

GRAFTON COUNTY COMMISSIONERS MEETING

Hanover Town Hall

Hanover, NH

Monday November 13, 2006

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

DEPARTMENT HEADS: County Attorney Rick St. Hilaire, Maintenance Superintendent Jim Oakes, Sheriff Doug Dutile and Human Resource Director Joanne Mann.

GUESTS: Town Manager Julia Griffin, Representative Susan Almy.

Commissioner Cryans called the meeting to order at 9:17 AM and thanked Julia Griffin and Penny Hoisington for kindly having coffee, donuts and juice for our arrival.

Commissioner Cryans introduced Lebanon Representative Susan Almy and congratulated her on her recent win in the election, noting that the Delegation will be reorganizing on December 11, 2006, for the next term.

Opening of the cruiser bids.

The Bids were for three cruisers: Years 2000, 2002 and 2003 and were as follows:

Vehicle	Name/Business	Amount Bid
2000	Neal Meagher	\$ 650
2000	Grace Used Cars	\$ 1459
2000	Police Cars Unltd.	\$ 1818
2000	Fred Coley	<b>\$ 2056</b>
2000	Wm. Doucette's	\$ 1636
2000	Bay Ridge Motors	\$ 1159
2002	Neal Meagher	\$ 750
2002	Grace Used Cars	\$ 1459
2002	Police Cars Unltd	\$ 1818
2002	Fred Coley	\$ 2556
2002	Wm Doucette	<b>\$ 3036</b>
2002	Bay Ridge Motors	\$ 2155
2003	Neal Meagher	\$ 700
2003	Grace Used Cars	\$ 3159
2003	Police Cars Unltd	\$ 3535
2003	Fred Coley	\$ 3256
2003	Wm Doucette	<b>\$ 3646</b>
2003	Bay Ridge Motors	\$ 2667

Commissioner Gabler motioned to accept the high bids (see highlighted bids) from F. Coley and Wm. Doucette Auto (2) for the cruisers, which was seconded by Commissioner Burton. All were in favor.

Commissioner Gabler moved to approve the minutes from October 30, 2006, which was seconded by Commissioner Burton. All were in favor

Rep. Almy left for Concord.

The Commissioners signed the check registers.

The Commissioners reviewed the Superior Court report.

Executive Director Clough informed the Commissioners of a reply letter from Judge Lynn regarding a letter they sent in regard to Judge Burling and their request to have her remain in Grafton County. Judge Lynn's letter stated that there were no plans to move Judge Burling.

The Commissioners signed the first payment request from NCC for Mascoma Corp's CDBG grant, which will be going before Governor & Council on Wednesday. Warrant was signed.

Executive Director Clough gave the Commissioners an update on NCC Master Plan as an invoice was recently received. Dylan Smith will be leaving NCC but will be finish up the master plan by the end of next week and that plan will then go to the committee.

Commissioner Gabler said that in regard to the Master plan on of the recommendations that will come out of it is that a full site plan of the complex be done, since SMRT is already working for the County in reference to the jail he has asked SMRT to provide a proposal to do the site plan for the Complex as well.

Commissioner Burton added that the Department of Transportation safety team can come in and assist, at not cost, to meet and review traffic plans, along with local police, signage people and state police. They review the area and then make recommendations. Commissioner Burton feels that there should be a road going from building to building which doesn't include traveling route 10.

Commissioner Cryans asked J. Griffin if the Town of Hanover used the DOT, to which she answered that they use them all the time and that are very helpful, particularly when developers want to put in other entrances.

Executive Director Clough read a letter from Lincoln Town Manger Ted Sutton thanking the Commissioners for having Town day, but noted that he still has questions regarding the Farm and the Jail, saying that he wasn't fully convinced that the Farm was a benefit to all County residents. Executive Director Clough suggested inviting Mr. Sutton back to the County to tour the Farm to see how the farm and jail are integrated and the important role that the Farm plays in inmate management.

Commissioner Burton suggested that Supt. Libby respond to the letter and specifically to the Farm issue. Commissioner Cryans said that he would like the invitation for a visit to come from the Commissioners. Executive Director Clough will work with Supt. Libby and draft a letter of response.

Executive Director Clough informed the Commissioners that she was informed by NACo that Caremark will be merging with CVS, but that the Prescription Drug Plan will continue.

A letter was received from GCSSC thanking the Department of Corrections' Inmate Program for help they received at both Littleton and Plymouth Senior Centers.

Governor Lynch will be receiving the Good Citizenship Award at the Grappone Center in Concord on December 4<sup>th</sup>. Commissioners will not be able to attend as it is meeting day.

