

## **Sullivan County NH**

**Type of meeting:** Board of Commissioners Public Meeting Minutes  
**Date/Time:** Thursday, November 05, 2009; 3 PM  
**Place:** Newport, 14 Main Street, Newport NH 03773

**Attendees:** Commissioner Jeffrey Barrette – *Chair* and Ethel Jarvis – *Clerk*, Greg Chanis – *County Administrator*, Sharron King – *Registrar of Deeds*, and Sharon Callum – *Administrative Assistant* (minute taker).

**Public attendees:** State-County Delegates Beverly Rodeschin and Tom Howard, Steve Cunningham – Croydon Citizen, Larry Converse – Claremont Resident.

### **Agenda Item No. 1. Registrar of Deeds: Connor & Connor Handouts**

Ms. Sharron King distributed a copy of "Fidlar Technologies" documents [Appendix A], and noted Connor & Connor (C&C) was acquired by Fidlar Technologies. King noted she spoke, on the phone, with Ernest Rigen of Fidlar Technologies, who has assured all NH Registrars nothing will change with their current C&C contracts - cost and scope of service will remain the same; Fidlar is also a small company and they will keep the C&C name in NH; Fidlar invited all Registrars to an educational symposium in Rock Island Illinois to view their new products and how they can enhance C&C products - the symposium will be paid in full by Fidlar; Fidlar has two features King is interested in: a fraud detection software and a credit card payment program; C&C and Fidlar use different software systems, so they will be looking to integrate later - King has yet to see Fidlar software system.

### **Non Agenda Item Registrar Media Storage @ Iron Mountain**

Ms. King noted Iron Mountain currently provides off site storage of Registry of Deeds data records - established by C&C; an issue arose where data came up missing with other counties - no data was missing from Sullivan, plus there have been billing issues; because of this, King has proactively planned for C&C to remove the media at Iron Mountain; this media will be stored in their offices until she is able to find another climate controlled storage unit; she currently pays Iron Mtn. \$1,100 per year for storage; there is a storage place in Keene she is checking into. Chanis noted they are reviewing space at the Unity complex for storage of for other departments and could include space for the Registry of Deeds; he'll speak with her later regarding this issue. The media pertains to microfilm documents created by the Mormons in the 50's, aperture cards; this media is essentially backup for the digital records that can be viewed on line.

### **2009 Registrar of Deeds New Legislative Bill**

Rep. Rodeschin asked if Ms. King updated the Board on the legislative House Bill Grafton County Registrar submitted. Ms. King noted an issue came up where a boundary lines were being disputed, an attorney called the Grafton Registrar of Deeds to request data be expunged, and the new Registrar confirmed he could do this, when, in fact he could not; this ultimately lead to Graft Registrar, without knowledge from the Grafton Commissioners and County Attorney, submitting a bill to change protocol; this resulted in an emergency meeting of the NHAC Registrars, at which Cathy Stacey discussed protocol and mandates with the new Registrar; in the meantime, King contacted Sullivan County Delegate, Beverly Rodeschin, and encourage her support of removing the bill: the bill was pulled.

3:15 Ms. King left the meeting.

**Agenda Item No. 2. County Administrators' Report**

Agenda Item No. 2.a. Community Corrections Center (CCC): Award Remaining Bids

Mr. Chanis noted as Commissioner Nelson was unable to attend today's meeting, they have rescheduled review of bids for the remaining CCC work, to occur Monday, November 9<sup>th</sup>, 4 PM, in Newport, 14 Main Street. He noted a preliminary review of the bids received, which are pretty straight forward, was done by North Branch and SMP; they have just one bid received they are doing a follow up on; they are trying to structure the contracts with a 5% contingency for the total of all bids and he feels they should fall within budget.

Agenda Item No. 2.b. Grants Update: JCPenney FIRST Robotics \$1,000

Mr. Chanis noted UNH Cooperative Extension, Nancy Berry, was instrumental in attaining a \$1,000 JCPenney FIRST Robotics grant. The grant will fund a team of (8) youths out of the Claremont school and pay for contest registration and the Lego™ materials to build a robot; they just need a motion to accept the grant. The contest will be held 11/14/09 at Dartmouth; this program was begun by Dean Caaman.

