

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
April 30, 2019

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

OTHERS PRESENT: Kathy Frenette - North Country Council, Sheriff Stiegler, Maintenance Supt. Oakes

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

Kathy Frenette - North Country Council arrived for a CDBG Public Hearing to discuss the outcome of the Cottage Hospital Feasibility Study.

**9:00AM Commissioner Lauer opened the public hearing**

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available on a competitive basis for economic development projects, up to \$500,000 for public facility and housing projects, up to \$500,000 for emergency activities, and up to \$12,000 is available per planning study grant. All CDBG projects must directly benefit low and moderate income persons. The purpose of the hearing is to seek public comment on the progress of the study conducted on the potential development of an offsite or mobile facility that will expand medical services into identified areas of underserved individuals of low and moderate income.

In 2017 Grafton County sponsored a CDBG application for Cottage Hospital. Cottage hospital had recognized that within its primary service there are pockets of medical underserved low and moderate individuals. The study was conducted to better understand if the Lisbon area had a justifiable need for better access to primary care and if so what model of primary care would be most effective at meeting the needs.

Consultant assessed publicly available data from a broad number of towns and various sources. The following was identified:

- The Lisbon Area has a deficit supply of primary care providers for current and future population
- The rate of uninsured individuals of the Lisbon Area is higher than that of the state of NH
- There was expressed deficiency in access to reliable transportation to travel to primary care

In conclusion the consultant identified that if such a facility was to be created, Lisbon would be the ideal location in placement due to hub of activity with school and businesses. The cost

of creating a fixed location would be more than \$250,000 per year. Although it is recognized that there would be increased benefits to a fixed primary care facility in Lisbon these benefits do not solve the identified challenges of transportation and do not outweigh the cost to maintain, sustain and grow such a facility.

With this information Cottage Hospital has a solid understanding of the cost and sustainability of a fixed facility along with understanding that the barrier of transportation will still exist. Cottage Hospital at this time will not be pursuing the development of a fixed primary care facility but will be looking in the future to improve access to the primary care services located at Cottage Hospital. This access may potentially include increased transportation services in the form of van's, tele medicine and/or increased hours.

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

**9:08AM Commissioner Lauer closed the public hearing.**

Commissioner Lauer asked if everyone had a chance to read the minutes from the April 11<sup>th</sup> budget meeting, the April 18<sup>th</sup> budget meeting and the April 23<sup>rd</sup> meeting. Commissioner Piper had a few edits in each set of minutes.

**MOTION:** Commissioner Morris moved to approve the April 11<sup>th</sup> budget minutes as amended. Commissioner Piper seconded the motion and all were in favor.

**MOTION:** Commissioner Morris moved to approve the April 18<sup>th</sup> budget minutes as amended. Commissioner Piper seconded the motion and all were in favor.

**MOTION:** Commissioner Piper moved to approve the April 23<sup>rd</sup> minutes as amended. Commissioner Morris seconded the motion and all were in favor.

Sheriff Stiegler arrived to discuss one of his budget requests that the Commissioner chose not to fund for FY2020. This request was to renovate the Sheriff's Department service counter area. Commissioner Lauer stated that their reasoning behind not funding this request was due to the likelihood of doing a large renovation to the courthouse within the next few years. This renovation could be a part of that large project. She stated that it is not an ideal situation but it has been a functional situation for years. She stated that they were also cutting things that were not top priority for every department. Sheriff Stiegler stated that he understands the Commissioners decision but it is one of those things he is extremely concerned about regarding safety, ADA regulations and privacy. He discussed his concerns regarding the privacy issues with the Commissioners. He stated that he wanted to reiterate his concerns with the Commissioners. Commissioner Piper stated the budget was needs versus wants and they worked very hard to fund the top priority projects. CA Libby stated that if the Commissioners were in agreement, if there were enough funds left over in the Sheriff's Department FY19 budget they could encumber those funds and give the approval for the renovation to the building.

Out of State Travel – Sheriff Stiegler stated that Lt. Eric James has been selected as one (1) of three (3) people in the state to attend the ICAC Conference in Atlanta GA from June 11<sup>th</sup> – 13<sup>th</sup>. The costs associated with this conference are 100% reimbursed so it is no cost to the county.

**MOTION:** Commissioner Morris moved to approve the out of state travel request as presented. Commissioner Piper seconded the motion and all were in favor.

Sheriff Stiegler stated that Deputy Justin Combs was handpicked as the only law enforcement officer in the state by the US Secret Service to attend the National Computer Forensic Institute from July 8<sup>th</sup> – August 2<sup>nd</sup> in Hoover Alabama. This is paid for in full and Deputy Combs will return with \$42,000 worth of electronic decoding equipment and he will be certified as a hand held digital equipment expert. Commissioner Lauer asked if there were any concerns about back filling his position during the month that he is gone. Sheriff Stiegler stated that they have a group of Special Deputies that can fill in while Deputy Combs is gone.

**MOTION:** Commissioner Morris moved to approve the out of state travel request as presented. Commissioner Piper seconded the motion and all in favor.

Encumbered Funds Discussion – Commissioner Morris stated that this is a decision that they can wait to make until the end of the fiscal year to see if they have left over funds. Commissioner Piper stated that she does not consider money left over in the budget to necessarily be available money. A lot of department heads were told “no” and with the Sheriff’s desire to make changes to the culture of the department, additional funding might be required for continual funding for other projects, given changes they have already seen. Commissioner Lauer stated that she understands Sheriff Stiegler’s concerns but she is not convinced that this is a need. The Commissioners were in agreement to not fund this project.

CA Libby submitted the MS35 Form for Livermore for the Commissioners to sign.

The Commissioners signed check registers 45-46; 1155-1159; 1161.

### March Financial Reports

CA Libby reviewed the revenue and expenses with the Commissioners noting that there was nothing of concern at this point in the fiscal year.

### Prorated Report:

CA Libby stated that at nine (9) months they are slightly over revenue and under expended by \$1.3 million. There is an unassigned fund balance of \$3.1 million.

Supt. Oakes arrived to discuss several items. He stated that they have had someone come in annually to perform the HVAC refrigeration work maintenance work. When it is broken out by department it is less than \$5,000 but all together the contract is more than \$5,000 so he is in need of a bid waiver. He received quotes from a few sources. There are not a lot of options in this area for this preventative maintenance work. He stated that he has used some in the past and has not had good luck with them. They are currently using North Country Mechanical out of Franconia, NH and they are a good company to work with but they are more expensive. He checked with a company in Woodsville, NH who has a good reputation and has done a job for them in the past but they are unable to do the work this year. He stated that he also checked out Alliance Mechanical out of the Lebanon area but their quote was much more expensive. He stated that they are in the window where they need to have the spring preventative maintenance and he would request that the Commissioners accept North Country Mechanical’s quote of \$8,200 and

would also request that the Commissioners enter into contract with them for FY20 as well. Commissioner Piper stated that Martin's Mechanical is out of Enfield and she would like Supt. Oakes to get a quote from them as well. Supt. Oakes stated that he will get a quote for FY20 from Martin's Mechanical but he needs to get moving on this for this current fiscal year and would request that the Commissioners use North Country Mechanical for FY19.

**MOTION:** Commissioner Piper moved to sole source the FY19 preventative maintenance contract to North Country Mechanical. Commissioner Morris seconded the motion and all were in favor.

Supt. Oakes stated that he wanted to discuss the generator design work in his capital budget that was not funded. Commissioner Lauer stated that they are looking to do the renovation to the courthouse in 2022. She explained that they are waiting to finish paying off the Nursing Home bond in September 2022 before they enter into a new one. They understand that putting this off is a gamble but she doesn't feel they can put the tax payers into more debt before paying off their existing debt. She stated that it didn't make sense to separate the generator project and the courthouse renovation; they should be done at the same time.

Supt. Oakes requested to go into nonpublic session.

**MOTION:** \* 9:58 AM Commissioner Piper moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) 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.

\* 10:11 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 and all were in favor.

Commissioner Lauer requested to go into nonpublic session:

**MOTION:** \* 10:12 AM Commissioner Piper moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) 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.

\* 10:37 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 and all were in favor.

CA Libby stated that the bottom line of the budget is \$46,623,726.00 which is an increase of \$2.4 million or 5.3% in the expenses. The amount to be raised by taxes is \$27,691,914.00 which is an increase of \$1,688,378.00 or 6.49%.

**MOTION:** Commissioner Morris moved to approve the Commissioners’ Proposed FY20 Budget totaling \$46,623,726.00. Commissioner Piper seconded the motion.

Discussion:

Commissioner Lauer stated that she feels that this is the best balance between meeting the needs of the employees and tax payers. Commissioner Piper and Commissioner Morris agreed.

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

The Commissioners set the Public Hearing for their proposed budget on May 20<sup>th</sup> at 6pm.

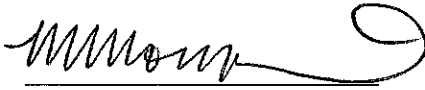
**MOTION:** \* 10:47 AM Commissioner Piper moved to enter into non-public session for the purposes of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (I) 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.

\* 11:44 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 and all were in favor.

11:44 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'M. Morris', with a large, decorative flourish at the end.

Marcia Morris,  
Clerk