

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections
North Haverhill, NH 03774
October 29, 2019

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

OTHERS PRESENT: Patricia Garvin, AS Director DePalo, Maintenance Supt. Oakes, IT Manager Ruggles, Deb Naro, Jim Kemmerer Tim Tyler and PSU Intern DJ Chasse from CADY and Ellen Wicklum and Erin Keefe from Valley Court Diversion

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

Grant Administrator Pat Garvin arrived for the Public Hearing for the Economic Development for Regional Development Corporation Business Technical Assistance (TA) application to the Community Development Finance Authority.

9:00AM Commissioner Lauer opened the public hearing and asked Pat Garvin to introduce the project and noted that there are handouts about the public hearing available

Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. Grafton County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects (including business technical assistance projects), as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year. Projects must primarily benefit persons of low to moderate income.

This proposed Economic Development for Regional Development Corporation Business Technical Assistance (TA) application to the Community Development Finance Authority (CDFA) is for up to \$300,000 in Community Development Block Grant (CDBG) funds from the 2019 program year. The Business TA funds will be provided to the NH Alliance of Regional Development Corporations (NHARDC) on behalf of its 10 member entities.

There will be two parts to the funds available to the regional development corporations (RDCs). Each of the 10 RDCs can request up to \$19,000 in reimbursement for staff time spent providing technical assistance (TA) to businesses in their region (\$190,000 in the aggregate).

The second part of the funding will consist of a "pool" of funds for consultant services in the amount of \$95,000. As an RDC identifies a business TA need that they cannot provide within their own staff they may acquire the services of a consultant to provide the TA. Consultant proposals will be approved by NHCDFFA on a case-by-case basis.

Providing these TA services expands the activity level of the RDCs beyond just their lending activities. While the specific businesses and their needs can't be identified at this time (the activity won't begin until July 1, 2020) past experience has shown that most of the businesses served are small, frequently located on "Main St" and can include start-ups that form the backbone of their local economy, especially in the more rural communities served by the RDCs. The additional funds available to the RDCs to pay for consultants on behalf of individual businesses will allow the RDCs to offer more services, with expertise that is not available within their own staff, with the goal of moving businesses "up a notch" in their ability to expand their business and become more profitable. As businesses become more successful and profitable, they expand and hire more employees---and this is the ultimate goal of this CDBG project.

In exchange for funds to reimburse for staff-provided TA each RDC is committed to working with businesses to document the creation of at least one job, filled by a low and moderate income (LMI) person. Any consultant funds utilized will also create at least one LMI job per \$20,000 utilized. The County will retain up to \$15,000 for the expenses related to the administration of this grant.

This project conforms with the County's current 2018 Housing and Community Development Plan's goal of seeking to strengthen employment opportunities for all residents by supporting job retention and creation efforts.

Commissioner Lauer asked if there were any comments from the public. No members of the public were present.

9:05AM Commissioner Lauer closed the 1st public hearing.

9:05 Commissioner Lauer opened the 2nd public hearing and Pat Garvin to introduce the Residential Relocation and Assistance Plan for this project.

RARA Plan

This Residential Anti Displacement and Relocation Assistance Plan is standard language which provides a procedure in cases where there is residential or business displacement due to a project using CDBG funds. It must be adopted for each CDBG project. For this project, no displacement or relocation is anticipated but the plan must be adopted in the unlikely chance that displacement takes place.

Commissioner Lauer asked if there were any comments from the public. No members of the public were present.

9:06AM Commissioner Lauer closed the public hearing.

MOTION: Commissioner Piper moved to approve submittal of a CDBG application on behalf of the Alliance of Regional Development Corporations. Commissioner Morris seconded the motion and all were in favor.

MOTION: Commissioner Piper moved to adopt the Residential Anti-displacement and Relocation Assistance Plan for the project. Commissioner Morris seconded the motion and all were in favor.