**3:18 Motion: to authorize the County to accept the \$1,000 JCPenney FIRST Robotics grant, and to authorize Nancy Berry to sign the necessary documents.**

**Made by: Jarvis. Seconded by: Barrette.**

**Voice vote: All in favor.**

Agenda item No. 2. Treasurer State of NH, HHS Invoice to County to Authorize the County Administrator to provide second signature

Commissioner Jarvis had recently recommended, if a second Commissioner signature was not available to authorize release of the payment to the Treasurer State of NH Health and Human Services for the HHS invoice, Sherrie Curtis-HS Coordinator is responsible to pay, they could attain the signature from the County Administrator; therefore, releasing the payment in a timely manner to avoid any interest charges.

**3:19 Motion: authorize the County Administrator, to sign as a second signature on the Treasurer State of NH HHS invoice, in absence of a second Commissioner signature.**

**Made by: Jarvis. Seconded by: Barrette.**

**Voice vote: all in favor.**

Agenda Item No. 2.c. Vehicle Purchase Discussion

Mr. Chanis reminded the Board they approved the purchase of a wheel chair bus for the Sullivan County Health Care at the 10/22 meeting; however, when Ms. Labelle initiated the purchase, she found the chassis changed on the model, and because of this, the price increased by \$1,000. He requested, as the previous motion included a dollar amount, the Board amend the motion to reflect the correct amount.

**3:21 Motion: to amend the Commissioner vote taken 10/22 regarding the purchase of the bus for Sullivan County Health care, in order to reflect the purchase price as \$54,500.**

**Made by: Jarvis. Seconded by: Barrette.  
Voice vote: All in favor.**

Facilities Department Pick Up Truck with Plow

Mr. Chanis noted the Facilities Department FY10 budget includes funding for a pick up truck with plow; he recently requested new Facilities Director, John Cressy, to attain bids, which he did and recapped in a spreadsheet [Appendix B] that Chanis distributed. Chanis pointed out the lowest bid was a Chevy truck, but he recommended going with the Ford, second lowest, as the Ford truck was a newer model and heavier model.

**3:25 Motion: to authorize the purchase of a 2010 Ford F350 pick up truck and plow from Hillsborough Ford with purchase price of \$31,026, to be financed for a period not to exceed five years, based on the best available terms from submitting lending institutions.  
Made by: Jarvis. Seconded by: Barrette.  
Discussion: this will be placed out to bid with local banks.  
Voice vote: all in favor.**

**Agenda Item No. 3. Commissioners Report**

Agenda Item No. 3.a. 10/20/09 Washington Police Department Chief of Police Letter to DOC Superintendent Ross L. Cunningham

Commissioner Barrette read through the 10/20 letter from Town of Washington Police Chief, which pertained to inmate outreach work provided to the Town of Washington [Appendix C].

Agenda Item No. 3.b. FY 2009 County Annual Report Update

Mr. Chanis noted he submitted his report and needs to just provide dollar amounts for a certain section. Commissioner Barrette confirmed he would be drafting the Commissioners' report by the end of the week.

Unity Complex, Cemetery

Commissioner Jarvis recently visited the Unity Complex cemetery and would like to check into whether the plot is actually owned by the County or Town.

Unity Complex Historical Records

Commissioner Jarvis located a record book showing births at the Sullivan County nursing home and her birth was recorded in the book. Commissioner Barrette expressed interest in having that available to view for the public. There was a brief discussion on HIPPA policies – this will be checked into. The book is currently under the care of Laurie Fontaine at the nursing home.

**Agenda Item No. 4 Public Participation**

Rep. Rodeschin introduced Steve Cunningham, Croydon resident, who is running for District 2 seat, recently vacated by Tony Maiola. Mr. Cunningham spoke briefly, noting, if elected, he will be available for discussions of all issues; he has visited Newport and plans to visit Springfield.

Larry Converse, Claremont Resident asked if the Registrar of Deeds had software that could provide a quicker query of the deed records – discussing a personal query he did, which forced him to search through numerous pages. Commissioner Jarvis offered to help him with the software, plus the group recommend he speak with Sharron King.

3:35 Archie Mountain arrived.

**Agenda Item No. 5. Meeting Minutes**

The minute taker noted these were not in typed format for review, as of yet.

