

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Hwy
 North Haverhill, NH 03774
 September 10, 2019

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

OTHERS PRESENT: Treasurer Hill, DoC Supt. Elliott, Farm Manager Knapton, Register of Deeds Monahan, Sheriff Stiegler, County Attorney Hornick, Omer Ahern Jr.

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

Supt Elliott arrived to open bids for the purchase of a 2020 Ford Police Interceptor Utility vehicle. Two (2) bids were received as follows:

Irwin Automotive - \$32,764.00
 Plymouth Ford - \$33,647.00

Supt. Elliott reviewed the bids and stated that Irwin Automotive meets all their specifications and recommends the Commissioners select their bid.

MOTION: Commissioner Piper moved to accept Irwin Automotive Groups' bid of \$32,764.00 for the purchase of one (1) a 2020 Ford Police Interceptor Utility. Commissioner Morris seconded the motion and all were in favor.

Treasurer Hill arrived to discuss the bids received for the Tax Anticipation Notes. She stated that it is that time of year where the county's general fund is getting low and we will need to borrow funds for operating costs. She stated that the Delegation approved the county to borrow up to \$8 million but they do not anticipate needing to use that full amount because they are starting to borrow later in the year. The plan is to have a line of credit so we only need to draw down as much as we need in order to pay as little interest as possible. Treasurer Hill stated that they sent out bids to all of the banks in Grafton County that we regularly do business with. The following shows the banks that bids were requested from and the banks that submitted bids.

Fiscal Year 2020
 Tax Anticipation Notes

Bank	Bid Received	Rate	Opinion Letter
Passumpsic Savings	No Response		
Woodsville Guaranty Savings	Yes	1.98%	No
Union Bank	Yes	2.95%	Yes
Mascoma Savings	Yes	2.80%	Yes

Northway Bank		Yes		2.18%		Yes
Bar Harbor		No Response				
TD Bank	*	Declined to bid				
Franklin Savings		No Response				
Meredith Village Savings		No Response				

* TD Bank does not do a Line of Credit

Treasurer Hill stated that the lowest rate was 1.98% from Woodsville Guaranty Savings Bank. There are no costs associated with this as well and she recommends the Commissioners accept Woodsville Guaranty Savings Bank's low bid of 1.98%. Commissioner Lauer noted that Woodsville Guaranty Savings Bank is the only bank on the list to not require an Opinion letter. Treasurer Hill explained that this is often times a practice of banks to request an Opinion of Counsel letter. This is when an attorney is needed to go through all financial paperwork to ensure that all needed authorizations were met. It is a risk management tool for banks. She noted that it is a practice of WGSB to not require an Opinion letter for their municipalities and counties that they work with.

MOTION: Commissioner Morris moved to accept Woodsville Guaranty Savings Bank's low bid of 1.98% and to authorize the Treasurer to borrow these funds. Commissioner Piper seconded the motion and all were in favor.

Farm Manager Knapton arrived and gave the following report:

- New potato digger is up and running, potato crop is bountiful and beautiful.
- Down one staff member – FM Knapton stated that the position has been posted internally and will be advertised externally soon.
- Farmstand database – BOX – FM Knapton stated that she has been working on this with Teresa Locke in Extension. BOX is a data base sharing tool that she has set up that will make gathering her data and sharing it with those who need it much easier.
- Classification Today – FM Knapton stated that the Holstein Association is coming in today to perform their classification of the county's herd. She explained that they evaluate the conformation and other various traits of all the animals in the herd. She stated that this is a marketing tool and is a gage of the genetic progress and success.
- Farm Committee Meeting today
- Hay inventory and sales 4th – FM Knapton stated that their hay inventory is at roughly 1000 dry square bales, they also have round bales. She stated that they do not have the inventory to sell hay this year.
- 2840 JD tractor is up and running
- Open Barn Day Cohase Chamber of Commerce - She stated that she loves helping the public understand what they are trying to do. She stated that comments were made about the animals not being out to pasture. FM Knapton explained that she is working towards getting the animals out to pasture and she wants to work on getting the chickens out next

spring. She stated that she was not fully prepared for this tour but she would like to build off of it, provide more during the tours and do more.

