

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday April 28, 2009

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

OTHERS: H. Brown, RD Sharp and VN Reporter John Gregg

Commissioner Richards moved to approve the minutes from April 21, 2009, which were seconded by Commissioner Burton. Corrections were made. Commissioners Richards and Burton were in favor, Commissioner Cryans abstained as he was not present at that meeting.

The Commissioners signed the check registers.

Director Clough presented two out of state travel requests from the Attorney's office, one for a conference in San Francisco, the other in Florida, both in May. Money was included in the budget for the trips.

Commissioner Richards moved to approve the out of state travel which was seconded by Commissioner Burton. All were in favor.

Director Clough said that the hearing on the Summary Judgment Motions on the Elected Officials has been moved again to May 29th at 11:00 at the Superior Court.

Director Clough said there was an update on the FMAP money and that checks are to be distributed for the first two quarters. Estimated amount is \$400K and is expected in late May.

Lew Feldstein from the New Hampshire Charitable Foundation has announced his retirement as June 2010 and a comprehensive search for a replacement will be underway.

Director Clough received an email regarding a swine flu informational update with a telephone inquiry line and it was requested that we put the information on the County website.

Director Clough said that she received a phone call from Scott Merrick from Sen. Shaheen's office, at the prompting of Rep. Ward, wherein he said that he would be following up on why the County did not receive the grant money for the biomass plan. Commissioner Richards said that she would also be following up on some other leads and has been in contact with Congressman Hodes office as well.

Employee Council members D. Wallis, D. Burlison and Sabra Carroll arrived with their reply to the Commissioners offer.

- Though the Council does not agree with the Commissioners regarding a 1.5% Cost of Living Adjustment, they do accept the Commissioners' position on the matter.
- The Council did accept not extending health insurance coverage to ex-spouses and the change in prescription benefits to 10-20-45.
- The Council accepted the personnel policy language change for retiree health coverage referenced in part A of the policy manual.
- The Employee Council would like to request that the Personnel Manual's Policy on Workers Compensation, Earned Time and Emergency Leave to reviewed so that an employee who gets hurt while on the job and has to leave work for a period of 3 days or less, would not have to use Earned Time.

Commissioner Cryans said that he would like to have some time to review the last request and said that at this point it doesn't affect the budget as do the others. The Council was agreeable to that.

Commissioner Cryans said that he appreciated the acceptance by the Council and thanked them for their cooperation.

#### COMMISSIONER ISSUES:

Commissioner Burton said that the Littleton Rotary Club has asked for a speaker on June 3<sup>rd</sup> and that he had hoped that someone would be available.

Commissioner Burton suggested putting together a meeting for the Town and City Managers here at the County.

Commissioner Burton has visited Lyman and Landaff and still has Piermont and Easton to go and that will finish his Selectboard meetings. He said they have all gone fine.

Commissioner Richards said that she just visited the town of Orange Selectboard and still has a few more to go.

Commissioner Burton said that on May 8<sup>th</sup> the Transportation Committee will be meeting.

Commissioner Cryans just returned from Colorado and said that the role that county government plays out there is quite different.

Commissioner Cryans said that he had not had a chance to read the email that RD Sharp had sent and that he would take it up next week as they had a full agenda today. RD Sharp then left.

HR Clerk Wanda Hubbard and HR Director Mann arrived to discuss a concern that W. Hubbard had about her position being eliminated .

W. Hubbard said that she was hired to replace an existing position and the person who was being kept on was in a job that was newly created last year. She said that she didn't understand why after eight months, there was no understanding by the HR Director as to what the work load was in the department.

Director Mann explained to the Commissioners how she chose to eliminate W. Hubbard and that was first to look in the personnel policy manual, to which there was no guidance, and then she chose to look in the Union policy manual where it said that layoff's were to be based on seniority and that with the blessing of the Board and Director Clough she made her decision.

Director Mann explained the basis she used to justify that she needed an additional position in the HR Department last year. She stated that the workload appeared to be there but it turned out that W. Hubbard worked a lot faster than the person who was in that position before her. Director Mann made reference to scanning and how much had been accomplished prior to Wanda's arrival in the department and how quickly it was finished after she arrived. Director Mann said that she had been monitoring the workload and while she was out on sick leave she had checked with both HR Assistant Clough to discuss workload and Director Clough who stated that she shared the concern that the work was not there. Director Mann said that Director Clough said that there was an issue with the delegation who had concerns over funding a position after the Human Services Dept. dissolved and that it was necessary to address it.

W. Hubbard said that she had heard that Director Mann was told by both the previous HR Clerk and HR Assistant that there was no work prior to adding two clerks. Director Mann said that those two never said they didn't have enough to do. She said that if there was an error she admitted that she may have misjudged the workload.

W. Hubbard reiterated that she was hired for an existing position and that a position was created for the Human Service person. She said that she left a job of seven years to come here only to find out that there was not enough work to satisfy the position.

Commissioner Richards asked who came to the department first and Director Mann said that D. White did. Director Mann said that she judged much of the workload on what the previous clerk had done.

Commissioner Burton said that leaving a job is the chance you take when you make your move.

