

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

November 14, 2019

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

OTHERS PRESENT: Register of Deeds Monahan, Farm Manager Knapton, HR Director Clough, Nursing Home Administrator Labore, County Attorney Hornick

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

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
November 14, 2019**

October Revenue

County Revenue 10/2009	\$88,009.46
County Revenue 10/2010	\$91,984.83
County Revenue 10/2011	\$78,351.22
County Revenue 10/2012	\$84,256.55
County Revenue 10/2013	\$84,709.25
County Revenue 10/2014	\$81,232.72
County Revenue 10/2015	\$84,700.73
County Revenue 10/2016	\$87,719.57
County Revenue 10/2017	\$99,941.02
County Revenue 10/2018	\$98,941.02
County Revenue 10/2019	\$97,040.91

State Revenue 10/2009	\$ 748,325.76
State Revenue 10/2010	\$ 704,528.64
State Revenue 10/2011	\$ 539,096.64
State Revenue 10/2012	\$ 520,142.40
State Revenue 10/2013	\$ 674,817.60
State Revenue 10/2014	\$ 669,905.28
State Revenue 10/2015	\$ 699,200.66
State Revenue 10/2016	\$ 763,901.76
State Revenue 10/2017	\$1,014,577.92
State Revenue 10/2018	\$ 906,279.36
State Revenue 10/2019	\$ 946,066.56

Foreclosures

2009 149 year to date
2010 184 year to date
2011 178 year to date
2012 159 year to date
2013 129 year to date
2014 130 year to date
2015 79 year to date
2016 85 year to date
2017 57 year to date
2018 40 year to date
2019 329 - 280 = 49 normal year to date (unusual activity due to time share foreclosures)

1. I have spoken with Orford and Plymouth Senior Centers on fraud protection and prevention. Upper Valley in Lebanon is scheduled for Monday. I feel that bringing these resources to the attention of our citizens has been well worth the effort.
2. I alerted the municipalities and accounts of an additional New Hampshire specific webinar training on Laredo scheduled for today.
3. I am in the process of switching internet providers and adding new firewalls and additional security measures. We are using UNH Extension fiber.
4. We have a member of our team out on FMLA and it is a strain on our small department.
5. An LSR has been filed that revisits the LCHIP fee increase. SB74 requests the additional \$10.00 to be voluntary. This is ill conceived and the NH Register of Deeds Association is in unanimous opposition to this bill. Does Grafton County have a policy regarding a candidate for president requesting a tour of the campus?

Farm Manager Knapton arrived and gave the following report:

- Grant Nelson started work officially on November 1st 2019.
- Cover crops on all fields
- Pumpkin Day – roughly 350 pumpkins to kids from Woodsville Head Start, Woodsville Elementary, Warren School, Bradford/Newbury Preschool.
- Supervisors Academy for Lisa December 10th – 13th at Primex in Concord.
- 200 bags of potatoes to Hillsboro County DoC in Goffstown, \$2,800.
- Farmstand structural issues – Contacted Jim Oakes because the floor boards behind the register in the farm stand were loose. A new base will need to be laid in the spring with a new floor put in, estimated \$3,500-\$5,000 in repairs. She stated that there are also new federal regulations coming into play that she feels they should implement those few small changes while they do these repairs.

- Excel File for sales and inventory, still in progress.
- Slop to chickens to reduce feed costs – pros and cons. She stated that she is experimenting with the chicken's diet to see if the slop will reduce the egg production in the off season when they do not move as many eggs.
- TB and Johne' testing 11/18/19 with state vet.
- Brucellosis testing on sows, time tbd.
- Agri-Mark meeting Tuesday December 10th – She is unable to attend this meeting as she will be at the Primex Supervisors Academy. She gave the Commissioners the meeting information if any of them wanted to attend.
- Farm Committee Reports – She has made a list of items that she has learned from the farm this year to discuss at the December Farm Committee meeting.
- Lessons from the garden moving forward – FM Knapton stated that there are many donations that are made to Vermont and other counties outside of Grafton County. She asked the Commissioners if this is something they want to continue doing or have her to focus on Grafton County. She stated that there is enough produce for all of these donations but she will show the Commissioners the list of donations to all agencies and they can discuss it at a further date.
- FM Knapton stated that she is putting their grain purchase out to bid. She stated that it is \$150,000-\$200,000 a year and it should be going out to bid.

County Attorney Hornick arrived and requested to go into non-public session.

MOTION: * 9:35 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.

* 9:39 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 stated that a majority of the board voted “yes” and the motion passes.

Atty. Hornick has stated that the Commissioners have very generously allowed continued use of the Lawyer's Lounge by the Bar Association. She stated that she has spoken with CA Libby regarding the letter they are requesting for a two (2) year commitment. Commissioner Lauer stated that she was under the impression K. Ross was going to write the letter. Atty. Hornick stated that her concern is that the letter is going to be a lawyers attempt at committing the

Commissioners to a two (2) year contract which she does not feel is necessary. She stated that she is willing to draft a letter on behalf of the county. She feels that it may not be a bad idea to have some language set up that the Commissioners are agreeable too. The Commissioners all agreed to have Atty. Hornick draft a letter on behalf of the County.

