

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
January 7, 2020

PRESENT: Commissioners Lauer, Piper, Morris, County Administrator Libby and Administrative Assistant Norcross.

OTHERS PRESENT: IT Manager Ruggles, HR Director Clough

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

IT Manager Ruggles arrived to discuss another computer sale with the Commissioners. He handed out a list of the computers for sale to the Commissioners and asked them how they would like to go about selling them. He stated that the last sale they put the sale out to employees and then word of mouth got them some other sales but they did not put an ad out in the papers. He stated that they sold roughly 2/3 of the last lot of computers. Commissioner Lauer suggested giving employees first choice first then advertise it in the papers. ITM Ruggles stated that he will give the employees first choice for three (3) weeks and then run an ad in the paper. He stated that he will give the 30-day warranty on all computers sold.

MOTION: Commissioner Piper moved to approve the resale of the used computers. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the December 17th meeting.

MOTION: Commissioner Piper moved to approve the minutes from the December 17th meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers 28-32; 1090-1092; 1094-1103.

CA Libby submitted an Educational Assistance Application for an employee at the DoC who is pursuing their Bachelor's Degree.

MOTION: Commissioner Piper moved to approve the Educational Assistance Application. Commissioner Morris seconded the motion and all were in favor.

CA Libby submitted a CDBG Drawdown Request for the NCIC Micro in the amount of \$35,466 for Commissioner Lauer to sign.

TAN Update – CA Libby stated that the County borrowed \$4 million and that was paid back on December 17th. They paid \$10,903.54 in interest. They borrowed \$1.3 million less than last year. They paid \$16,029.02 less in interest this year as well.

Tax Collections – FY2020 – CA Libby stated that all taxes have been collected. Landaff was the only town that was late and they have received the interest payment from them in the amount of \$124.85.

Audit Bid Process – CA Libby stated that she will be putting an RFP out for the Audit. It is bid out three (3) years at a time. FY19 was the final year for that. The bid will be put out for FY20-FY22.

Delegation Meeting – IDN Funding – CA Libby spoke with Kate Horgan yesterday. They were waiting to hear from Rockingham County. Rockingham County has decided they will pay \$1.2 million. Merrimack County voted on Friday that they will do the same as Rockingham County. CA Libby stated that if she uses the \$8.5 million that needs to be collected that puts them at \$553,797.00 for what Grafton County would have to pay. She stated that she recommends trying to schedule a full Delegation meeting for January 27th after the Executive Committee meeting. She stated that they will need to work on the presentation for the Delegation. Commissioner Morris suggested asking their three (3) IDNs for a paragraph summary of what they have been working on. The Commissioners agreed that request would be a good idea.

Budget Schedule – FY2021 – CA Libby handed out a draft copy of the Commissioners' budget schedule. The Commissioners stated that they have no conflicts with the schedule.

Agreement with Grafton County Bar Association – CA Libby submitted the signed 2-year agreement with the GCBA that the Commissioners need to sign as well.

Federal Mileage Rate for 2020 – CA Libby stated that the rate for 2020 is .575/mile and she would request that the Commissioners set that rate for County mileage as well.

MOTION: Commissioner Piper moved to accept the federal mileage rate of .575 cents/mile. Commissioner Morris seconded the motion and all were in favor.

CA Libby submitted the DoC Superior Court Report for the month of December for the Commissioners to review.

Social Services Requests – FY2021 – CA Libby handed out a spreadsheet with all of the funding requests that they received for FY2021. She stated that many of them are the same. They did not receive requests from North Country Home Health, Children's Center of the UV, Boys and Girls Club or Franconia Children's Center. The only new proposal is from Plymouth Area Recovery Connection. Commissioner Morris noted that for full disclosure she was one who was a part of starting the Plymouth Area Recovery Connection therefore she will recuse herself of any discussion regarding their request. She stated that she has volunteered to read all the requests and fill out a grid that categorizes them subjectively. She stated that she will have them done by March 1st.

CA Libby stated that she received an email from Primex for a Hands-On Strategic Planning Session. She stated that they need to discuss what areas of their strategic plan they want to focus

on to decide who they would like to send to this session. She stated that they can take the week to think about it and discuss it more next week.

Commissioner Issues:

Commissioner Piper stated that she was on the IDN call last Friday that CA Libby had reported on earlier. She stated that in the Valley News she was mentioned as speaking at the Lebanon City Council meeting in regards to the Commissioners' position on Urgent Care.

