

GRAFTON COUNTY COMMISSIONER MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
February 11, 2020

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

OTHERS PRESENT: Register of Deeds Monahan, Farm Manager Knapton, Susan Schibanoff, Nancy Martland, Kris Pastoriza.

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

Register of Deeds Monahan arrived and gave the following report:

**Grafton County Registry of Deeds  
Kelley J. Monahan Register  
Report to Commissioners  
February 11, 2020**

**January Revenue**

County Revenue 1/2009 \$ 75,861.00	State Revenue 1/2009 \$ 461,003.52
County Revenue 1/2010 \$ 57,423.27	State Revenue 1/2010 \$ 271,090.56
County Revenue 1/2011 \$ 68,696.84	State Revenue 1/2011 \$ 324,824.64
County Revenue 1/2012 \$ 62,139.27	State Revenue 1/2012 \$ 256,680.00
County Revenue 1/2013 \$ 64,370.72	State Revenue 1/2013 \$ 301,115.52
County Revenue 1/2014 \$ 55,367.36	State Revenue 1/2014 \$ 405,148.80
County Revenue 1/2015 \$ 54,735.80	State Revenue 1/2015 \$ 396,939.84
County Revenue 1/2016 \$ 58,411.93	State Revenue 1/2016 \$ 451,948.80
County Revenue 1/2017 \$101,075.90	State Revenue 1/2017 \$ 1,207,218.24
County Revenue 1/2018 \$ 64,011.41	State Revenue 1/2018 \$ 595,952.80
County Revenue 1/2019 \$ 63,278.54	State Revenue 1/2019 \$ 592,053.12
County Revenue 1/2020 \$ 74,681.16	State Revenue 1/2020 \$ 480,235.20

**Foreclosures**

2009 14 year to date  
2010 21 year to date  
2011 14 year to date  
2012 12 year to date  
2013 19 year to date  
2014 15 year to date  
2015 13 year to date  
2016 14 year to date  
2017 5 year to date  
2018 4 year to date  
2019 7 year to date  
2020 9 year to date

Respectfully submitted,

Kelley J. Monahan

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 4<sup>th</sup> meeting.

**MOTION:** Commissioner Piper moved to approve the minutes from the February 4<sup>th</sup> meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers 37-39; 1119-1122.

Farm Manager Knapton arrived and gave the following report:

### **February Farm Report**

The seeds for the upcoming growing season have been ordered. Last year we had the benefit of leftover seeds for both sweet corn and field corn. Not this year. Higher expense but hopefully higher germination rates for sweet corn. The farm will pay for the seeds instead of the DOC this year. In addition, we are planning to start all of our own seeds in the UNH greenhouse this Spring. In the past this is a service that has been hired out. This is simply a cost saving measure. (\$600 to \$700)

There will be new farm stands offerings for this season based on our "county employee" survey (we had a lot of feedback). Sgt. Griffin and I are also working on new displays.

I met with IT yesterday to discuss farm needs for FY21. Part of this includes video surveillance, online service repair manuals and data transfer from the farm stand cash register to our Excel files and hopefully a link to our deposits. Ideally, the data file transfer capability will allow us to streamline purchasing, marketing, reporting and cash flow all in one application for the vegetable stand.

Ariana's Restaurant and more marketing ideas – FM Knapton stated that Ariana's Restaurant would like to have the County Farm custom grow crops for them. She stated that she is easing into it because the things that he wants are items that they may not sell a lot of. She has started with some basic items such as different types of lettuce. She stated that they also want all of the mushrooms that the farm can grow and those will be a good revenue source as they are inexpensive to grow. FM Knapton stated that she and Sgt. Griffin have also talked about a CSA where people buy a subscription for produce. They pay in advance and get a box of produce each week. She explained that this year they may start with setting up baskets that have a variety of crops in it and people can come buy a basket. They are not signing into a subscription but people can grab a basket of mixed produce. She stated that they would like to see how this works out.

FM Knapton stated that she needs more time for analysis on the Grain bids. Each bid came in a different format. Extracting diets from each company is important because they each have a different way of feeding cows, which effects usage/volume of concentrates to purchase. For

example, one company may have presented the lowest price but the highest grain usage. We are still waiting on bits and pieces of data from 2 vendors who submitted bids.

