

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday January 9, 2007

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

Newly elected register of Deeds, Bill Sharp arrived and was welcomed by the board. RD Sharp began by inviting the Commissioners to visit the Registry anytime and take a look around. RD Sharp also praised his staff saying that he was very appreciative of the help he has received from them and how well everyone works together.

RD Sharp gave handouts to the Commissioners and reviewed some of the information. One of the immediate changes RD Sharp will be making will be to enter daily income amounts into spreadsheets, which has been done manually in the past. RD Sharp spent some time with Leo Lessard of Strafford County prior to taking office here, and this is a mirror of the way they do it.

RD Sharp discussed Connor & Connor, the company whose software they use, and role that they play in Deeds, which led into a conversation about taking the Registry of Deeds online. Connor & Connor has software that will redact personal information, blacking it out so that it can not be viewed. Other registries are using this redacting software and as far as RD Sharp is aware, no identity theft or problems have occurred.

The way the program would work would be that anyone having business with Deeds could sign up and would receive a password to get into the system.

RD Sharp then informed the Commissioners that he had become concerned about a particular credit/charge index file that has been in use in the Deeds Department for a number of years. The file consists of manually written index cards with clients' names and individual balances for each one, which is money either owed to people or that people owe. Apparently this file was being used in lieu of giving cash back out of the cash register, however, when calculated the amount totaled \$27K in credits back to clients. RD Sharp said that he would like to have a checking account set up in his name to be able to write checks back to clients instead. Executive Director Clough asked why money couldn't just come out of the cash register. RD Sharp stated a problem with it interfacing with other procedures.

Executive Director Clough said that she had spoke to the former Register of Deeds, Carol Elliott who started the system and then it just continued on from there. Director Clough has just spoken to the auditor about this and he was flabbergasted at the use of this archaic system.

Commissioner Cryans said that the operation of this system should just simply stop right now and that RD Sharp, the Executive Director and the Auditors should get together to figure out how to remedy this situation from this day forward.

Commissioner Burton asked about the cost of the redacting software, which was not answered.

Commissioner Burton said that he would encourage RD Sharp as new Register to go to an affiliate meeting.

Commissioner Burton then said that he never wants to see this credit/charge file ever again saying that it was totally inappropriate and agreed with Commissioner Cryans that the Auditors should become involved in figuring out what to do in accordance with NH State Law. He also noted that he would not like to see a checkbook in regard to this credit/charge file, saying that there already too many checkbooks out there. The Commissioner added that there are numerous questions as to why the money could not have been returned via the cash register.

Commissioner Richards asked about the possibility of some kind of easy pay system for continual users that could also be done online.

Commissioner Cryans again stressed the importance of RD Sharp working with the Executive Director and the Auditors to figure out how to deal with this situation. RD Sharp said that he would like to have a new system in place on the first of February and that he will work with the Executive Director and the Auditors.

Farm Manager Kimball arrived with the Farm report saying that they are milking 75, shipping 10,000 and averaging 67# each. Milk is currently at \$14.50 with a prediction that the price will rise to perhaps \$16.00 by this fall.

Commissioner Cryans asked if some of the money that was lost due to low prices, could be recouped if the price of milk continues to rise and FM Kimball said that some of the loss could be recouped but not all. Executive Director Clough said too that although milk prices are up, production has been down.

FM Kimball said that the steel on the heifer barn will be going up this week but now they need to have some doors added. Apparently the proposal didn't include doors and there are four openings that need doors. Cost on the doors will be \$3500 but the County has received a credit for electrical work from AgStructure, so total cost for the doors would only be \$1000 more than the originally proposed cost.

Commissioner Richards questioned why the door weren't originally considered in the beginning and FM Kimball said that no one thought about it.

FM Kimball said that the heater was installed by Pratts for a heated shed for equipment, which will be paid for with money from the fire in 2006.

Commissioner Burton said that he was asked by Dave Stimson about the crawler, which FM Kimball said was currently up in the woods, though covered by a tarp.

Commissioner Burton asked if it were for sale to which FM Kimball said it was not.

