

## GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday February 13, 2007

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

Commissioner Cryans opened the meeting at 9:06 AM

Attorney Karen Borgstrom, the current president of the Grafton County Bar Association, arrived to discuss their space at the Courthouse. Atty. Borgstrom noted that for as long as anyone could remember, the room on the second floor of the Courthouse has been used by the Bar Association and has housed their reference books. No rent or compensation has ever been charged or paid. The Grafton County Bar Association is not part of the NH Bar Association and receives no financial funding from them.

Atty. Borgstrom said that having the availability of the room is very helpful because Grafton County itself is so large, that it's great to have somewhere to work and confidential space to talk to clients if necessary. To not have the use of the room would be a great loss. It would also be very difficult to maintain the security of the books if the room were open to the general public

Commissioner Burton asked if the square footage was known. Executive Director Clough said that Supt. Oakes had told her it was 1800 square feet, but that seemed a bit large to her.

Commissioner Burton asked if it was known who owns the table that is currently in there. Attorney Borgstrom said that she didn't know who owned the table but that another table could be brought in if that table were to leave. .

Commissioner Burton asked if the information that is contained in the books could be found online if necessary, to which Attorney Borgstrom said that it's difficult to get the same information online that's available in the law books.

Commissioner Burton asked if there were a written contract between Grafton County and the Grafton County Bar Association and Executive Director Clough said that she's never seen one.

Commissioner Burton asked if the BA has a fund available to maintain the space, to which Atty. Borgstrom said that there are dues, but no fund. Dues paid are for the maintenance of the library and for the GCBA Annual Meeting.

Commissioner Richards asked how this conversation ever came about and Commissioner Cryans said that it was mainly brought up by her predecessor who felt that there should be rent paid on the space used. Commissioner Burton noted that he was also thought rent should be paid.

Commissioner Cryans said that he did not feel as though there should be rent paid and that the situation should remain as is. Commissioner Richards agreed saying that it should be left as is and that the County should even help with putting a computer line in there.

Attorney Borgstrom said that she was appreciative of any help but that she would not expect the County to finance the addition of a computer line.

Commissioner Burton asked if people from legal aid could have use of the room and Atty. Borgstrom said that she would not restrict them from it.

Commissioner Cryans said that unless there is a motion for change, then things will remain status quo.

Commissioner Burton moved to allow the Attorney lounge to remain as is with no compensation paid for the use of it, which was seconded by Commissioner Richards. All were in favor.

Commissioner Cryans suggested that if the GCBA were ever to come into some extra funds, that they consider putting it toward the BBH Fund(s) as a donation. Commissioner Richards said that she would like to see the needs of inmates children considered.

Commissioner Cryans asked Atty. Borgstrom to relay his appreciation to Atty. Apfel for all the time that he has put into the Drug Court.

Human Resource Director Joanne Mann arrived to give her report to the Commissioners. HRD Mann reported the turnover rate for the following months.

Sept.	1.15%
Oct.	2.25%
Nov.	2.25%
Dec.	1.26%
Jan.	1.51%

- The Activities Director will be retiring in May and there will be an internal applicant.
- Drug and Alcohol Policy training has begun.
- Pre-employment drug screening is underway.
- Union negotiations will begin soon
- Looking at other insurance quotes
- Recently held an insurance task force meeting and will be offering a wellness program
- HRD Mann has completed a municipal leadership series
- HRD Mann has graduated from a Women in Management program
- There will be a benefit administration workshop coming up.
- Working on the budget
- Job description project is almost complete

- Administration Building IDs have been instituted
- Digital Document storage system will be set up soon.

Commissioner Burton questioned an invoice regarding criminal records checks and HRD Mann said that there is an ongoing contract with the State and that money was a deposit into that account.

Commissioner Burton asked if criminal check payments could be done online and HRD Mann said no, that the requests have to be notarized with a raised seal.

Commissioner Richards asked about different insurance policies and what amounts the employees of Grafton County pay, which was answered by HRD Mann.

The Commissioners discussed the new payroll program and asked how it was working and if there were any problems, to which Executive Director Clough said that the employees are getting paid as they should and there are few problems.

Nursing Home Administrator Eileen Bolander arrived to give her report, noting the following:

- Working on the budget
- A new Hospice Program has been started by North County Home Health Hospice and was well attended.
- There is a third year medical student shadowing Dr. Defrahn.
- A new LNA program will begin in two weeks
- Mgt. staff has been busy with new federal regulations regarding pharmacy
- Work with Carroll County is done
- NHA Bolander has been asked by HHS to participate on a Task Force on Elder Abuse.
- Legislative work is keeping her busy.
- There is an MOU on pandemic planning; however GC is currently well under way. NHA Bolander recommended a meeting with Nicole LaPointe who is the regional planner.

