained that concerns arose because Robie Farm came in to meet with the Commissioners and Hatchland Farm, asking questions about the farm. It re-awakened the ongoing concerns about the Farm, and it was decided by a majority of the Board of Commissioners that the farm, given the expenses associated with it, needs to break even and pay for itself. A \$250,000 loss is becoming difficult to justify each year. Commissioner Piper stated that she is concerned and wishes they could make the Farm self-sustainable as soon as possible. Commissioner McLeod stated that she is looking for more business management of the Farm rather than just running it without a vision. Commissioner Ahern stated that one of the challenges was that the County is running a farm with equipment from the 1950s. They are using antiquated milking facilities and processes. The County has not brought the farm operations up to date. He stated that the cows and the walls must also be cleaned. The County has not had Farm Managers with the vision to make that farm break even. Commissioner Ahern stated that the original purpose of the Farm was to feed the people in the Nursing Home, Department of Corrections, and the employees, and the leadership of the County has neglected the Farm. Commissioner Ahern stated that the County has to update the operation, and he believes they need to get a dairy trailer to process their own dairy for the complex. There are many possibilities out there that have been ignored.

G. Libby stated that he hears much of Commissioner Ahern's words. He noted that the \$250,000 is not what the Farm has lost yet, that it is budgeted revenues versus budgeted expenses. He stated that he will work with Asst. CA Burbank and the Commissioners are on the business side of the farm and then the supervisory side of managing employees. He thinks he might bring a little to the table with that. G. Libby stated that ideas were shared the last time he was in this position, such as getting the animals outside, and he noted that there are ideas out there to clean up the barns and keep the cows clean. He has also spoken with Mark Robie from Robie Farm, but G. Libby explained that a lot of farm operations are happening in September and October. He

asked for some time to concentrate on those things first and then try to address the other concerns with the Farm.

Commissioner McLeod stated that she had heard that the farm's equipment was not antiquated; it was newer than some other farms. In her opinion, the idea of investing in more equipment when the County does not know where they want to go with the Farm is not the right move. G. Libby stated that he would need to assess the operation, noting that the equipment takes it hard and it needs to be maintained. He stated that he would work within what the Farm currently has and look to see if something is worth investing money into.

Commissioner McLeod looked to confirm that they are not adding a position to the Farm budget. CA Libby explained that the Farm has two (2) part-time and two (2) full-time positions in the budget. She stated that G. Libby's position was part-time as the Assistant to the Farm Manager, and he will remain part-time, therefore not adding any positions to the farm.

Commissioner Ahern stated there needs to be inmate workers from the DoC on the farm, as the farm is critically important to those in the nursing home and the DoC in providing food. Commissioner McLeod asked what the cost is to prepare this food, and she stated that she wanted the costs associated with these ideas. Commissioner Ahern stated that the items the County can produce on the Farm can provide everything the County needs. Commissioner Piper stated that when the Commissioners looked at FarmDOC, the cost was unrealistic. She is concerned about justifying the Farm and would like to see if the County can have the Farm managed to be more self-sustaining. Commissioner Ahern noted that they need to give the Farm Manager the tools he needs. Commissioner McLeod stated that she needs to know what tools are needed and what is the economic impact of that. CA Libby stated that they are looking to triage what they have right now and work to identify what they need to do to work on breaking even.

CA Libby stated that the Farm has corn ready to be cut soon, and they need to get rid of the corn they have in the bunk. G. Libby explained that there are approximately 450 tons of feed corn, and out of that, 75-100 tons are moldy, which leaves about 300 tons of corn that he would like to try and market. He noted that this is a bad time of year to do this, but he has put it out to bid. G. Libby stated that their standing corn is a good crop, and if they get it in and packed in time, it will give the Farm good feed for the next 14 months. The Farm will need 1000 tons of feed corn for the next 14 months but will have a surplus. G. Libby stated that he would be looking to put out another RFP for the standing corn that is available as well. CA Libby explained that bids for the feed corn are due this Friday, and the Commissioners are not set to meet next Tuesday, September 10th. The Commissioners will need to meet next Monday if bids are received.

Commissioner Piper stated that if they do receive bids, they will need to be opened on Monday, September 9th. The Commissioners discussed the bids and agreed to meet on Monday, September 9th, at 11:30 a.m.