- Pumpkin Day tentatively set for 10/8/19
- New Chickens today – FM Knapton stated that they are getting next year’s chickens today. She explained that she is keeping the old chickens for a while as they are still laying a lot of eggs and she has a big demand for them at the farm stand.
- Corn crop looking great – no date set for harvest
- Crop rotation and pests 2020 – FM Knapton stated that the sweet corn and potatoes have been in the same spot multiple years in a row therefore they are having weed and pest issues. She stated that those crops need to be rotated next year and she is working on that.

Register of Deeds Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
September 10, 2019**

August Revenue

County Revenue 8/2009 \$ 79,119.71	State Revenue 8/2009 \$ 451,161.32
County Revenue 8/2010 \$ 82,306.17	State Revenue 8/2010 \$ 561,433.92
County Revenue 8/2011 \$ 92,301.85	State Revenue 8/2011 \$ 665,294.08
County Revenue 8/2012 \$ 91,223.74	State Revenue 8/2012 \$ 599,278.08
County Revenue 8/2013 \$ 100,189.73	State Revenue 8/2013 \$ 732,258.24
County Revenue 8/2014 \$ 107,943.41	State Revenue 8/2014 \$ 1,363,522.56
County Revenue 8/2015 \$ 115,814.72	State Revenue 8/2015 \$ 895,613.76
County Revenue 8/2016 \$ 104,746.42	State Revenue 8/2016 \$ 939,816.96
County Revenue 8/2017 \$ 106,846.00	State Revenue 8/2017 \$ 885,240.00
County Revenue 8/2018 \$ 106,336.39	State Revenue 8/2018 \$ 1,175,898.24
County Revenue 8/2019 \$ 99,610.48	State Revenue 8/2019 \$ 1,082,859.84
County Revenue	

Foreclosures

2009 121 year to date
2010 151 year to date
2011 146 year to date
2012 131 year to date
2013 101 year to date
2014 106 year to date
2015 60 year to date
2016 76 year to date
2017 48 year to date
2018 27 year to date
2019 316 – 280 = 36 normal year to date (unusual activity on time-share foreclosures)

1. On 8/21/19 The NH RD Association met with Fidler Technologies to discuss cyber security issues. I am considering a move that may require a special meeting of the Delegation in order

to fund a new off site server contract. I have reached out to Spectrum to discuss adding additional layers of security for our dedicated internet line.

2. I have reached out to all of the Senior Centers of Grafton County and have begun scheduling visits to discuss our Property Fraud Alert program and other emerging predatory dangers.
3. On 9/16/19 The Commerce Committee will be holding a work session on HB 601, HB 599 and HB 340. These bills are in, my opinion, a coordinated attempt to privatize the functions of the NH Registries of Deeds. I will be present at the work session. This session was scheduled and noticed for June 25, 2019. Many stakeholders were present for the discussion, which was cancelled by the Chairman. I sent a letter to Speaker Shurtleff and Governor Sununu outlining the unusual comments that were made that day in respect to this trio of bills.
4. A member of my team has announced their retirement date. For the FY 21 budget, I will be funding a full time position to start July 1, 2020. This will allow for 6 months of training before the December 2020 retirement.
5. I had an unusual Right-to-know request. I responded within the requested 5 business days with my refusal and proper documents justifying the denial. We do not do investigative research for individuals; we are the custodian of the Official Public Record. Searching a title is the responsibility of the individual. I have attached the House Record from February 27, 2018 which states our exemption to Right-to-know.

Respectfully submitted,

Kelley J. Monahan

Commissioner Lauer asked if everyone had a chance to read the minutes from the September 3rd meeting. Commissioner Piper had one clarification edit and discussed it with the other Commissioners.