NHA Bolander discussed the MOU and said that she felt that it creates a huge financial commitment from the County, considering that Homeland security money is running out. A discussion was held regarding whether this would be considered an unfunded mandate which is a violation of RSA 541-A.

There was further discussion about vaccines, where they're kept and how they will be distributed.

Commissioner Cryans asked NHA Bolander to explain what adult foster care was and she explained that is was similar to regular foster care, but for seniors and falls under long term care community based programs.

NHA Bolander asked that the Commissioners approve the purchase for electric bids and brought in three proposed bids.

Colonial	\$12,010
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Direct Supply	\$ 9,842
Diller Medical	\$ 8,765

NHA Bolander suggested the purchase come from Diller Medical.

Commissioner Richards moved to accept the bid from Diller Medical at \$8,765, which was seconded by Commissioner Burton. All were in favor.

Commissioner Richards suggested to NHA Bolander that she try to negotiate a better price on the shipping from Diller Medical.

Farm Manager Kimball arrived to give his report.

- Milk price is now at \$15.10 with the prospect of going to close to \$17.
- The heifer barn is complete but will need some additional landscaping in the spring. At present there are 32 cows in the barn but it is capable of holding 63.
- FM Kimball would like to place an ad in the paper for firewood as they have 100 cords that need to be cut.
- FM Kimball is working on the budget.
- UNH has granted the use of the greenhouse so the Farm will be starting seedlings earlier.

FM Kimball said that he was considering trying to sell more hay with cuts from fields other than the County's, and then selling the cut hay. It was his opinion that there would be plenty of buyers. Commissioner Cryans asked that FM Kimball bring this request back to the Commissioners before planning to do anything as he would like to make sure that the decision would be the correct one, noting that he didn't wish to create any negative responses from area residents.

Commissioner Burton noted that he attended the Farm Advisory Committee meeting and found it to be a very interesting meeting. One of the committees' ideas is that the corn crib be moved across the road and be used as a Farm Stand. There was also mention of moving some of the firewood near the road so that passerby's could see that it's available. There was more discussion at the FA Committee meeting about development of land use including adding a parking lot across the street.

Commissioner Burton added that the FA Committee is doing just as it was intended to do and that it is a very active committee.

Commissioner Richards asked whether or not FM Kimball will be making provisions in his budget to get warm clothing for inmates who work outside and FM Kimball said that clothing for inmates comes out of the Corrections budget.

Commissioner Richards then asked if flowers were grown for the Farm Stand to which FM Kimball said no. Commissioner Richards asked FM Kimball to look into the feasibility of growing some nice annuals, particularly miniature sunflowers. Commissioner Richards also suggested looking into getting some "Walls of Water" containers for starting tomato plants early, saying they work as mini greenhouses by keeping the heat in.

Commissioner Richards noted that she had attended a UNH Advisory meeting where they discussed having a dairy day, adding that she would like to see more done with the Farm.

Executive Director Clough said that having a Farm Day activity was discussed at the Farm Advisory meeting and the thought was to wait until after all the upcoming renovations are complete and then plan something that will showcase the Farm.

Superintendent of Maintenance Jim Oakes arrived with his report. \* See attached report.

In regard to the prospect of building a pond to use as a fire suppression water source, Commissioner Burton asked Supt. Oakes if he had anything in writing from a certified firm stating that there is enough water across the street to prove viable.

Supt. Oakes said that there is a year round spring there and an old artesian well, so it is fairly safe to say that there is water on the property. The water will be a supplemental source of non potable water and is not intended to be added to the existing water supply.

Commissioner Cryans asked if this would be a long drawn out process and Supt. Oakes said that it could probably be done within the summer months.

Commissioner Burton noted that there may be matching funds available if this is to be used as fire protection. Executive Director Clough said that she would look further into information from USDA regarding funding for the project. It was also noted that perhaps H. Hatch might be interested in helping financially if he were able to tap into the line.

Commissioner Burton asked another time for clarification that as of this day there is nothing in writing certifying that there is water available.

Supt. Oakes said that the Engineer has stated that there *is* water there, including possibly more from the artesian well, but that further investigation needs to be done to determine its depth and other attributes.

Commissioner Richards asked about environmental permits which Supt. Oakes said would be handled by the Engineers, and will certainly be included in the bid agreement.

Register of Deeds Bill Sharp arrived to discuss where he was in the process of dealing with the credit/charge file, saying that cards are being divided into categories and will be addressed according to those categories. The card file is supposed to be nonexistent as of March 1<sup>st</sup>.

