

## GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Monday July 24, 2006

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

The Meeting was called to order at 9:06 AM

J. Martino and J. Dupuis gave a report on their new endeavor, which was requested by Commissioner Burton, of a Grafton County Historical room. The room will be located at the south end on the second floor of the Admin building in what used to be a day room of the old Nursing Home. Martino said that at this point the room has been measured and requests have gone out to all Departments, including State Offices for any kind of old Grafton County memorabilia. There is a budget in place for items and some things like core board for signs have already been ordered. A check in system is being devised that will categorize all the items received. Furniture, (bookcases and display cases) will be purchased at auctions and tag sales so that the room remains "of the time" and free of "new" furniture and fixtures. A gate will be added to the doorway so that the room can be secured on weekends and when the Administrative Offices are closed.

J. Dupuis said that the maps that were slated for restoration have been sent out and that two of those maps will go into the Historical Room and the large map will go back into the Deeds Office. Both Martino and Dupuis are very excited about the endeavor and look forward to getting it going.

Commissioner Burton noted that he wanted to make sure that items that come into the room are specific to Grafton County Government and offered up a couple of names of people who have experience in such things. The Commissioners look forward to the new room.

Superintendent Oakes arrived along with staff member J. Bishop for a presentation of an innovation award. J. Bishop is responsible for constructing a tri-pod, chain hoist which provides a measure of safety when entering the pits. The hoist can lift a great deal of weight and works on a chain pulley system. Most of the materials used were scavenged from the old shop and purchased materials were less than \$20. Supt. Oakes stated that J. Bishop does many things that have been beneficial to the Complex.

Register of Deeds, Joel Dupuis was still in attendance and echoed the sentiments of how resourceful the Maintenance Department can be.

J. Bishop was awarded a check in the amount of \$200 for his innovative idea.

The Commissioners opened fuel bids for fiscal year 2007. Two bids were received for #2 heating oil and one bid was received for propane.

<u>#2 heating oil:</u>	Bradford/Pratts:	\$2.4042 for pre-buy \$2.4242 for fixed price
	Sprague	\$2.4795 for both pre-buy and fixed
<u>Propane:</u>	Bradford/Pratts	\$1.6390 pre-buy \$1.6590 fixed price

Commissioner Burton asked Supt. Oakes if all the companies that were asked last year were again asked to bid, to which he said that they were.

After reading the bid from Sprague, Commissioner Cryans asked whether the County was exempt from certain taxes that we were unaware of. Supt. Oakes and Executive Director Clough said that they were not aware of any special exceptions from taxes on fuel but would check into it. Exemption from taxes would not make a difference as to which company was chosen as they should apply to both.

Commissioner Gabler asked how much was budgeted for fuel and Executive Director Clough said she thought it was \$2.38.

There was some discussion as to whether it was better to go with a fixed price or do a pre-buy.

Commissioner Gabler motioned to chose Bradford/Pratts fixed pricing for both #2 heating oil and propane, which was seconded by Commissioner Burton. All were in favor.

Supt. Oakes remained to go over his Maintenance Report from June 6 to July 24.

Commissioner Burton asked Supt. Oakes if the survey team that was recently at the Nursing Home, functioned in a professional way and asked if the Superintendent was treated properly and with respect, to which the Supt. answered yes.

Commissioner Burton asked about the crack in the boilers and whether or not it was being properly documented, i.e. were pictures taken. Supt. Oakes said that he had documented everything but had not taken pictures, though that was a good idea.

Commissioner Cryans asked how the Nursing Home fared in the hot weather that we just had and Supt. Oakes said that everything went fine.

Superintendent Oakes noted that during the survey at the Nursing Home, no discrepancies were noted. He also said that the Dept. of Labor inspector had returned and found that all the original citations were addressed and the she was pleased with the results.

Superintendent Oakes asked the Commissioners for a bid waiver request to purchase stainless steel toilets for the jail and a domestic hot water tank for the Nursing Home. In both cases there were only two vendors who could supply such items and after contacting both, Supt. Oakes made choices based on price and availability. F.W. Webb and J.A Sexauer were the only two suppliers of the stainless steel toilets and the best price was from J.A Sexauer.

Commissioner Cryans asked what percentage of toilets were replaced with stainless steel and Supt. Oakes said that it was close to half of them and also noted that in the event of a new Correctional Facility, the toilets can be re-sold for a reasonable price.

