

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections
North Haverhill, NH 03774
November 13, 2018

PRESENT: Commissioners Lauer, Ahern & Piper, County Administrator Libby and Admin. Asst. Norcross.

OTHERS PRESENT: ITM Ruggles, Atty. Saffo, Office Administrator Farina, Grant Administrator Pat Garvin, Commissioner Elect – Marcia Morris.

ITM Ruggles arrived with quote for the purchase of six (6) laptops and five (5) pcs for the Attorney's Office. He received the three (3) following quotes:

Dell – \$ 9,417.38

PCM-G - \$ 10,717.26

Zones Inc. - \$ 12,191.66

MOTION: Commissioner Piper moved to accept Dell's low bid of \$9,417.38 for the purchase of six (6) laptops and five (5) PCs. Commissioner Ahern seconded the motion and all were in favor.

CA Libby handed out the following Register of Deeds report as RD Monahan was unable to make it to the meeting.

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
November 13, 2018**

October Revenue

County Revenue 10/2009	\$86,069.46	State Revenue 10/2009	\$ 748,325.76
County Revenue 10/2010	\$91,984.83	State Revenue 10/2010	\$ 704,528.64
County Revenue 10/2011	\$78,351.22	State Revenue 10/2011	\$ 535,056.64
County Revenue 10/2012	\$84,256.55	State Revenue 10/2012	\$ 520,142.40
County Revenue 10/2013	\$84,709.25	State Revenue 10/2013	\$ 674,817.60
County Revenue 10/2014	\$81,232.72	State Revenue 10/2014	\$ 669,905.28
County Revenue 10/2015	\$84,708.73	State Revenue 10/2015	\$ 699,200.64
County Revenue 10/2016	\$87,719.57	State Revenue 10/2016	\$ 763,901.76
County Revenue 10/2017	\$99,941.02	State Revenue 10/2017	\$ 1,014,577.92
County Revenue 10/2018	\$98,732.81	State Revenue 10/2018	\$ 906,279.36

Foreclosures

2009 149 year to date
2010 189 year to date
2011 178 year to date
2012 159 year to date
2013 125 year to date

2014 108 year to date
2015 89 year to date
2016 76 year to date
2017 64 year to date
2018 42 year to date

1. I have requested to be on the agenda for the November 19, 2018 Executive Committee meeting to present a report on the 8-year effort to stabilize the storage of the historic records and to start the conversation on a Master Plan for the County complex.
2. We are meeting with Senior VP of Fidlar on Wednesday 11/14 in Concord to discuss their progress with our search engine conversion. I am hoping to schedule for late February or early March.
3. I am attending the Dupont Group meeting in Concord on Friday 11/16. They are the lobbyists for NH Association of Counties.

Respectfully Submitted,

Kelley J. Monahan

Atty. Saffo and Office Administrator Alison Farina arrived to discuss a number of unfinished items with the Commissioners that she plans to try and address before the new County Attorney takes office in January. She stated that she will be looking to update their page on the county's website with 2017 year end case load statistics as well as up to date 2018 case load statistics to help inform the public of misinformation regarding the work load in the office.

Atty. Saffo stated that they have also received the Roving Advocate Grant \$467,000 over the next three (3) years. Most of the money is a pass through to Burch House or Voices Against Violence in Plymouth. She stated that Voices Against Violence have already hired their roving advocate who will be offering services in Lincoln, Campton and Rumney. They will hold regular office hours in different areas. She stated that Burch House will have someone who will have regular office hours in Haverhill. The last piece is an eight (8) hour per week Grant Administrator and someone out of the County Attorney's Office to make sure that there is appropriate training and that the grant is being followed correctly as well as collect statistics and data. Commissioner Ahern asked if this position is funded by the grant. Atty. Saffo stated that it was, office space included, it is mostly an all-inclusive grant.

Atty. Saffo noted that Grafton County was not included in the state wide Drug Court evaluation. She is presuming that is because they were in transition with the program going to the state.

Atty. Saffo stated that she has asked Supt. Oakes for a copy of the diagram for the basement of the Administration Building. She stated that she is looking at the Conservation Office space in the basement as a possible place for staff and having Conservation move upstairs to one of the spaces that they are currently occupying. She stated that that one office plus the area that IT used to occupy would allow her staff to be together rather than spread out like they are on the 2nd floor. CA Libby stated that some of that space is currently being used by the Register of Deeds

and the Nursing Home for storage so there are other items that would need to be discussed first before any moves could be made. Atty. Saffo discussed more details with the Commissioners and stated that she will be talking to the new County Attorney about the space issue as well. The Commissioners agreed that this issue should be deferred and addressed by the new County Attorney and Board of Commissioners early next year.

Commissioner Lauer asked if everyone had a chance to read the minutes from the October 30th meeting. Commissioner Piper had edits.

MOITON: Commissioner Ahern moved to approve the minutes from the October 30th meeting as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 18-19; 1060-1063-1067.

RSAT Grant Extension Paperwork – CA Libby stated that original end date for the RSAT Grant was December 31st but because they received the funding late amend the end date to September 30th 2019 for Commissioner Lauer to sign.

CA Libby submitted the 2018 Livermore Equalized Municipal Assessment Data Certificate for all three Commissioners to sign.

Grant Administrator Pat Garvin arrived for the 2018 Economic Development for Regional Development Corporation Business Technical Assistance (TA) application.

10:00AM Commissioner Lauer opened the public hearing and asked Pat Garvin to introduce the project and noted that there are handouts about the public hearings available to the public.