There was further discussion as to the continuing existence of the same type of system, though handled differently. Executive Director Clough was opposed to keeping that system going saying that she does not agree that money should go into a revenue account that is not actual revenue. Executive Director Clough also noted that she was not aware that this discussion was going to take place today and had expected that she and RD Sharp would be coming to an agreement prior to bringing this to the Commissioners.

RD Sharp said that he would like to come to an agreement with Executive Director Clough before bringing this forward.

Commissioner Cryans said that he thought that it was best to use the wisdom of the Executive Director who has been here for a long time and deals with the financial side of things. RD Sharp said that they will need to work it all out.

Commissioner Burton asked if the County will end up owing money to the State of NH because of the file system, to which Executive Director Clough said that the County may have to pay out unclaimed money but if the money remains unclaimed, it may come back to the County. The Director will check to see how long it has to sit before coming back.

RD Sharp said that Deeds was doing the best they can as quickly as possible.

Commissioner Burton asked when Deeds would be online to which RD Sharp said he had a target date of July 1, 2007.

Leo Lessard will be coming here to meet with Deeds and the Executive Director and to go over procedures that they (Strafford County) are currently using.

Commissioner Burton moved to approve the minutes from January 30, 2007, which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the check registers.

Executive Director Clough presented a request from the Register of Deeds, who would like to close their office on Monday, Christmas Eve Day, with employees taking earned time off.

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

The Commissioners reviewed and signed the paperwork for the CDBG "Green Haven Feasibility Study"

The Commissioners reviewed the GCDoC Superior Court Report.

The Commissioners signed the paperwork giving authorization to CDBG to submit payment for the Gile Project and MicroCredit.

The Commissioners signed the Finding of Exempt form regarding CDBG MicroCredit.

The Commissioner signed the request for release of CDBG funds for the Gile Project.

Executive Director Clough presented a request from UNH Cooperative Extension to replace an empty full time position with a part time position, which would include the Master Gardner program. The estimated position will cost \$15K a year, of which they currently have \$7500. UNH is asking for matching funds for the part time position.

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

The Commissioners reviewed a letter from an inmate. Executive Director Clough thought that the matter was resolved but had not had a chance to discuss it with Supt. Libby. Commissioner Cryans and Commissioner Richards asked that a follow up be done to make sure the matter was resolved and Commissioner Richards asked that the inmate be informed that the Commissioners were aware of the situation and had read the letter.

Executive Director Clough presented an invoice from HP Cumming which apparently had not been invoiced at the time of construction. The invoice was for some roofing work that was done in June, 2005 and when closing their 2006 books they discovered this had never been invoiced to the County. They are requesting payment be made. The Commissioners agreed to pay the invoice provided the Executive Director went back through the prior invoices to make sure it had not been previously paid.

There will be a 9<sup>th</sup> Annual Daniel Webster Council Explorer Good Citizen Award Breakfast on March 5, 2007 at 8:00 AM, honoring Governor Lynch, at the Grappone Center.

There will be a CDBG Advisory Committee Meeting regarding MicroCredit on February 15, 2007 at 1:30.

The Local Government has switched prescription drug providers and will now be managed by CareMark, which is the same company that covers the Grafton County prescription discount card through NACO. Executive Director Clough noted that CareMark will be merging with CVS.

Executive Director Clough is working with Attorney St. Hilaire on the federal Drug Court grant.

Executive Director Clough asked the Commissioners if there was a consensus among them to go along with what the Executive Committee agreed to, regarding the beds needs for the proposed new Correctional Facility, which was 250. A discussion ensued.

Commissioner Burton moved to accept the recommendation from SMRT for a 250 cell facility, which was seconded by Commissioner Richards.

Further discussion ensued and Commissioner Cryans thought that he would like to have a "plan B" in the amount of 225 cells, in the event that cost for the 250 cell facility is too high. This way they would be able look at a different cost range. There was further discussion.

Commissioner Burton withdrew his original motion and moved to accept the proposed 250 cell facility, in addition, SMRT should also provide figures for a 225 cell facility (plan B) as well, which was seconded by Commissioner Richards. All were in favor.

COMMISSIONER ISSUES:

Commissioner Richards asked that the cost for flyers for the open house at Whole Village be paid for out of the Commissioners budget. Executive Director Clough said that she did not recall having to pay for State initiated projects in the past but that she would do what she was directed to do, noting though that the advertisement budget is expended. Commissioner Burton said that he felt that it should be paid for by the County as it offers an important service to Grafton County. Commissioner Cryans said that requests for those types of reimbursements should be brought to Director Clough's attention beforehand.

Commissioner Burton wanted to recommend that meetings should be recessed when it's lunchtime.

The Commissioners discussed an issue regarding the cost of transportation at one of the funeral homes.