Commissioner Gabler moved to approve the waiver of bid for fifteen stainless steel toilets to be purchased at a cost of \$800 each, to be used at the jail, which was seconded by Commissioner Burton. All were in favor.

Again, there were only two suppliers of the boiler for the Nursing Home and the one chosen by Supt. Oakes will come through F.W. Webb out of Lebanon.

Commissioner Gabler moved to approve the bid waiver for the boiler which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans noted how well the grounds looked right now and Supt. Oakes said that that was due to one of his staff, C. Blake, and an inmate, who spend a good time of time mowing.

Commissioner Burton asked about the use of the ATV trails across the road and asked whether that was going well. Supt. Oakes said that he didn't have much to do with that area but that he hadn't heard of any problems.

The Commissioners reviewed a letter from an inmate that was originally sent to the Commissioners regarding a book that he was disallowed. Since that time, Superintendent Libby addressed the inmate's concern and there is no longer an issue with that inmate.

Superintendent Libby arrived to give his DoC report saying that they currently had 126 inmates in house and there was an average of 130 on weekends.

The Superintendent discussed briefly the problem with the aforementioned inmate which had to do with the reading of a book that the Superintendent considered "inappropriate reading" as in his opinion, it was racist. Again it was stated that the Supt. had met with the inmate and the issued had been resolved.

Superintendent Libby asked the Commissioners to approve out of state travel for four of his staff members to attend software training in Pennsylvania.

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

The farm stand will not have a large amount of crops this year due to the weather. Potatoes will be plentiful.

Community work programs have taken place in Bethlehem, Plymouth, Lake Tarelton, Warren School, St. Luke's Parrish and roadside cleanup locally has been done. Commissioner Burton informed Supt. Libby that in a recent discussion with someone from the Holderness Fish and Game, it was mentioned that they could use some inmate labor there and were given Mr. Libby's name as a contact.

Commissioner Burton asked what the inmates did for lunch when on community service duty and Supt. Libby said that they have a cooler with drinks and sandwiches. Commissioner Burton then asked about tools and who supplied them, to which Supt. Libby said that the tools were supplied by the organization contracting the work.

Commissioner Burton asked if there was a policy in place that addresses the denial of certain reading material and if that was covered by law. Supt. Libby said that his policies cover it and that if the situation were to come before a judge that the County would win in court.

The Commissioners discussed other possibilities of people to sit on the jail steering committee, and Commissioner Burton and Cryans offered up a couple of other names for consideration. Supt. Libby said that the RFP for the Needs Assessment had been sent out and was scheduled to be returned by the 25<sup>th</sup> of August.

Farm Manager Kimball arrived with his report saying that they were milking 72 cows, for about 55# each and shipping 8000# of milk, which is down due to the very hot weather. The price of milk is \$12.41. The Farm has had five calves in the last three days, with eleven more on the way.

Interviews for the Farm Helper have been narrowed down to three applicants and FM Kimball hopes to have someone in place within the next few weeks.

FM Kimball asked if he could hook up a culvert into the existing one and divert some of the water away from the road down to the fields, in the hopes of salvaging what he has. Commissioner Gabler suggested he go ahead with the culvert as it should not be that expensive to do.

Human Resource Manager Joanne Mann arrived with her report saying that since the last meeting, there has been a 2.07% turnover in personnel. Open positions include:

- 1- Full Time Farm Helper
- 1- Full Time Laundry Aid
- 3- LNA's
- 1- Bedmaker
- ❖ A benefits fair was held at the County on June 7<sup>th</sup> which had a really good turnout.
- K. Clough set everything up and manned the event.
- ❖ A new HR Clerk is in the process of being trained.

- ❖ The Insurance Task Force is underway and representatives from Health Trust attended the last meeting, to which HRM Mann will condense numbers regarding claims and get back to the committee. There is a plan for a Wellness Fair which may include discounts for employees at health facilities.
- ❖ HRM Mann met with J. Walker and E. Ryan regarding group auto insurance policies.
- ❖ HR is in the process of gathering college catalogues.
- ❖ HRM Mann is working on revising the approved policies for the employee manual.

Commissioner Burton asked when the last time that employees were made aware of the tuition assistance. HRM Mann replied that all new hires get information in their orientation packets and K. Clough goes over it with them during that time as well as giving them additional information.

