

GRAFTON COUNTY COMMISSIONER MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

September 29, 2020

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

OTHERS PRESENT: Maintenance Supt. Oakes, HR Director Clough, Nursing Home Administrator Labore, Anne Duncan Cooley – Grafton Regional Development Corporation, Nick Manolis

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

Commissioner Morris participated electronically according to RSA 91-A: 2 with the reason being she was unable to attend the meeting in person. Electronic participation was at her request. It was noted that all votes must be taken by a roll call.

Supt. Oakes stated that last week the Commissioners opened bids for the Building Automation System project. He stated that the only bid received was from Alliance Mechanical which was over what they budgeted. He stated that this did not make sense to him, but he was not here to review the bids. Since coming back he has called Alliance Mechanical and said that the bid does not make sense as they are doing a good portion of this project in house and he does not see where that is reflected in the bid. He noted that the person who submitted the bid is not who he had been working with. The person he had been working with looked back into the bid and removed half of the labor and some other items. They are now looking at \$62,770.00 which is roughly \$14,000 less than the original bid.

MOTION: Commissioner Piper moved to reject the Alliance Mechanical's first bid of \$76,850.00 from September 18th. Commissioner Lauer seconded the motion.

Commissioner Lauer called the roll. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

MOTION: Commissioner Piper moved to accept the bid from Alliance Mechanical of \$62,770. Commissioner Morris seconded the motion. Commissioner Lauer called the roll.

Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

Supt. Oakes stated that Alarmco was here two (2) weeks ago doing alarm testing. The most significant issue that was found was in the Administration Building. He stated that they have a trouble message on the main panel. He stated that they have done what they can to try and address the problem, but it has not worked. This panel was put in in 2004. It is outdated and they cannot get parts. They are in need of a new panel which is \$17,987.22. Supt. Oakes stated he

doesn't know if Norris is the only Notifier dealer in our region. He does know if they went with a different manufacturer, it would be a different panel and need new training which is ok. It is worth getting another quote. He stated that he will be looking into this further and will return to the Commissioners when he has more information.

Commissioner Lauer asked if everyone had a chance to look at minutes from September 22nd meeting.

MOTION: Commissioner Piper moved to approve the minutes from the September 22nd meeting. Commissioner Lauer seconded the motion. Commissioner Lauer called the roll. Commissioner Piper "yes", Commissioner Morris "yes", Commissioner Lauer "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

The Commissioners signed check registers: 15; 1055; 1062-1063

CA Libby stated that they received the Tax Apportionment for FY 2021 from the DRA. She gave the Commissioners the breakdown of each town's county tax and comparison from last year and answered questions.

Anne Duncan Cooley, GEDC arrived to give a quarterly update to the Commissioners. She reviewed the various businesses they have been working with along with the challenges they have faced during the COVID-19 pandemic. She handed out the attached brochure to the Commissioners and told them to send anyone her way who may be in need of assistance or has any questions.

US Forest Service Contract Amendment – CA Libby stated that the Sheriff's Dept. has a contract to perform patrols in the White Mountain National Forest typically from Memorial Day weekend through Columbus Day weekend. There is an amendment to this contract that includes money in the case of any forest fires due to the extreme fire risk right now. She noted that this \$2,500 is not accessible unless there is a fire that the Mobile Communications Trailer needs to be dispatched to or the county has to send someone for traffic control. Commissioner Lauer signed the necessary documents for the contract amendment.

Reminder of Fraud Inquires for Auditors – CA Libby stated that the Commissioners responses need to be done as the county cannot receive the final audit until those responses are returned.

CA Libby stated that as a part of Primex, the county is PRIME certified which means there are ten (10) risk management best practices that they have to comply with. Primex has reassessed the program and has removed a few things and added a few new items. They have now asked that the county have a Motor Vehicle Driving Record policy for any employee who drives a county vehicle. CA Libby stated that they will now, upon hire, include a motor vehicle check along with the criminal background check for those who will be in positions that will drive county vehicles. On an annual basis every employee that drives vehicles will have to fill out a form that certifies that they have not done anything to impact their driving records. CA Libby stated that if the Commissioners are ok with that, she asks that they approve the Motor Vehicle Driving

Record Policy. The other two (2) new policies are a cyber-incident policy that ITM Ruggles is working on and a PTSD management primarily for law enforcement that the Sheriff's Dept. is working on. They will also be working on that for the DoC as well. Those won't be developed before the PRIME certification, but the county's policy already mentions the employee assistance program that can be used in place of this until those policies are completed.

