

GRAFTON COUNTY COMMISSIONER MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
June 9th 2020

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

OTHERS PRESENT: HR Director Clough, County Attorney Hornick, Farm Manager Knapton

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

CA Libby stated that the Register of Deeds Monahan was unable to attend the Commissioners' meeting and has submitted the following monthly report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
June 9, 2020**

May Revenue

County Revenue 5/2009 \$ 81,485.33	State Revenue 5/2009 \$ 428,311.68
County Revenue 5/2010 \$ 73,723.38	State Revenue 5/2010 \$ 471,019.20
County Revenue 5/2011 \$ 67,760.52	State Revenue 5/2011 \$ 659,520.00
County Revenue 5/2012 \$ 86,262.78	State Revenue 5/2012 \$ 526,609.92
County Revenue 5/2013 \$ 89,545.78	State Revenue 5/2013 \$ 676,503.36
County Revenue 5/2014 \$ 69,213.64	State Revenue 5/2014 \$ 555,029.76
County Revenue 5/2015 \$ 85,193.50	State Revenue 5/2015 \$ 872,047.68
County Revenue 5/2016 \$ 79,686.90	State Revenue 5/2016 \$ 718,749.12
County Revenue 5/2017 \$ 85,288.55	State Revenue 5/2017 \$ 864,213.12
County Revenue 5/2018 \$117,993.46	State Revenue 5/2018 \$1,527,437.76
County Revenue 5/2019 \$102,322.28	State Revenue 5/2019 \$1,053,716.80
County Revenue 5/2020 \$ 92,715.68	State Revenue 5/2020 \$ 926,646.72

Foreclosures

2009 55 year to date
2010 80 year to date
2011 75 year to date
2012 69 year to date
2013 29 year to date
2014 15 year to date
2015 23 year to date
2016 29 year to date
2017 21 year to date
2018 19 year to date
2019 25 + 280 (from one source) = 305 year to date
2020 10 year to date zero in May due to Governor's executive order

1. During the public hearing on the proposed FY2020 budget Chairman Lauer stated that a member of my team who had been here 34 years was retiring. That statement is incorrect and should be corrected for the record. The staff member who is retiring has been with Grafton County for 22 years, 4 years in service to the court and 18 years here.
2. On June 3, 2020 I sent to the Board of Commissioners and County Administrator the protocol for future public access to the Grafton County Registry of Deeds offices. I will post to our websites and sent a letter to the local papers in order to inform the public. Our offices will remain closed to the public until 6/22/2020.
3. Due to the pandemic we are seeing a spike in e-recording on a national scale that is affecting our work flow. The system is experiencing over-loads which require the staff to wait for documents to load and we have had instances when the ACH funds are not being deposited the next day as was the agreement with our 3 vendors.
4. County Administrator Libby's power-point presentation to the public on the proposed FY2020 budget included information that misled the public. The figure included in the power-point erroneously combined the cost of the first six months of a wholly new position and the cost of the six months of overlap on the replacement of an 18-year member of my team who is retiring in December. The impact to our clerical line was \$13,841.00. This number should not have been included in the \$107,847.00 because it was not a proposal for a new position, unlike the proposal for the Finance Director position. Wrapping together these two numbers wrongly led the public to believe that the Deeds office created a new position, and hid from the public the salary of the Finance Director position for a full year.

Respectfully submitted,

Kelley J. Monahan

COVID 19 Update Policy – HR Director Clough

CA Libby stated that she had sent the Commissioners a Grafton County update to COVID-19 memo for employees. She stated that this update is based on the latest travel guidance that was issued by the New Hampshire Division of Public Health on May 20th. She stated that the guidelines state as long as you are not traveling by public transportation you are okay to travel domestically. If you travel outside of New Hampshire, Vermont and Maine on public transportation you have to quarantine fourteen (14) days. If an employee chooses to do that the fourteen (14) day quarantine is either by earned time or unpaid if the employee doesn't have enough ET. HR Director Clough stated that any international or cruise ship travel requires the fourteen (14) day quarantine. HR Director Clough asked if the Commissioners want to consider quarantine for fourteen (14) days if someone travels to Canada. Commissioners discussed it and agreed to revise the policy to state international travel outside of the US or Canada.

Farm Manager Knapton arrived and gave the following report:

35 piglets so far, trials and tribulations – FM Knapton stated that one pig needed an injection to keep her in labor. None of the piglets survived and the mother died as well. She stated that the rest of the piglets have been sold and there is currently a high demand for them.

Plant Sale – huge response – totally by accident – opportunity for money.

Visit to Gaining Ground – FM Knapton stated that she visited this garden which is for homeless people in the Boston area. They have three (3) acres and it all goes to homeless people. They have 2,000 volunteers and nine (9) full time staff. She stated that had visited to get ideas for the County's garden.

Mycogen Trials mentioned in May – cancelled. FM Knapton stated that they couldn't get trial seeds out of the warehouse. They still did small experiments with corn tilling vs. no tilling.

This week we will be working with no inmates for the first time at the dairy barn. She stated that they will have to pay staff to split shifts to cover milking.

She stated that she is looking at farm stand staffing options for summer and having to pay staff members to run the farm stand. She stated that they have talked about the possibility of reduced hours and possible honor system on the weekend. She noted that she is also looking at reducing the donations outside of Grafton County and looking into wholesale to help make up for any potential revenue loss on the weekends. She discussed other possible options with the Commissioners.

