

COUNTY COMMISSIONERS' MEETING

Lebanon City Hall

Lebanon, NH

Tuesday Sept. 13, 2011

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

OTHERS: Communication Director Tom Andross, Lt. Chad Morris, Maintenance Supt. Jim Oakes, County Atty. Lara Saffo, Register of Deeds Kelley Monahan, HR Director Mike Simpson, Nursing Home Administrator Eileen Bolander(briefly) and UNH Educator Kathy Jablonski. Members of the Public: Ron Michaud, Connor Cryans, City Councilman Nicole Cormen, City Manager Greg Lewis and Fire Chief Chris Christopoulos. A Representative from CATV was there to video tape the meeting

Commissioner Cryans opened the meeting with the Pledge of Allegiance led by Lt. Morris.

Commissioner Burton introduced Connor Cryans who sat in on the meeting for a high school civics class. He also introduced Ron Michaud as a frequent participant of government.

The Commissioners each introduced themselves and named some of the towns in the districts they represented. Executive Director Julie Clough was introduced.

County Attorney Saffo was first and presented the Commissioners her report *(see attached), and reviewed it with them.

Commissioner Cryans noted that this was Atty. Saffo's first full year as an elected official.

Commissioner Burton asked about academic credits for interns and Atty. Saffo replied that there is a curriculum for credits.

Commissioner Ahern noted that the new software which is being instituted under a grant, will only be paid in full for the first year and asked Atty. Saffo what the cost will be in the future. She replied that it will be roughly \$5000 which would be the same as the cost would be to update the current software.

There was a discussion about what the impact is or will be to people who have cases pending, because of the decreased Court time. Atty. Saffo said that Judge Vaughan is still at the Court full time and Judge Bornstein works approximately four months out of the year part time and that so far there hasn't been a problem, but that day may come. Commissioner Ahern voiced his concern that justice may not be properly served due to the lack of Court time.

Atty. Saffo noted that there will be a Drug Court graduation on the 24th of October and parents of DC participants are being encouraged to speak about the program. Commissioner Cryans recognized people who have been instrumental in the Drug and Mental Health Courts in Grafton County, which included Lebanon's Chief of Police Jim Alexander.

Register of Deeds Kelley Monahan brought forth her report to the Commissioners which showed revenues to date, which are on track for the fiscal year.

There were other discussion about various activities regarding mortgages, the next software contract for Deeds and RD Monahan's opposition to the UNH T2 mosaic Project.

Human Services Administrator Nancy Bishop presented her report which included the long term care expenses to date per town, the Molar Express schedule and an update on the Goodwill Industries Workforce program which will be stationed at the County and overseen by HSA Bishop.

Maintenance Superintendent Jim Oakes presented his report *(see attached). Commissioner Cryans commended Supt. Oakes for the maintenance of the complex as did Commissioner Ahern.

Commissioner Ahern spoke of the importance of the potential biomass project which if completed, will provide local fuel, jobs and income for local land owners. Supt. Oakes said the design of the biomass plant is being paid for by a grant and is at no cost to the County.

Commissioner Cryans discussed the positive aspects of the new Jail project such as it coming in under cost of the approved bond due to lower construction costs. Supt. Oakes talked a little bit about the new Jail and described some of the issues with the current building which he said is in disrepair.

Commissioner Burton said that he now recommends that there be a public hearing and would like to see the decision of what should be done with the existing building come to a close.

Commissioner Cryans commended Director Clough, Supt. Libby and Supt. Oakes, saying they have worked tirelessly to bring the new Jail to where it is and where it will be in the future.

Councilman Cormen asked if there were some possible ideas for the existing Jail and Commissioner Cryans said that in his opinion, the building has expended its usefulness and would require too much in the way of repair to bring it back to life. He said that the plan was to have a committee that would study what should be done but they have not met to do this as of yet.

Commissioner Ahern went over some ideas that he had been presented with by people in his area and said that he would be in favor of going forward with recommendations that are in the best interest of the County.

Commissioner Cryans reiterated that he was not inclined to be in favor of putting a lot of money into the building.

Commissioner Cryans gave a brief overview of the Nursing Home as NHA Bolander had to leave the meeting because the State surveyors had arrived at the Nursing Home.

Sheriff Department Lieutenant Chad Morris spoke on behalf of Sheriff Dutile who had another obligation. He outlined the duties of the Sheriff's Dept. which include prisoner transport, civil process and serving warrants. They also provide patrol services for the smaller towns. There are ten full time officers which include the Sheriff.

Communications Director Tom Andross gave an overview of the Dispatch Center which provides services to 62 agencies in NH and VT.

The Grafton County Dispatch Center will be hosting the Statewide Dispatch Association on the 21st of Sept and will be holding drills.