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

1. Home Association Update – Fishing Pond Proposal – Terry Martin stated that he met with someone who was retired from the State of New Hampshire who used to do the wetlands and ponds. If they were to put the fishing pond in the originally proposed area, it would be a \$500 permit. If they cannot dig down 3 feet, they will lose their \$500. They will also need to cut trees down to get the machines up to the location to dig. He stated they also have to find somewhere to put what is taken out when the pond is dug. T. Martin stated

that he wants to relocate the pond to a better and more compatible area. He explained that a wet area in a back hayfield across the street would require no permit as they are not digging into wetlands. T. Martin offered to bring the Commissioners to his proposed site but stated that this new site is much less impactful to the trees. He noted that this is for the residents, and he would take them up to the pond on the side by side. The Home Association will be the ones to stock the pond with fish. CA Libby asked if there was an estimated cost of digging the pond. T. Martin stated that the Home Association would see if any contractors would donate their time to dig the pond out. This will not cost the County any money. The Commissioners agreed to change the location of the pond.

MOTION: Commissioner McLeod moved to put a fishing pond in the location on the Bancroft as described. Commissioner Ahern seconded the motion, and all were in favor.

2. Theoria Medical Progress Notes – NHA Labore stated that the Nursing Home has been having difficulty obtaining progress notes from the Physician providing services through their contract. This has been an ongoing issue, and at first, it was his understanding that the previous Medical Director failed to do the notes and submit them through the Nursing Home’s Electronic Health Record. He stated that they are continuing to see issues with obtaining those records. NHA Labore stated that he was worried about the previous four (4) months not having any progress notes, with the state survey coming up. It continues to happen, and he is more worried about it. He will be having a conversation with Theoria Medical today and telling them that the County will not be paying any invoices until this issue is resolved. He stated that the notes are supposedly there but are not being transitioned into the Nursing Home’s program. It is his understanding that the Nursing Home has done its part, and it is on Theoria Medical’s end. He wanted to make the Commissioners aware of the issue.

3. Annual Fire Works Display – Thursday, September 5th, around 6:45 pm.

Agenda Items:

1. Approve Minutes – 8/27/24 – Commissioner Piper asked if everyone had a chance to read the minutes from the August 27th meeting. Commissioner Piper had one small edit.

MOTION: Commissioner McLeod moved to approve the minutes from August 27th as amended. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1021; 1024-1029; 2024-08.30.2024
3. Proposal for Object First 64TB Backup Storage – Memo for Requested Action – CA Libby stated that the County currently has an outdated on-site backup device that needs to be replaced. She has received the following two (2) quotes:

- SNS - \$36,995.00 includes 3-year warranty
- CDW-G - \$38,867.34

CA Libby stated that this has been approved through ARPA, and she is requesting that the Commissioners accept the quote from SNS for \$36,998.00

MOTION: Commissioner McLeod moved to accept the quote from SNS for the Object First 64TB on-site backup device of \$36,995.00. Commissioner Ahern seconded the motion, and all were in favor.

4. Review July Financial Reports – CA Libby stated that the County starts the fiscal year slowly in revenue. The Register of Deeds is the only department that started the year ahead in revenue. She noted that this is normal and nothing of concern to her. She explained that some departments start the year over expended, as service contracts are due at the beginning of the year. CA Libby stated that the County has one (1) bond payment made each year, due July 1st. She noted nothing of concern in expenses at this time.

5. Commissioner McLeod signed the MS 45 for the DRA for FY24.

6. Tax Anticipation Note (TAN) Update—CA Libby stated that the County will have to borrow money this fiscal year. The RFP will likely be sent out today and is due Friday the 13th. The Commissioners will review the proposals at their September 17th meeting. CA Libby stated that they have drawn down the last half of their investment funds, so this needs to be in place so they can cover payroll and expenses until they collect tax bills.

7. CA Libby stated that the Grafton County Farm Bureau Meeting will be held on September 25th at Hatchland Dairy. Commissioner Ahern and Piper plan on attending.

8. CA Libby reported that the RFQ for the Courthouse has been advertised, and proposals are due October 4th. She also noted that the RFP for Internet Service Providers will go out this week. Proposals for those are due September 30th.