CDFA officials have announced that the CDBG grant was approved in the amount of \$500K for the Gile Project in Hanover. J. Griffin noted that they will be using the DOT traffic team on that project.

Commissioner Cryans noted the importance that County Government plays in helping to secure funding for projects such as the Gile and incubator.

Executive Director Clough said that she had received the Health Insurance GMR for FY 2008 and that the Matthew Thornton plan had a 7.9% increase.

The Commissioners signed a proclamation for a retiree who will be leaving Dietary after 32 years, noting the longevity of many employees.

#### COMMISSIONER ISSUES:

Commissioner Burton will be scheduling a meeting in Lincoln.

Commissioner Burton noted that a female ex-inmate had expressed interest in participating in some of the Criminal Justice Steering Committee meetings and he suggested that she be invited to do so as she may have a good perspective on what a jail may need.

Commissioner Cryans noted that the recent election has brought about some changes. Commissioner Gabler will be replaced and Commissioner Cryans noted his pleasure in working with him and thanked him for his participation with the Long Range Planning. Commissioner also noted that Register of Deeds, Joel Dupuis will be replaced and noted how much J. Dupuis enjoyed his job and wished him well.

Commissioner Burton noted that in his opinion this has been the strongest Board of Commissioners and recommended that Commissioner Gabler be kept involved in the jail even as a paid consultant if necessary, commenting on Commissioner Gabler's expertise in the area.

Commissioner Cryans said that the Legislature has also changed dramatically and said that he would like to notify the new delegates of the role that they play in the County. New State Senator Deb Reynolds replaces Carl Johnson.

Commissioner Cryans congratulated Attorney St. Hilaire and Sheriff Dutile for winning their elections.

Commissioner Cryans attended the opening of the Child Advocacy Center and said that they received checks from the NH Assoc. of Police Chiefs. Commissioner Cryans introduced Attorney St. Hilaire and asked him to speak about the CAC.

Attorney St. Hilaire began by saying that the advocacy center was set up collaboratively by the Grafton County Attorney's Office, DHMC and Sullivan County to have one location where children can be interviewed, one time, video taped and that information will be given to all parties that require it. This process causes far less trauma to the children of crimes. Dartmouth Hitchcock and the County Attorney's Office are working on a program so that when grant monies run out, the program can be self sufficient, though federal money will continue for the foreseeable future.

Attorney St. Hilaire said that Drug Court is scheduled to begin April 2007 and the plan is to hire a part time drug coordinator. Drug Court takes in chronic, drug related offenders and offers an alternative to incarceration by strict management. If person is compliant, felony convictions can be expunged, providing the program is properly completed.

Superintendent Jim Oakes gave his maintenance report dated Aug. 29 thru Nov. 10 (see attached)

Commissioner Burton asked about the duress alarms and about testing, to which Supt. Oakes said that the system is not online yet as they are waiting for the digital receiver to be installed in Dispatch. Tests will be done once the receiver is installed. Results will then be recorded.

Commissioner Burton asked where the weathervanes from the cupolas are, to which Supt. Oakes said that one is being repaired and the other has not been taken down yet.

Commissioner Burton asked how the re-wired barn would be checked and stated that he would like to have the State inspector back to make sure the job was done properly and then sign off on it. Copies of the approval should be kept at the state and here on the Complex.

Human Resource Director Joanne Mann gave her report saying that that she has been the HR Director for six years now and she has two assistants.

Vacancies: 4 – LNA's  
3 – Nurses

Drug and Alcohol Policy has just gone to the County Attorney for review. HRD Mann has just finished a Women in Management series that she considered very successful.

Sheriff Dutile spoke next, thanking Julia Griffin and the Town of Hanover for their hospitality. For general information, the Sheriff stated that last year there were 4000 transports and that the Sheriff's Dept. is responsible for Superior Court security and Civil Process, and that the Sheriff's Dept is considered the highest form of law enforcement. The Dispatch Center handles 63 agencies and receives \$600K back in revenue. Sheriff's Dept. has a \$1.8M budget.

Commissioner Cryans recognized Secy. Martino for the work she's done with public outreach including the operation of the County website. Commissioner Cryans also recognized Executive Director Clough saying that she does a fantastic job keeping the Commissioners apprised of the goings on in the County and has a good rapport with all the Department Heads.

Commissioner Cryans then noted that Representative Hilda Sokol did not run for office this term and that David Pierce will take her place. He openly thanked her for her work with the board.

