

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Monday November 27, 2006

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

Attending Public: Harold Brown

Commissioner Cryans opened the meeting at 9:10 AM and welcomed Register of Deeds, Joel Dupuis who came to present the newly restored 19th century maps to the Commissioners. The three maps were beautifully restored, matted and framed.

Commissioner Cryans commended RD Dupuis for initiating and then following through on the process of having the maps restored, which capture the past and preserved it for future generations. Cost of persevering the three maps was \$6500 and was budgeted for this fiscal year.

RD Dupuis noted that there was also \$6500 in his budget this year for the restoration of the large County map which is located in the Deeds area. RD Dupuis requested that the money be spent and that the map does get sent out for restoration. He also requested that the surveyor, Byron Kidder from Bradford Vermont, be called in and recognized for his donation of this map to the County.

Executive Director Clough said that she will make sure RD Dupuis request is honored.

Commissioner Burton requested that some sort of paperwork be attached to the newly restored maps denoting the date of the restoration and the company, Joseph J. Marotti Company Inc., Conservation Laboratory, who had done the work

Commissioner Gabler moved to approve the minutes from November 13th, which was seconded by Commissioner Gabler. All were in favor.

The Commissioners signed the check registers.

Commissioner Burton will be attending the UNH Advisory Meeting this evening.

Commissioners Cryans and Burton signed the CDBG paperwork for the Gile project.

Farm Manager Kimball arrived to give his report saying that they are milking 68 cows, and shipping approximately 8100# of milk. Price of milk is currently at \$14.20 and is expected to remain or perhaps go even higher. The area has been cleared for the heifer barn and digging and the pouring of cement is to begin this week.

Commissioner Cryans asked when the heifer barn would be done, to which FM Kimball said that it is expected to be finished within a month if all goes as planned.

There are about 100 bags of potatoes left and the Jail is calling food kitchens to see if anyone needs some.

There are currently 30 little pigs, 10 adults for breeding and 6 other adults.

Commissioner Burton asked about the health of the herd, to which FM Kimball said that they were in good to excellent health and will remain so as long as they are kept out of the mud.

Commissioner Burton asked if anyone had any information about a legislative bill that will provide financial assistance to farmers when the milk prices drop, as does Vermont and Maine, wondering if the County would qualify. No one had any information.

Executive Director Clough gave the Commissioners the second months' report on the NACo Prescription Drug Discount Card saying that in the month of October, 78 cards were used for an average savings of 18.64% to the consumer. There was a total savings of \$1118.62 this month.

Citizens Bank will be holding their annual open house on December 12th from 12:00 to 4:00.

Executive Director Clough and Supt. Libby have composed a letter of reply to Lincoln Town Manager Ted Sutton regarding the operation of the Farm and the Jail and invited him to come to the County to tour both. They will both be attending the meeting in Lincoln on the 4th of December at 1:30, along with Commissioners Burton and Gabler.

Commissioner Burton recommended that new Delegation member Bob Matheson, Edmond Gionet and Bonnie Hamm be invited to attend the meeting also.

The Commissioners signed the representation letter to the auditors Mason and Rich.

The County has received a management letter regarding the inmate checking account, which they are unable to reconcile, and an accounts receivable account at the Nursing Home whose outstanding balances don't reconcile with the general ledger. Executive Director Clough will be meeting with B. Patanovich to straighten out the account at the Nursing Home, but the inmate account will require further investigation. Executive Director Clough will respond to the management letter.

10:00 Local Resident Harold Brown arrived.

Human Services Director Nancy Bishop arrived and informed the Commissioners that the Grafton County Senior Citizens Council had called and requested that the County donate \$5000 for an emergency food bank. This would provide meals for approximately 5000 people in the event of either a major emergency or even a small emergency such as a snow storm.

Commissioner Cryans agreed that the purchase was a good one and the price was right. Commissioner Gabler questioned what procedure was in place in the past and said that he wasn't keen on setting a precedence where the GCSSC would be asking for money each year. Commissioner Burton stated that he thought that anything that the County can do to help these agencies is important. Commissioner Cryans asked when they needed an answer and HSD Bishop said the time may have passed but she will check further.