Commissioner Morris stated that last night she attended a meeting in Plymouth. New Hampshire Clean Energy is organizing state wide pilot programs to restructure and re-aggregate their energy supply. There is a pilot program that Lebanon and Hanover are leading and Cheshire County is participating in. The person who facilitated the meeting she attended last night was Henry Herndon from New Hampshire Clean Energy and he is also the facilitator for the pilot program. Discussions are well underway in the Plymouth area as to what they are going to do, who is going to participate and is Grafton County going to help with this. She stated that H. Herndon is willing to come up and speak with the Commissioners on what the project is about and how they might participate. The attendees talked about the challenges posed by Grafton County's relationship with Woodsville Water and Light. Commissioner Morris said that she feels that we will have to find a way to convince them to participate in this process, or we will need to find a way to divorce them if we want to pursue sustainable energy options. She stated that she received a lot of positive responses regarding the development of a task force. Commissioner Morris stated that she would really like to move forward with this as there is a movement through the state to fix this problem. There is a large group working together to embrace renewable energy. She stated that this is a huge project but it is going to happen and she feels Grafton County should be a part of it. The plan is to put a task force together and then meet monthly until September to put on an event to get partners on board to this idea. CA Libby stated that she attended a meeting on Friday with the Sullivan County and Cheshire County Administrators and there was a discussion about community choice aggregation and is there an opportunity for the three (3) Connecticut River Counties to work together to do something. Cheshire County has not, as a county, started anything. Keene is very far along in the process and they think that if the County did something as the aggregator that Keene would not participate. In Sullivan County they feel Claremont probably would not participate as they have other things going on. In Grafton County, Hanover and Lebanon are ahead of everyone else in this matter. At the NH Municipal Association Conference in November Freedom Energy Logistics did a presentation about Community Choice Aggregation and the Sullivan County Manager has met with them a few more times and there has been discussion regarding them coming to meet with the individual counties to discuss renewable energy. CA Libby stated that she thinks that this is worth the time to look into as she feels they are going to need to become involved. She stated that she thinks the Task Force idea from Commissioner Morris is one to look further into. The Commissioners and CA Libby further discussed the task force and agreed to have Commissioner Morris compile a list of potential people for the task force and a brief description of who each person is. They will then decide as on who they feel should be on the Task Force.

Commissioner Lauer attended Richard Thompson's retirement party on December 31st.

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HR Director Clough arrived and gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
January 7, 2020

HR Activity Report (12/03/2019-01/06/2020)

• ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	9 (5 PT, 4 FT)	2 Dietary Aide PT, 1 FT LNA, 3 FT LNA Training positions, 3 Per Diem LNA's

• ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	6 (2 FT, 3 PD, 1 PT)	1 FT DON, 1 FT Housekeeper, 1 Per Diem LPN, 2 per diem LNA's, 1 PT Dietary Aide
DOC	2 (1 FT, 1 PT)	1 FT CO, 1 PT RN
Maintenance	1 (1 FT)	1 FT Asst. Supt.

Reasons:

Unable to meet per diem requirements - 2
Resigned / Personal Reasons/No reason given - 4
Terminated - 1
Retired - 2

• ***Status Changes/ dept transfers: 1 FT LNA to Per Diem***

Active Leave of Absences as of January 6, 2020

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	6	(5 are intermittent, 4 for self, 2 for family)
Nursing Home – Non-Nursing	8	(7 are intermittent, 4 for family, 4 for self)
County Atty.	5	(4 intermittent, 1 family, 4 self)
Maintenance	3	(3 self)
Deeds	1	(1 self)
Dispatch	1	(1 self)
DOC	3	(2 self, 1 family)
IT	1	(1 intermittent family)
TOTAL:	28	

Scheduled to orient 01/08

1 Per Diem LNA

Current Jobs posted/advertised

LNA's (14.3 FTE's vacant)
RN/LPN (12.8 FTE's vacant combined)
CO's

PT Dietary Aide
Social Service Director
Director of Nursing
LNA Training positions
Sr. HR Generalist
Asst. Maintenance Supt.

Other: LNA Class began 1/6 with 4 employees enrolled. Class will complete 2/25/20

Commissioner Piper requested to go into nonpublic session.

MOTION: * 10:15 AM Commissioner Piper 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) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

* 10:52 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper 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 Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer

10:53 AM With no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk