

GGRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday February 27, 2007

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

Member of the Public: Harold Brown

Commissioner Cryans opened the meeting at 9:12

Commissioner Burton moved to approve the minutes from February 20, 2007, which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the check registers.

Executive Director Clough presented an out of state travel request from the Victim Witness Coordinator to travel to Houston, Texas April 16 – 18 on a conference to “End Violence Against Women”. Money is in the budget to travel.

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

Commissioner Richards asked if C. Kniskern could meet with the Commissioners upon her return from the conference and give them an update. Commissioner Richards also suggested inviting other agencies who deal with domestic violence to come and sit in on the meeting.

Executive Director Clough presented the Commissioners with an out of state travel request from Communications Director Andross to travel to Los Angeles for a conference on Interoperational Communications, which will be fully funded by the National Governor’s Association.

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

Commissioner Richards said that she would like to meet with Director Andross to discuss the way that different agencies communicate between one another and suggested that he come in to meet with the Commissioners after his conference.

A request was presented by Director Clough for the purchase of three food holding carts for the Nursing Home, with the money to come from the capital account.

Requests came from:

Sysco.....	\$7455
Direct Supply.....	\$7713
Holyoke Equipment.....	\$8235
NH Restaurant Equip. Sales.....	\$8094

It was the recommendation of the Nursing Home Administrator that the carts be purchased through Sysco, as they are the lowest cost and that cost includes shipping.

Commissioner Richards moved to approve the purchase of the carts from Sysco, which was seconded by Commissioner Burton. All were in favor.

*9:42 AM – Commissioner Burton moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section a). Commissioner Richards seconded the motion. All were in favor.

*9: 45 AM – Commissioner Burton moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Richards seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

Commissioner Richards asked about getting new brochures, flyers and cards for the Whole Village and asked who should be paying for supplies.

Commissioner Cryans said that for the County to pay for these items on an ongoing basis would cause a problem with the other 27 agencies that have to rely on their own budgets, suggesting that money should come from elsewhere. Commissioner Burton said that he would contact the state HHS and Commissioner Brothers and see if they can be of any assistance.

EMPLOYEE COUNCIL: Budget Request FY08

Richard Thompson, Ruth Maffei and Donna Wallis from the Employee Council arrived to present the Commissioners with their request for the FY08 budget.

A list of requests was given to the Commissioners and then a brief explanation was given by R. Thompson.

The Commissioners asked for clarification on a few of the items. R Thompson wanted it noted that the Employee Council had not seen nor approved the final draft of the Drug and Alcohol Policy, which was instituted on January 1, 2007.

Human Services Director Nancy Bishop arrived to give her report and began by saying that the declaratory judgment for skilled care was won by the County, but that more than likely the state will appeal.

HB851 was defeated in committee but there's still a chance that something may happen with it. HSD Bishop said that she was surprised that it was unanimously defeated.

There is still a dispute over past charges by DCYS and that the Counties still feel that individual invoices should be provided before payments are made.

Superintendent of Maintenance Jim Oakes arrived and gave his report to the Commissioners. * See Attached Report

In regard to the completion of the wiring of the barns, Commissioner Burton stated that he would like to see something in writing from the state electrical inspector that gives approval of the work done.

Supt. Oakes gave the Commissioners a proposal of work that was prepared by Tirey & Associates and Foresite Engineering and covered the assessment of work for the bank erosion, retaining walls and other assorted areas that need to be done. Supt. Oakes said that he would like for the two Engineers to meet with the Commissioners to answer any questions that may come up. The Engineers will be put on the agenda for March 6, 2007.

Commissioner Richards asked how the engineers were chosen and Supt. Oakes said that the work they proposed was not an estimate of costs from the engineer but of work that needed to be done and an "expected" cost. Actual costs will be bid out at a later date by construction companies.

Commissioner Burton asked Supt. Oakes how the snow removal went during the last storm, to which Supt. Oakes said that he had not received any complaints and that he had his crew working 36 hours straight to remove the snow. Executive Director Clough said that they did an excellent job.

The Commissioners left to meet with Nursing Home Administrator Bolander at the Nursing Home.

NHA Bolander said that the current Activity Director was retiring on March 22nd and that Harvest Fisher would be taking over her position.