MOTION: Commissioner Morris moved to accept the Motor Vehicle Driving Record Policy. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. 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 Chief Justice Tina Nadeau and several other people from the Administrative Office of the Courts were here at the County yesterday. She met with Judge MacLeod, Dave Carlson, Rose Tucker, Supt. Oakes, herself and Atty. Hornick. They are focused on the set up of the courtroom to get back to jury trials and ensure the safety of all involved. Their goal is to have a Jury Trial in January. They know what needs to be done in the courtroom. They will be working on installing plexi-glass throughout the courtrooms in the necessary areas. Once that is set up the state will come back and do a mock jury trial. CA Libby noted that the air circulation in the courtroom is good. She stated that the state is planning to do Grand Jury statewide for another six (6) months or up to a year.

NHA Labore and Nick Manolis arrived to give a summary of how things went with the courses that he facilitated for the nursing home staff. The reviews from the staff showed the training was very well received. N. Manolis thanked the Commissioners for recognizing the need for this work and funding it. He thanked CA Libby for her support, HR Director Clough for really being the catalyst to get this going and NHA Labore for his support during the entire process. He stated that NHA Labore was there every step of the way. He was unwavering in his support and that meant a lot to the employees, he could sense it. N. Manolis thanked the employees for their participation as well. He stated that overall things went well. They pulled this off during unprecedented times and he feels that also had an impact on it. Their goal was to improve workplace culture and he thinks they are off to a good start. He walked the Commissioners through what the initiative outlined. There were three (3) areas: training for all employees on courtesy, civility and respect, a 6-part series for management staff and then work with CA Libby, NHA Labore and HR Director Clough to enhance their communication. His overall thoughts are that they have good people as their department heads and NHA Labore. Commissioner Piper stated that in reading the reviews she agrees with everything N. Manolis has said. She saw tremendous engagement and enthusiasm on the part of Department Heads. In terms of what they learned or general feedback, she saw a few comments from department heads stating that they wished that their program was more for available for other staff, that it could be presented to more employees about the importance of team-work, not just supervisors. She said that according to N. Manolis, the biggest challenge remains in terms of the employee culture. N. Manolis stated that culture isn't going to change in nine (9) months, it will take a year or two (2). The culture hasn't changed dramatically but he is willing to bet there are pockets in their organization that are better than they were in February because of lessons they learned in this program and want to make a difference. Commissioner Piper stated again that the supervisors

noted concern and wish their program could be presented to all employees. From what N. Manolis is saying, the biggest challenge is not with the department heads. The BOC went into this thinking that the biggest challenge was with supervision and that does not seem to be the case. N. Manolis stated that the history was a major issue, the department heads needed to know they can make a difference and they have an opportunity to make the difference. It is their choice as a department head to make a difference. If they don't do it then they have accomplished very little but he feels they have been given the tools and the encouragement to go back and gradually change the culture over time. The Commissioners thanked N. Manolis for all of his work.

HR Director Clough arrived to give an update on the County Administrator position and requested to go into nonpublic session.

MOTION: * 10:44 AM Commissioner Piper moved to enter into non-public session for the purposes of the hiring of any person as a public employee pursuant to RSA 91-A: 3, II (b). 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.

10:48 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.

HR Director Clough stated that she will be looking to advertise through NACO, NHMA, Union Leader, NHAC as well as some other professional online advertising sources that they will be looking into. She noted that they will also advertise once in the local papers. In terms of time frame she would like the resumes due October 28th. Then that Thursday or Friday, Chris Coates would make himself available to come in as a part of the panel with her and Commissioner Piper to review what they have at that point. She would then like to schedule interviews the end of that following week or the next week. By the end of the first or second week of November interviews will have been done by the first panel. She has a letter that will be sent to the internal applicants that says they have not been excluded but their resumes will be reviewed as a part of the whole process.

CA Libby stated that the department heads met with Steve Whitman from Resilience Planning last week. He is going to be setting up meetings with them to go over a questionnaire and inventory list which will be the next steps in the process.

CA Libby stated that she attended a meeting last Tuesday with DHHS and they reviewed the issues that were identified by Hillsborough with the IGT. Henry Lipman and his staff were

supposed to take those issues and put them into one draft for CMS. She stated that on their County Administrators call, one (1) county doesn't feel the same as Hillsborough County in regards to risk losing all their match money.

Commissioner Morris stated that she is working on the Stepping Up Initiative with Alternative Sentencing Director DePalo and they will be meeting with the folks from New Hampshire Hospital. She is very excited to be participating in this movement.

Commissioner Lauer stated that she was contacted by a nurse at Littleton Regional Hospital through a letter regarding concerns of the handling of mentally ill patients. She and her supervisor would like to meet with the Commissioners to discuss this as they have ideas they want to discuss. Commissioner Lauer stated that she will put them in touch with CA Libby to schedule a time to meet. She noted that there is another Broadband Committee meeting tomorrow and also that performance evaluations need to be completed next week.

11:03 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Morris', is written over a horizontal line.

Marcia Morris
Clerk