FM Knapton stated that the Farm does not qualify for CARES funding because they are a government operated farm. NH Department of Agriculture does have money for farms to help recoup lost monies. They are being sent forms to fill out for loss revenue from milk. She stated that for the month of April they can recover \$2.23 per hundred weight. They will have some money coming from the state to help offset the loss.

FM Knapton stated that she set up an Instagram account as its more suitable for what she wanted to do than Facebook.

FM Knapton requested a nonpublic session.

MOTION: * 9:31 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.

* 9:55 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 “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

CA Libby stated that milk prices are back up for the year, they will look at that and update before Friday’s Executive Committee meeting.

County Attorney Hornick arrived and gave the Commissioners an update on her office.

She stated that case numbers are lower than if they were able to do in person proceedings and many law enforcement agencies have tried to pay attention to social distancing. Judge Nadeau has been working hard with medical professionals and the county attorneys to come up with a pilot jury trial in Coos County with the backups being Cheshire and Carroll. Judge Borenstein and Clerk Carlson have been working to implement safety measures and ways to keep the jurors physically spaced. She stated that they need to get caught up on Grand Jury and they need at least 30 people. According to the social distancing guidelines they can only get 20 in the courtrooms. They are looking to other options, such as the Clifford Building, Community Building or other locations to get Grand Jury back up and going and bring charges to these cases.

She stated that the office is still doing great. They have some staff that wants to work in the office and there is enough space to distance everyone. They will work to repopulate the office when it is okay to do so. She knows that everyone is working hard to collectively go forward in a positive way.

Commissioner Lauer asked if everyone had a chance to read the minutes from the June 1st public hearing and the June 2nd meeting.

MOTION: Commissioner Piper moved to approve the minutes from the June 1st public hearing. Commissioner Morris seconded the motion and all were in favor.

MOTION: Commissioner Piper moved to approve the minutes from June 2nd. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check registers 56;1182-1185.

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

Response to Enfield – The Commissioners reviewed the response and all agreed to send it out.

CA Libby submitted the Tax Impact Worksheet to the Commissioners for their review. She discussed the document and answered questions.

CA Libby stated she is going to have department heads give her the totals for their merit increases. She stated that she is getting this information just in case she needs it for the Tuesday Executive Committee deliberations. She stated that if they request or make large changes in wages she wants to have this information ahead of time.

Commissioner Piper stated that she has been so impressed with the job the department heads are doing with their presentations to the Executive Committee. The knowledge and control of the information in their budgets has really impressed her.

First Responder Stipend Payment – CA Libby stated that the way the program was set up was they sent in a roster and received a lump sum payment for that group of individuals. They received the payment yesterday. She stated that is tracking week to week what they pay out. At the end there will be a reconciliation and if the county owes money we will pay it back and if the state owes us money they will request it at the end of the program.

CA Libby stated that they received their Proshare payment information last week. They are waiting for some information from CMS as there are two (2) possible calculations for the payments that are happening this month. They are either going to get \$3.4 million or \$3.1 million. They budgeted \$1.5 million this year but in her surplus projection she used \$3 million so she already accounted for the increased payment they will receive. She stated that when she does her calculations this week she will use the \$3.1 million.

CA Libby submitted the report from the IDNs for the Commissioners to review. She stated that they can give this report to the Delegation as well.

CA Libby stated that on June 4th there was a meeting with the NH Municipal Association to talk about the concern over tax revenues or lack thereof coming in December. Both Cheshire and Merrimack counties have been in contact with the towns in their counties to check in and see how they are. She stated that until after the July tax collections the towns won't know where they are at.

CA Libby stated that the stipend payments to the contact agencies are being made directly to the agency and they have a form to sign off on that states that these payments will be going to the employees and not being retained by the agency.

Commissioner Piper stated that yesterday there was an NHAC officers meeting to decide how to handle Rockingham County's unwillingness to pay their full dues. They want the dues to be split among all ten (10) counties equally and they sent the NHAC 1/10th of the dues. They talked with all three (3) Rockingham County Commissioners and two (2) of the Rockingham County Commissioners feel strongly about it. They decided to have a study group look at the history of the formula and if it is not decided that each county would pay a 10th there would be a possibility of weighted voting, if you pay more you have more say.

Commissioner Lauer stated that after last week's meeting on the broadband she has had correspondence with people in Franconia, Sugar Hill and Haverhill who are interested in a study like this. She stated that there is a lot of interest in this subject.

11:18 AM with no further business the meeting adjourned.

Commissioner Lauer reconvened the meeting at 11:38AM

CA Libby stated that AS Director DePalo had stated yesterday they received a \$60,000 grant from the State of NH for Juvenile Diversion Network. It starts July 1st and goes through June 30th 2021. She stated that they just received the grant paperwork and the state wants it returned tomorrow. The Commissioners need to approve the Certificate of authority allowing her to authorize necessary documents for the grant.

MOTION: Commissioner Morris moved the following resolution: **RESOLVED:** That the County Administrator is hereby authorized on behalf of this County to enter into the said contract with the State of New Hampshire Governor's Office for Emergency Relief and Recovery (GORERR) and to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable or appropriate. Commissioner Piper seconded the motion and all were in favor.

11:41 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read 'MMorris', with a long, sweeping horizontal line extending to the right.

Marcia Morris,
Clerk