Commissioner Burton said that he though it should come out of the woods and be kept with all the other equipment.

Commissioner Burton asked if the new drainage system is working well and FM Kimball said that he thought that there was still some water running into the road and washing it out but that the board should ask Supt. Oakes about it.

Commissioner Burton asked if the Farm was using inmate labor and FM Kimball said that there's plenty of it but that it's been very difficult to teach them respect for both work and equipment because many of the inmates are so young these days.

Commissioner Burton said that he viewed FM Kimball and the crew as "rehab" specialists who are teaching the inmates the ropes as some of these kids have never even had a job before.

Commissioner Richards asked FM Kimball where our milk goes saying that she had heard that the Nursing Home buys Hatchland milk and that she would like to see our milk come back here for County use. FM Kimball said he will speak with H. Hatch to see if that's a possibility.

Commissioner Burton asked about some debris that he saw while out on the property and FM Kimball said that it belonged to the Farm and would be cleaned by them as well.

Supt. Libby arrived to give his report saying that there were 120 inmates in-house, 27 in maximum, 15 women, 6 out on electronic monitoring and 1 on work release. There are 4 weekenders.

Supt. Libby gave the Commissioners an update on the Meth Task Force saying that a video taping will take place, which will be used for educational purposes.

Commissioner Burton asked the Supt. about certain inmates who appeared on the Superior Court Report for a long period of time. In these particular cases, said Supt. Libby, the inmate stays on the books even if the federal government comes and takes them out of the facility for federal charges though they have not yet been booked on their Grafton County charges yet. Once that happens they are taken off the books.

Commissioner Richards questions Supt. Libby on the different cell areas and which type of inmate is housed in them, asking if the handicap cell is used for detoxification. Supt. Libby said that the handicap cell is used for both medical and psychological holding.

Commissioner Richards asked how inmates are picked for work in County Corrections and the Supt. said that inmates are screened through the Classification process with staff to determine who is best suited to work outside the facility.

Commissioner Burton asked about an invoice wherein Grafton County was paying another County for medications of a transferred inmate and Supt. Libby said that there was a reciprocal agreement between counties. There was a discussion as to whether or not inmates would qualify for the Grafton County Prescription Card, which Executive Director Clough will investigate.

Commissioner Burton asked what was happening in the old Commissioners building to which the Supt. answered Community Corrections, Electronic Monitoring and Drug Court.

Commissioner Richards asked Supt. Libby to provide her with further information when he gets a chance on the Meth Task Force.

Commissioner Cryans asked the Superintendent who he thought should chair the core and steering committees. Supt. Libby said that in order to be consistent and in order to coordinate everything, the Executive Director should be chair, noting that she is the point of contact. Executive Director Clough said that she would have to give that some thought.

Nursing Home Administrator Bolander arrived to give her report and noted that there is a stomach virus circulating and that she has confined the units with minimum visitation. Staff will be working on the same units and not rotating in order to try to keep contamination to a minimum and NHA Bolander will monitor the situation closely.

Census is at 129 with no admissions until the virus is under control.

Medicaid rate has increased to \$154.75 which is the highest it's ever been and will go into effect on February 1, 2007.

The Commissioners discussed the training and schooling of nurses with NHA Bolander, which is an ongoing problem.

Supt. of Maintenance, Jim Oakes arrived to give his report. * See attached. Supt. Oakes reported that two fans on the recently installed AC units at the Nursing Home have been corrupted and need to be replaced. These fans are less than a year old and are under warranty which Supt. Oakes is pursuing.

Commissioner Burton asked about the stability of the road on the Farm which FM Kimball brought forth as an issue. Supt. Oakes said that Morrill Construction has put some stabilizing material there and it seems to be better. Supt. Oakes will take another look at it and get with FM Kimball to make sure they are talking about the same area.

There was a brief discussion about stray cats at the Farm.