Bail Reform Bill – Atty. Hornick stated that at the County Attorney's meeting at the Attorney General's Office, it sounds like if there is going to be a change it will not happen until March or April. She discussed the issues with the Bail Reform Bill and the new E-Filing system with the Commissioners. She stated that the new E-Filing System has created an increased work-load for her staff and they were already at a level where a couple of her legal assistants were going to have to work overtime. Atty. Hornick stated that she has not replaced Wayne Fortier's position after he retired. She stated that she has interviewed for the Special Investigator position but has continued to think about the necessity of that position. She stated that she cannot justify that position when they cannot keep up with the filings in the office. She stated that she has spoken with CA Libby regarding this problem as well. She would like permission to hire a full time Legal Assistant rather than a new Investigator. She stated that the work-load has become so intense that this would relieve some of the load off the staff. She stated that she would not ask for this if it wasn't a true need. There is funding available in her budget for this request. Atty. Hornick answered various questions regarding this request from the Commissioners.

MOTION: Commissioner Morris moved to approve the hiring of a full time legal assistant in the County Attorney's office. Commissioner Piper seconded the motion and all were in favor.

Administrative Asst. Norcross submitted a Certificate of Authority for Commissioner Morris to sign.

HR Director Clough arrived with Nursing Home Administrator Labore to discuss a change to the Student Loan Repayment Program. She stated that they have found that they needed to adjust the program to include the current employees as well. It is an important piece of their retention. She stated that they are looking for approval to offer the program to current employees as well as new hires. They also added in that the loan has to be incurred within the last two (2) years. NHA Labore stated that this may be a good advertisement for anyone who has graduated within the last two (2) years to come and apply here. HR Director Clough and NHA Labore answered various questions from the Commissioners. Commissioner Piper stated that she feels that this is getting out in front of a problem with retention and coming up with an idea that meets the needs of their current employees and trying to send a message to show their importance to the County. HR Director Clough stated that this may encourage employees to go back to school as well.

MOTION: Commissioner Piper moved to expand the Nursing Home Student Loan Repayment Program to include current employees and newly hired employees who have graduated within the past two (2) years. Commissioner Morris seconded the motion and all were in favor.

HR Director Clough then gave the following report:

Grafton County Human Resources Report
Karen Clough, Human Resources Director
November 14, 2019

HR Activity Report (10/01/2019-11/13/2019)

- ***New Hires***

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	9 (7 PT, 2 FT)	5 Dietary Aides PT, 1 FT LNA Program Student FT, 1 Housekeeper PT, 1 LNA Per Diem, 1 Cook FT
DOC	2 (2 FT)	1 Medical Coord, 1 Cook
Alternative Sentencing	1 (1 FT)	1 LAD
Farm	1 (1 FT)	1 Farm Assistant

- ***Separations***

<u>Departments</u>	<u>#</u>	
Nursing Home	7 (4 FT, 1 PD, 2 PT)	2 FT LNA, 1 Per Diem LNA 2 PT Dietary Aide, 1 FT LNA Program Student, 1 FT Dietary Aide
DOC	3 (3 FT)	3 FT CO's

Reasons:

Unable to meet per diem requirements – 1
Retirement – 2
Termination – 2
Resigned for work elsewhere – 2
Resigned / Personal Reasons - 3

- ***Status Changes/ dept transfers: 1 Per Diem LNA to FT LNA, 1 PT Dietary to FT Dietary Aide***

Active Leave of Absences October 1, 2019-11/13/2019

<u>Department</u>	<u>#</u>	
Nursing Home – Nursing	13	(6 are intermittent, 10 for self, 3 for family)
Nursing Home – Non-Nursing	12	(8 are intermittent, 4 for family, 8 for self)
County Atty.	4	(4 intermittent, 1 family, 3 self)
Maintenance	2	(2 self)
Deeds	1	(1 self)

TOTAL: 32

Scheduled to orient 11/20

1 FT LNA
1 PT Dietary Aide

Current Jobs posted/advertised

LNA's (13.8 FTE's vacant
RN/LPN (11.9 FTE's vacant combined)
CO's
PT Dietary Aide
Social Service Director
2 RN Unit Manager

Other: GMR For health insurance has come in at 4.4%

HR Director Clough stated that she is doing some research and looking into their RN wages to see if they will need to make an adjustment in the next budget cycle. She further discussed the issue with the Commissioners and answered questions.

MOTION: * 10:25 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.

* 11:00 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 stated that a majority of the board voted "yes" and the motion passes

Commissioner Lauer asked if everyone had a chance to read the minutes from the November 5th meeting.

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

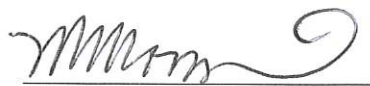
The Commissioners signed check registers 1067-1068.

Administrative Asst. Norcross stated that CA Libby will discuss the IDN Funding and Opioid Lawsuit in more detail at their Tuesday meeting. She also reminded the Commissioners of the Executive Committee meeting on Monday at 9:00am.

Commissioner Piper attended the ground breaking ceremony for Twin Pines Housing Senior Housing. They updated the building to make it energy efficient and more handicap accessible. She also attended the NHAC on Friday regarding the IDN funding. The Executive Committee voted to adopt the letter that Cheshire County wrote to join the Municipal Association in a statement regarding downshifting from the state.

11:09 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Marcia Morris', written over a horizontal line.

Marcia Morris,
Clerk