HSD Bishop wanted to make the Commissioners aware that there was a good chance that there will be a change in HS software in the future as the current one is rather outdated and not as flexible as needed. This may not happen until FY09 but money may need to be budgeted prior to that.

HSD Bishop distributed a completed questionnaire that was part of the County Government Task Force that she was involved with.

Social Service Grant Applications will be sent out on December 8th and are scheduled to be returned January 18th.

GC Prescription Drug cards will be sent out will all appropriate financial affidavits.

The State is in the process of revising their software to correct the outstanding problem of billing cases with the same ID. Grafton County will owe money, some is already encumbered.

HSD Bishop provided the Commissioners with a printout of the monthly expenses by town.

HS will be printing in-house, and distributing their own resource cards for people to use. Commissioner Burton suggested that Grafton County be added to the card's informational numbers.

Rob Riley from MicroCredit arrived to give the Commissioners an update on the Microcredit Program, as it is time to again to apply for a new CDBG for the program. R. Riley said that only 20% of the individuals who get in contact with MicroCredit are looking to take out a loan, the other 80% come seeking advice, service and general information. 70% of businesses are over a year old. 87% of all businesses in the County are Microenterprise.

Mr. Riley presented an informational board, saying that MicroCredit was planning to add Health information pages to their website which will cover all aspects of insurance, as they have had so many questions about health insurance for both small businesses and the self employed. The company has created a new look to their logo and added a new tag line; "Building Strong Businesses". The insurance information is supported by the Endowment for Health.

Commissioner Burton stated that MicroCredit actually got it's start with Grafton County and is now branched out to all ten counties.

In closing, Mr. Riley asked that the County be willing to sponsor another application this year.

Commissioner Gabler moved that the County support MicroCredit by sponsoring an application in FY07, which was seconded by Commissioner Burton. All were in favor.

Human Resource Director Joanne Mann arrived with her report which began with vacancies.

4- LNA

2- RNs or LPNs

Chef (interviews are scheduled for this week)

1- Spare Dietary Aid

HRD Mann noted that the annual wage update is in the hands of the consultant, and that she is currently finishing up on job description updates on all the employees and that the County Attorney is reviewing the Drug and Alcohol Policy and the Supervisor Guidance manual is in the works.

Dr. DeFrahn has agreed to be the reviewing officer for the drug testing.

HRD Mann attended a Wellness Retreat, served as a panelist for LGC and attended both a Women in Management class and a Leadership class.

Correction Superintendent Libby arrived with his report saying that the population is at 115 in-house and 15 of those are women.

99% of the staff are happy with the 12 hour shift and the facility seems to be operating better with less callouts.

Supt. Libby requested that he be able to upgrade two of his staff members who were doing the job of a higher grade and that he felt should be rewarded for their work and level of responsibility. One staff member would go from grade 10 to 11, the other from grade 11 to 12.

Commissioner Gabler moved to approve the upgrade from 10 to 11, which was seconded by Commissioner Burton. All were in favor.

Commissioner Gabler moved to approve the upgrade from 11 to 12, which was seconded by Commissioner Burton. All were in favor.

Supt. Libby commented that in regard to the Jail's Steering Committee; that the committee was set up with members specifically chosen for the committee and that adding more people would most likely be counterproductive to the function of group.

Commissioner Burton then asked how people become involved, to which Commissioner Gabler said that the Steering Committee is comprised of people who have voting privileges, though others are welcome to attend the meetings and offer opinions.

Commissioner Burton then said that he thought that the process seemed to be working well and that should anyone call or want information, it should be given freely as minutes should be available under the right to know law.

Supt. Libby said that he hoped to occupy the old Commissioners building by the end of the week and has offered to help Mr. Gasser (who will be Director of the Drug Court) out in any way he can. The old Commissioners building will house the work release program, community service and hopefully they will be able to hold substance abuse programs there.

Supt. Libby wanted to make the Commissioners aware now that his 2008 budget would show increases as they hope to have their own medical staff and there will be an overall expansion of services. Supt. Libby said that it is his belief that the way to break the cycle of recidivism is through community corrections, services and programs and they will end up being costly, adding that he hoped that the Delegation would look at it that way. Commissioner Cryans said that he had just been watching a program on how necessary these services were to getting a hold on repeat offenders and that it's a prevalent notion. Supt. Libby said that he was glad to have the Commissioners support.