The Mobile Communication Center will offer a backup team for FEMA who will be visiting the County in the next few weeks. FEMA will help to pay for the staffing.

Commissioner Cryans recognized City Manager Greg Lewis and asked him if he wanted to make any comments. Mr. Lewis, who has been on the job for six months now, thanked the Commissioners for bringing their meeting to Lebanon and spoke a little bit about some of the things that are going on in the city.

UNH Educator Kathy Jablonski stepped in for Educator Deb Maes who heads the office in North Haverhill and who had an obligation elsewhere. The UNHCE September calendar of events was presented to the Commissioners and K. Jablonski went over some of the things that are going on this month.

A message was relayed from Heather Bryant, Agricultural Educator, who wanted to publically thank Corrections for providing inmates to help re-cover the greenhouse with plastic. She said they worked well and got the job done.

K. Jablonski noted that the Ritchie Family of Glen Farm in Piermont had won the Green Pasture Award as the State's Dairy Farm of the year for 2011.

Commissioner Ahern commended UNHCE for the work they do in the County.

Human Resource Director Mike Simpson gave a brief overview of his role at the County. He spoke about a recent Job Fair that he attended in Concord which he felt was successful. Commissioner Burton said he feels those are important to attend.

Commissioner Cryans asked if everyone had a chance to read the minutes and if anyone had any changes. None were noted.

Commissioner Burton moved to approve the minutes from September 6, 2011 which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the check registers.

Director Clough informed the Commissioners that Treasurer Elliott had contacted banks regarding the borrowing of Tax Anticipation Notes and found that the best interest rate was with Woodville Guaranty Savings Bank at .80%. This would be a line of credit and the interest would be only on the funds borrowed, which may be in October.

Commissioner Burton moved to accept Treasurer Elliott's recommendation to borrow the TAN's in the form of a line of credit from Woodsville Guaranty Savings Bank at the rate of .80% which was seconded by Commissioner Ahern. All were in favor.

Director Clough asked the Commissioners to sign an updated letter of support for a grant for North Country Council in which some of the wording was changed from the original letter of support that they signed, to reflect the fact that the Commissioners would be willing to sign a memorandum of agreement. The Commissioners signed the new letter of support.

Commissioner Cryans signed the August Case Manager grant reimbursement.

Director Clough asked for clarification as to whether there was still going to be a study committee on the existing Jail building or a single meeting for discussion. Commissioner Burton, who had agreed to chair the study committee, said he now thought that one meeting should be convened and a recommendation brought to the Commissioners. Commissioner Cryans said that since Commissioner Burton said he would Chair the meeting, that he should be the one to call the meeting. Commissioner Burton said he would request authority to be the Chairman.

Commissioner Cryans moved that Commissioner Burton have the authority to Chair the meeting to be held regarding what should be done with the existing Jail when Corrections moves out which was seconded by Commissioner Ahern. All were in favor.

Commissioner Ahern said that interested people should receive information regarding costs to repair the building and that they should take a tour of the building as well.

Commissioner Burton said he would like to have the meeting on the first of November with the intention of bringing forth a recommendation to the Board of Commissioners for a vote.

COMMISSIONER ISSUES:

Commissioner Burton said that the Commissioners meeting on October 4th will be held in his district at the Profile School in Bethlehem beginning at 9:00 AM.

Commissioner Burton attended the dedication of the Carroll County Mountain View Nursing Home and said they can all be proud of the modern facility.

Commissioner Ahern said that he has arranged for the Board of Commissioners to hold their meeting in his district at Plymouth State University on the 18th of October, beginning at 9:00 AM

Commissioner Ahern said that members of the town of Plymouth are in the process of building a skateboard park which will be built with private funds, stating no public money will be used.

Commissioners Burton and Ahern will attend an informational meeting regarding the Rumney Rest Area on the 22nd of September at 7:00.

Commissioner Cryans again thanked the City of Lebanon, Greg Lewis and Paula Maville for arranging the meeting. The Commissioners will be taking a tour with Fire Chief Christopoulos after the meeting to look at some of the devastated areas left by Hurricane Irene and Commissioner Cryans asked the Chief to speak a little bit about the Department.

Fire Chief Christopoulos said the Dept. has a number of younger men and is doing fairly well. He said that they are responsible for the public safety of the 13000 residents in the area.

