

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Monday Aug 22, 2005

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

The Meeting was called to order 9:08 PM

Howard Hatch arrived with Kristen Hatch to sign the paperwork for the sale of property. After signing all the paperwork Mr. Hatch thanked the Executive Director and the Commissioners for allowing him to purchase the property and for making the sale an easy one for all.

Peter Benson, North County Liaison to Governor Lynch arrived to briefly discuss his position in the Government. Mr. Benson has been on the job for approximately two months and works out of the Berlin Technical College, but travels in the North Country, mimicking the area that North Country Council covers. His primary role is to offer constituent services to citizens. He acts as the Governor's eyes and ears in the North Country. Mr. Benson made it very clear of his and the Governor's awareness that the problems that the State is concerned with in the Southern part of the state are quite different from problems or concerns in the North Country. Mr. Benson said that he would like to spend some time in different satellite offices and Commissioner Gabler offered Mr. Benson an office to work out of here in the Administration Bldg. Commissioner Cryans asked Mr. Benson to extend an open invitation to the Governor to come visit Grafton County. Mr. Benson will check the schedule. The Commissioners thanked Mr. Benson for his time.

Commissioner Cryans called the Public Hearing to order 10:04 AM

Steve Epstein from GCEDC and Kevin Scribner from NCC were present. S. Epstein briefly discussed the project and the request for a \$500K Community Development Block Grant. The grant is intended to bring in an anchor tenant into the Dartmouth Incubator and provide interior fit up for the building that will house the tenant. The project is scheduled to be completed in the Spring of 2006 and is expected to create well needed jobs that will hopefully remain in the area.

Commissioner Burton requested that local craftsmen and entrepreneurs, local vendors and products and materials be utilized with this public money, insofar as possible. S. Epstein said that was the intention and that the construction has been awarded to Trumbell Nelson.

Commissioner Cryans asked if there was a goal to move some of the jobs outside of the Upper Valley and S. Epstein said that there was in fact a goal to move them outside to other areas of Grafton County.

Commissioner Cryans asked for a ballpark figure for total costs. S. Epstein said that the building will be about \$4.1M and the total will be around \$5.2M.

The Commissioners noted that they would like to be invited to the open house and S. Epstein said that the ground breaking would hopefully be in October and that the Grand Opening

would come about six months after that and they will certainly be invited to attend.

Public comments were called for; as no members of the public were present, the Public Hearing was closed.

Meeting was adjourned at 10:16 AM

Commissioner Gabler moved to approve the \$500K CDBC application, and was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans signed the agreement between the County and North Country Council for grant writing services.

COMMISSIONER ISSUES:

Commissioner Gabler moved to approve the minutes of August 1, 2005, which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Executive Director Clough presented an educational assistance application to the Commissioners for an employee of the Nursing Home. Commissioner Gabler moved to approve the application, which was seconded by Commissioner Burton. All were in favor.

The Commissioners reviewed the GCDOC report.

Executive Director Clough briefly discussed the County Conference with the Commissioner and asked them about accommodations.

Executive Director Clough requested an out-of-cycle merit increase for an employee. Director Clough explained that since coming to work at the Commissioners' Office this employee has done excellent work, brought many technological advances to the office, has designed the County's we-site and done the first ever power point presentation for the Commissioners' budget public hearing. She shows a lot of initiative and ambition. Along with the accomplishments previously stated, she also continues to do her day-to-day responsibilities without issue. Executive Director Clough feels that this employee is most deserving of the increase. Commissioner Gabler moved and Commissioner Burton seconded to approve the out-of-cycle merit increase as requested by the Executive Director. Commissioner Burton commented that our brochures and events are done with A#1 quality, correct and timely. She organized all his selectmen's visits and all feedback he received from those involved in scheduling was positive. Commissioner Cryans commented that she had done a fantastic job on the website. All voted in favor.

Maintenance Supt. Jim Oakes arrived to go over some bids.

John Deere Tractor Bid:

Only one tractor bid was received and that came from Black Mountain Equipment in North Haverhill. Three out of four vendors did not bid for whatever reason. Commissioner Gabler

moved to accept the bid from Black Mountain for the John Deere Tractor with accessories in the amount of \$20,950K which will be paid over the course of two years. Commissioner Burton seconded the motion. All were in favor.

2 Fuel Oil Bids:

Supt. Oakes sent out six bid request to various fuel suppliers for #2 heating oil and received no bids. There were various reasons from each but the main consideration is the volatility of the price of oil. Supt. Oakes had two other companies that he was looking into: Mansfield and Sprague Energy. Both companies may be interested but they will not offer a set price, but rather so many cents above the Oil Price Information Service (OPIS). Supt. Oakes suggested that the decision be put off until a more clear cut idea of pricing can be established and he hears back from the two companies. The Commissioners and Executive Director Clough agreed.

Propane Bids:

Two bids were received for propane, one from Patten's Gas at \$1.39 per gallon with a ten cent off discount for invoices paid within ten days, and one from Bradford/Pratts for \$1.399 per gallon with a option for a pre-buy price of 1.369 per gallon.

The underground storage tanks for propane are owned by Bradford/Pratts and there was some discussion about the possibility of removal of the tanks.

Commissioner Burton moved to accept the bid from Bradford/Pratts, which was seconded by Commissioner Gabler. All were in favor.

Carpet Bid for the Courthouse:

Two out of the four bids for carpeting in the courthouse, were received. The first bid was from the Floor Works out of Bethlehem for \$27,581.25 and the second was from Valley Floors out of Bradford, Vermont for \$29,305.46.