Supt. Oakes asked the Commissioners for direction as to the priority of two different projects. The ADA bathroom at the Courthouse needs to be built as the only other ADA bathroom was taken over by the Attorney's Office. The other project is something Sheriff Dutile would like done and that would be to do some remodeling in the old Dispatch area. In Supt. Oakes' opinion, the ADA bathroom should take precedence. Executive Director Clough said that Sheriff Dutile is very anxious to have his work done but she was not aware of where the money to do the work would be coming from. The Commissioners felt strongly that the ADA bathroom should come first as it is a public building and takes priority.

Commissioner Richards moved to approve the minutes from January 3, 2007, which was seconded by Commissioner Burton. Revisions were made to the minutes. All were in favor of the revised minutes.

The Commissioners signed the check registers.

The Commissioners reviewed the Superior Court Report.

Executive Director Clough presented the Commissioners with the papers for the re-appointment of Assistant County Attorney's for approval.

Commissioner Burton moved to approve the re-appointment of Asst. Attorney Gray, Asst. Attorney Saffo and Asst. Attorney Vara, which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the re-appointment papers for the Assistant County Attorneys'.

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

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 27, 2006 – January 8, 2007

Nursing Home:

- ❑ **Advanced Insulation** – Installed insulation on HRU-5 AC supply ducts in attic space over housekeeping area (overlooked during nursing home renovation)
- ❑ **Capital Fire** – Sprinkler system due quarterly inspection...completed inspection and test & everything checked good
- ❑ **Vt. Fire Extinguisher** – All extinguishers due annual inspection...inspection completed...re-serviced a few
- ❑ **Hobart** – Dishwasher conveyor jamming sensor failed causing unit to not run...replaced sensor
- ❑ **GCM** – Food warmer motor burned out...replaced motor
- ❑ **GCM** – Two condensing unit fans for laundry and kitchen AC units fractured from fatigue...awaiting warranty replacement parts
- ❑ **GCM** – Stainless steel sink cracked where it mates to counter by dishwasher...welded back together
- ❑ **GCM** – Load cell on Apollo tub scale failed...replaced faulty load cell
- ❑ **GCM** – Repaired numerous broda and wheelchairs
- ❑ **GCM** – Numerous 2-lamp light ballasts throughout failed prematurely...replaced ballast under warranty
- ❑ **GCM** – Needed new phone and data jack installed in Purchasing storeroom...Installed
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

Farm:

- ❑ **Royal Electric** – Pig barn is 99% complete and cow barn is approximately 75% complete...Estimated completion is has slipped to February 9th
- ❑ **Fenn Way Builders** – Cupolas on cow barns are 95% complete...still need to install weather vanes once we receive them and finish trim & area of sheathing rot abutting North cupola
- ❑ **Vt. Fire Extinguisher** – All extinguishers due annual inspection...inspection completed...re-serviced a few
- ❑ **GCM** – Gutter cleaner on south end of barn broke down...spliced broken wire out to gutter cleaner motor
- ❑ **GCM** – Numerous gutter cleaner paddles broke...welded back together
- ❑ **GCM** – Installed outside light fixtures to better illuminate area between nursing home and barns...awaiting hook up to new panel in barn by Royal
- ❑ **GCM** – Bucket tractor actuator lift link fractured off...welded back on
- ❑ **GCM** – Water line in cow barn leaked in various spots from cow's chain rubbing on them...replaced bad sections

DOC:

- ❑ **Vt. Fire Extinguisher** – All extinguishers due annual inspection...inspection completed...re-serviced a few
- ❑ **Capital Fire** – Sprinkler system due quarterly inspection...completed inspection and test & everything checked good
- ❑ **GCM** – replaced numerous emergency light battery packs throughout jail
- ❑ **GCM** – In process of upgrading T12 fluorescent light fixtures with new T8 ballasts with electronic starters and replacing emergency light battery back ups throughout jail...connecting hallways and stairwells between old and new building are complete
- ❑ **GCM** – Inmate busted up shower in maximum unit, almost destroying beyond repair...spent 1 ½ days re-welding stainless steel shower unit
- ❑ **GCM** – To minimize security risks, rebuilt various locks throughout jail to minimize use of key 29, master key
- ❑ **GCM** – Security light outside of jail booking entrance burned out...replaced ballast

