

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday, February 1, 2011

PRESENT: Commissioners Michael Cryans, Omer C. Ahern Jr. and Ray Burton,
Executive Director Clough and Secretary Martino.

OTHERS: Martha Richards, Harold Brown, Leonard and Linda Dupere, Marilyn Lyons
and David Starr

The dedication ceremony for the Annual Report was held prior to the beginning of the meeting. Commissioners chose people from their districts who were outstanding in their communities and honored them with the dedication. The Annual Report covers the period from July 1, 2009 to June 30, 2010. Commissioner Cryans chose Dick and Barbara Couch, owners of the Hanover-based company Hypertherm. Commissioner Richards (Commissioner during the time period) chose the Reverend John Fischer and his wife Linda of Hebron for their community activism. Commissioner Burton's choice was Kate Vaughan who is the Director of the Littleton Regional Senior Center. Congratulations were offered to all the recipients.

9:43 AM Commissioner Cryans opened the meeting and began with the Pledge of Allegiance.

County Attorney Saffo arrived and began by saying that the fall internship had finished that the response from the interns was very positive. There will be two student interns beginning in the spring and that one of them has already passed the bar. Atty. Saffo asked the Commissioners to approve appointing Assistant County Attorney status for this attorney according to RSA 7:33-g.

Commissioner Ahern moved to approve the request of the County Attorney which was seconded by Commissioner Burton.

Discussion: Commissioner Ahern asked if the attorney had been sworn in and Attorney Saffo replied yes.

When the vote was taken all were in favor.

Attorney Saffo discussed a grant that the County could apply for case management software. The Attorney's Office already has case management software at a cost of \$4200 a year but would like to send out an RFP for the grant so that they may be included in the process, adding that there is an opt out clause.

Commissioner Ahern asked if this has been run by the IT Manager and Atty. Saffo said yes and that her Office Manager has been very involved in this and will sit on a sub-committee that will be reviewing the software.

Commissioner Ahern asked if this will be a web based program and Atty Saffo said that everything is being looked at but their preference would be to have it server based so that everyone can have their own control in the event of any problems.

Commissioner Ahern asked if there was any legislation that might affect this process and Atty. Saffo said not that she is aware of. He said that he thought there were two bills in the legislative cue regarding the states use of different types of software.

Commissioner Cryans said that he would like to see an IT person from a smaller County sit on the committee as there may be different issues with a smaller County than with some of the larger Counties. Atty. Saffo said that is why she has asked A. Farina to be on the committee as she has already worked extensively with the software and understand the issues.

There was a discussion about the possibility of future costs of the software.

Atty. Saffo gave her monthly report to the Commissioners *(see attached)

Atty. Saffo asked permission to close the office for two hours so that the staff can have their holiday party which they were not able to do in December. The Commissioners approved that request.

Commissioner Ahern asked if there was any cost to the County to travel to Washington DC for the mental health convention and Atty. Saffo said there is no cost to the County at all.

There was a discussion about the elder abuse program in the report and Atty. Saffo said the plan is to do a lot of training and then to go to various agencies and to reach out to people who work with the elderly and to pass along the training and information.

Nursing Home Administrator Bolander and Hailey Wetherbee arrived to give the Nursing Home Report. *(see attached)

- NHA Bolander said there was an unexpected death of a key person at the Nursing Home and the position was posted.
- It has come to the attention of NHA Bolander that Dr. Kelsey would like to step down as Medical Director.
- NHA Bolander is following bills in legislation that will affect nursing homes.

Commissioner Cryans asked H. Wetherbee to update the Commissioners as to how she is doing as an intern. She replied that she is finishing up her internship and should be taking her boards in May to become a Nursing Home Administrator.

There was a discussion as to the presentation of the Farm Bill at the NACo Conference and Commissioner Burton said that he didn't think he would be able to be there to make a statement. NHA Bolander said because of the uniqueness of the farm at Grafton County it should be presented but to keep in mind that there is a large opposition to the federal support of county farm programs.

Commissioner Ahern said that there is a move afoot towards the local selling of milk.

Former Commissioner Richards said she would urge NHA Bolander to present the resolution and Commissioner Ahern said he thought that farmers in New Hampshire would support it. Commissioner Ahern urged NHA Bolander to contact the Farm Bureau Federation and Rob Johnson as they would be helpful in this matter.

Commissioner Ahern moved that the Commissioners support the resolution that it be presented at the NACo Conference in Washington DC which was seconded by Commissioner Burton. All were in favor.