Director Mann said that Wanda's work was good and that she is an asset to the County.

Commissioner Richards asked about her working at the Nursing Home and W. Hubbard said there is a position there but that she had preferred to do office work. She said that she still feels that this was a very unfair decision.

Director Clough said that she met with W. Hubbard last Wednesday and placed her on administrative leave until today. She said that W. Hubbard had requested that her ET and ESL balance remain on the books in the interim until a full time position with the County be found. W. Hubbard said that most likely will be next week.

Commissioner Burton moved to approve the ET and ESL balances to remain on the books until W. Hubbard receives a full time position at the Nursing Home, which was seconded by Commissioner Richards. All were in favor.

Commissioner Burton said that it reflects admirably on Wanda Hubbard that she was able to come to the Executive Director to work things out. Director Mann said that she has given her a letter of recommendation. Commissioner Richards wished her well.

HR Director Mann presented the Commissioners with a letter requested that the Commissioners' grant her permission to effectively retire as of July 01, 2009 and then continue working under a contract for one year. She explained that the driving factor is that new legislation will change the medical subsidy benefit. In order to take proper advantage of the subsidy she will have to retire by July 01, 2009. Then what she would like to do is to continue to work and receive her regular pay while receiving her pension for a year under contract. Director Mann explained that for her to qualify for the County paid health insurance she would have to have 30 years of service, which she stated she was in her 33<sup>rd</sup> year so she met that part of the qualification however, the second part was that she needed to be age 60 of which she would not be until next year. She requested that the County waive that requirement and pay the difference between her policy costs and the subsidy reimbursement. Director Mann explained that during this time the County would not be contributing to the NH retirement system on her behalf, would be paying less for her health benefits and she will not be receiving any earned time. She explained that there would be an expense associated with her retirement and that would be the payout of her accumulated benefits. These costs offset the amount of savings from retirement and health insurance. She would also plan to transition a new Director. The discussion continued with how the contract would work. She noted that it would be similar to Superintendent Libby's contract.

Commissioner Cryans asked Director Clough if she has any issues with this and she said that it was a decision that the Board had to make and she would be fine with what they decided.

Commissioner Burton moved to adopt the plan presented by Director Mann and said that a contract should be put together for final disposition. Commissioner Richards seconded the motion. All were in favor.

Farm Manager Kimball arrived with his report saying that he was milking 74, shipping 9400#s, for an average of 63#s. Price of milk is \$11.70.

FM Kimball said that he started seeds in the greenhouse and is helping out H. Bryant clean up the area.

Commissioner Burton said that H. Ahearn had met with the Commissioners last week and toured the Farm. He said that staff was very helpful and that he was photographed with Gerb and Billie the elder cow. He credited FM Kimball and his staff for the health of the herd. He said they also toured the upper fields and the Jail.

Commissioner Cryans asked what the word was on milk prices and FM Kimball said that he heard that it would be up to around \$17 by September.

Commissioner Cryans asked if FM Kimball had heard anything about eating pork regarding the swine flu and FM Kimball said he had not.

Superintendent Libby arrived with his report (\*see attached).

Commissioner Burton said that he could attend the threshold graduation on May 6<sup>th</sup>.

There will be another GED graduation on May 13<sup>th</sup> at 10:00 AM and there will likely be another 10-12 people.

Commissioner Richards asked if the graduates could be tracked to see what their lives have been like since graduating and Supt. Libby said they don't have the manpower to keep track of anyone although it is part of the Community Correction philosophy that he would like to be able to expand upon in the future.

Commissioner Cryans suggested to J. Gregg that someone from the Valley News should do an article sometime on the GED graduations at the Jail and about how people who are in Jail are receiving education and eventually their GED with the help of Ken Stansky and Sister Carmen. He said that it makes a phenomenal difference in people's lives.

H. Brown asked how many of the 103 inmates are in Jail from outside the County and Supt. Libby said 3 that he was aware of.

Supt. Libby said that he was served with a subpoena from an incident that occurred in 2006 and will be working with LGC for representation. He said the case involves medical care and in his opinion will probably be dismissed.

On June 24<sup>th</sup> Attorney General Kelly Ayotte will be speaking at Drug Court at 10:30.

H. Brown asked if there was any hiring going on at the Jail and Supt. Libby said all the positions were filled.

The Commissioners discussed tentative "on the road" meetings. Commissioner Burton would like to schedule September 15<sup>th</sup>, place to be announced. Commissioner Cryans chose Enfield on the 29<sup>th</sup> of September and Commissioner Richards said she would like to go to either Thornton or Campton on the 20<sup>th</sup> of October.

After discussion whether or not to invite the Town Managers to the County, it was decided that they would receive an invitation to the public hearing which would give them information.

## BUDGET

ITM Ruggles arrived.

Director Clough said there were only a few things that needed to be reviewed and began with the ATM line in Cooperative Extension. UNH has requested that that \$3000 be put in the budget for the ATM line as opposed to the original \$9000. This money will provide a \$250 a month membership fee for the Granite State Distance Learning Network. ITM Ruggles said that there are still questions about the amount of time the Pictel is utilized which he doesn't seem to get any answers for.