NHA Bolander said that she had received an email from C. Stacey saying that the Counties would like to appeal the February rates because there is no guarantee that there won't be a lapse. NHA said that the appeal would be in regards to the way that the state calculates the figures. It is expected that 80 Nursing Homes will be appealing.

Commissioner Cryans stated that in his opinion, Grafton County has fared well in the determination of the rate (increase) and questioned what would be gained by the appeal, saying that he did not want to appear ungrateful for what we've gotten.

Executive Director Clough said that they would be appealing the way the rates are calculated and not the result of them.

NHA Bolander was asking for permission to appeal and said that she had to have the appeal in by the 2nd of March.

Commissioner Burton asked what the Legislature was proposing to do, to which NHA Bolander answered that the money in the line item would be expendable and not lapse.

Commissioner Richards said that we should stand up for our rights.

Commissioner Cryans said that he didn't know why Grafton County should be pushing this issue as we have faired well in the rates.

Commissioner Burton said that he believed that Grafton County should appeal and stay in play and then asked Executive Director Clough what her opinion was. Director Clough again said that the opposition would be to the way the rates are calculated and not the rates themselves.

Commissioner Burton moved to allow NHA Bolander to appeal the rates, which was seconded by Commissioner Richards. Both Commissioner Burton and Commissioner Richards voted in favor while Commissioner Cryans voted against, reiterating his point that Grafton County had faired well and he did not think it was the correct move.

NHA Bolander said that the census is rising and that the new rehabilitation provider will be starting March 1st.

Commissioner Burton asked about the status of the Merrimack Nursing Home, to which NHA Bolander said that it is a huge nursing home at a cost of around \$43M. The older part of the existing building will be taken down and the newer part of that building will be used for assisted living.

Executive Director Clough noted Commissioner Burton's desire to have the south end of the Administration building designated as assisted living and asked NHA Bolander to enlighten him as to the feasibility of that.

NHA Bolander said that normally those who enter assisted living quarters are looking for more of an apartment type setting with a private bath/shower, community or activity area, and perhaps even kitchenettes. At present the rooms in the Admin building are small, there are no shower/bath facilities, no kitchen area at all and no area for staffing or nursing assistance, deeming the Admin building a less than desirable area for assisted living quarters at this time.

Commissioner Cryans asked if Grafton County would have to give up nursing home beds in order to create assisted living, to which NHA Bolander said no, they're separate.

Commissioner Richards asked about the food carts that the nursing home was purchasing and the need for them, to which NHA Bolander said they were replacing old ones and the new technology is better. NHA Bolander also said they had hoped to be able to use the old food warmers for blanket warmers for residents. Testing has to be done to see if that would work.

11:50 AM The Commissioners broke for lunch

12:20 PM The Commissioners resumed their meeting at the jail with Supt. Libby.

Supt. Libby gave the Commissioners his report saying that the present population is 110.

There was a discussion about crowding and the difficulty of housing inmates right now, noting that there seems to be an influx of letters of complaint being written by inmates. Supt. Libby said that it tends to be cyclical and right now appears to be at a peak.

Commissioner Richards asked if there had ever been a counselor called in to help staff in dealing with the difficulties of the job, to which Supt. Libby said that there hadn't been and added that problems are generally discussed amongst staff and supervisors in an attempt and in order to relieve some of the tensions.

Commissioner Richards asked if it wouldn't be helpful to share with an outside source and Supt. Libby said that in his particular profession, problems are traditionally kept within the workplace as it's not easy to discuss them with outsiders. He also noted that his staff participates in many outside activities, including physical activities and that helps them work things out.

*12:30 PM – Commissioner Burton moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section a). Commissioner Richards seconded the motion. All were in favor.

*1:00 PM – Commissioner Burton moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Richards seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

Supt. Libby discussed some of the things that he would be presenting to the Commissioners for his FY08 budget, including nine new positions and an \$800K increase. Supt. Libby also said that he had a gut feeling from being down in Concord, that there wouldn't be any Governors Funding available. New positions would include:

- 2- substance abuse councilors
- 2- nursing, medical coordinator and an RN/LNA
- 2- officer positions
- Line positions

Commissioner Cryans asked if the councilors would be full time to which the Supt. said yes.