Commissioner Ahern stated that his constituents feel it is a waste of money to replace the Courthouse at this time. He asked if there was going to be a public hearing. CA Libby explained that the Architect and Engineering Firm would come up with a probable opinion of cost, and the County would then be in the position to decide the next steps. She explained that if they decide to go to a bond vote, that will then require a public hearing. CA Libby stated that while building the new Department of Corrections, the County held multiple public hearings, but they are quite a way away from that. Commissioner McLeod stated that she has not had any questions about this, but she anticipates a question about paying the bond. CA Libby explained that if the County does get a bond, they would have to decide on the time frame. The County has done 20, 25, and 30-year bonds in the past, and they are much like a loan. The County would have principal and interest payments each year. CA Libby explained that it is whatever best fits the needs of the County and noted that the County has used a financial advisor in the past to put a bond together, or they can go through the bond bank as well. CA Libby noted three (3) different lease agreements with the State of New Hampshire in the Courthouse: Probation & Parole, Superior and Circuit courts, and licensing with the DMV for their office space. The lease agreement would then be based on the new square footage of their offices. The revenue received from the State would be offsetting revenue to the bond expense. Taxpayers would not be expected to pay for this all at once. The County currently receives \$377,000 in revenue from the State.

9. Multifactor Authentication (MFA) Implementation – CA Libby stated that an email from SNS was supposed to have been sent out to the staff with information regarding the MFA implementation, and the email was not sent out until late Friday afternoon. She stated that the Register of Deeds had responded to the email and was upset that the Register of Deeds Office was being included. CA Libby stated that she talked to K. Emerson from SNS, and her

understanding was if Deeds did not want to provide their cellphone numbers, they would be provided tokens, and there would be minimal interruption to their office to make this switch. She stated that because the Commissioners received the email from Register Monahan, she wanted to make sure that they were aware it was being taken care of. She said there should be minimal interruption tomorrow when the MFA is implemented.

10. CA Libby stated that she spoke with Twin Pines Executive Director Andrew Winters. She will send them the guidelines from the Treasury on the use of ARPA for affordable housing. A. Winters will come in and speak with the Commissioners on the projects Twin Pines is currently working on.

11. CA Libby requested three (3) nonpublic sessions.

MOTION: * 11:07 AM Commissioner Ahern moved to enter into a non-public session for the purpose 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 said, "Yes," Commissioner McLeod said, "Yes," and Commissioner Piper said, "Yes." Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*11:15 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 passed.

MOTION: * 11:16 AM Commissioner Ahern moved to enter into a non-public session for the purpose of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (l). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern said, "Yes," Commissioner McLeod said, "Yes," and Commissioner Piper said, "Yes." Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

*11:52 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 passed.

MOTION: * 11:53 AM Commissioner Ahern moved to enter into a non-public session for the purpose 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 said, “Yes, Commissioner McLeod said, “Yes,” and Commissioner Piper said, “Yes.” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*12:09 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 passed.

Commissioner Issues:

1. Commissioner McLeod asked if someone was working on the farm's profit and loss statement. CA Libby explained that they do not have one because that is not how they run their numbers, and it would take a lot of time to create something like that. CA Libby suggested speaking to G. Libby to ask what information she is looking for.

Public Comment:

N. De Mayo stated that despite an agenda, he thinks it is inappropriate not to announce the names of the people addressing the Commissioners. He said he has an agenda for his committee and always introduces those speaking.

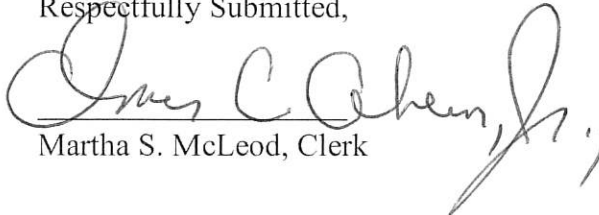
N. De Mayo stated that his initials on the Teams meeting were incorrect and asked if there was something someone could do to correct them. CA Libby explained that how his name is displayed on Teams is something that N. De Mayo sets up on his end and that the County has no control over.

N. De Mayo stated that the Farm seems to be a big issue. He commented that the Board of Commissioners is not thinking outside the box to address the issues and thinks they need to include members of the public to help.

N. De Mayo noted that people are not speaking into the microphone, and the general public cannot pick up on a lot of information.

12:18 PM With no further business, the meeting adjourned.