COMMISSIONER ISSUES:

Commissioner Burton attended the last UNH Advisory meeting wherein they presented their FY12 budget to the committee. He said they have proposed a 4.9% increase over last year which is primarily health insurance and retirement. UNHCE will present their budget to the Commissioners in March.

Commissioner Burton said the Farm Forest show is in Manchester this week.

Commissioner Burton discussed a couple of issues that Rep. Bulis and Gionet had brought to him and one was regarding the posting of minutes. Sec. Martino said there are no requirements regarding the posting of minutes but that by statute they have to be available for public inspection no later than five days after the meeting and that has always been complied with. She said that she had spoken directly with Rep. Bulis regarding minutes.

Another issue discussed was the performance audit.

Commissioner Ahern said he was concerned about the sale of the bred heifers as discussed at last week's meeting to which he was not in attendance. He said that in his opinion the statute is pretty clear regarding sales and he felt that there has been a violation. Director Clough said she is working on getting a legal opinion on that.

Commissioner Cryans informed Commissioner Ahern that he had checked with the Secretary of State's Office who directed him to the Attorney General's Office regarding the information on the County brochure that Commissioner Ahern suggested was electioneering. Commissioner Cryans said that according to the AG's office, it was not a violation to put an elected official's biography on written material.

Commissioner Ahern said that he disagreed and said that it gave the *appearance* of impropriety.

Commissioner Cryans said he felt that he received an answer and felt satisfied that the brochure was not breaking any election laws.

Human Services Administrator Bishop arrived to give her report to the Commissioners and began by given those in attendance a brief overview of her position with the County. HSA Bishop presented her report *(see attached)

She also presented the Commissioners with a list of payment amounts to towns, amounts paid toward the cap, deductions from monthly state bills and allowable credits.

HSA Bishop said that she estimated that the County would come in about \$120K under the cap amount.

Commissioner Burton moved to approve the minutes from January 25, 2011 which was seconded by Commissioner Ahern. Commissioners Burton and Cryans were in favor and Commissioner Ahern abstained from the vote.

11:00 AM Commissioner Burton was excused.

Register of Deeds Kelley Monahan came in with her report *(see attached). She also brought the Commissioners a breakdown of the Deeds revenue comparison from last year.

Commissioner Cryans asked her how the job was going and she replied that the transition was relatively smooth and commended the staff for their continued support of the residents of Grafton County.

Commissioner Ahern said that he had met with RD Monahan, IT Manager Ruggles and Paul Roth from Connor & Connor last week to discuss Deeds going forward and that the meeting was very productive.

H. Brown asked about foreclosure activity and RD Monahan said that she didn't have that report with her but that she would get it.

There was a discussion about the sale of information in Deeds to private companies and RD Monahan said that both she and the Deeds Association are against it. H. Brown said that he feels the data is proprietary to the County.

Human Resource Director Simpson arrived with his report for the Commissioners. *(see attached)

HRD Simpson said he would like to share his condolences for the Klein family publically, and to the Nursing Home for their loss.

HRD Simpson recommended to the Commissioners that the County commit to Primex for FY12 and in doing so will receive grant money in the amount of \$3,100 for wellness programs. He said there really are no other alternatives at this time. He said that if the County were to receive that grant they needed to sign the contract by February 11th.

Commissioner Ahern asked when HRD Simpson learned about this proposal from Primex and he replied November. Commissioner Ahern said it was disturbing to think that this information was held for that length of time and that he did not feel compelled to sign the contract under these conditions.

Commissioner Cryans discussed the smoking cessation program and how to get people more motivated to quit. HRD Simpson said that there have been a number of payroll staffers that have gone out but there also needs to be some motivation on the part of the employee to quit. He discussed an in-service on wellness that was put on by Primex where the plan is to institute a program.

Commissioner Cryans discussed the possibility of a non smoking campus. He said that the County has to do more not less for the health of the employees, particularly in the way of wellness. Director Clough said it was too bad that more people didn't attend the in-service.

In regards to signing up with Primex, Commissioner Cryans said he thought it would be helpful to see more alternatives to the health insurance and that the Board was not ready at this time to vote on the contract.

Director Clough said that she and HRD Simpson are meeting with Primex to discuss different plans. She said that provider wise, options are very limited and that looking at Primex warrants consideration.

Commissioner Ahern asked if there was any legislation in Concord that will allow people to cross state lines to obtain health insurance and HRD Simpson said not as far as he is aware.

Commissioner Ahern then asked how long the County could wait if they don't chose to sign the contract with Primex by the 11th and HRD Simpson said May.

Commissioner Ahern asked if HRD Simpson had any kind of breakdown of smoker per Department and he replied no, though it was noted that the largest number of smokers are at the Nursing Home.