Commissioner Burton made mention of some of the upcoming events that the Farm/Jail might be planning, which includes moving of the corn crib and the planting of seeds for the garden. He also voiced his concern over sex offenders being let out into the community and of hearing that the state system would be taking over the county jails.

Supt. Libby said that regarding the latter; he has heard mention of that before and in regards to sex offenders, those who are non compliant are kept in custody for the maximum number of days, but that there needs to be a push on legislation.

Commissioner Cryans noted that in visiting DRTC last Thursday, he had a chance to talk with Senator Sununu and asked him for help with the funding of the grant for Drug Court.

The Commissioners left the jail and went to meet with Farm Manager Kimball at the Farm. The Commissioners visited the heifer barn, which is complete and occupied with cows. The electrical work has been completed as well.

The Commissioners then briefly stopped into the Deeds office to talk to Register of Deeds Sharp as he wanted to discuss the ongoing credit/charge file system.

There was discussion about the system and how it will be handled. RD Sharp said that he would like to keep the open account system going. Director Clough said that her interpretation from the auditors was that we do *not* hold onto money for future use, as this presents a liability and a concern for her and that \$27K is a lot of money accumulated for an account that is supposedly being used regularly. Director Clough said that the auditor wants the work for service billed, or be paid at the time of service.

Director Clough asked RD Sharp if he had drafted the letters that are supposed to be going out and he said that he hadn't but that he had the wording for them. Commissioner Burton requested that any letters that are sent out from Deeds should be run by Director Clough before being mailed.

Commissioner Cryans said that he would like to see RD Sharp work with the Executive Director to solve the problem, and that he didn't feel as though the Commissioners needed to be involved with all the little details of how that happens. Commissioner Richards agreed saying that they didn't want to micro-manage.

Being no further business, the meeting was adjourned at 2:30 PM

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

February 14 - 27, 2007

Nursing Home:

- **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** – 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

Farm:

- **GCM** – Bulk milk tank pump motor failed...replaced electric motor
- **GCM** – Gutter cleaner failed...replaced fuses
- **Royal Electric** – In process of completing wiring of heifer barn...will finish this week
- **Royal Electric** – Completed wiring of barns...in process of removing old electrical wiring and switch gear

DOC:

- **GCM** – Domestic hot water pump to electrical motor coupler failed...replaced with new coupling
- **GCM** – Replaced numerous T12 light ballast with energy efficient T8 light ballasts throughout
- **GCM** – Performed numerous routine and PM tasks throughout

Courthouse:

- **Scott Lawson Group** – completed the asbestos abatement of the old phone room ceiling

- **GCM** – Propane furnace used to heat overhead garage space to prevent pipes from freezing is inoperative...new part ordered and due in within next day or so
- **GCM** – Work on new ADA bathroom is progressing...estimated completion is mid-April
- **GCM** - Performed numerous routine and PM tasks throughout

1930's Building:

- **GCM** – Numerous light ballasts throughout failed prematurely...replaced with warranty replacement parts
- **GCM** – Performed numerous routine and PM tasks throughout

Complex:

- **Royal Electric** – The reconfiguration of generators and building new switch gear room is complete... in process of removing old electrical wiring and switch gear

Complaints:

- None at this time

Training Scheduled, Received or Provided:

- John Bishop is scheduled to attend the Trane's – Tracer Summit 101 course in St. Paul, MN in March

Other Significant Info:

- I met with Foresite Engineering and Tiry & Associates, P.C. to review phase 2 of the Drainage & Erosion Project. The cost of this phase is significant (see attachment).

Activities planned for next few months:

- **Royal Electric** – Finish removing old wire and switch gear equipment from barns & generator rooms
- **GCM** – Continue construction of ADA bathroom off sitting lobby in courthouse
- **GCM** – Continue installing 250 gallon cement-lined hot water tank in 69 basement

- **GCM** – Finalize the Capital Outlay Budget
- **GCM** – Continue soliciting proposals for various phases of new shop
- **GCM** – Continue facility-wide key inventory

Requests:

- Request time slot next Tuesday for civil and structural engineers to discuss their proposal in regards to repairing various areas of erosion