Respectfully Submitted,


Martha S. McLeod, Clerk

*James C. O'Brien, Jr., Vice Chairman
for Comm. Martha S. McLeod,
Clerk*

Grafton County Human Resources Report
 Karen Clough, Human Resources Director
 September 3, 2024

HR Activity Report (07/02/2024-09/03/2024)

• ***New Hires***

| <u>Department</u> | <u>#</u> | <u>Position(s)</u> |
|-------------------|-----------------------------|---|
| Nursing Home | 16 (5 FT, 9 PT, 2 Per Diem) | 1 FT Dietary Aide, 1 FT Laundry Aide, 2 Per Diem RN, 1 FT Cook, 7 PT LNA Students 2 PT Dietary Aide, 1 FT LNA, 1 FT RN Restorative/Rehab Manager |
| Maintenance | 2 (2 FT) | 1 FT Skilled Maintenance Asst., 1 FT Custodian |
| Corrections | 3 (2 FT, 1 Per Diem) | 1 FT RN, 1 FT CO, 1 Per Diem RN |

Separations

| <u>Departments</u> | <u>#</u> | |
|--------------------|----------------------------|---|
| Nursing Home | 4 (1 FT, 1 PT, 2 Per Diem) | 1 FT Laundry Aide, 2 PD LNA, 1 PT Dietary Aide |
| Corrections | 1 (1 Per Diem) | 1 Per Diem RN |
| Alt. Sentencing | 1 (1 FT) | 1 FT Case Manager |

Reasons:

- Resigned personal reasons/no reason-
- Termination – 1
- Deceased -
- New job/career change – 2
- Relocated –
- School –
- Retirement –
- Not Reappointed -
- Not meeting Per Diem / Part Time Requirements -3

Status Changes/ dept transfers: 5 FT Unit Aides to FT LNA's, 2 Per Diem LNA to FT LNA, 1 FT Dietary Aide to FT Housekeeper, 1 FT Activity Aide to Unit Aide (LNA Program), 1 FT Dietary Aide to PT

Active Leave of Absences between July 3rd to present

| <u>Department</u> | <u>#</u> | |
|----------------------------|-----------|--|
| Nursing Home – Nursing | 12 | (9 are intermittent, 9 for self, 3 for family) |
| Nursing Home – Non-Nursing | 9 | (7 are intermittent, 5 for family, 4 self) |
| Sheriff's Dept/Dispatch. | 2 | (2 intermittent, 2 self) |
| County Atty's Office | 3 | (2 intermittent, 2 self) |
| HR Department | 1 | (1 intermittent, 1 family) |
| Alternative Sentencing | 1 | (1 intermittent, 1 family) |
| Maintenance | 1 | (1 intermittent , 1 self) |
| Registry of Deeds | 1 | (1 Family) |
| Department of Corrections | 2 | (2 Self) |
| TOTAL | 32 | |

Current Jobs posted/advertised

LNA's/Unit Aides (21.65 FTE's vacant)

RN/LPN (10.95 FTE's vacant combined)

ADON

CO's (6 FTE's) (2 FT Scheduled to orient 9/19)

Housekeepers – 1 PT

Dietary Aide

RN – DOC (1 FTE's)

Cook - DOC

Skilled Maintenance Asst. (HVAC technician or Licensed Gas fitter)

Deputy

Dispatcher

County Attorney's Office Legal Assistant

Activity Aide

Alternative Sentencing Case Manager

Other business: 8/21 Attended a full day training presented by the Human Rights Commission and the DOL on the Employers Responsibility in the Evolution of Sexual Harassment in the Workplace.

9/12 Primex will be here in the DOC Training Room from 9-3 to present Supervisor Training. Outline of training is attached. Lunch will be provided by the DOC.

9/17 virtually and 9/25 Onsite Coping with Compassion Stress training will be presented for employees. This training is to raise awareness of the need to maintain appropriate self-care despite the demands of work and/or pressures of home life. It will offer specific tips to encourage self-care in order to maintain high level of functioning both personally and professionally.

Grafton County Nursing Home Commissioner's Report: September 3, 2024

Census

Medicare: 5
NH Medicaid: 65 (5 Pending)
VT. Medicaid: 16
VA: 7
Hospice: 1
Private: 15
Total: 109

FY '25 Budgeted Census

Medicare: 3
NH Medicaid: 69
VT. Medicaid: 20
VA: 7
Hospice: 0
Private: 17
Budgeted Census: 116

Monthly Admissions/Discharges

Admissions: 6
Deceased Residents: 4
Discharges: 3

Other Topics:

- 1) Home Association Update Re: Fishing Pond Proposal
- 2) Theoria Medical Progress Notes
- 3) Annual Fire Works Display- Thursday September 5th