Being no further business, the meeting was adjourned at 1:20 PM

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 23 – February 13, 2007

## Nursing Home:

- ❑ **GCM** – Coil to HRU 2 burst when unit did not shut down when freezestat tripped...found freezestat and supply damper motor incorrectly wired...rewired and repaired coil
- ❑ **GCM** - Director of nursing asked to have the built-in storage cabinets in the resident dining rooms on Maple and Profile be removed to gain additional space for resident seating...Maple complete...Profile in progress
- ❑ **GCM** – Numerous light ballasts throughout failed prematurely...replaced with warranty replacement parts
- ❑ **GCM** – Sprinkler head in stairwell near laundry leaked...drained system, replaced head & refilled system
- ❑ **GCM** – In process of plumbing and hooking up new cement-lined 275 gallon hot water tank in 69 basement to replace existing tank that has lost its integrity due to extensive corrosion
- ❑ **GCM** - Performed numerous routine and PM tasks throughout
- ❑ **Stanley Elevator** – Quarterly inspection due on all three elevators...inspections completed – no discrepancies noted

## Farm:

- ❑ **GCM** – Cows chaffed holes in water lines in various locations...replaced sections of leaking pipe
- ❑ **GCM** – Numerous fans required replacement of cord plug ends...replaced plug ends
- ❑ **Royal Electric** – In process of completing barns...scheduled to switch both barns over to new switch gear linked to emergency generator and utility on Feb 19th

## DOC:

- ❑ **GCM** – Air handler supply fan motor burned out...replaced electric motor
- ❑ **GCM** – Replaced numerous T12 light ballast with energy efficient T8 light ballasts throughout
- ❑ **GCM** – Performed numerous routine and PM tasks throughout
- ❑ **Stanley Elevator** – Performed quarterly inspection and test of elevator...no defects found

## **Courthouse:**

- ❑ **GCM** – Completed County Attorney’s Office Project 100%
- ❑ **GCM** – Door leading to rear hallway from Courtroom 2 is split at the bottom...Replaced door
- ❑ **GCM** – Performed numerous routine and PM tasks throughout
- ❑ **Dept of Corrections** – Painted sheriff’s office, common areas and holding cells
- ❑ **Dept of Corrections** – Removed concrete entrance way to old dispatch area to expand area for office renovation
- ❑ **Stanley Elevator** – Performed quarterly inspection and test of elevator...no defects found

## **1930’s Building:**

- ❑ **GCM** – Numerous light ballasts throughout failed prematurely...replaced with warranty replacement parts
- ❑ **GCM** – Performed numerous routine and PM tasks throughout
- ❑ **Stanley Elevator** – Performed quarterly inspection and test of elevator...no defects found

## **Complex:**

- ❑ **GCM** – Onan generator (emergency power for Jail, barns and sewer lift stations) would not start on first 3 attempts...installed circulating pump and aquastat to improve circulation of hot water
- ❑ **Royal Electric** – Reconfiguration of generators and building new switch gear room...completing switch over to switch gear room Feb 19th

## **Complaints:**

- ❑ None

## **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 held numerous training sessions with nursing home staff to better familiarize them with that facility’s fire alarm system, with a special emphasis on smoke detectors in resident’s rooms

Other Pertinent Info:

- ❑ Received quote from Construx for new steel building to replace burned barn (Excavation, concrete & shell)...did not receive quote for excavation or concrete work as promised...awaiting additional info.
- ❑ Foresite Engineering submitted a cost estimate to build fire pond and independent hydrant system. The price varies dependant upon use of PVC vs. ductile iron
- ❑ Peter Govoni, the person who was awarded the bid to buy our Onan standby generator and ATS for \$5010, picked up the last of that equipment on 2/12/07
- ❑ The power outage test conducted at the jail on 2/10/07 went smoothly...we are ready to transition to new switch gear on Feb 19<sup>th</sup>
- ❑ James, attorney form County Attorney's Office, is sending a certified letter to David Ferro of Ferro Weathervanes

Activities planned for next few months:

- ❑ **Royal Electric** – Finish rewiring barns
- ❑ **Royal Electric** – Finish reconfiguring generators and switch gear
- ❑ **Scott Lawson Group** – Abate asbestos ceiling in phone room off courthouse sitting Lobby
- ❑ **GCM** – Start construction of ADA bathroom off sitting lobby in courthouse
- ❑ **GCM** – Install 250 gallon cement-lined hot water tank in 69 basement
- ❑ **GCM** – Draft FY08 R&M and Capital Outlay budgets
- ❑ **GCM** – Solicit proposals for various phases of new shop space
- ❑ **GCM** – Facility-wide key inventory

Requests:

- ❑ None