Courthouse:

- ❑ **Royal Electric** – In process of replacing courthouse transformer...transformer backordered...need to get update from Royal Electric
- ❑ **Vt. Fire Extinguisher** – All extinguishers due annual inspection...inspection completed...re-serviced a few
- ❑ **GCM** – County Attorney renovation project 95% complete...Estimated completion date slipped to January 19th
 - **Valley Floors** – removed old carpet and cove base and replaced with new
 - **Conqueror Electric** – 98% complete...still need to hook up one more light, two exit lights and split one circuit into two...need to contact Roland Clifford to establish final completion date
 - **GCM** – Need to finish installing suspended ceiling in electrical closet and back hallway and work punch list items
- ❑ **GCM** – Ballast to illuminated flag pole fixture burned out...replaced ballast
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

1930's Building:

- ❑ **Trane** – Installed Rover software so maintenance can program MP501's and other digital electronic devices used for monitoring & managing our building HVAC operating systems
- ❑ **Capital Fire** – Sprinkler system due quarterly inspection...completed inspection and test & everything checked good
- ❑ **Vt. Fire Extinguisher** – All extinguishers due annual inspection...inspection completed...re-serviced a few
- ❑ **GCM** – Installed new outdoor faucet in maintenance shop
- ❑ **GCM** – Installed security gate in historical room
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

Complex:

- ❑ **Morrill Construction** – Completed installation of catch basins and detention pond

- ❑ **Royal Electric** – Reconfiguration of generators and building new switch gear room...estimated completion pushed back to Feb 9th
- ❑ **GCM** – Jail sewer grinder not grinding foreign materials very well...removed grinder assembly for rebuilding and replaced with spare assembly

Complaints:

- ❑ Employees are unable to hear fire audible alarm when inside walk-in cooler or freezer...need to budget for installation of devices in both locations in FY08 budget
- ❑ Circuit breakers pop frequently in 69 building dining room due to overloading of few circuits...need to budget for additional circuits in FY08 budget
- ❑ The doors to Deeds hallway are unable to be locked. Inspected rest of building and found another six more doors with same problem...working with H.P. Cummings and HCI for resolution

Training Scheduled, Received or Provided:

- ❑ John Bishop is scheduled to attend the Trane's – Tracer Summit 101 course in St. Paul, MN in March
- ❑ Jim Oakes – scheduled to attend, "The Fundamentals of Construction Contracts: Understanding the Issues in NH", a one day seminar in Manchester, NH in January 07
- ❑ Jim Oakes – Attended ADA conference to learn about new laws going into affect...am scheduled for two follow on seminars this month and in February
- ❑ Trane provided training on our new Rover software system for programming HVAC operating devices

Other Pertinent Info.:

- ❑ Awaiting quote from Construx for new steel building to replace burned barn (Excavation, concrete & shell)...for budgeting reason only
- ❑ Awaiting quote from Foresite Engineering for fire pond and independent hydrant system...for budgeting reason only
- ❑ Will be putting our smaller Onan standby generator out to bid...was no longer needed and removed during generator upgrade/reconfiguration project

Activities planned for next few months:

- ❑ **Royal Electric** – Finish rewiring barns
- ❑ **Royal Electric** – Finish reconfiguring generators and switch gear
- ❑ **Royal Electric** – Finish installing new transformer at courthouse
- ❑ **GCM** – Finish renovation of County Attorney's Space
- ❑ **GCM** – Install 250 gallon cement-lined hot water tank in 69 basement
- ❑ **GCM** – Construct O² storage area on Profile Unit in Nursing Home

- **GCM** – Start next project at courthouse (ADA bathroom or sheriff deputy's office space)
- **GCM** – Draft FY08 budget
- **GCM** – Solicit proposals for various phases of new shop space
- **GCM** – Facility-wide key inventory
- **GCM** - Submit bid requests for Onan generator

Requests:

- What project would you like us to start next at the courthouse – Sheriff's deputy office area or ADA bathroom?