Commissioner Cryans asked if employees knew what the County pays per employee for their health insurance benefits. Executive Director Clough said that they probably do not know what is paid on their behalf. HRM Mann said that they probably have a general idea as they have probably heard it, but times they have selective hearing and do not choose to want to know.

Executive Director Clough said that the last time that information was sent out, the response was negative in that the employees did not want to know what was paid. Commissioner Cryans and Commissioner Gabler said that they thought it would be a good idea to have that information out there.

Commissioner Cryans asked that HRM Mann work with the Executive Director to supply that information to the employees and asked how many County employees we have at present. HRM Mann said it was 387.

Commissioner Cryans asked if the consensus was that the County was still considered a good place to work, to which she answered yes and that during her interviews with potential employees, she always asks why they wanted to work here and the response was usually that the person had heard that it was a good place to work.

Nursing Home Administrator Bolander was unable to attend the meeting but provided a report to the Executive Director, which she read to the Commissioners.

The Nursing Home has purchased a surety bond for the resident account for \$7500 for a three year term. This bond was required by the survey team to avoid a deficiency. A surety bond assures that resident money is covered by insurance should anything wrongly happen with the account.

NHA Bolander wrote that there were many people out on FML which is becoming a problems.

September 9<sup>th</sup> is the tentative date for Family Day.

There were no deficiencies from the Nursing Home survey.

The Commissioners recessed for lunch  
The Commissioner resumed the meeting

Executive Director Clough informed the Commissioners that Mark Scarrano was the new Executive Director for GCEDC and will assume the position on August 16, 2006.

Commissioner Gabler moved to approve the minutes from July 10, 2006, which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed the 2006 encumbrances with the Executive Director.

Commissioner Gabler moved to approve the 2006 encumbrances, which was seconded by Commissioner Burton. All were in favor.

Executive Director Clough gave the Commissioners a year end financial update.

Total Revenue: \$27,603,970.15

Total Expenses: \$25,579,553.38

\$6.5M Balance with \$1.15M Encumbered. The Farm,<\$42,922> and Attorney VAWA Grant are under revenue. Nursing Home and the Contingency line are over expended.

The Auditors will be here next week.

The Commissioner signed the payroll changes for appointed officials.

Executive Director Clough passed out the Department Head evaluation requests which need to be returned by August 21, 2006.

Executive Director Clough informed the Commissioners that CDFA is looking for a letter of concurrence for the second CDBG application for MascomaCorp. The letter received states that the applicant assumes the risk for cost incurred if the CDBG grant is not awarded. Executive Director Clough called Christine Walker at NCC for clarification regarding the letter and it was explained that the expenses are at the owner's expense and the owner in this case is NCC and GCEDC therefore the County has no financial responsibility. The grant amount is \$500K.

A thank you letter was received from the DiCenzo Memorial Camp Fund for the donation from the County.

A thank you letter was received from UNH Cooperative Extension.

A letter was received from CDFA, as MicroCredit NH had been awarded the contract. The Commissioners signed the contract.

Executive Director Clough asked the Commissioners for a bid waiver for restoration work that was to be done on two signs that were over at the Courthouse. The sign by the road would have the words "Administration Offices", taken off and there would be repair work done on the seal that was directly on the building.

Lincoln sign has done all the original signage on the complex and the Executive Director is asking that they be the ones to do this work as well. Cost will be approximately \$9K.

Commissioner Burton moved to approve the bid waiver and allow Lincoln signs to do the work, which was seconded by Commissioner Gabler. All were in favor.

Executive Director Clough asked the Commissioners for a bid waiver for Dispatch for a windows server upgrade for the new area, to be done by Profile Technologies, who has done all their computer work in the past and is familiar with the system. Cost will be \$11,800 and will be paid for by FEMA funding. Security is an issue and PT has clearance in that area.

Commissioner Gabler moved to approve the bid waiver for the Dispatch center and award the work to Profile Technologies, which was seconded by Commissioner Burton. All were in favor.

Executive Director Clough requested a second bid waiver for an Automated Vehicle Locator (AVL), which will be done by Radio IPR Link and will modify the current data at a cost of \$12,152, which again will be paid for by FEMA funding. Since this is an upgrade, the work should be done by the company who originally installed it.

Commissioner Gabler moved to approve the bid waiver, which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans signed the CDBG certification for the Gile Project.

The Commissioners would like to have a luncheon, or take the Maintenance Department out to lunch, for all the work that they've done for the new Dispatch Center. Executive Director Clough will arrange this with Superintendent Oakes.