**Agenda Item No. 6. Executive Session – Tabled to 11/9/09 meeting.**

**Agenda Item No. 7. Adjournment**

**3:37 Motion: made to adjourn the meeting.  
Made by: Jarvis. Seconded by: Barrette.  
Voice vote: All in favor.**

*Respectfully submitted,*

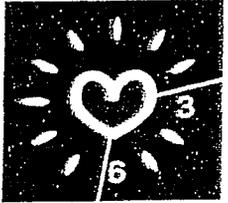


*Ethel Jarvis, Clerk  
Board of Commissioners*

*EJ/s.j.c.*

*Date signed: 11-25-09*

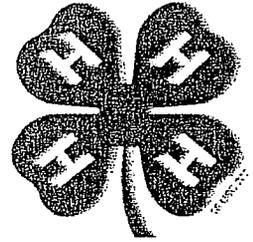
JCPenney



Afterschool

2009-2010 4-H JCPenney Afterschool Fund  
FIRST Robotics Team MINI-GRANTS  
Check Acceptance Agreement

FLL NEW



Please complete, sign, and return to Ron Drum in ONE of three ways:

PDF via email to: [rdrum@fourhcouncil.edu](mailto:rdrum@fourhcouncil.edu), fax to: 301-961-2894, attention Ron Drum or by mail to Ron Drum, National 4-H Council, 7100 Connecticut Ave., Chevy Chase, MD 20815.

As a recipient of a **2009-2010 4-H JCPenney Afterschool Fund FIRST Robotics Team Mini-grant**, established by JCPenney Afterschool Fund (JCPASF), a grant in the amount of \$1,000.00 will be awarded to Family School Connections(4-H/Extension affiliated agency) upon the receipt of an executed Check Acceptance Agreement.

By signing this agreement, Family School Connections ("Grantee") agrees to the following terms and conditions:

- Award funds are designated for the implementation and evaluation of the program as described in the **2009-2010 4-H JCPASF FIRST Robotics Team Mini-grant** RFP and outlined in Grantee's proposal only. Funds may not be used for other programs/activities or indirect expenses.
- Grantee's program will be implemented from approximately August 31, 2009 – May 28, 2010. Extensions for program execution cannot be granted under any circumstances.
- Grantee will submit a mid-term report on or before December 11, 2009 and a final report on or before June 4, 2010. A template will be provided for both reports.
- Grantee will recognize JCPASF on a social networking site such as Facebook and/or on their local county 4-H website; on the robots; and other appropriate locations.
- Grantee will compete in at least one US FIRST-sanctioned robotics competition.
- Grantee will participate in all conference calls designed for grantee teams and respond in a timely manner to requests from National 4-H Council. **The first conference call will be held Tuesday, September 8, 8:00PM eastern (7:00PM central; 6:00PM mountain; 5:00PM pacific).**
- Grantee will work with National 4-H Council Marketing staff to provide photo opportunities for National 4-H Council and JCPASF representatives.
- Grantee will prominently list JCPASF as a team sponsor on all program-related promotional and event participation collateral.
- Grantee will include National 4-H Council and JCPASF in all local and regional promotion of the grant projects.
- Grantee will abide by the policies set forth in the application and RFP and will utilize the 4-H Name and Emblem (Clover) when implementing and publicizing the program.
- The **4-H JCPASF FIRST ROBOTICS TEAM** members are enrolled 4-H members.
- The **4-H JCPASF FIRST ROBOTICS TEAM** FIRST number is: \_\_\_\_\_.
- The **4-H JCPASF FIRST ROBOTICS TEAM** is located in the JCPenney Geographic District: \_\_\_\_\_

\_\_\_\_\_  
[address of program grantee]

\_\_\_\_\_  
[address of closest JCP/catalog store]

\_\_\_\_\_ (Grantee) has caused this Agreement to be executed by its duly authorized representative on this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

Signature: Nancy G. Berry Name: Nancy G. Berry

Title: Extension Educator, 4-H Youth Development

Address: 24 Main St

City/State/Zip: Newport, NH 03773

Phone: (603) 863-9200 Fax: 603 863-4730 E-mail: nancy.berry@unh.edu

Check made payable to: Sullivan County UNH Cooperative Extension

Mail to Address: 24 Main St

City/State/Zip: Newport, NH 03773