Commissioner Gabler moved to accept the bid from the Floorworks, which was seconded by Commissioner Burton. All were in favor.

Supt. Oakes briefly reviewed some the recent maintenance activities. The walking path between the Courthouse and the Northern part of the complex was discussed. With no firm decisions on this issue, it will be discussed at a future date.

Nursing Home Administrator Eileen Bolander arrived to request a proposal written by the DON Renee Shields, to offer a sign on bonus for LNA's. NHA Bolander stated that the Nursing Home was down fifteen LNA's for different reasons, and there was a need to offer a program to recruit them. The bonus would be a sign on of \$1000 to be paid after a satisfactory completion of six months. This is for the 3-11 Shift only. Bonus will be in effect for the next four months. Commissioner Burton moved to accept the proposal, which was seconded by Commissioner Gabler. All were in favor.

NHA Bolander informed the Commissioners that there will be a graduating SkillMed class on November 4, 2005 at 6:00PM in the conference room in the Admin Bldg., and invited them to attend.

NHA Bolander submitted bids from Kenco, Swish and Direct Supply for a new floor burnisher. She requested that the Commissioner approve the purchase of the burnisher from the Swish Company at a cost of \$4,979. Commissioner Burton moved to approve the purchase from the Swish Company and Commissioner Gabler seconded the motion. All were in favor.

NHA Bolander submitted bids from the same three companies for a new Auto Floor Scrubber. She requested that the Commissioners approve the purchase of the Floor Scrubber from the Swish Company at a cost of \$5,280. Commissioner Gabler moved to approve the purchase and was seconded by Commissioner Burton. All were in favor.

NHA Bolander submitted bids from Medco, Aqua Phase and Hubscrub Company for a new Wheelchair Washer. She requested that the Commissioner approve the purchase of the Wheelchair Washer from Medco at \$7,995. Commissioner Gabler moved to accept the purchase of the Wheelchair Washer from Medco, which was seconded by Commissioner Burton. All were in favor.

NHA Bolander briefly discussed the four deficiencies that the Nursing Home received from the State during the last survey. She has since replied back and will be rescheduled for a re-survey.

Two new Pilipino nurses will be coming soon and the house down the street has been rented for them.

NHA Bolander noted that Dr. Defrahn is requesting to attend an out of State conference for her continuing education. The cost of the conference is \$670. Commissioner Burton moved to approve the request and Commissioner Gabler seconded the motion. All were in favor

11:50 AM – Commissioner Gabler moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section a). Commissioner Burton seconded the motion. All were in favor.

11:52 AM – Commissioner Burton moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Gabler seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

Commissioner Gabler moved to support the recommendation of the Nursing Home Administrator, which was seconded by Commissioner Burton. All were in favor.

The Commissioners broke for lunch

Executive Director Clough informed the Commissioners that Governor Lynch will not be attending Family Day.

The Commissioners signed the Micro Credit Drawn down request.

Executive Director Clough presented a Thank You card that was received from P. Aldrich for his retirement bonus.

Executive Director Clough presented the Commissioners with a bid waiver request from Sheriff Dutile for bullet proof vests. Quotes were procured from Riley Sport Shop, Neptune Uniform Inc. and Point Blank Body Armor. It was the recommendation of Sheriff Dutile to purchase the vest through Neptune Uniforms out of Haverhill Ma. at a cost of \$460 each. Commissioner Gabler moved to accept the bid waiver, which was seconded by Commissioner Burton. All were in favor.

Executive Director Clough requested that the Commissioner approve a retirement bonus for M. Vigent for over 30 years of service. Commissioner Burton moved to approve the bonus and was seconded by Commissioner Gabler. All were in favor.

Commissioner Cryans signed a sub recipient agreement for the Micro Credit CDBG.

Executive Director Clough presented the Commissioners with a letter from IBC saying that previously scheduled layoffs had been cancelled.

Executive Director Clough inquired as to which Commissioner might be attending the GCEDC Annual Meeting. Commissioners Gabler and Cryans will be attending.

Executive Director Clough presented the new Grafton County policy manual for the Commissioners to review. The manual had been dressed up and the new agreed upon changes had been added. Commissioner Gabler moved to accept the new policy manual, which was seconded by Commissioner Burton. All were in favor.

The Commissioners accepted and signed a Group II certification position for the jail.

The Executive Director received a letter from the IT person for the State regarding the public access terminal in the deeds office. The decision was that the system is antiquated and that moving/copying/transferring the information is not feasible at this time.

Commissioner Cryans stated that he has not received the County Finance Committee Meeting Minutes as of yet but he will check on that.

Open House/Family Day

Commissioner Burton expressed interest in having some Classic Cars from different clubs invited to the Open House which will help to draw more people in. Commissioners Gabler and Cryans agreed that this would be a good idea. Commissioner Burton will send invitations to clubs he is familiar with.

Executive Director Clough asked in regard to the building of a new jail, did the Commissioners want to create a committee to study the need for a new jail or to plan for a new jail. The decision was to meet with Supt. Libby and to discuss this issue.

Commissioner Gabler attended the Farm Advisory Committee meeting and expressed to the other Commissioners that his presence was appreciated.

Commissioner Gabler noted that he would like to make the Grafton County Complex a non smoking one. He asked that the Executive Director look into this.

Being no further business the meeting adjourned at 1:30 PM

Raymond S. Burton, Clerk