Supt. Libby said that he is ready for the reorganization of the Delegation and hopes that all the members decide to tour his facility.

Supt. Libby noted the changes with NHAC, specifically that Jim Monahan has left, saying that there seems to be a failure on the legislative side and hopefully that would change, however he was cautious about the possibility that the new Commissioner of Corrections procedures may end up as costs trickling down to the loss of services at a County level.

Supt. Libby said that County Superintendents will be running the academy this year as there is no one at the NHAC to do it, saying that it was a lot of work and very time consuming. Graduation will take place on December 29th in Concord.

Supt. Libby presented the Commissioners with information given to him by Mr. Brown.

Mr. Brown said one of the articles was about the decrease of crime in New York. Mr. Brown also made note that the Jail Committee meetings were not posted anywhere and suggested that they should be.

Commissioner Burton asked Executive Director Clough whether meetings will be posted and she said that they will.

Supt. Oakes arrived to give his Maintenance Report for November 11 – 27* see attached.

Commissioner Cryans asked if Supt. Oakes was pleased with the way the complex is shaping up for the winter and he replied that the plows are all ready to go as well as the sanders. All the outside water valves are shut off.

Communications Director Andross arrived to have the new dispatch fees approved, and handed out a list of the fees per town. CD Andross said that this is the first year billing is based completely on the activity of the town and that there are some large increases.

Commissioner Gabler moved to accept the new dispatch fees for calendar year 2007, which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton asked CD Andross if he would make himself available to go out and talk with the towns if needed and CD Andross said of course.

CD Andross asked the Commissioners if they were aware of the incident that happened at the Courthouse this morning, to which they were not.

CD Andross said that a little after 9:00 AM; a 41 year old man had collapsed in the restroom and was found in cardiac arrest. The man expired.

Executive Director Clough informed the Commissioners that Nursing Home Administrator Bolander was in Concord this morning and could not present her report but that she had left one for the Executive Director.

Census remains above budget.

FMLA remains high and is a challenge, particularly through the holidays.

Affiliate is busy with legislative matters.

Commissioner Cryans asked if perhaps someone could come and report in her stead, on the days that NHA Bolander could not be available.

Executive Director Clough presented a request from the County Attorney regarding the position of Director of Victim Witness and asked that it be moved to a grade 6, which was the recommendation from the company who evaluates the job classifications. Attorney St. Hilaire requested that the upgrade be retroactive to July 1st as the request has taken that amount of time to be re-evaluated. Impact to the Attorney budget would be approximately \$2700, which is available.

Commissioner Gabler moved to approve the upgrade for the Director of Victim Witness from grade 5 to grade 6, which was seconded by Commissioner Burton. All were in favor.

Executive Director Clough informed the Commissioners that she had received a complaint from the Town of Haverhill health office regarding the items that had been dumped over the bank behind the barns, which is currently visible from route 10. Director Clough said that the items are being used as rip rap right now but that she will get with the health officer to put together a plan of action to remedy the situation.

Executive Director Clough informed the Commissioners that she had been contacted by the Regional Sales Director for Ameriplan, a discount insurance company, who would like to offer employees who are not covered by County insurance, a health plan. After some research, Director Clough said that no references could be found on this company in the Northeast and that discount plans are not regulated by the Insurance Commissioner and could cause more problems for employees in the long run. Director Clough has informed this person that the County was not interested in the program and that they could not solicit employees during work hours.

Executive Director Clough said that she and HR were in the process of developing a job description for the new Drug Court Coordinator position. Commissioner Burton was not aware of the hiring of a new person and asked what the pay would be. Director Clough said that he

was being paid \$40 an hour and working 20 hours a week. Commissioner Burton asked who he reports to and Director Clough said that would be the County Attorney. Commissioner Burton said that he would like to see that one of the duties of the Drug Court Coordinator would be that they seek out any and all public and private monies and that he report to the Commissioners from time to time on the progress.