11:50 PM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Office of the Grafton County Attorney
Lara Saffo, County Attorney
September, 2011
Report to the Commissioners

- (1) Case management. We continue to see an increase of one third in the number of cases being handled by this office.
- (2) Report: SAMHSA (Substance Abuse and Mental Health Services Administration) Report on Youth Substance Abuse was recently released. This study focused on alcohol and marijuana use. New Hampshire was third of the fifty states in the highest percentage of youth consuming alcohol. New Hampshire was sixth in regular marijuana use among teens and adults. Vermont ranked even higher; it was first in the nation for alcohol use by persons between the ages of 12 and 20, and second for regular marijuana use. This emphasizes the importance of continued education efforts in our communities.
- (3) Space.
We continue to try to resolve space issues. We appreciate the access to the human resource office space, which is assisting in file space while we work on scanning, and will provide a quiet location for the employees at the Office of the Grafton County Attorney. I would like to invite you to tour our office at a time convenient to you, with an emphasis on the space, and whether it meets our needs. One space that is underutilized is the conference room which adjoins my office. We maintain the calendar for this space and it is used less than once a month on average by someone outside of my office. I would like to set up a location to organize scanning of our files in this room.
- (4) Karpel
The case processing software is scheduled to be implemented in May. We have a contract that is consistent with our bid, and is 100% covered by the grant.
- (5) Interns/Externs/Special Assistant County Attorneys We have a new extern, Mike Lynness from Vermont Law School, who will be externing with us three days a week. We are fortunate that Justin Hersch continues to extern with our office as well.
- (6) Public Safety Initiatives
 - a. Mental Health Court (A.S.S.E.R.T. and Halls of Hope)
Both programs are up and running, and accepting applicants. The New Hampshire Court system will be putting the forms on line at the State of

New Hampshire, courts website. We are welcoming Rissa Meyer, an intern from Plymouth State University to assist Shelly Golden. I look forward to introducing her to you.

- b. The New Hampshire Partnership for the Protection of Older Adults
We continue to be active in this initiative. As recently as yesterday a law enforcement officer commented on how helpful the training has been to shed light on this issue and to provide strategies to officers to identify and investigate these cases.

- c. Child Advocacy Center at DHMC
In September at least thirteen Grafton County children have been interviewed or scheduled for an interview. Additional children have been seen from Sullivan County. The children have been offered CAPP exams when necessary and the children and their families are offered mental health services.

- d. Plymouth Area Sexual Assault Resource Team
We are circulating a Memorandum of Understanding to law enforcement, medical, advocacy and mental health agencies.

- e. Grafton County Drug Court Sentencing Program
Our next graduation is October 24, 2011. This graduation we have asked the parents of participants to speak about their experiences in the program.

As always, if you have any questions, please do not hesitate to contact me. I welcome the opportunity to answer any questions.

**Grafton County Registry of Deeds
Kelley J. Monahan Registrar
Report to Commissioners
September 13, 2011**

August Revenue

County Revenue 8/2009	\$79,119.71	State Revenue 8/2009	\$451,161.32
County Revenue 8/2010	\$82,306.17	State Revenue 8/2010	\$561,433.92
County Revenue 8/2011	\$92,307.85	State Revenue 8/2011	\$655,294.40

Foreclosures 2009 121 year to date
2010 151 year to date
2011 146 year to date

September Action

1. I have been closely following the situation nationally regarding the “robo” signing of mortgage documents. Many foreclosure/bankruptcy courts are ruling in favor of the homeowner, declaring that MERS has no standing. Mers or Mortgage Electronic Registration System was a entity created during the deregulation era of the mid 1990’s, designed to bypass the County Registry of Deeds.
2. Deputy Register Beth Wyman and I attended the New Hampshire Registry of Deeds Association meeting on 9/8/11; we viewed Merrimack County's new software system Aptitude Solutions. This system is interesting, but much more advanced than is required by our users at this time. I am hesitant to proceed with any further with this product, as the company Lender Processing Services is at the center of the robo signing investigation and is under federal indictment by the Federal Reserve, FDIC, and Comptroller of Currency & Federal Office of Thrift. Scott Moore of Fidlar Technology presented a power point on Mers. Robert Vanderhook of Conner & Conner/Fidlar programmed a query for the documents of the NH counties that they are under contract with. The results for a simple search for the most common robo signatures resulted in 626 Docx documents & 633 from Nationwide Title Search.
3. Fidlar Technology has frozen the cost of service for the next 2 years. The Fidlar clearly represents the interests of county government over private title entities. The industry of land records software is experiencing a massive amount of volatility. Greg Sullivan and Paul Roth of Fidlar will be here September 28, 2011 to discuss our contract, upgrades to our systems and review our operation. I would request that the Grafton County Commissioner’s begin to consider waving the bidding process on the software contract for Grafton County Registry of Deeds.
4. I spoke with the Lebanon City Council and Town Manager on 9/8/11 regarding the UNH T2 Mosaic Project. The city of Lebanon has yet to agree to cooperation, as well as the majority of the New Hampshire Registry of Deeds Offices and many towns. I do not believe that the proper security measures are in place for GCRD to proceed with cooperation at this time.

Respectfully Submitted
Kelley J. Monahan
September 13, 2011

September 13, 2011

HUMAN SERCES MONTHLY REPORT

1.) LTC Expenses to date:

- Town Report

2.) Legislative Update:

No update

3.) Molar Express:

- Clinics scheduled for September
- Proposal for summer 2012 clinics

4.) Goodwill Industries Workforce Program Update

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Aug 16 – Sep 12, 2011

COMPLEX

Biomass District Heating System Design RFP – I held three pre-bid meetings with prospective firms interested in bidding on architectural/engineering services for the design of a biomass district heating plant. The turnout was much lower than I anticipated with only three firms/partnerships attending. Their qualification and proposal packages are due this Friday at 3 PM, September 16th. Bids are to be opened and reviewed Tuesday, September 20th

Automated Valve to Control Water Tank Volume – Woodsville Water & Light and their water engineer Red Dufresne have given their input for the automated vault. My plan is to bid the engineering services for this project in the next week or so

Generator Maintenance – Power Generator inspected and tested all generators throughout the complex. A few generators needed slight adjustment but all functioned as required. They also completed the annual service requirements in addition to taking oil and coolant samples for wear metal analysis.

Power Brownout – Woodsville Water & Light experienced a fuse blow on the incoming side of a transformer at their substation causing a 20-minute brown out at the complex. The brownout tripped numerous circuit breakers and blew several fuses on various pieces of equipment throughout the complex.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Exterior Glazing – Replaced three operable windows due to fogging of the glass, one in the CA Office and two in the back corridor

Generator Power – During an electrical brownout last week one of the automatic transfer switches at the courthouse failed to function. We've troubleshot the problem and have been unable to duplicate the problem thus far. Ongoing troubleshooting is required.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Repaired several electric beds that failed to operate due to worn out electrical/mechanical components. Non of the components were covered by warranty

Windows – Found several fogged panes caused by breakage of their thermal seal...replaced with warranty replacement panes

Dishwasher - Pressure reducing valve (PRV) off booster showed signs of corrosion and was leaking...cleaned and rebuilt valve

HVAC – Found a Belimo reheat coil valve leaking onto ceiling tile...replaced valve due to bad internal seal and replaced ceiling tile

HVAC – Hydronic boost pump seal let go in 1969 basement...replaced shaft and body seal

Flooring – Valley Floors removed a section of worn out carpet in the Administrative Corridor and replaced it with vinyl planks

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Porch Off Conference Room – Completed exterior scrapping, priming and painting

Roof – Repaired and replaced several broken/missing slate roof tiles

HVAC – Air conditioning condenser #5 to Heat Recovery Unit #1 lost all its freon due to leak caused by a line chaff...North Country Mechanical replaced the bad section of line

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Alarm – Zones 8 and 9 in TROUBLE status and will not reset. Found broken wires in heat detectors in medium dorm unit bathroom

Plumbing – Cleared several clogs caused by inmates flushing foreign objects that shouldn't be flushed

FARM

Feed Wagon – Scale not working...repaired broken wire

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Gable Vents – Louvers showing signs of rot and need painting...removed rear gable vent for repair and painting

VEHICLES & EQUIPMENT

Boom Lift – Due annual ANSI inspection...United Rentals completed inspection and renewed certificate for another year

Jail Project

Area A

- Cabinetry installation in progress
- Permanent lighting installation in progress
- Vehicle sally port overhead garage doors 50% complete
- Doors scheduled for this week

Area B

- Geo-vault plumbing 90% complete
- Cabinetry 90% complete
- Front entry canopy granite 60% complete

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Area C

- Glazing installation in progress
- Plumbing and ductwork in progress
- Installed stair and platform from mechanical room to roof
- Painting in progress
- Sprinkler installation in progress

Area D

- Glazing installed
- Plumbing and ductwork in progress
- Hard ceiling framework complete

Area E

- Glazing installed
- Plumbing and ductwork in progress (chases approximately 70% complete)
- Hard ceiling hung and final coat of mud in progress
- Wall painting complete

Area F

- Overhead garage doors installed in recreation yards
- Plumbing fixtures complete
- Cell and chase doors installed
- Mechanical room 90% complete
- Permanent lighting installation in progress

Area G

- Painting complete
- Cabinetry 70% complete

Area H

- Mechanical room 80% complete
- Kitchen equipment installation ongoing (dishwasher wrong configuration and had to be sent back)

Area J

- Exterior vapor barrier complete and Z-furring in progress

Schedule

- Sidewalks – next 1-2 weeks
- Plantings – next 2-3 weeks
- Elevator – late September
- Propane tanks – late September
- Topcoat paving – end of September
- Heat – mid to late October
- Generator – end of October