MOTION: Commissioner Morris moved to approve the minutes from the September 3rd meeting as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 8-9;1029;1031-1037.

Sheriff Stiegler arrived and gave the following report: (* see attached)

Sheriff Stiegler reported on the forensic lab stating that it has taken off and has been very busy. He stated that there has been great publicity surrounding it. He received a call from the Director of Internet Crimes Against Children (I.C.A.C) this morning and he is very impressed with the work Lt. James and Detective Combs have done with I.C.A.C. The county Police Chiefs have been very receptive to this as well and have been utilizing the service.

CA Libby submitted the DoC Superior Court Report for the month of August for the Commissioners review.

CA Libby submitted a CDBG Drawdown for NHARDC in the amount of \$10,182.00 for Commissioner Lauer to sign.

County Attorney Hornick arrived to discuss the Regional Prosecutors Program contract for the Plymouth Court Jurisdictional Association with the Commissioners. She stated that she took the existing contract between Haverhill and Bethlehem and modified it with a few changes to fit the need for this contract. She stated that this contract covers all costs associated with Atty. Bartlett out of the County Attorney's Office who will now be handling the Circuit Court Prosecution for these towns. There will be no cost to the tax payers. She reviewed the contract and answered questions from the Commissioners. She stated that she has made the contract dated through the end of June 2020 to allow them to see if it has worked before they start it again for a whole fiscal year.

MOTION: Commissioner Morris moved to approve the agreement with the Plymouth Court Jurisdiction Association for Circuit Court Prosecution. Commissioner Piper seconded the motion and all were in favor.

Atty. Hornick stated that she now needs to fill the gap in her office that Atty. Bartlett once filled. She stated that there is an attorney who has requested to work in their office. This attorney has more Superior Court jury trial experience than some attorneys in the office and wants to work in Superior Court and not Circuit Court. She is requesting that the Commissioners approve this hire to fill the role that Atty. Bartlett was in. She stated that she would request that this new hire start at a Grade 5 which is a step higher than the employee she is replacing but those funds are in her budget. Commissioner Piper asked if this attorney would accept a step 4 salary as a means of the BOC safeguarding taxpayer funds. Atty. Hornick stated that she may accept the step 4 but she has done research and requested a step 5. This attorney has the experience and impressed them in her interview. She can come in and take some of the load off the other attorneys in the office as they have a very heavy trial docket for the month of October.

MOTION: Commissioner Morris moved to authorize County Attorney Hornick to hire a new Assistant County Attorney at a Step 5 to replace Garrett Bartlett who will now be doing Circuit Court prosecution for the PCJA. Commissioner Piper seconded the motion, and all were in favor.

Atty. Hornick stated that she attended the ICJJC meeting where she is the County Attorney representative on this committee. This committee is made up of the head of the Public Defender Program, Head of the New Hampshire Association of Public Defense Attorneys, Judge King, Head of the Judicial Council, different representatives and members of the criminal justice branch. When she last spoke with the Commissioners she reported on a conversation she had with Judge King and Kate about the space issue in the Courthouse. She stated that Judge King would be the one to go to the Administrative Office of the Courts about the space request. She had sent them an email regarding a virtual tour to allow them to see what they are talking about in the courthouse. Supt. Oakes had the idea to switch out the Circuit Court Storage Space with

the Lawyers Lounge because the work is already done for office space. After the meeting she attended yesterday she spoke with Judge King and he said that the Circuit Court was not receptive to moving anything. They are not willing to move any of their space or making any changes. Atty. Hornick stated that Judge King had told her to inform the Commissioners. They are now back to square one with the Lawyers Lounge situation. Atty. Hornick will inform K. Ross from the Grafton County Bar Association of the decision. The Commissioners stated that if K. Ross requests another meeting with them, they would like to speak with just her with their reasoning being that they have twice heard members of the Grafton County Bar Association's thoughts and feelings on the situation.