MOTION: Commissioner Piper moved to authorize the Chair of the County Commissioners to submit the application and execute any and all documents necessary to effectuate the potential CDBG contract. Commissioner Morris seconded the motion and all were in favor.

MOTION: Commissioner Piper moved to have Patricia Garvin write the application on behalf of the County. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the October 22nd meeting.

MOTION: Commissioner Piper moved to approve the minutes from the October 22nd meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers 1059 & 1061.

CA Libby submitted the NACo Prescription Drug Report for the month of September. There was a price savings of \$1,982.44 or 31.17%. There were a total of twenty-nine (29) utilizers and the total savings for the life of the program is \$844,191.71.

CA Libby stated that she has received the draft audit from Melanson Heath and there is a Representation Letter that needs to be signed by her and Commissioner Lauer to go with the audit. Commissioner Lauer signed the letter.

CA Libby stated that Director Andross has submitted an Out of State Travel Request for himself and Office Assistant Thayer Paronto to attend the APCO – Atlantic annual training conference in Falmouth, MA from November 11th – 13th. The estimated costs for the training are \$1,049.00 and funds are available within the Dispatch operating budget.

MOTION: Commissioner Piper moved to approve the Out of State Travel Request as presented by Director Andross. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that the Commissioners have all seen Grafton County Bar Association President Kristen Ross' response regarding the lawyers lounge area. She stated that they are asking for a written agreement giving them a ten (10) year lease with either no fee or a small fee. The Commissioners discussed the request and all agreed that with not knowing what the future of the Courthouse will hold in regards to renovations they do not feel comfortable in committing to a ten (10) year agreement. They were all in agreement on a two (2) year agreement with no fee. CA Libby stated that she would contact K. Ross and let her know.

Deb Naro, Jim Kemmerer Tim Tyler and PSU Intern DJ Chasse from CADY and Ellen Wicklum and Erin Keefe from Valley Court Diversion arrived to touch base with the Commissioners. D. Naro stated that they are currently reaching out to their Police Departments and Judges. She stated that they feel it would be nice to meet with the Commissioners once or twice a year to update them on what they're doing. She handed out packets to the Commissioners with various information from their program. Members from both agencies discussed their programs with the Commissioners noting areas of concern that they are seeing with the juveniles as well as the importance of their relationship with Grafton County. They answered various questions from the Commissioners. Alternative Sentencing Director DePalo stated that she would like to increase the communication between herself and the two (2) agencies. She stated that it is nice to know what is going on and what issues are being faced outside the Haverhill area. She stated that this would also allow her to come back to the Commissioners with more information about the programs that are being funded by Grafton County. She stated that she knows CADY and VCD are doing more trainings and outreach but these are not things she would have known about without meeting with them today so she feels more open communication would be a good thing for everyone. The Commissioners suggested that CADY and VDC reach out to Sgt. Harness at the Department of Corrections who runs the Operation Impact Program with the various schools in Grafton County to reach out to kids and try to get to them before they get into trouble. AS Director DePalo stated that she can put them in contact with Sgt. Harness. The Commissioners thanked everyone for taking the time to come in.

AS Director DePalo then met with the Commissioners to discuss the request for the startup of the C.A.R.E + Program. She explained that she and County Attorney Hornick were approached by Chief Smith from Littleton stating that he felt there were no teeth in their Alternative Sentencing Program, meaning if someone chose not to follow the rules, they were terminated and sent back to court. The outcome of this has been three (3) months suspended time with six (6) months to a year probation plus their felony charge. She explained that she, Attorney Hornick, Chief Smith and two (2) other Assistant County Attorneys sat down and created the C.A.R.E + Program. She stated that they already have the C.A.R.E Program and this version adds supervision. This would be for those who are charged and this program would be a part of their conditions. This would be sentenced by the Judge and they would like to start this program with people who fail out of Adult Diversion. She explained that they would be terminated from Diversion, they would then be convicted and then most likely receive mandatory supervision. She stated that Probation does not have the time to meet with all of these people. They would now have to complete the C.A.R.E + Program. This includes the intensive case management and added educational components. Probation and Parole would also be able to sanction them whereas right now with the current C.A.R.E Program they cannot go off their issues in Adult Diversion as a sanction because it is a referred program not a mandated program. AS Director DePalo stated that it sounds like there were a lot of concerns among the Police Chiefs with a lack of follow through. Commissioner Lauer asked if AS Director DePalo feels that they can carry out this program without additional resources. AS Director DePalo stated that at this time she does not see a problem because they are looking at starting it from those who have been terminated from diversion so essentially they would not be adding people, they are taking back those who have been terminated. AS Director DePalo answered various questions from the Commissioners.