Commissioner Cryans asked about the possibility of setting up a process to try to track usage this year and make another decision next year since this will already reduce the budget by \$6000.

Commissioner Burton said that he has an issue with the fact that there is no log that is kept on how often the Pictel is used.

ITM Ruggles said that he has been trying to get that information since he's been here and he not sure how the unit is used, who can use it and how the public is made aware of it.

Commissioner Burton said that he would be running into J. Pike and would ask him more information. Commissioner Cryans asked if ITM Ruggles that if the meantime, he could get a log together for the coming year and go from there, which he said he would.

ITM Ruggles left.

Another item that needed to be discussed was the biomass project. Director Clough was able to get some bond information.

For a bond sale in August, there would be an interest payment in February and a full payment the following August. Interest payments are made every six months and full payments are paid every twelve months.

	<u>10 Year</u>	<u>15 Year</u>	<u>20 Year</u>
<u>Principal</u>	\$420K	\$280K	\$210K
<u>Interest</u>	\$ 74K	\$ 83K	\$ 91K
<u>Av. %</u>	3.8%	4.35%	4.77%

Commissioner Cryans said that he was very concerned about the impact this would have on the budget and that they had asked the employees to take a smaller COLA and the department heads to bring in a lower budget and that the bottom line matches what was asked of everyone. He said that along with pressure from the communities he didn't think that this was the year to do this.

Commissioner Burton said that the Board already voted to put this into the budget. Director Clough said she didn't even know what numbers to put in or what the actual amount would be. She also added that this bond needs to be considered strongly since there is already a \$32M Jail on the line. She said that looking at grant money it wasn't likely that there would be any grant approvals prior to the approval of the budget.

Commissioner Cryans said that he would like to think that with everything going on that more effort be put into looking for grants in the coming year and not putting this item into the budget now.

Commissioner Richards said that she felt that people were still supportive of the biomass. Commissioner Burton said that he does not want to stay hitched to the oil companies and that the project should go into the budget.

Commissioner Richards said that she was torn about doing this along with all the other projects that are going on, although she does believe in alternative energy.

Commissioner Cryans said there is still a need for a portion of oil that will have to be done anyway and the overall project could take potentially two years. He said that although there has been work done by the alternative energy committee, there has been an enormous amount of work done on the Jail and now the project has even been reworked to downsize it and to throw this into the mix is too much. He added that maybe they just aren't ready with the project at this point.

Commissioners Burton and Richards said that they would like to put this in the budget and then put the onus on the delegation to decide. Director Clough said that she's not fond of that idea as they have discussed again and again that the role of the delegation is to set a bottom line budget and not to make line item decisions, although ultimately a project of this size would require a bond vote by the delegation if that was the method used for funding.

Commissioner Cryans said that he may be wrong but he is of the opinion that if the project is put in the budget there will be no grant money adding that if a project is seen as funded already it is more likely that grant money would go to a project without funding. He said that other than the budget process, there are ways of this money coming through.

Director Clough said that if any money does come through in the way of a grant they can always hire the architects and engineers until the next budget process. She said that she believes there is a possibility that there will be more stimulus money.

Commissioner Burton asked that if the money was not put into the budget could it be rolled into the Jail bond and added to that project. Director Clough said that she didn't think so because of the way the proposal was voted on but it could be investigated.

After much consideration, Commissioner Richards moved to withdraw her motion to add \$4.2M to the budget which was seconded by Commissioner Burton. Commissioners Cryans and Richards were in favor. Commissioner Burton was opposed. Motion passed.

Commissioner Cryans said that he would like to see Commissioner Richards continue to pursue funding for alternative energy.

Director Clough informed the Commissioners that these changes would result in a budget reduction of \$5940, bringing the budget to \$32,657,053 or  $\frac{3}{4}$ % less than last year. Amount to be raised by taxes is \$18,707,142 or  $\frac{1}{2}$ % less than last year.

Commissioner Burton moved to approve the budget at \$32,657,053 which was seconded by Commissioner Richards. All were in favor.

Commissioner Cryans asked Director Clough to convey the Board's appreciation for all the work they've done.

Director Clough said budget packets will be put together next week to be ready to go out by the 8<sup>th</sup>. The public hearing is on May 26<sup>th</sup> at 7:00 PM in the UNH Conference Room.

12:00 PM ~ Being no further business the meeting was adjourned

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Raymond S. Burton, Clerk

**April 28, 2009**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 103</b>	<b>Maximum: 25</b>
		<b>Minimum dorm: 37</b>
		<b>Minimum south: 12</b>
		<b>WHOC: 15</b>
		<b>Max/Handicap: 01</b>
		<b>Lockblock/Seg: 14</b>

**Weekenders: 05                      Out of facility: 47**

**2. Community Corrections Report**

- a) Drug Court – supervising (14) \*1 in custody \*2 due to plea in 4/29/09**
- b) Electronic Monitoring – supervising (12)**
- c) Daily Work Release – supervising (0)**
- d) Community Work Program – Cutting/delivering wood**

**3. General:**

- a) Thresholds Graduation – Wednesday May 6, 2009 @ 6:15pm**