Commissioner Gabler suggested the possibility of setting up a permanent booth area for Grafton County, at the North Haverhill fair next year.

### COMMISSIONER ISSUES

Commissioner Burton asked if there was any information so far regarding State Farm Day and Executive Director Clough said that she has not come across anything.

Commissioner Burton asked about vacant space in the Admin building and usage of it. Executive Director Clough said that most of the space was being used as storage at this point as there really isn't any other storage space available on site. Commissioner Burton said that he would still like to see NCC review the space and make recommendations.

Commissioner Gabler reviewed where the Long Range Plan stood at this point saying that there should be a finished document within the next three months.

Commissioner Burton noted that September 12 and November 11 were Election Days and hoped that the Nursing Home residents are both informed and reminded of the dates.

Commissioner Burton wanted to note again that the Nursing Home was deficiency free on the recent survey that had taken place.

Commissioner Gabler said that he attended the grand opening of the Dispatch center noting that there were about 120 people there, including FEMA and other officials, and that the event was very well run.

Commissioner Gabler commented that the first Jail Steering Committee meeting had gone well. Commissioner Cryans asked about promoting the new jail within their respective districts. Executive Director Clough said that she thought that it would be best to wait for the RFP for the Needs Assessment to be chosen and the go ahead on that is given. She also suggested that it would be prudent to have an idea of the operating costs of the new facility so that when questions were asked, answers could be provided.

Commissioner Gabler said that he has been very up front with people that he's been talking with and straight with the fact that the new jail is going to be expensive and have an impact on taxes. Commissioner Gabler also mentioned that he has also been taking some key people on tours of the jail so that they can see how much a new one is needed.

In reference to the space at the Courthouse used by the Bar Association, Commissioner Gabler produced information from Rockingham County that showed that the Rockingham Bar Association leases their space at a cost of \$9.60 per square foot, and suggested that we continue to pursue having the Grafton County Bar Association pay rent on the area used at the Courthouse.

Being no further business, the meeting adjourned at 1:55PM

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Raymond S. Burton, Clerk

**REPORT TO COMMISSIONERS**  
**MAINTENANCE DEPARTMENT ACTIVITIES**

**June 6 – July 24, 2006**

**Nursing Home**

- ❑ **Vermont Mechanical** – Kitchen hood air conditioning DX cooling coil kept freezing up causing unit to shut down prematurely and then drip water on ceiling tiles below, ruining them...installed freeze-stat under warranty to prevent freeze up
- ❑ **Vermont Mechanical** – Kitchen hood air conditioning condensing unit compressor line fractured causing complete loss of freon...repaired fracture and serviced unit with freon under warranty
- ❑ **Vermont Mechanical** – Condensate drain to HRU 2 DX cooling coil was improperly pitched to the outside causing water to back up in the unit and drip through the ceiling below, ruining ceiling tiles...fixed drain pitch under warranty
- ❑ **Vermont Mechanical** – Boiler #1 had a cast-iron segment crack, causing water to leak all over the boiler room floor...Replaced cracked segment under warranty
- ❑ **Capital Fire** – Quarterly sprinkler inspections and test due throughout...inspection and test complete...no defects noted
- ❑ **Stanley Elevator** – All elevators were due a quarterly inspection and test...inspections and tests complete...no discrepancies noted
- ❑ **GCM** – Mixing valve on Penner bathing tub on Meadow makes loud squealing noise...replaced mixing valve inner cartridge
- ❑ **GCM** – Unit ventilators in Maple and Profile Dining rooms failed to cool rooms properly...found relays fused in open position...replaced relays
- ❑ **GCM** – Numerous thermal pane windows throughout had seal fail allowing moisture to build between panes...replaced windows under warranty
- ❑ **GCM** – Numerous 2-lamp light ballast throughout failed prematurely...replaced ballast under warranty
- ❑ **GCM** – Numerous electric bed parts failed prematurely...replaced parts under warranty
- ❑ **GCM** – Dishwasher failed to maintain 180 degree rinse temperature...found water temperature booster out of calibration...recalibrated unit
- ❑ **GCM** – The gap between the laundry area fire doors was slightly too wide, thus not meeting NFPA and state fire codes...shimmed doors
- ❑ **GCM** – Uninstalled & removed excess cabinets from phone/server room to allow relocation of server equipment that crowds/blocks phone system panels...installed new flooring where cabinets previously sat
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