MOTION: Commissioner Piper moved to approve the implementation of the C.A.R.E + Program. Commissioner Morris seconded the motion and all were in favor.

AS Director DePalo submitted an overnight travel request for herself, their case manager and new LADC attend the New Hampshire Behavioral Health Summit in Manchester, NH. She stated that IDN 1 has offered to reimburse for at least two (2) people, should the seats not be filled they will reimburse for the third staff member as well. The cost is \$150 per person plus overnight accommodations.

MOTION: Commissioner Piper moved to approve the overnight travel request as presented by AS Director DePalo. Commissioner Morris seconded the motion and all were in favor.

IT Manager Ruggles arrived to discuss bids he received for the purchase of two (2) Scale Computing Network Switches and one (1) Hyper Converged Cluster. He received four (4) bids as follows:

Connection - \$ 49,996.02

SoftChoice - \$65,475.00

SHI - \$63,035.00

PCMG - \$64,613.72

ITM Ruggles recommended that the Commissioners select Connection and their quote of \$49,996.02.

MOTION: Commissioner Piper moved to accept Connection's bid of \$49,996.02 for the purchase of two (2) Scale Computing Network Switches and one (1) Hyper Converged Cluster. Commissioner Morris seconded the motion and all were in favor.

Supt. Oakes arrived to discuss two (2) requests with the Commissioners. He stated that last time he had met with the Commissioners they had discussed getting another quote for the generator and had also getting another tractor due to the continuing repair costs with their current tractor. He stated that he received another quote from Powers Generator for similar materials and services. The two (2) quotes he has for the generator are as follows:

Powers Generator - \$ 7,706.00

Royal Electric - \$ 8,726.00

Supt. Oakes stated that he has \$4,000 set aside for this project that was encumbered from last year. He stated that he has money left from the paving project and he is requesting to take from that extra money to make up the difference for this generator.

MOTION: Commissioner Piper accept the bid from Powers Generator. Commissioner Morris seconded the motion and all were in favor.

Supt. Oakes stated that the last time he had met with the Commissioners he had stated that the cost for parts to repair his tractor were \$1,400 and he estimated about the same in labor costs. He stated that because this has been the shop for this same repair multiple times he was told the labor cost would be \$100. He stated that repairing this tractor will cost \$1,500. He had previously looked to replace this tractor but it was not approved. He has spent \$4,700 in the last two (2) years in repairs not including this current \$1,500. He stated that right now their current tractor is a small compact tractor that has a bucket loader, 72-inch belly deck mower and a 60-inch broom that they do not use that often. John Deere has offered to give them \$7,500 for that. Kubota was only willing to give him \$4,000. Supt. Oakes explained that he was thinking that in lieu of getting the tractor with the 72-inch mower deck he was asked by one of his staff members if he had considered getting a zero turn mower instead and trade in the small tractor they inherited from the Department of Corrections as well. The zero turn would be much quicker and more versatile. Supt. Oakes stated that after he calculated everything, the cost for a zero turn mower and new tractor from Blackmount with their trade in is \$25,500. The cost from MB tractor, which is not an equivalent size tractor, would be \$30,383.00. He stated that he would like to be able to get this package from Blackmount Equipment for \$25,500 with the left over paying money. He stated that he would like to have this before the winter comes to have a reliable tractor for snow removal. Commissioner Piper asked if Supt. Oakes had looked at any used tractors. Supt. Oakes explained that he did talk with Blackmount about that possibility. They did not have any thing in their inventory at that time and he was told that with the government discounts they were offered they would be better off to buy a new one. Commissioner Lauer stated that they are cutting their losses as they will need to buy a new tractor. The longer they wait, the more they spend on repairs and the less trade in value it will have.