Commissioner Burton said that he attended the retirement party for Gail O'Shaunessy.

Commissioner Burton asked if the inquiry from Robert Fillian to donate to the historical room had been addressed and Director Clough said that the County can not accept monetary donations if that is what he was looking to do.

Commissioner Burton had spoken to Executive Director Mark Chain from Alumni Hall who said that he would like to host a Commissioners Meeting at the hall some evening.

Commissioner Burton asked what authority the Board of Commissioners has regarding the overseeing of the incoming money in the Deeds department, noting that there will be a new Register of Deeds. Executive Director Clough said that the County doesn't have as much oversight as the State, due to the fact the 96% of the Real Estate Transfer Tax belongs to the state only 4% goes to the County.

Commissioner Cryans asked if the new Delegation members have been sent information regarding the swearing in, etc., and Executive Director Clough said that a packet of information had been sent out last week.

Executive Director Clough noted that there will be a meeting in Lincoln at 1:30 PM next Monday.

Being no further business, the meeting was adjourned at 12:30 PM

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 11 - 27, 2006

Nursing Home

- ❑ **Advanced Insulation** – Scheduled to install insulation on HRU-5 AC supply ducts in attic space over housekeeping area (overlooked during nursing home renovation)
- ❑ **Conqueror Electric** – Installed new outlet in Purchasing storeroom for
- ❑ **Horne's Excavating** – Installed 1,000 gallon in-ground grease trap in yard outside kitchen
- ❑ **GCM** – AD-170 dryer lint trap door switch doesn't work...replaced switch
- ❑ **GCM** – Meadow kitchenette refrigerator door handle broken...replaced with warranty replacement door
- ❑ **GCM** – Electric bed parts failed prematurely...replaced parts with warranty replacements
- ❑ **GCM** – Numerous 2-lamp light ballasts throughout failed prematurely...replaced ballast under warranty
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

DOC / Farm

- ❑ **Royal Electric** – Still in process of completely rewiring both cow and pig barns...estimated completion Jan 1
- ❑ **Fenn Way Builders** – Still in process of replacing cow barn cupolas...both new structures were craned in place and being finished on roof
- ❑ **GCM** – In process of trying to get replacement parts to restore weathervanes...in contact with a company from RI

Courthouse

- ❑ **Royal Electric** – In process of replacing courthouse transformer...transformer backordered...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** – Performed numerous routine and PM tasks throughout

1930's Building

- ❑ **Conqueror Electric** – Installed numerous exit signs throughout
- ❑ **GCM** – Installed baby changing table in women's restroom on 1st floor
- ❑ **GCM** – Finished rebuilding and sealing north steps and restored columns...Still need to refurbish railings and install in the spring
- ❑ **GCM** – Performed numerous routine and PM tasks throughout

Complex

- ❑ **Morrill Construction** – Still in process of installing catch basins, drainage pipe and constructing detention pond...estimated completion Dec 1

- ❑ **Royal Electric** – Still in process of reconfiguring generators and building new switch gear room...estimated completion Dec 15
- ❑ **GCM** – Completed second raised bed by gazebo
- ❑ **GCM** – Finished refurbishing plows and sander
- ❑ **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
- ❑ Jim Oakes – scheduled to attend, “The Fundamentals of Construction Contracts: Understanding the Issues in NH”, a one day seminar in Manchester, NH in January 07

Other Issues or Events

- ❑ There were no provisions as to how the heifer barn was going to get it’s power
 - I solicited a bid from Royal Electric to run a 100 AMP, 3-phase service from the generator shack to the heifer barn (includes 100 AMP entrance panel and approximately six GFI protected outlets)
 - Morrill Construction saw-cut the pavement, trenched and repaved area of driveway where underground conduit runs

Activities planned for next few months

- ❑ **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** – Install 250 gallon cement-lined hot water tank in 69 basement
- ❑ **GCM** – Finish renovation of County Attorney’s Space
- ❑ **GCM** – Construct O² storage area on Profile Unit in Nursing Home
- ❑ **GCM** – Solicit more bids for installing fire alarms in barns

Special Requests

- ❑ None at this time