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 (CDFFA) is for up to \$300,000 in Community Development Block Grant (CDBG) funds for the 2018 program year. The 2018 program year is the calendar year Jan-Dec, 2018 for which HUD has allocated CDBG funds to the NH Community Development Finance Authority (CDFFA), and for which the CDFFA has the authority to approve grants submitted between Jan. 1 and Dec. 31, 2018. 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 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 NHC DFA 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, 2019) 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. Alternatively, they can work exclusively with businesses in LMI areas (as defined by HUD) which provide goods and services in those LMI areas.

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 for supporting job retention and creation effort.

Commissioner Ahern stated that P. Garvin's use of the term "use it or lose it" is very concerning to him as these are tax payer dollars that are being spent. P. Garvin explained that CDFA separates their CDBG funding into Housing and Public Facilities and Economic Development. She stated that what she meant by "use it or lose it" is that if they have not used up all of the funds in the Economic Development pot, any money that is left goes into the Housing and Public Facilities pot.

Pat Garvin discussed the various projects that are under review using this \$95,000 pool of funds with the Commissioners and answered various questions.

Commissioner Ahern stated that he is very disappointed in what went on at Friendship House. He stated that there is no reason the old building could not have been used for homeless housing.

Commissioner Lauer asked if there were any comments from the public. There were none.

10:14 AM Commissioner Lauer closed the 1st public hearing was closed

10:15 AM Commissioner Lauer opened the 2nd public hearing and asked Pat Garvin to introduce

the Residential Relocation and Assistance Plan for this project.

RARA Plan

This Residential Antidisplacement 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. There were none.

10:18AM 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 Ahern seconded the motion and all were in favor.

Discussion: Commissioner Ahern stated that he wants to see that better use of funds and resources are being done.

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

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

Atty. Saffo and OA Farina returned to continue their discussions about a couple of requests.

Atty. Saffo stated that the Attorney's Office contracts with a company for its cloud conferencing system. This system was procured so children could testify remotely from another courtroom. Also, so out of state victims can participate in various events, such as plea and sentencings and felony settlement conferences, as well as appropriate trial preparation. In addition, now that preventive detention bail hearings are occurring in Superior Court, they have learned the court is allowing officers to testify "live" but using video capability. This will become its most regular use. She noted that they have shared this capability with the Alternative Sentencing Program, which uses it as well, but it is funded in their budget. She stated that when she presented her budget, the cost was \$4,400.00, under 5,000.00. They have increased the cost to over \$5,000.00, therefore she needs Commissioner approval. She stated that she can make up for the increased cost in other line items in her budget.

MOTION: Commissioner Piper moved to approve request to purchase of the video conferencing software in the amount of \$5,485.16. Commissioner Ahern seconded the motion for discussion purposes.

Discussion: Commissioner Ahern stated that based on representations from IT and the County Attorney saying this is the right thing to do he will vote in favor. He stated that what is disturbing is a new statute going into effect it is costing the tax payers more money

The Commissioners voted on the motion. All were in favor.

Atty. Saffo stated that last summer the Attorney General's Office were told they were getting increased VOCA funding which is collected at the federal level. She received a letter asking what the Attorney's Office's needs are. Atty. Saffo stated that she responded with creating a Victim Witness Program Director. There are many initiatives that are time sensitive. Four (4) times a month the Victim Witness Department has to travel to meetings. They have many other meetings that they struggle to attend as well. This position would manage the employees and initiatives in the Community. She stated that she said she would need \$110,000 for that position but they received an additional \$74,000 a year where they requested \$110,000. Atty. Saffo stated that they are going to look into how to improve services with that funding since they cannot hire that new director position.

Atty. Saffo stated that the way the county pays attorneys is not in line with how attorneys get paid elsewhere. She is collecting data to show how attorneys elsewhere are paid. She will be working on it over the next 2 – 3 weeks. She stated she is also looking into regrading the Office Administrator as well and handed out information on that position in other counties. The Commissioners stated that she needs to discuss these items with Human Resources.

New County Attorney Transition – Atty. Saffo stated that she has not spoken to the newly elected County Attorney about this option as she wanted to speak with the Commissioners first and get their thoughts. She stated that she would like to offer her the opportunity to come work at the Attorney's Office prior to the swearing in date. This is solely to facilitate a more effective transfer of responsibilities. She stated that she has a little over \$7,500.00 in her attorney line item and she thinks it would be helpful to offer the newly elected this option but feels she should be compensated. Atty. Saffo stated that she is recommending that she be hired as a full time Assistant County Attorney for the month of December. Commissioner Ahern expressed many concerns about this and stated that there are many counts of ethical and professional conduct issues. He stated that she is an elected official as of January 2nd. She knew what it is she is getting into when she decided to run for office. After further discussion Commissioner Lauer and Commissioner Piper agreed that Atty. Saffo can tell the newly elected County Attorney of their conversation about potentially coming in to work ahead of the swearing in date and see if this is something she is even interested in doing and if so they will then discuss the issue further.

CA Libby requested to go into nonpublic session.

MOTION: * 11:36 AM Commissioner Ahern moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A:3, II (b) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

*11:40 AM Commissioner Lauer 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 Piper seconded the motion and all were in favor.

Commissioner Issues:

Commissioner Ahern stated that he attended the Veterans Day Ceremony 100th Anniversary of ending of World War I at the Veterans Cemetery in Boscawen.

Commissioner Piper was asked to give a presentation to Harvest Hill Assisted Living in Lebanon about County Government on November 2nd. She discussed the various departments, the Commissioners and elected officials.

11:45 AM With no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper,
Clerk