

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday March 25, 2008

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

PUBLIC: Resident Harold Brown arrived at 10:30

Commissioner Cryans called the meeting to order at 9:08 AM

Commissioner Cryans began by asking for a moment of silence for Littleton resident David Stelmat who was killed in Iraq. Stelmat was a graduate of Profile High School.

Farm Manager Kimball arrived with his report saying that he was milking 82 cows, shipping 1100# of milk and averaging 68#s per cow. Milk prices are currently at \$20.76.

FM Kimball said that there are only three piglets left from a litter of ten and that is due to both the cold weather and other unforeseen natural occurrences.

There is a plan to get more firewood out.

FM Kimball is considering raising bull calves for beef in order to increase revenues. This will take anywhere from one to two years to see results.

FM Kimball just had to have a tractor repaired, (one of the first major breakdowns), for a cost of \$6500.

Both R. Keniston and G. Aldrich attended an informative seminar in Lebanon which dealt with mastitis in cows. Commissioner Richards asked if that was an issue on the Farm and FM Kimball said not usually.

Superintendent Libby was also in attendance and brought up the fact that there are a lot of rumors abound that suggest perhaps the Farm is being altered to the point that the three employees might lose their jobs which has sent a wave of concern throughout that Department.

Commissioner Cryans said that he didn't know anything about that, nor had heard anything either.

Commissioner Burton spoke up and said as far as he was concerned FM Kimball was appointed to a two year term and that was that.

Director Clough, having knowledge of the rumor informed the Commissioners that a member from UNH Extension verbally told FM Kimball that what is being discussed about the Farm was "none of his business".

Commissioner Richards said that she could help clear this information up and said that this all began with her invitation to T. Gulbrandson from PSU and from a private conversation she had with Howard Hatch. She said that H. Hatch had asked that the conversation be kept confidential and asked that she not even discuss it with the other Commissioners at this time, which she had not. Commissioner Richards said that she was looking for ways to turn the Farm around and to extend community outreach. She said that she had spoken to H. Hatch about leasing the farm and to get other bits of information about how he runs his farm. She said that she had also spoken to Mike Lunak from Extension about innovative programs as he is the Dairy specialist. She said that she was looking to bring in new people to review what new ideas and revenues might be instituted.

FM Kimball said that he thought that Extension could be more involved in helping with the promotion of the Farm and agreed that there needs to be more revenue. There was discussion about how other farmers purchase items and how that process doesn't work the same for the County. Commissioner Richards questioned why the other farmers would object to the Farm Manager buying equipment at the auction. She felt their opinion shouldn't influence how we buy farm equipment. She thought they would think it a good thing for the County to be able to bid on auction items in order to keep costs down adding that it would save taxpayer money. FM Kimball thought it would be very awkward for him to attend auctions with area farms and bid on equipment. Commissioner Richards said that she had no malice or hidden agenda but that she just wasn't ready to bring up the issues to the other Board members at this point at the urging of H. Hatch or until more research was done and when Thad Gulbrandson completed his County survey and helped the County develop a vision for the Farm.

Commissioner Burton said that when FM Kimball retires, all he has to show for it is his house and when other farmers decide to get out of the business and sell all their belongings, they can ultimately come away with millions of dollars. FM Kimball, he said, does not own anything on this Farm.

Commissioner Cryans agreed with Commissioner Burton saying that not owning any of the land is detrimental and it is certainly not D. Kimball's fault that the County pays him a paycheck adding that they want him to run the farm. He said the demands are different in that he helps to run the inmates. The Commissioner said that farming is hard work and although he's aware the farm is always an issue, it is only a small portion of the budget. The Commissioner said that he did not see anything that would send shockwaves through the Farm employees or will change the current situation and should relay that to the Department to ease their fears.

Supt. Libby said that maybe the Farm Advisory Committee should work with T. Gulbrandson and together they should take a look at the Farm situation. Supt. Libby said he would like the opportunity to talk to T. Gulbrandson about the inmate labor, which he Gulbrandson thought could be better organized.

Commissioner Richards said she would just like to see the Farm thrive, admitting there are challenges and opportunities for the Farm.

Supt. Libby gave his report *(see attached)

Supt. Libby said that he might be \$25 - \$100K over expended in this year's budget due to medical payments of inmates.

Commissioner Cryans said there was a very good article in the Sunday Valley News about the jail.

Commissioner Burton asked why there were three people in custody from the Drug Court program. Supt. Libby said that two of the three have complicating factors and that statistically, not everyone in the program will make it through.