Atty. Hornick stated that their investigator Wayne Fortier has extended his last day until the end of September. They will be holding interviews within the next couple of weeks. She stated that they will be having a party for him and hope the Commissioners are able to attend.

Primex Contribution Assurance Program (CAP) Workers' Comp & Liability for FY 2021-FY 2023. County Administrator Libby stated that this program will cap their increases through those three (3) fiscal years. The cap for Property Liability is a 5% increase each year and the cap for the Workers Comp. is 6%.

MOTION: Commissioner Piper moved to adopt the following Resolution:
Resolved: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Workers' Compensation Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Workers' Compensation Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. Commissioner Morris seconded the motion, and all were in favor.

MOTION: Commissioner Piper moved to adopt the following Resolution:
Resolved: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex) to enter into its Property & Liability Contribution Assurance Program (CAP) as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Property & Liability Contribution Assurance Program (CAP). The coverage provided by Primex in each year of membership shall be as then set forth in the Coverage Documents of Primex. Commissioner Morris seconded the motion, and all were in favor.

CA Libby discussed the email that they had received regarding the IDN 5 Board Meetings. Commissioner Morris suggested sending AS Director DePalo as she is knowledgeable in this area. The Commissioners discussed the IDN Meetings and agreed to ask AS Director DePalo to sit in on those meeting as this is her area of expertise and they feel the county should be represented.

CA Libby requested to into nonpublic session.

MOTION: * 10:56 AM Commissioner Piper moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A: 3, II (e) 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.

* 11:04 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

Opioid Draft – Commissioner Morris summarized her draft with the Commissioners. She identified the gaps in Grafton County that they want to establish programs to fill. Commissioner Lauer stated that she feels Commissioner Morris hit the highlights of the discussions they have had and captured their discussions well. CA Libby stated that the next steps will likely be to identify costs associated with these. There is a meeting on the Opioid lawsuit on Friday after the NHAC Executive Committee meeting in Concord, where there will be much more in-depth discussions regarding the next steps.

Commissioner Morris stated that she had a meeting with CADY that went very well.

Commissioner Lauer met with CADY and went to the Ribbon Cutting for the Boulder Point which is a homeless veteran housing unit.

Commissioner Piper met with Deb Naro and Tim Tyler from CADY on August 29th and reviewed their budget and performance in service juveniles in restorative justice.

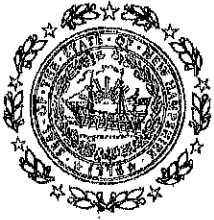
CA Libby stated that the Employee Recognition Dinner will be on October 24th

Omer Ahern Jr. was present at the meeting and stated that the Board of Selectmen in Wentworth asked him to try and make arrangements to have a tour of the DoC at some point. Supt. Elliott was present and stated that they can contact him at any time and he would be happy to set up a tour.

11:14 AM with no further business the meeting adjourned.

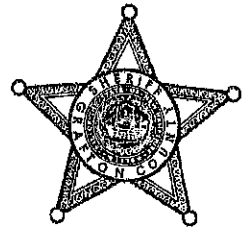
Respectfully Submitted,

Nancy Pipes, for
Marcia Morris,
Clerk



Grafton County Sheriff's Department

3785 Dartmouth College Highway • Box 6
North Haverhill, NH 03774-4936
www.graftoncountysheriff.net



Jeffrey F. Stiegler
Sheriff

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August 2019

- Prisoner Transports: 73
- CSO movements from the jail to Court: 51
- Involuntary Emergency Admissions (IEA): 7
- Arrest: 28
Arrest on a warrant, superior or civil, instate wanted, and on sight arrest
(people who we send to court)
- Civil: 280....Total Services
159.....Abode
89.....In Hand
24.....Could not locate
6.....Canceled by customer
2.....Registry of Deeds Service
- Motor Vehicle Stops.....21
- Total # of Active Warrants.....339 Criminal
50 Civil
Total = 389
- Total Miles Driven: 25,908