Being no further business, the meeting was adjourned at 10:45 AM

---

Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

August 29 – November 10, 2006

## Nursing Home

- ❑ **ARC Mechanical** – Installed low-high-low aquastats on boilers to minimize time in high fire to save on fuel cost
- ❑ **ARC Mechanical** – Heat side of heat/cooling coil burst when condensing unit relay contactors froze in on position...repaired coil and serviced unit with freon
- ❑ **Advanced Insulation** – Re-insulated boiler breeches, ducting and pipe where insulation had been removed to replace bad segments
- ❑ **Tasco** – Installed duress alarms in key locations throughout
- ❑ **St. Paul Travelers** – Completed annual inspection of Muira steam boiler for state operating permit...no defects noted
- ❑ **Advanced Environmental** – Completed annual inspection and leak test of in-ground fuel tank and Veeder-Root electronic monitoring system per DES requirement...no defects noted
- ❑ **Kitchen Klean** – Performed 6-month inspection and cleaning of kitchen hood duct system...no defects noted
- ❑ **Alarmco** – Completed annual inspection and test of fire alarm system...no defects noted
- ❑ **Vermont Fire Extinguisher** – Completed 6-month inspection of kitchen hood fire suppression system...no defects noted
- ❑ **Stanley Elevator** – Completed annual inspection of all three elevators for state operator's permit...no defects noted
- ❑ **GCM** – Bearing assembly on circulation pump next to heat exchanger froze up...swapped out pump with spare and ordered pump rebuild kit...rebuilt pump and returned to service
- ❑ **GCM** – Pump #1, main hot water circulation pump for 1969 building heating system, leaked around shaft seal...Frederick Flow rebuilt pump and GCM installed
- ❑ **GCM** – Ice machine would not make ice...cleaned optical sensor
- ❑ **GCM** – AD-170 dryer would not light...replaced 330 degree high limit sensor
- ❑ **GCM** – Unimac 125 washer leaked around door window seal...replaced seal
- ❑ **GCM** – Unimac 125 washer statically leaked water by hot & cold water shutoff valves...rebuilt valves
- ❑ **GCM** – Kitchen food steamers leaked around door seals...replaced seals
- ❑ **GCM** – Laundry vacuum motor burned out...replaced motor
- ❑ **GCM** – AD-125 dryer (#3) lower pulley worked it's way off shaft and ate through safety housing...reinstalled pulley and repaired safety housing
- ❑ **GCM** – Back-pressure relief valve in 69 basement leaked due to ruptured diaphragm...replaced valve
- ❑ **GCM** – Installed laminate material on lower kitchenette walls on Meadow and Granite to protect walls from continuous chaffing and gouging
- ❑ **GCM** – Numerous thermal pane windows throughout had seal fail allowing moisture to build between panes...replaced windows under warranty
- ❑ **GCM** – Numerous 2-lamp light ballasts throughout failed prematurely...replaced ballast 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...replaced sensor strip
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

### DOC / Farm

- ❑ **Schofield's Septic** – Sewer line plugged in woman's house of correction and backing up from floor drain...unplugged line and retrieved lost auger head from GCM drain auger
- ❑ **Stanley Elevator** – Completed annual inspection of jail elevator for state operators permit...found smashed incline panel and bad switch...replaced both
- ❑ **Alarmco** – Completed annual inspection and test of fire alarm system...found three bad smoke detectors...GCM replaced all three
- ❑ **Royal Electric** – In process of completely rewiring both cow and pig barns...estimated completion Jan 1
- ❑ **Fenn Way Builders** – In process of replacing cow barn cupolas...both new structures are built and ready to crane in place...crane scheduled for today...will finish once in place...estimated completion Dec 1
- ❑ **GCM** – Heat pump in mechanical room leaked around shaft seal...rebuilt pump
- ❑ **GCM** – Large circulation fan motors burned out in cow barn...replaced motors
- ❑ **GCM** – Ceiling falling in by cow stanchion area towards north end of cow barn...reattached to structure

### Courthouse

- ❑ **Alarmco** – Installed cipher lock keypad access to County Attorney's new office entrance (tied to fire alarm)
- ❑ **North East Glass** – Constructed glass walls and entry doors to County Attorney's new entrance and Alison's office
- ❑ **Tasco** – Replaced all of buildings perimeter alarm devices
- ❑ **St. Paul Travelers** – Completed annual inspection of fire tube boilers and compressor for state operating permit...no defects noted
- ❑ **Advanced Environmental** – Completed annual inspection and leak test of in-ground fuel tank and Veeder-Root electronic monitoring system per DES requirement...no defects noted
- ❑ **Alarmco** – Completed annual inspection and test of fire alarm system...no defects noted
- ❑ **Stanley Elevator** – Completed annual inspection of elevator for state operator's permit...no defects noted
- ❑ **Royal Electric** – In process of replacing courthouse transformer...estimated completion Feb 1
- ❑ **GCM** – In process of renovating County Attorney's space...installing suspended ceiling, new lights, AC duct...estimated completion January 1
- ❑ **GCM** – Finished re-keying new dispatch locks
- ❑ **GCM** – Strike plate to back door entrance of courthouse is broken causing locking mechanism to hang up...replaced strike plate
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