Commissioner Ahern asked about smoking at the DoC and Director Clough said that inmates are not allowed to smoke.

Commissioner Ahern asked HRD Simpson if he were to release someone from employment would he do that by following the policies that are in the Employee Handbook and he replied yes.

There was a discussion about having healthy food served at both the Nursing Home and the Jail.

M. Lyons was recognized and said that she feels that the County really should consider a non smoking campus and that the County should look closely at food preparation and that healthy changes should be made.

Commissioner Cryans reiterated that he would like to see more information as to how money could be saved insurance wise and HRD Simpson said that he would like to be put on the agenda for next week.

Commissioner Ahern said that he would like to know what other providers are available to the County and said that the more providers available the better the strength of the negotiation.

RD Monahan returned with a printout of the number of foreclosures in Grafton County for the month of January, which was 14.

The Commissioners signed the check registers.

Commissioner Ahern had asked that there be a non public session on the agenda but opted not to do that until Commissioner Burton was present.

Members from the public who were in attendance wanted to ask the Commissioners about the water tank and to find out more information, stating that they heard that it wasn't working.

Commissioner Cryans said that to say it is not working is an over statement. He said that there needs to be some decision made as to how the proceed with things and that there were some options on the table.

Director Clough reviewed the issue with the water tank and the fact that it is not turning over the water which means that a valve needs to be manually opened and closed in order to raise and lower the water level.

L. Dupere asked if it was faulty engineering and Director Clough said she wasn't qualified to answer that question but the tank sits higher than Woodsville Water & Light's and uses a one pipe system as opposed to a two pipe system which appears to be the recommended system.

L. Dupere asked about going back to the engineers and Director Clough said that was done and the engineer continues to stand by his design.

L. Dupere asked if there was a performance bond and Director Clough said that the Maintenance Supt. had said there was.

Commissioner Cryans said that the argument is that the tank was designed for 20 years out and full capacity of the Jail. It was initially built for fire suppression. He said there is a great divide as to what the Board of Commissioner and the Delegation want to do.

L. Dupere said that somebody should have seen this coming and that this was a lot of money has been spent.

The question of taking action via the performance bond was asked again and both Commissioner Cryans and Ahern said that option was not off the table.

Commissioner Ahern said that there is still going to be a lot of discussion regarding the water tank and Commissioner Cryans said there is still the issue of what route to take.

H. Brown stated that the contractor should be liable for the tank and not the taxpayer.

12:20 PM Being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Office of the Grafton County Attorney

Lara Saffo, County Attorney

February 1, 2011

- (1) Case management. Prosecutors averaging 120 – 140 cases at any given time.
- (2) Mental Health Court
 - a. The Coordinator started on January 31, 2010.
 - b. Orientation and National Training (paid for by the grant) begins on February 8, 2010. The following people are attending:
 - i. Lara Saffo (orientation only), Shelly Golden (training only), Marcie Hornick, Managing Attorney, Office of the Public Defender's, Littleton, New Hampshire, Lt Matthew Isham, Lebanon, New Hampshire Police Department, Shawna, White Mountain Mental Health.
 - c. We have been told that the following people want to meet with the team: Senator Ayotte, Senator Shaheen, and Representative Bass and meetings are being arranged.
- (3) Case Processing Software
 - a. Office of the Attorney General's Office is facilitating a grant, to be shared among the counties equally to facilitate the acquisition of software. We have been active in this endeavor for a number of years. Alison Farina will serve on the RFP committee. Asking for permission to enter into a contract if it is equal to or less than our current line item for software (\$4,200.00 per year).
- (4) Programs
 - a. Protection of Older Adults
 - b. Child Advocacy Center at DHMC
 - c. Sexual Assault Resource Team
 - d. Grafton County Drug Court Sentencing Program
- (5) Lethality Assessment
- (6) Staff event out of office
- (7) Interns - thank you
 - a. Kristy Albee

- b. Justin Hersh – need to approve paperwork
- c. April – 8th graders visit for a day

Commissioner's Report

Date: 2/1/11

Census: 134

Medicare: 8

Medicaid: 100

Private: 26

Other: 0

Admissions: YTD: 11

Discharges: YTD: 4

Projects:

Budget development

QIS (Quality Indicator Survey) Prep

Outstanding Issues:

Informal Dispute Resolution

Legal issues

Employee issues

February 1, 2011

Human Services Monthly Report

1.) Recap of Molar Express Services

people seen by month:

August 2010 - 24

September 2010 - 25

October 2010 - 14

January 2011 - 19

Next scheduled days February 14 & 15

2.) LTC Expenses to date

- review Expenses by Town Report (attachment 1)
- review FY 11 Cap Payment Report (attachment 2)
- State Bill Deductions Report (attachment 3)
- Review FY 11 Summary invoices (attachment 4)
- Total recovery revenue received to date is \$ (attachment 5)

3.) Meetings attended:

- * 1/24/11 - North Country Public Health RCC (via phone)
major topic Clarifying and revising of MACE (multi agency coordinating entity) plan
- * 1/26/11 - State/County Finance Commission
county billing issues
request for FY 12 Caps
- * Meeting at Genesis (Plymouth Office) with Cindy Swart
purpose to discuss quarterly billing requirements

Registry of Deeds Grafton County New Hampshire Summary January 2011

January/Actions

- I have updated NH Deeds Website with Conner & Conner.
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- The staff and I are updating job descriptions.
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- We are sending out a request in the monthly billing to account holders for email addresses. Our goal is to establish and cost effective method of direct communication with the people who use this office on a regular basis.
-
- I met with Joe Marrotti on the book preservation project. On 12/6/2010 the former Register gave permission for Mr. Marrotti to take 4 older books for restoration. This initiative was not funded in the 2010/2011 budget. These oldest records were cut from their book bindings when sent out to be microfilmed many years ago. They are now simply wrapped in brown paper to protect from light. A conservative estimate to complete the project would be approximately \$750,000. The former Register has completed 45 records books and 1 Atlas. In the past, other NH Deeds Offices have budgeted an average of \$25,000 per year to this type of preservation effort with Mr. Marrotti. I called Mr. Marrotti and asked him how far his people had progressed with this order and to hold off if possible. He has replied stating that progress had proceeded past the turning point. I stated that the delegation would have to approve the funds for this latest batch. This batch was locked in at a previous rate. The rates are to almost double going forward. See attachment 1.
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- I met with NH Deeds Association. One subject of discussions was the UNH Mosaic Project. The majority of the 10 NH Registers have questions concerning this project. A meeting at UNH with Dr. Goodspeed is being arranged.
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- The Registry has joined PRIA Property Records Industry Association. The Dues are based on population. The previous register was not a member. Dues for the year are \$64.04 paid out of Dues acct. # 01.4120370. One of the most important decisions facing the NH Deeds Offices are the potential sale of bulk land records access.
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- We will be working with Pria and NH Deeds Association to implement a memorandum of understanding with our account holders on the subject of resale.
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- Deputy Register Beth Wyman, Brenda Dodge and I participated in Pria web seminar on bulk sales of records access. This seminar was available on the internet. The IT Dept was informed of this effort and assisted in the coordination. The web cast was viewed on the computer monitor in my office and the interactive audio was over a conference call on speaker phone. The cost was \$25.00 taken out of Education & Conference acct. #01.4120170
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- I attended a Government Trade & Technology Show in Montpelier VT. G. Morris has attended in the past and thought it would be beneficial for me to see what else is out there in the marketplace. Our contract with Conner & Conner expires 6/30/12.
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- I met with Jim Oakes on cellar vault preventive safety measures. This room was previously a laundry room. The water based overhead sprinkler system is less than ideal in the protection of paper records. I am researching non aqueous based fire suppression systems for the future.
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- George Morris and Mary DeRosia moved many of the older paper covered books to higher shelving. This was a suggestion from J. Marrotti in a 2008 preventative measures recommendation
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- I attended the Northern Pass Informational Presentation in Lebanon on 1/24/11. I feel that it is vital to remain informed on this project. In my opinion, if this project proceeds the aftershocks will be felt not only for decades in the real estate market but they will reverberate in overall economy of the North Country in perpetuity.

**Registry of Deeds
Grafton County New Hampshire
Summary January 2011**

•Met with Commissioner Ahern, Brent Ruggles and Paul Roth from Conner & Conner to clarify past issues and chart a course forward. Paul Roth of Conner & Conner stated that we are in the slowest month of the slowest time and we are still showing steady revenue. See attachment 2.

February

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- The NH Deeds Association will be meeting with the Surveyors' Association to discuss the possibility of no longer retaining original plans. This is a controversial decision. I do not see the need to take this step at this time here in Grafton Co. This is being explored by Strafford County RD due to a shortage of available storage space there.
- The Registry of Deeds team is exploring new streams of revenue. A full report will be presented at the next month's meeting.

Respectfully Submitted
Kelley J. Monahan Register of Deeds
Grafton County, New Hampshire
February 1, 2011