

## GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Monday December 18, 2006

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

Commissioner Gabler moved to approve the minutes from December 4th, which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed the Superior Court Report.

Executive Director Clough gave the Commissioners an update on the NACo Prescription Drug plan:

Total of 276 cards out for an average savings of 20.92%  
121 cards utilized for an average saving of \$8.74

Executive Director Clough presented the Commissioners with an educational assistance request from a Nursing Home employee who is working towards her Associates degree. Commissioner Gabler moved to approve the request and was seconded by Commissioner Burton. All were in favor.

The Executive Director had a discussion with the Commissioners regarding the bonding of County officers according to RSA 27. After reviewing the County insurance policy it was decided that a clarification was needed regarding proper coverage, so Executive Director Clough will consult the County Attorney for a legal opinion.

Commissioner Burton will attend the NACo Legislative Conference in Washington, D.C.

The Commissioners signed a reactivation form for the J. Murphy fund, which was established many years ago and meant to be used for residents. It was discussed that something should be done with the money, such as depositing it into the Home Association, rather than just carrying it over from year to year. Executive Director Clough will look into how that could be done.

Executive Director Clough showed the Commissioners a letter from an inmate which indicated that he had a medical condition that was not being addressed. Supt. Libby replied that prior to the writing of the letter, the inmate's concern was in fact addressed and that the matter has been closed.

Two proposals were submitted for the administration of the Gile project. One came from North East Management out of Brattleboro and the other from Donna Lane. Executive Director Clough recommended that the Commissioners choose Donna Lane as she has done grant administration work for the County many times in the past and is highly qualified. Donna's proposal was for \$10,750 which was less than the amount of \$11,000 proposed by Northeast Management.

Commissioner Gabler moved to accept the proposal from Donna Lane, which was seconded by Commissioner Burton. All were in favor.

Sheriff Dutile and Director Andross arrived to discuss a situation in Sugar Hill that had presented itself after they (Sugar Hill) received their billing for dispatch fees. Apparently, law enforcement in Sugar Hill, in an attempt to document for the purpose of statistical data, was logging each time radar was set up in an area. This was not only being logged for time when someone was stopped, but every time it was being used. Unbeknownst to them, this usage was being logged at dispatch as usage. Sugar Hill disputed these charges saying they were made in error. In an effort of compromise, the Sheriff suggested that 400 calls be taken off the bill, which would reduce their cost. This would be a one time only arrangement and Sugar Hill will no longer log their calls that way. The Commissioners agreed that this would be a good compromise to an unfortunate situation.

Commissioner Burton moved to approve the reduction of fees to Sugar Hill on a one time only basis, which was seconded by Commissioner Gabler. All were in favor.

Commissioner Burton noted appreciation for the quick response of the Sheriff and Director Andross to this matter, which will certainly circumvent any unnecessary negative chatter.

Commissioner Burton noted that Alumni Hall Director Mark Chain requested a Commissioners meeting be held there some time. Sec. Martino informed Commissioner Burton that M. Chain will be meeting with them on January 16<sup>th</sup>, here in North Haverhill.

Commissioner Burton noted that a recent article in the Valley News stated that the reporter was unable to reach the Commissioner for information. Commissioner Burton wanted to correct that and said that he returns all his calls and did so to that reporter and that in his opinion the board of Commissioners had followed all the proper policies and procedures in the bid process in question.

Commissioner Gabler asked if any of the money that was received back from Livermore had been used for the suggested purchases and Executive Director Clough said that nothing had been done at this time but things were in the works.

Commissioner Burton asked if there was any information on the IT position and Executive Director Clough said that the job description was still in the works and would hopefully be done in the New Year.

Supt. Oakes arrived with a change order request for the Commissioners to approve in regards to the drainage project that is on-going at the Complex. Changes needed to be made regarding material and they needed to increase the size of the openings of the trenches in the parking lot. Changes amounted to a \$1569 increase.

Commissioner Cryans asked if Supt. Oakes was pleased with the work and he replied that yes in fact he was very pleased. Engineer Shannon LaRock was with Supt. Oakes and he said that from an engineering point of view, everything came out as planned, which was great, the true test will be when spring comes.

Commissioner Burton asked about the water source across the street where Supt. Oakes would like to see a pond built, and whether it is a viable water source. Engineer LaRock said that it appeared to be so but further tests would confirm that.

Donna Lane arrived for the public hearing and handed out informational packets.

Commissioner Cryans opened the public hearing

Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. Grafton County is eligible for \$500,000 a year for public facility/housing rehabilitation, and economic development projects, as well as emergency funds. Feasibility Study funds are available for up to \$12,000 per year.

Purpose of Community Development Block Grant funding request:

A proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant (CDBG) funds. The County will retain \$10,000 for administrative costs and will subgrant up to \$490,000 of the funds to NH Community Loan Fund (CLF). NH CLF will use the Microenterprise funds for the Microcredit -NH Program. The project funds will be used for training of low and moderate income persons engaging in business development.

This project conforms with Grafton County's Housing and Community Development Plan's Goal of encouraging economic development.

Funding request: up to \$500,000

Commissioner Cryans asked for public comments. No one from the public was in attendance.

Commissioner Cryans closed the public hearing.

Commissioner Cryans opened the second public hearing on the Residential Anti-displacement and Relocation Assistance Plan.

Although this project does not involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation, they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Commissioner Cryans asked for public comments. No one from the public was in attendance

Commissioner Cryans closed the public hearing

Commissioner Cryans opened the public hearing to discuss the progress of the 2006 Microenterprise project. The project has serviced its goal of 100 low and moderate income persons. It has, once again, been quite successful in reaching its goals.

Commissioner Cryans asked for public comments. No one from the public was in attendance

Commissioner Cryans closed the public hearing

Commissioner Cryans opened the public hearing to discuss the progress of the GCEDC/Dartmouth Medical School Project, which D. Lane said was progressing well.

Commissioner Cryans asked for public comments. No one from the public was in attendance

Commissioner Cryans closed the public hearing

Commissioner Gabler moved to adopt the Residential Anti-displacement and Relocation Assistance Plan, which was seconded by Commissioner Burton. All were in favor.

Commissioner Gabler moved to approve the submittal of the application and to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application and to authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract, which was seconded by Commissioner Burton. All were in favor.

Human Resource Director Mann arrived to discuss the approval of the Drug and Alcohol Policy having sent an email copy to the Commissioners, asked if anyone had any questions or changes. Commissioner Burton asked; if challenged, would the policies hold up in court? HRD Mann said that this is totally new version taken from a collection of other policies and so has not been challenged but she didn't see any reason it wouldn't. Commissioner Burton asked if the County Attorney could defend the policy if necessary and HRD Mann said yes.

Commissioner Burton asked if the Union and Employee Council were okay with the policy and HRD Mann said that the policy will not include the Union until negotiations but that the Employee Council has seen it. Elected Officials are exempt from the policy.

Commissioner Cryans asked if the target date to institute the policy was January 1<sup>st</sup> and HRD Mann said that it was going to be an expensive endeavor because the test are \$100 a piece, which can add up to a lot of money with new hires.

Executive Director Clough said that perhaps they could institute the policy now and then add the screening tests later.

Commissioner Cryans thought that if it were going to be instituted that it be done with all it's regulations in place, which meant finding the money to do the tests. After some discussion the decision was to implement the policy as of January 1, 2007. Commissioner Burton moved to implement the Drug and Alcohol Policy January 1, 2007, which was seconded by Commissioner Gabler. All were in favor.

Commissioner Cryans thanked HRD Mann for all the hard work she has putting into the policy.

Commissioner Burton asked HRD Mann how many vacancies they had right now, to which HRD Mann answered that they just hired two new RNs and were looking at resumes for 7 vacant LNA positions.

The Commissioner asked how they kept up with the vacancies, to which HRD Mann said that right now they were not advertising because of the time of year and that Administrator Bolander and DN Shields were not real interested in in-house training as it didn't go so well last time, but that there were other avenues of finding help, such as the internet.

Treasurer Elliott arrived to give a brief overview of the interest rates information that she has obtained for the purpose of investing the tax payments that have been received.

\$2.5M to Northway Now Account at 4.87%

Northway Money Market Account is 3.93%

\$2M to Meredith at 3.67% but rate may end up being better

CD Accounts Meredith 5.26%

TD Bank North 5.17%

CT River 5.06%

CDARS Account

Woodsville 5.20%

9 Month Account

Mascoma 5.05%

Community Guaranty 5.10%

Citizens 5.23 on \$1M (rate good until 9/14 when NH Bond comes due)

Treasurer Elliott requested that the Commissioners provide her with a letter authorizing her to deposit and withdraw money at TD Bank North. Treasurer Elliott will then set the monies up in the most financially profitable way and have the list of accounts for the Commissioners at the meeting in January.

Commissioner Cryans commended Treasurer Elliott for doing such a great job.

Commissioner Burton noted his appreciation to Commissioner Gabler for his knowledge and stick-to-it-ness. The Commissioners will adjourn for a going away party for Commissioner Gabler and Register of Deeds Dupuis.

Being no further business, the meeting was adjourned at 11:15 AM

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Raymond S. Burton, Clerk