

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Wednesday January 3, 2007

PRESENT: Commissioners Michael Cryans, Ray Burton and Martha Richards.
Executive Director Julie Clough, and Secretary Jeri Martino.

At 9:00 AM, newly elected Commissioner Martha Richards and the two re-elected Commissioners, Cryans and Burton, were sworn in for a two year term by Judge Jean Burling at the Grafton County Superior Courthouse, along with the newly elected Register of Deeds and the re-elected Sheriff, Treasurer, Register of Probate and County Attorney.

The Commissioners meeting convened at their office at 10:10

As this is the beginning of a new two year term, the board of Commissioners must reorganize.

Commissioner Burton nominated Commissioner Cryans as chair of the Board of Commissioners, which was seconded by Commissioner Richards. All were in favor.

Commissioner Burton nominated Commissioner Richards as vice chair of the Board of Commissioners, which was seconded by Commissioner Cryans. All were in favor.

Commissioner Richards nominated Commissioner Burton as clerk of the Board of Commissioners, which was seconded by Commissioner Cryans. All were in favor.

The duties and responsibilities of each position on the Board was reviewed for the new Commissioner.

At the start of the new two year term, the Commissioners must reappoint the Executive Director, Nursing Home Administrator, Superintendent of Corrections, Farm Manager, Human Resource Director and Superintendent of Maintenance.

Commissioner Burton moved to re-appoint Julie Clough as Executive Director, Eileen Bolander as Nursing Home Administrator, Glenn Libby as Superintendent of the Department of Corrections, Donny Kimball as Farm Manager, Joanne Mann as Human Resources Director, and Jim Oakes as Superintendent of Maintenance. Commissioner Richards seconded the motion. All were in favor

Treasurer Carol Elliott arrived to request approval for the investment of \$12.5M in of the \$14.5 M collected tax money from 2006 as follows.

Liquid Funds: \$5.5M invested in money market accounts as follows:
\$2.5M to Northway Bank in wholesale collateralized NOW account at 4.87%

\$2M to Meredith Village Savings Bank in business money market account at 4.5%
\$1M to Citizens Bank in money market account at 4.75% with 4.85% APY

Certificate of Deposits: \$7M invested in CD's as follows:

\$1M to Meredith Village Savings Bank for 6 mo. At 5.14% with 5.26% APY
\$1M to Mascoma Savings Bank for 9 mo. At 5.05% and 5.1793% APY
\$500K to Community Guaranty Savings Bank for 9 mo. At 5.05% with 5.10% APY
\$1M to TD Banknorth for 6 mo. At 5.17% with 5.31% APY
\$500K to Connecticut River Bank for 6 mo. At 5.06% with 5.15% APY
\$2M to Woodsville Guaranty Savings Bank CDARs account at 5.20%
\$1M to Citizens Bank at 5.23% maturing 9-14-07

There was a brief discussion about interest rates and how much money was received last year as opposed to past years. Executive Director Clough stated that she thought that the County was on track to secure a position wherein money would not have to be borrowed in the future.

Commissioner Burton moved to accept the proposed tax investments brought forth by the Treasurer, which was seconded by Commissioner Richards. All were in favor.

Superintendent Libby arrived and thanked the Commissioners for their time and congratulated them all on their election. Commissioner Cryans noted an article in the Sunday Valley News wherein Supt. Libby was interviewed about the jail, saying that he thought the article was well written and positive.

Supt. Libby said that he would like to address the topic of the future of both the jail core committee and the jail steering committee now that Bill Gabler has been replaced as Commissioner. A discussion ensued regarding the vacancy on these committees resulting from former Commissioner Gabler's defeat in the election. Commissioner Cryans asked who the current members of the core committee were, to which the Superintendent said it was he, the Executive Director, Sheriff Dutile, Lt. Elliott and up until now, B. Gabler. These members all took the trip to Colorado to NIC.

Commissioner Cryans asked if another Commissioner should take B. Gabler's place, to which the Supt. said that he would feel comfortable with any Commissioner who was willing be on the committee and was more than willing to bring that Commissioner up to speed on the project thus far. Both the jail core committee and the steering committee were established by the Board of Commissioners, therefore, the committees could be altered with a decision by the Board as well. The Board all agreed that a Commissioner should continue to serve on both Committees. Commissioner Cryans asked if either of the other two Commissioners would be interested in serving on the core committee and Commissioner Richards said that she would be happy to do so under the tutelage of Supt. Libby. Supt. Libby said he would be fine with that. Commissioner Cryans and Burton were both in concurrence that Commissioner Richards would replace former Commissioner Bill Gabler on these committees.

Commissioner Cryans asked if it would be appropriated for Commissioner Richards to appoint a citizen representative to the steering committee since the other Commissioners had done so, to which both the Supt. and the Executive Director stated that if she would like to that would be fine. However, there is already a representative from District 3 that would also continue to serve.

Commissioner Burton questioned whether these meetings were covered under RSA 91-A, and the "Right to Know Law" regarding public meetings, to which the Executive Director responded that they are.

Commissioner Burton then stressed the importance of passing along the information about the jail to the public, saying that some good avenues were the town's selectboards and the Good Ole Boys, to name a few. Commissioner Cryans agreed saying that district meetings were also a good way to get the information out. Executive Director Clough stated that it was a little to early for any kind of meeting but that as the time draws closer, public meetings would be held.

Commissioner Richards noted that if there were to be a paid consultant on the Jail project as was mentioned in previous meetings, that position should go out to bid, as any contracted position should. Commissioner Cryans stated that they were not at the point of considering a paid position and no motion had ever been made to that affect. Executive Director Clough stated that she did not think it was necessary for any additional paid consultants on this project at this time, adding that there is enough experience and knowledge between the two committees to handle the job.

Commissioner Cryans stressed the importance of being on the Steering Committee as they will have a major influence on what types of services and programs should or may be suggested to help combat recidivism.

Supt. Libby also discussed the NHAC Certification Board, saying that B. Gabler had volunteered to go to those meetings in place of E. Towne, and he (Supt. Libby) needs a steady representative there. The Supt. is not willing, for personal reasons, to sit on the board and has recommended that Captain LaFond be appointed to do so and noted all his qualifications. This appointment would require a vote of the Board of Commissioners.

Commissioner Richards moved to nominate Capt. LaFond as representative from Grafton County to sit on the NHAC Certification Board, which was seconded by Commissioner Burton. All were in favor.

Supt. Libby asked that a signature letter be sent to the Certification Board noting the nomination and vote.

Commissioner Burton added that Capt. LaFond be reimbursed for his expenses and that a County car be available to him for his travels.

Supt. Libby noted that there would be new legislative bills coming in the House that are of great importance to the future of corrections and that he will probably be spending much time there.

Commissioner Burton noted the importance of the Superintendent watching what happens in the legislature as there is some concern over what to do with State inmates who require special treatment, suggesting that they may get passed on to the County.

Kim Tanner from North Country Investment Corporation (NCIC), along with Paul McGoldrick and Tom Joyce arrived to request that the County be an applicant for a Community Development Block Grant which will be used to upgrade an existing

warehouse on the property of the Littleton Learning Center for Kinder Center and Headstart, who will both be looking for space very soon. This would be a CDBG Housing Facility Grant and the request is for up to \$400K, though it may not cost that much to have the work done.

Commissioner Burton asked if there were any other businesses that could be brought into the building when completed and K. Tanner said at current, both businesses can handle forty children and they each feel that they can fill those openings.

Commissioner Burton wondered if \$400K would be enough and then asked about enrollment at Granite State and NH Tech, which are both in the building on the same property. K. Tanner said that she had heard unofficially that enrollment is up but it's difficult to tell because of the online classes.

Commissioner Cryans asked if Headstart was through Tri-County Cap noting for disclosures sake that he was a board member. K. Tanner said it was through Tri-County which would be a big help with scoring on the application.

Commissioner Burton moved to support the CDBG application for NCIC, which was seconded by Commissioner Richards. All were in favor.

Commissioner Burton moved to approve the minutes from December 18, 2006, which was seconded by Commissioner Cryans. All were in favor.

The Commissioner signed the check registers.

Executive Director Clough presented a request for educational assistance for an LNA at the Nursing Home, for a class in psychology.

Commissioner Burton moved to approve the request, which was seconded by Commissioner Richards. All were in favor.

Executive Director Clough presented a request for educational assistance for a member of the County Attorneys Office who is working towards her bachelors' degree.

Commissioner Richards moved to approve the request, which was seconded by Commissioner Burton. All were in favor.

The Executive Director informed the Commissioners that the Green Haven feasibility study was approved.

A donation in the amount of \$1000 was received from H. P. Cummings along with a letter that stated that they had a profitable year and wanted to make a donation to the Nursing Home. The check will be turned over the Home Association at the Nursing Home as they are a not for profit organization who can accept the donation.

Commissioner Richards moved to accept the donation on behalf of the Home Association, which was seconded by Commissioner Burton. All were in favor.

Executive Director Clough informed the Commissioners that she had received the engagement letter from Mason & Rich for the fiscal year 2007 year-end audit, the cost of the audit is \$20,230, which is an increase of \$596 over FY 2006. In addition will be a charge for the required single audit. The Executive Director recommended signing the audit engagement letter and to continue using Mason & Rich for the audit of the County.

Commissioner Richards asked if it were worth looking into the possibility of using other companies, to which the Executive Director said that there may only be two to four accounting firms that handle municipalities, but that it could be bid out if that was what the Board wanted.

After some discussion it was decided that the audit would go out to bid and that Executive Director Clough will put together an RFP and advertise.

Executive Director Clough informed the Board that the first quarter drug rebate had been received in the amount of \$5460 which has decreased due to the fact that Medicare D has kicked in.

The Commissioners signed the second drawdown request for the CDBG grant for Mascoma Corp.

Commissioner Cryans noted that Commissioner Burton would be sworn in as Executive Councilor for his fifteenth term, tomorrow in Concord.

Executive Director Clough presented the County holiday schedule for approval.

Commissioner Burton moved to accept the holiday schedule, which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the report for the timber cut sale. There will be a yield tax to pay on 86 cords of wood.

In reference to the December 18th minutes and the conversation with E. Peters, Commissioner Richards asked how often the forested area is logged. Executive Director Clough said that the last time that specific area was logged was over twenty years ago but that Forester Parr has a timber plan in place for areas to be logged over the coming years, saying that there's usually a cut every three to five years.

Commissioner Richards asked if the cut area was re-planted to which the Executive Director said that the hope is for natural regeneration which Forester Parr pays quite a lot of attention to, though no seedlings are actually planted, noting that clearly what came out of the meeting with the Peters, was a definite need for policies and controls on the land.

Executive Director Clough presented the Commissioners with a draft of the Master Plan which has been in the works for over a year now and is finally coming to an end. There is still a balance of \$4000 owed on the original \$20K investment. The report is a compilation of what the various departments do, but speaks very little to the topic of planning for the future. Executive Director Clough said that B. Gabler was the lead on this project as well and now she is looking for direction as to where this committee action should go. The committee is scheduled to meet on January 10th with Mike King from NCC.

Commissioner Cryans suggested having the Master Plan meeting on a day when the Commissioners meet so that they can go over the information.

Commissioner Burton stated his disappointment with the plan saying that it was a report on information that already exists and that his primary concern is putting policies together and getting direction on the use of County land. Commissioner Burton suggested looking to the Farm Advisory committee for help and suggesting having them go over the draft. Executive Director Clough said that she thought it would be a good idea if a Commissioner could sit in on the Farm Advisory meetings so that they were aware of the committees concerns and suggestions. The Commissioners agreed and will schedule accordingly. Commissioner Burton will attend the meeting in February.

Commissioner Cryans suggested asking NCC to provide some actual suggestions and recommendations rather than just going over what already exists.

Executive Director Clough said that speaking truthfully, she wasn't sure what the point of this report was anyway as it in no means presented a clear concise plan of any kind and that perhaps the board should fully review the draft and then see if this was what they had in mind when contracting the work from NCC.

Executive Director Clough noted that B. Gabler used to do a County update for the Executive Committee and questioned whether that should continue. Commissioner Richards said she would be pleased to take on the task.

Being no further business, the meeting was adjourned at 12:35 PM

Raymond S. Burton, Clerk