### 1930's Building

- ❑ **ARC Mechanical** – Installed low-high-low aquastats on boilers to minimize time in high fire to save on fuel cost
- ❑ **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 discovered bad fuel nozzle...replaced nozzle
- ❑ **Beardsley Inc.** – Veeder-Root fuel tank monitoring system had all of its trouble lights on but LCD showed, "all normal"...replaced main circuit card

- ❑ **Advanced Insulation** – Re-insulated boiler breeches, ducting and pipe where insulation had been removed to replace bad segments
- ❑ **Tasco** – Installed duress alarms throughout key locations and installed camera monitoring system at handicap entrance
- ❑ **Advanced Environmental** – Completed annual inspection and leak test of in-ground fuel tank and Veeder-Root electronic monitoring system per DES requirement...no defects noted
- ❑ **Stanley Elevator** – Completed annual inspection of elevator for state operator's permit...no defects noted
- ❑ **GCM** – Air conditioner #3's coil keeps freezing up...installed freezestat
- ❑ **GCM** – Circulation pump #4 for jail heat was leaking water around shaft seal...rebuilt pump
- ❑ **GCM** – Sealed Deeds and Extension porch floors and stairs to prevent water intrusion
- ❑ **GCM** – Finishing rebuilding north steps, railings and columns...estimated completion December 1
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

### **Complex**

- ❑ **Morrill Construction** – Finished construction of sidewalk between courthouse and nursing home
- ❑ **Morrill Construction** – In process of installing catch basins, drainage pipe and constructing detention pond...estimated completion Dec 1
- ❑ **Milton Caterpillar** – Caterpillar generator interstitial tank float sends intermittent false signal to alarm panel indicating a tank leak...spill recovery tank is completely dry...replaced bad annunciator panel at Meadow nurse's station
- ❑ **Woodsville Water & Light** – Replaced numerous parking lot lights in nursing home employee parking lot
- ❑ **Royal Electric** – In process of reconfiguring generators and building new switch gear room...estimated completion Dec 15
- ❑ **Safe-T-Line** – Re-painted all parking lot markings in nursing home, old commissioner's building and courthouse parking lots
- ❑ **GCM** – Cemetery flag pole broke in ½ during wind storm due to rot...replaced flag pole
- ❑ **GCM** – Replaced bad ballast in parking lot light by old commissioner's building
- ❑ **GCM** – Completed foot-bridge to gazebo
- ❑ **GCM** – Planted red oak tree in memory of John Alcher
- ❑ **GCM** – New sewer grinder electric motor froze up...replaced motor and ordered warranty replacement
- ❑ **GCM** – Performed various grounds maintenance throughout complex with assistance from inmate

### **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

### **Significant Issues or Events**

- ❑ Received bid in the amount of \$98,104.00 from Royal Electric to install fire alarm system in barns
- ❑ Both barn roofs need replacing (shingles and some sub-structures) due to rot, shingle embrittlement and missing/broken asbestos shingles

- ❑ SFC Engineering submitted their report detailing water requirements for fighting future fires, a recommended system and estimated cost for installing the system

#### **Activities planned for next few months**

- ❑ **Horne Excavating** – Install new in-ground grease trap on Wednesday or Thursday
- ❑ **Fenn Way Builders** – Finish rebuilding cupolas
- ❑ **Royal Electric** – Finish rewiring barns
- ❑ **Royal Electric** – Finish reconfiguring generators and switch gear
- ❑ **Royal Electric** – Finish installing new transformer at courthouse
- ❑ **Morrill Construction** – Finish installation of catch basins and construction of detention pond (includes paving of disturbed areas)
- ❑ **GCM** - Finish steps, columns and railing leading into north entrance of 1930 building
- ❑ **GCM** - Finish refurbishing plows
- ❑ **GCM** – Install 250 gallon cement-lined hot water tank in 69 basement
- ❑ **GCM** – Finish renovation of County Attorney’s Space
- ❑ **GCM** – Construct O<sup>2</sup> storage area on Profile Unit in Nursing Home
- ❑ **GCM** – Solicit more bids for installing fire alarms in barns

#### **Special Requests**

- ❑ None at this time