

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Monday August 28, 2006

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

The Meeting was called to order at 10:12 AM by Commissioner Gabler.

Four bids were received from companies who responded to the RFP for the Needs Assessment for the new jail. The bids were opened and logged in, to be reviewed on Thursday, September 9th by the Jail Core Committee. Bids were from the following companies:

Kimme & Associates ~ Champaign, IL
Vorhis & Associates ~ Lafayette, CO
Ricci & Greene Associates ~ NY
SMRT ~ Portland, ME

Commissioner Burton moved to approve the minutes from August 21, 2006, which was seconded by Commissioner Gabler. All were in favor.

The Commissioners signed the check registers.

Executive Director Clough presented a request for out of state travel for Assistant County Attorney James Vara to travel to Rhode Island for training on evidence for prosecutors.

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

10:21 ~ Commissioner Cryans arrived.

Executive Director Clough presented the Commissioners with a Memorandum of Understanding from UNH to be signed by the Chair, and the Chair of the Delegation, Rep. Almy. This is an agreement between UNH and the County which has been in affect since 1957 and is agreed upon via signatures every six years.

The Executive Director also informed the Board that there will be a celebration of the MOU on September 25th at the County Conference. There will also be another County Conversation event held on the 25th, in Hillsboro County, at the Radisson from 3-5 PM.

Commissioner Burton moved to agree upon the MOU, which was seconded by Commissioner Gabler. All were in favor.

Commissioner Cryans signed the MOU.

Executive Director Clough read a response letter from Kathryn Dodge of the State of NH Postsecondary Education, which reiterated it's original denial of offering a Baccalaureate degree in Nursing at Lebanon College. This letter was a response to the Commissioners request.

Executive Director Clough presented a request from Forester Nory Parr that ATV and motorbikes be prohibited from using the trails across the street, while the logging operation is going on. In his request letter he states that although attempts were made to divert traffic away from the logging area, the signs that were put up were ignored and the loggers were still being visited by ATVs and motorbikes, which he considered to be a liability to the County. The letter also stated that roads were being damaged and since there was no money in place for road repair, the loggers were forced to make repairs themselves in order to travel on the roads. N. Parr requested that the woodlands be posted to all recreational vehicles until the logging was complete, or no later than December 1, 2006.

Commissioner Gabler stated that he assumed that if signs are being ignored now, then they will most likely continue to be ignored if posted. He also noted that he thought that N. Parr has an agenda to shut down the trails to ATVs and noted that in his opinion, the land is for public use.

Commissioner Burton said that he would not vote to restrict the use of county land.

No motion was made.

An email letter was received from the new GCEDC Executive Director, Mark Scarrano, who said that he was looking for five to ten acres to construct a building for an economic job project, and asked the Commissioners if they knew of any land available for sale. Commissioner Cryans said that he would contact M. Scarrano and give him names of real estate brokers who may have land parcels.

The Commissioners signed an MS-5 & MS-2 report to be filed with the DRA, for the unincorporated town of Livermore.

The Commissioners signed the Federal Annual Certification Report on the drug forfeiture accounts. Recently purchased surveillance equipment has used up much of the funds.

Executive Director Clough informed the Commissioners that as of July 1, 2007, the New Hampshire Retirement contributions will increase from 6.81% to 8.74% for group I, and from 9.68% to 11.84% for group II. Employees contribute 5% of their gross wages toward retirement. These increases will have to be taken into account when preparing the budget for FY08.

Executive Director Clough asked the Commissioners for an educational assistance approval for an LNA who will be taking an Anatomy and Physiology class in Woodsville.

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

The Commissioners signed a letter of praise for Tom Buob for receipt his award from the National Association of County Agricultural Agents.

Nursing Home Administrator Eileen Bolander arrived and provided the Commissioners with a letter of appeal that she is preparing to send to HHS, regarding the increase in the budget neutrality factor, which jumped 11% even though Commissioner Stephen of Health and Human Service said their was a surplus. Most of the Nursing Homes are appealing. The Commissioners were in agreement with the appeal and Commissioner Cryans asked NHA Bolander to revise the letter so that the Commissioners could sign it as well.

NHA Bolander informed the Commissioners that Commissioner Stephen will be visiting the Nursing Home on September 15th and requested that the visit be handled as an “event” with media coverage. NHA Bolander has created a theme of Staff Appreciation Day and will be honoring members of the staff. The Commissioners will be in attendance.

NHA Bolander has accepted the position of Affiliate President for another year.

Family Day plans are coming along nicely and there is a big turnout expected. Family Day will be held on September 9th.

The census is currently at 126 with 3 anticipated admissions this week. NHA Bolander noted that there are a number of employees who are out on FMLA which is been very difficult.

Commissioner Burton noted the interest that the Board has taken in regard to trying to influence the NH Post Education Board into offering a four year degree in Nursing at Lebanon College, saying that he has not yet given up on the fight. There was further discussion as to which colleges have four year degree programs for Nursing and whether there were schools in Vermont as well.

NHA Bolander noted that one of the big problems was finding instructors.

Commissioner Gabler asked if there was still a waiting list for residency and how long it was. NHA Bolander said that there is probably eight people on the list right now.

Commissioner Burton asked if the residents were informed about voting in the Primary election on the 12th of September, and NHA Bolander said that the Nursing Home is very active in that area and that absentee ballots are provided and they also take people to the polls to vote.

Human Resource Director Joanne Mann arrived to give her report saying that there were currently four vacancies for LNAs, one in Dietary and two LPNs.

HRD Mann has five requests for labor grade changes.

HRD Mann is interviewing vendors for the new digital document storage machine that was approved in the budget.

Job descriptions are being updated by Department heads.

HR Assistant K. Clough recently attended a two-day seminar on Human Resources and HRD Mann will be attending a Women in Management class at Franklin Pierce College from September 7th to December 12th.

The soon-to-be Drug and Alcohol policy was brought back to the table with HRD Mann saying that she had done further research and has solicited polices from the Bureau of Resource Management and the Local Government Center. After reviewing many of the policies HRD Mann said that there are many similarities within all the policies, that with time, can be pulled together to produce a policy for Grafton County that she feels would be viable.

The Commissioners did not have a chance to review the policy given to them and Commissioner Gabler had not been in contact with NACo.

Commissioner Cryans asked HRD Mann how long would it be before they would be able to settle in on a policy and asked if January 1st would be realistic. HRD Mann said that between changing the policy and instructing supervisors, who would ultimately be the ones responsible for transporting a person if necessary, that January 1st would in fact be a realistic goal.

Executive Director Clough informed the Commissioners that work had begun for the release of the new NACo Prescription card and reviewed the timeline for the rollout. A letter will be sent to all participating Pharmacies informing them of the rollout so that they will be up to date on what is happening. Prescription cards will be sent as well so that Pharmacies can give them to eligible patrons on the spot. The same letter and cards will be sent to Senior Centers and Town Offices as well. A press release will go out the week of September 18th and we will prepare some press coverage information for when Commissioner Stephen is here on the 15th of September.

COMMISSIONER ISSUES

Commissioner Gabler met with the Haverhill Select Board to give them an overview of the proposed jail project, saying that they were very appreciative for the outreach.

Commissioner Gabler said that he had spoken to someone informally from Whole Village who spoke of their appreciation that all three Commissioners had taken time to come to their ten year anniversary.

Commissioner Cryans reminded the Board that there was a group that was currently in St. Louis for the Drug Court.

Commissioner Cryans noted that he was remiss when he noted work on the budget by the Executive Director Clough and Sec. Martino, saying that Financial Coordinator Susan Cunningham also played a large roll in the production of the budget and recommended that she join the Executive Director and Sec. Martino for lunch.

There will be a site visit by CDFA at the Gile Project on September 8th at 2:30 PM

The Commissioners recessed for lunch.
The Commissioners returned from lunch.

Superintendent Jim Oakes arrived and gave his report (see attached).
Supt. Oakes said that the County Attorney's renovation was going well and that they are shooting for completion in November.

Executive Director Clough reminded the Commissioners that they had waived bid on the office furniture for the Attorney's Office and that that furniture will be ordered soon.

Supt. Oakes brought the bid waiver request from last week back to the table saying that he had spoken to two construction company's who, as of this date, would be available to do the work in the time frame that was required.

Commissioner Burton asked exactly what would be done between now and before the ground freezes that will address the erosion problem in Spring.

Supt. Oakes said that the plan was to construct two catch basins and a detention pond before the ground freezes and that would be it until Spring.

Commissioner Gabler moved to approve waiving the bid and hiring the Engineering Firms of Foresite Engineering, Tirey & Assoc. and HTE, to do the preliminary work on the bank project, which was seconded by Commissioner Burton. All were in favor.

The Commissioners will not be meeting on September 4th, as it is a holiday. The Commissioners will be doing Department Head evaluations on Tuesday September 5th beginning at 9:00 AM, which will not be a public meeting.