**DOC / Farm**

- ❑ **Capital Fire** – Quarterly sprinkler inspections and test due throughout...inspection and test complete...no defects noted
- ❑ **Stanley Elevator** – All elevators were due a quarterly inspection and test...inspections and tests complete...no discrepancies noted
- ❑ **GCM** – Toilets in Fed East and Lock-block areas were damaged by inmates requiring replacement...installed new stainless steel toilets
- ❑ **GCM** – Numerous water lines to cow's watering fountains were found chaffed through and leaking...replaced chaffed segments of pipe

## Courthouse

- ❑ *Stanley Elevator* – All elevators were due a quarterly inspection and test...inspections and tests complete...repaired discrepancy listed below
- ❑ *Stanley Elevator* – Elevator door would cycle opened and closed on each floor and car sometimes wouldn't align properly with floor...adjusted door closing linkage and calibrated system
- ❑ *GCM* – Experienced numerous problems with AC-1 and cutting out prematurely and failing to cool various zones throughout the courthouse...troubleshoot to condensing unit relays...replaced relays
- ❑ *GCM* – Completed renovation of new Dispatch center
- ❑ *GCM* – Guttered old Corrections & Probation area for expansion of County Attorney office space
- ❑ *GCM* – Installed safety panels across entire upper lobby ½ wall to prevent children from tumbling over the side
- ❑ *GCM* – Performed numerous routine and PM tasks throughout

## 1930's Building

- ❑ *Vermont Mechanical* – Boiler #2 had a cast-iron segment crack, causing water to leak all over the boiler room floor...Replaced cracked segment under warranty
- ❑ *Capital Fire* – Quarterly sprinkler inspections and test due throughout...inspection and test complete...no defects noted
- ❑ *Stanley Elevator* – All elevators were due a quarterly inspection and test...inspections and tests complete...no discrepancies noted
- ❑ *Stanley Elevator* – Elevator got stuck between floors and failed to operate following thunderstorm...jumped out relay finals and reset system
- ❑ *GCM* – Installed smoke detectors and fire extinguishers throughout all of building's break/kitchen area in addition to the server room
- ❑ *GCM* – Repaired emergency egress lighting near North entrance and Maintenance shop door that had been damaged by falling ice this past winter
- ❑ *GCM* – Performed numerous routine and PM tasks throughout

## Complex

- ❑ *Caterpillar* – Ongoing problem...Nursing home generator would not start on first start attempt after generator hadn't been started for a couple of weeks...generator fuel lines were losing their priming...replaced fuel transfer and priming pumps
- ❑ *GCM* – We replaced the main sewer grinder assembly with the new one purchased late last year...the new one runs great and does a fantastic job pulverizing any waste that it encounters
- ❑ *GCM* – Installed ramp on gazebo
- ❑ *GCM* – Numerous limbs and tress were knocked down from violent thunderstorm...cut up downed trees and limbs and hauled away
- ❑ *GCM* – Performed various grounds maintenance throughout complex with assistance from inmate

## Complaints

- ❑ Nursing home staff and residents complained AC wasn't working in the 1969 building dining rooms...see fix above
- ❑ Kitchen staff complained the hood AC system leaked and didn't work at times...see fixes above
- ❑ Courthouse staff complained the AC didn't work sometimes in various locations...see fix above

### **Training Scheduled, Received or Provided**

- ❑ Nothing of significance

### **Significant Issues or Events**

- ❑ The State of NH Dept. of Labor inspector stopped by to follow up on her inspection findings from late last fall...she was pleased to find out we had addressed all of the citations levied against us from her previous inspection
- ❑ The State of NH Dept. of Health & Human Services performed their annual survey of the nursing home...no discrepancies or citations were given
- ❑ Should be receiving civil engineer's proposal today to work drainage and erosion issues

### **Activities planned for next month**

- ❑ Replace concrete steps leading into north entrance of 1930 building
- ❑ Build raised flower bed retaining walls and foot bridge to gazebo
- ❑ Continue working on safety programs
- ❑ Rehab plows and sander
- ❑ Continue renovation of County Attorney's new space
- ❑ Scrape and paint two generator shacks
- ❑ Solicit bids for much of pre-approved contracted maintenance

### **Special Requests**

- ❑ Waive bidding process on new stainless steel toilets for jail and domestic hot water tank for nursing home