

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
May 14, 2019

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

OTHERS PRESENT: DoC Supt. Elliott, Sheriff Stiegler, Captain Kelly, Farm Manager Knapton

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

Commissioner Piper participated by phone according to RSA 91-A: 2 with the reason being that she was unable to attend. Telephone participation was at her request. It was noted that all votes must be taken by a roll call.

CA Libby requested to go into nonpublic session.

**MOTION:** \* 9:05 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 and 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 (a) & (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.

\* 9:20 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.

**MOTION:** Commissioner Morris moved to approve the County Administrator's recommendation for the suspension of an employee. Commissioner Piper 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

Supt. Elliott arrived to discuss the Prison Rape Elimination Act (PREA) Grant and stated he is looking for Commissioner approval to submit the grant application. He stated that this is a grant opportunity through the U.S Department of Justice to implement PREA in small jails. PREA is designed to establish policies and procedures to prevent, detect and respond to sexual abuse in confinement facilities. He noted that this is a matching fund grant. He stated that this grant would cover the costs of the PREA Auditor, staff travel for PREA training and conferences, supplies including a laptop, digital camera and video camera, staff PREA training and security camera updates and maintenance. He stated that Sgt. Clark’s time and salary would be utilized for the in-kind match for the grant as he develops the curriculum.

**MOTION:** Commissioner Morris moved to approve the submission of the PREA Grant application in the amount of \$40,066. Commissioner Piper 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 May 7<sup>th</sup> Commissioner meeting and the May 7<sup>th</sup> Primex Mission and Visioning session. Commissioner Piper had a couple of edits in the May 7<sup>th</sup> Commissioner meeting.

**MOTION:** Commissioner Morris moved to approve the minutes from the May 7<sup>th</sup> Commissioner Meeting as amended. Commissioner Piper 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.

**MOTION:** Commissioner Piper moved to approve the minutes from the May 7<sup>th</sup> Primex Mission and Visioning Session. 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.

FM Knapton arrived and gave the following report:

Plowing Exhibition – FM Knapton stated that it was a great turn out and she has had a lot of positive feedback. She stated that if they were to do this again next year she would do more advertising.

Herdsmen Position – FM Knapton stated that she has had some applications but they are looking to advertise more. The Commissioners discussed different newspapers and things she can do to spread the word about the open position.

FM Knapton stated that the DoC has started planting in the greenhouse and they are spreading manure and plowing. She stated that they are 50% done and she feels they are in a good place in the field work.

She stated that the egg contract with Aldrich’s is going very well. She stated that although it is not a lot of money they are taking more eggs each week.

FM Knapton stated that she would like to start composting manure because next year due to the Food Safety Management Act, they will no longer be allowed to use green cow manure. She is looking to start a pile across the street across the edge of the field and this would get them in compliance with the new regulations that are coming.

FM Knapton stated that they have had an unanticipated repair of their old tractor. It is being worked on in St. Johnsbury. She stated that they should not have any more repairs on the tractor after this.

CA Libby asked if a plan has been made for the farm stand. FM Knapton stated that she has meetings in the upcoming weeks to discuss more details. She has already had a meeting with her assistant and DoC Supt. Elliott a couple of weeks ago. She stated that the whole arrangement with the DoC is very loose. She stated that nothing is written down as to who does what and whose expenses are whose. She stated that she has sent out an email with these items stating that these are items that need to be fixed so they are not all expecting unrealistic things from each other. She stated that she is continuing to work on these issues and will keep the Commissioners informed as they discuss more.

The Commissioners signed check registers 47-48; 1160; 1162-1165; 1167.

CA Libby submitted the NACO Prescription Drug Report for the month of April. There was a price savings of \$2,580.03 or 40.22% with 31 utilizers. There is a total savings of \$833,798.93 for the life of the program.

CA Libby submitted the DoC Superior Court report for the Commissioners to review.

County Attorney Hornick arrived and gave the following report:

Atty. Hornick reviewed the current case load with the Commissioners.

Training – Atty. Hornick stated that Victim Witness Coordinator Sabra Stephens is back from a four (4) day course in Colorado. Assistant County Attorney Mariana Pastore has also attended training in San Diego, CA. She stated that her plan is to have the office staff get together for a meeting and have the individuals who attended trainings talk about what they learned and give feedback to the staff.

Space concerns – Atty. Hornick stated that it has been known that there is a space issue in the Attorney's Office. She stated that she is working on some ideas to alleviate some of those issues and she will present those ideas to the Commissioners when she is ready.

Office wide meeting – Atty. Hornick stated that they would be looking to close the office for a couple hours one afternoon but she does not have that date set yet. CA Libby stated that once she has a date picked she will need to come to the Commissioners to request approval to close the office.

Sheriff Stiegler and Captain Kelly arrived and gave the following report:

Our April 2019 activity report is as follows;

- 1) Prisoner Transports: 63
- 2) Involuntary Emergency Admissions (I.E.A.): 11

- 3) Criminal Investigations: 15
- 4) Arrest on Warrant or observation of a law violation: 33
- 5) Civil Service;
  - a) 225 - total services
  - b) 83 - Abode
  - c) 115 - In hand
  - d) 27 - Unable to locate
- 6) Motor Vehicle/Traffic Stops - 24
- 7) Total number of Warrants = 332 Criminal  
84 Civil  
Total = 416 (Down from 526 on 01/02/19)
- 8) Total Miles logged/driven - 27596
- 9) Two letters of appreciation for services rendered received in April 2019.
- 10) Computer Forensic Lab is making a lot of progress, activity report to follow.

Sheriff Stiegler thanked retired Lt. Paul Levitt for his service to Grafton County. He stated that Lt. Paul Levitt passed away this past week and his service is tomorrow.

Sheriff Stiegler stated that they are looking to accept the Department of Justice Drug Task Force Grant for another year. He stated that currently he has a detective in that grant position and they would like to keep him there. He stated that the grant paperwork is ready for Commissioner approval.

**MOTION:** Commissioner Morris moved to accept the Drug Task Force grant. Commissioner Piper 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.

**MOTION:** Commissioner Morris moved to authorize Sheriff Stiegler to sign all necessary grant documents. Commissioner Piper 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.

CA Libby stated that she received a request from UNH Extension to close their office May 28<sup>th</sup> and the two (2) county employees will use their earned time for that day.

**MOTION:** Commissioner Morris moved to close the UNH Extension Office on May 28<sup>th</sup>. Commissioner Piper 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.

CA Libby reviewed the PowerPoint budget presentation with the Commissioners

CA Libby requested to go into nonpublic session.

**MOTION:** \* 10:50 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.

\* 11:01 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 Issues:

Commissioner Morris stated that they are working on the SWOT analysis in their Primex Mission and Visioning Session and she wants them to think of ways to follow up on that. She is trying to tie her district more closely to the county. She is appreciative of NHA Labore for reaching out to Plymouth State University to have the county as a clinical site. She stated that there are more opportunities like that in the county.

Commissioner Lauer stated that she attended the plowing exhibition. Four (4) teams attended, there were many people from the public who stopped and watched. She attended the UNH Extension Advisory Council meeting.

CA Libby stated that she will be at the Primex Annual conference at the Mt. Washington tomorrow and Thursday.

Commissioner Lauer reminded the Board that there will be an Executive Committee meeting on Monday at 4:00pm and the public hearing will be at 6pm.

10:55 AM With no further business the meeting adjourned.

Respectfully Submitted,



Marcia Morris,  
Clerk