MOTION: Commissioner Morris moved to approve Supt. Oakes' request to purchase a new tractor and zero turn mower from Blackmount Equipment in the amount of \$25,500. Commissioner Piper seconded the motion and all were in favor.

Supt. Oakes stated he wanted to let the Commissioners know that another window in the Courthouse has broken. They taped it as a temporary fix and they are waiting for Granite State Glass for a quote.

CA Libby asked the Commissioners what the status was of the reporting that they were going to be asking the IDNs for. Commissioner Piper stated that they decided on what the reporting would like but she has not heard back as far as when they would be sent out. CA Libby stated that at this point they do not know what dollar amount they will be asking their Delegation for to send back to the State of New Hampshire for IDN funding. She asked the Commissioners if it made sense to have the Delegation meeting in November or to hold off until January to try and find out more information. She noted that last year they did not send their payments in until May. The Commissioners discussed it and agreed to have the Delegation meeting in January so they have more time to get the information they are looking for.

CA Libby stated that she wanted to discuss the Social Services Funding Proposals with the Commissioners. She stated that the time is coming where they need to get these sent out. She asked what the outcome was of the Social Services Subcommittee as far as the application goes. Commissioner Lauer stated that there was a revised application. Commissioner Morris stated that

she has it and will get it to CA Libby. Commissioner Piper stated that the organizations are now being asked to make an argument in terms of how they fit into the two (2) categories of funding for Grafton County. She also noted that Rep. Ladd had suggested that they don't advertise the availability of funds enough. He had suggested sending the ads out to all of the Selectboards. Commissioner Lauer suggested sending an email to them. CA Libby stated that if she is given the revised application she will get this sent out. After applications are received, she asked what the process will be going forward. Commissioner Morris stated that they had discussed creating a grid sheet for each agency that would make it easier to compare them and see what agencies they feel fit their funding criteria. She stated that she would volunteer herself to go through those grid sheets and make sure everything is done the way it is supposed to be. Commissioner Lauer stated that they are going into new territory but until they do it they won't know if it works. Commissioner Lauer stated that they will see what they get for applications and if there are any new agencies they will then decide if they feel the need to have the consultant visit those agencies.

CA Libby stated that last Thursday she talked to Maureen Callahan from USource with Supt. Oakes. She has sent information to Maureen that they have gathered. CA Libby stated that if they wanted to use USource as an energy supply broker, the way it works is they would put together the RFP. Grafton County would sign a letter of authority giving WW&L permission to disclose all of their usage information to perspective bidders. Usually they get between six (6) and seven (7) bidders. M. Callahan would then come to meet with the Commissioners and go through all of the bids and decide if they would be saving money by going with another energy provider. CA Libby stated that the County does not pay USource anything directly. Their fee is added into the rates with the supplier therefore the County would not need to come up with any funding for them. M. Callahan is going to look at the information she has been given and decide if they have what they need. CA Libby stated that if they go out to bid there is no requirement that they have to select one. This can be to see what pricing looks like and decide whether or not they are interested in it. The Commissioners discussed it and all agreed that they feel this is something that needs to be done to see if they will be able to save tax payers money.

CA Libby asked the Commissioners about when they would like to have to have their Employee Holiday Party. The Commissioners discussed it and decided on December 17th.

Commissioner Issues:

All three (3) Commissioners attended the Employee Recognition Dinner last Thursday at the Woodstock Station.

11:05 AM with no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,
Clerk