We signed up as a Mycogen field trial farm. This means that our seed corn bill was discounted and in return we will showcase new hybrid corn varieties and open the farm to the public for field corn trials in the fall. Other farmers in the area will have a chance to see new varieties in the field before they are released for sale to the public.

We have moved to a paperless DHIA contract so we are no longer paying for paper reports each month.

FSMA training templates and rules have been copied for Sgt. Griffin, and he will work together with Sgt. Mace and Lisa to establish training protocols for garden workers so that we are in compliance with the rules for sanitation and SOPs.

FM Knapton stated that they had a vet come out to do ultrasounds on all of the pigs that were bred and none of them are pregnant. She stated that they are going to try again but they will be late this year in having piglets.

FM Knapton stated that she had her Farm Assistant create a list of all repairs that currently need to be done to equipment. She stated that for her budget presentation she is going to prepare three (3) different exposures for the Commissioners to consider. One (1) for the lease of a new tractor, one (1) for the purchase of a new tractor and one (1) with the cost of the repairs for the equipment that is needed so they can compare and decide what route they would like to go.

CA Libby stated that they would like to create a farm stand expense account. They would like to do it now and transfer money into it to cover the seed order and the farm stand repairs. She noted that there is plenty of money left in the salary line to make a transfer of \$6,500 from that line into the newly created line. She explained that now all farm stand expenses will come out of that account and it will be easier to see how much they are making from the farm stand whereas right now all invoices are spread throughout different lines.

**MOTION:** Commissioner Morris moved to establish a Farm Stand expense line in the budget and transfer \$6,500 from the 002 salary line to establish the new line.

Commissioner Piper seconded the motion and all were in favor.

CA Libby stated that the State Survey Team finished at the Nursing Home on Friday. They were deficiency free in life safety. They had potentially four (4) minor deficiencies in the health inspection. She stated that NHA Labore's reported that these were very minor deficiencies and the Surveyors were very complimentary of the building, staff and programs that are in place. They stated that the residents are being well taken care of and they should be proud of the Nursing Home.

The Commissioners opened bids for the FY20-FY22 Audits. One (1) bid was received from Melanson Heath and was as follows:

	Single Audit	Financial Statements
FY 2020	\$ 3,000	\$ 27,000
FY 2021	\$ 3,250	\$ 27,500
FY 2022	\$ 3,550	\$ 28,000

Commissioner Piper asked how they factor the rate increases per year. CA Libby explained that part of it is that the Governmental Accounting Standards Board keeps coming out with more new requirements that requires more work for the auditors and they do not anticipate that ending. CA Libby stated that Melanson Heath are the County's current auditors and they are very happy with them.

**MOTION:** Commissioner Piper moved to accept Melanson Health's bid. Commissioner Morris seconded the motion and all were in favor.

#### Commissioner Issues:

Commissioner Piper updated the Commissioners and CA Libby on the last legislative call. She stated that Jim Monahan mentioned that he is working with legislators on HB1402 regarding group net metering. This is a group net metering bill that would allow net metering among governmental entities. It would allow County Government to self-generate and link accounts. Currently the governmental entities have to be within the same municipality. J. Monahan is trying to get some exceptions to this. She also noted that the NHAC testified regarding SB600 which is requiring MAT in the DoC. The concern is with the state downshifting the costs to the county property taxpayers.

Commissioner Morris stated that she is continuing with her one on one meetings. She met with people from Plymouth State University who are offering them students to do a research project. She is going to speak with the Environmental Sustainability class at Plymouth State University about having this as a potential project for them.

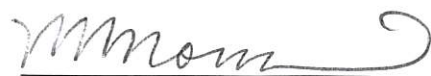
Commissioner Lauer stated that a group of them went to the strategic planning session at Primex. She stated that they had very good discussion of the courthouse renovations and some of the planning that needs to take place ahead of time. She stated that it was a successful training.

#### Annual Report Dedication

The Commissioners dedicated their FY 2019 Annual Report to all of the Grafton County citizens who worked tirelessly against the Northern Pass Project and who succeeded in preserving our County's unique natural and recreational resources for future generations. Present at the meeting to accept the dedication, from the Sugar Hill Museum, were Susan Schibanoff, Nancy Martland and Kris Pastoriza. Katharine Bigelow was not present but was recognized as well. Each member was presented with a personalized copy of the Annual Report and a copy was given to the Sugar Hill Museum.

10:28 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'M Morris', with a long horizontal flourish extending to the right.

Marcia Morris,  
Clerk