Being no further business, the meeting was adjourned at 1:00 PM

Raymond S. Burton, Clerk

REPORT TO COMMISSIONERS MAINTENANCE DEPARTMENT ACTIVITIES

July 25 – August 28, 2006

Nursing Home

- ❑ *Conqueror Electric* – Installed additional dedicated outlets in kitchen, employee dining room and resident dining rooms in 2003 building...alleviated overloading of circuits
- ❑ *Conqueror Electric* – Installed emergency exit signs in the Activities room and purchasing store room...enhanced fire safety
- ❑ *GCM* – Bearing froze up on circulation pump #5, domestic water circulation...swapped out pump with spare and ordered rebuild kit...parts on hand – **awaiting rebuild**
- ❑ *GCM* – Pump #1, main hot water circulation pump for 1969 building heating system, leaked around shaft seal...sent pump and motor to Frederick Flow for inspection and rebuild...pump rebuilt and returned...**awaiting installation**...currently running off pump # 2
- ❑ *GCM* – Numerous thermal pane windows throughout had seal fail allowing moisture to build between panes...replaced windows under warranty
- ❑ *GCM* – Numerous 1 and 2-lamp light ballasts throughout failed prematurely...replaced ballast under warranty
- ❑ *GCM* – Numerous electric bed parts failed prematurely...replaced parts under warranty
- ❑ *GCM* – Safety sensor strip on bottom of overhead door between kitchen and dining room was damaged when door was closed onto a wet floor sign...**replacement part on order and due in any day**
- ❑ *GCM* – Performed numerous routine and PM tasks throughout

DOC / Farm

- ❑ *NuVision* – Lost phone service in barns and between nursing home and DOC...R2 NEC phone system OPX circuit card and restored service
- ❑ *GCM* – Potato digger was inoperable due to numerous stripped and broken gears...welded new teeth on gears and restored to service

Courthouse

- ❑ *Precision Mechanical* – Radio room AC unit wasn't putting out cold air and had error code...R2 circuit board to radio room AC unit
- ❑ *Brown's driveway sealing Co.* – Filled cracks throughout courthouse parking and driveway areas
- ❑ *GCM* – AC-2's compressors were not staging correctly...R2 relays
- ❑ *GCM* – In process of renovating County Attorney's space...installed new walls, doors and installed new electrical services
- ❑ *GCM* – Performed 2-year water-side inspection of boilers...checked good
- ❑ *GCM* – Performed annual inspection of boiler low water cut out switches, cleaned flame tubes and R2 fuel filters
- ❑ *GCM* – Upgraded sitting lobby lights to energy efficient T8 lighting
- ❑ *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

- ❑ **H.P. Smith Boiler Co.** – Discovered boiler #2’s burner flame impinges on the right side of boiler and may be cause for premature failure of segments...**GCM in progress of determining cause**
- ❑ **GCM** – Seal between window thermal panes in bathroom next to Julie’s office, failed prematurely...R2 window under warranty
- ❑ **GCM** – Chunk missing from step leading to Deeds porch...Patched steps
- ❑ **GCM** – In process of rebuilding north steps
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

Complex

- ❑ **Caterpillar** – All of complex’s emergency generators were due their annual inspection and test...All inspected and tested good with the exception of a few minor discrepancies (radiator hose & block heater) found on the John Deere generator...all discrepancies were corrected
- ❑ **GCM** – Caterpillar generator interstitial tank float sends intermittent false signal to alarm panel indicating a tank leak...spill recovery tank is completely dry...**ordered replacement float**
- ❑ **GCM** – Built retaining walls along raised flower bed by gazebo...will allow residents to gain close access to raised bed once sidewalk is constructed
- ❑ **GCM** – In process of constructing a footbridge to the gazebo so that residents can access the gazebo more easily and ease passage between the courthouse and nursing home
- ❑ **GCM** – Performed various grounds maintenance throughout complex with assistance from inmate

Complaints

- ❑ None

Training Scheduled, Received or Provided

- ❑ Dennis and Kevin attended Carlin burner school in Longmeadow, MA...will facilitate tuning our own boilers

Significant Issues or Events

- ❑ We solicited bids for the following work:
 - Emergency generator reconfiguration/upgrade
 - Rewire barns
 - Install fire alarm system in barns
 - Replace courthouse transformer
 - Rehabilitate barn cupolas
 - Install in-ground grease trap at nursing home
 - Construct sidewalk between nursing home & courthouse
 - Install carpet in County Attorney’s new space

Bids are due NLT Sep 1 at 3:00 PM

Activities planned for next month

- ❑ Finish replacing concrete steps leading into north entrance of 1930 building
- ❑ Finish refurbishing plows and sander
- ❑ Continue constructing footbridge to gazebo

- ❑ Rebuild circulation pump #5
- ❑ Install new mount pad for circulation pump #1 in 1969 building and mount repaired pump
- ❑ Fix 1930's building boiler #2 flame impingement
- ❑ Tune all boilers throughout complex
- ❑ Continue renovation of County Attorney's new space
- ❑ Paint two generator shacks
- ❑ Line striping of nursing home, old commissioner's building and courthouse parking lots

Special Requests

- ❑ Waive bid to use Foresite Engineering and associated engineering firms for drainage & erosion project oversight...Morrill Construction & Horne Excavating are currently available the last ½ of October and November should