Commissioner Burton asked about special education money for inmates and Supt. Libby said that the state funds the money through the school district but he had a gut feeling that the state is trying to find a way out of having to do so. Commissioner Burton said that he would make some inquiries on behalf of that program.

Commissioner Burton asked if the kosher meal issue was resolved and Supt. Libby said yes, that there really was no serious issue.

Commissioner Burton moved to approve the minutes from March 18, 2008, which was seconded by Commissioner Richards. An addition was made. All were in favor.

The Commissioners signed the check registers.

Director Clough presented a thank you from Merrimack County for the help and support from the Grafton County Nursing Home, during their move.

Director Clough passed around a thank you from Thad Gulbrandson for the letter of thanks that was sent to him from the Commissioners.

An email was received from C. Williams requesting the Commissioners attend a meeting regarding dam repair on April 4, 2008 at 3:00 PM in Bristol. Commissioner Richards will attend as that is her district.

Maintenance Superintendent Jim Oakes arrived with his report *(see attached)

Knowing that Supt. Oakes' Assistant R. Thompson, attended the informational meeting on wood chipper systems, Commissioner Burton asked if he thought it was beneficial. Supt. Oakes said that R. Thompson said it was informative at the end but the beginning was not that good. He said that it will still likely be an expensive endeavor because of logging costs.

Director Clough presented the Commissioners with an email from a vendor of industrial supplies who knew the Commissioners. The request was for a meeting with them. Commissioner Cryans said that he had actually run into the gentlemen at the home show and suggested he would be better served to go through Supt. Oakes. Information will be

passed on. Commissioner Burton said that he would suggest that the vendor be put on any bid lists that he might qualify for.

Director Clough said that the MicroCredit 07 report was complete other than a request for a copy of the minutes and the section 504 plan, which was approved, everything else is fine and the final close out can be done.

H. Brown arrived

The Registry of Deeds committee that was organized to research the different software programs for running the Department arrived to give the Commissioners their report. The committee was chaired by S. Cunningham and included committee members Register B. Sharp, IT Manager B. Ruggles, and Deeds staff member G. Morris, who were all present. There were others who made up the committee who were not in attendance.

A packet of information was given to the Commissioners two weeks prior to the meeting so that they had time to review everything and included a cost comparison and a technological comparison. Documentation pricing was discussed briefly before getting into the discussion about the two different companies that were being looked at, which are Landata and the current software company being used, Connor & Connor.

RD Sharp said that historically, there has been no bidding for the software company being used and that Connor & Connor has been the supplier for many years. This has remained status quo until now. The bidding process has taken place and the two companies have made presentations and presented their bids. RD Sharp has visited with both software companies and said that the bottom line is that Landata is a more straightforward company to deal with as opposed to the confusing way that C & C has presented their information and the confusion about their leases. C & C also proposed to charge a 25% offline cost, which really has nothing to do with their equipment but more to do with receiving shares of the profits.

RD Sharp said that technically speaking, the Registry of Deeds could go into an electronic cul-de-sac if C & C is chosen but there would be none of those problems with Landata. Landata will also adjust the interface to be less of a change to front-end users if chosen.

IT Manager B. Ruggles said that his opinion comes from a purely technological point of view and that Landata is a more modern, cleaner and efficient system as compared to the older more outdated technology of C & C. He said that based on quotes the County would be buying older technology and facing less of a forward path and recommended that the Commissioners approve going with Landata.

Regarding Landata:

Commissioner Burton asked what the response time would be for service and G. Morris said that most of the service is done right through the server if needed but if someone did have to come to the facility there is supposed to be a four hour response and the service tech is out of New York. It will likely take a little longer given the geographical location.

G. Morris said that although there is no technician in New Hampshire, they (Landata) will train the IT Manager.

ITM Ruggles said that the data is stored offline and in real time, so that the information is available when it happens, which prevents having to wait for a 24 hours upload, which is what C & C has.

There was some discussion about the Register of Deeds having some kind of memorandum of understanding if the Commissioners should decide to stay with C & C. RD Sharp said that he would propose to have something that said that he was following the Commissioners' recommendation and not necessarily doing what he felt was the better decision for the Department.

Commissioner Richards asked about the current leased equipment and costs and S. Cunningham said that there is no clear explanation of what C & C is actually charging for regarding equipment or software, adding that it is all very confusing. Many have tried to get a breakdown of the items but to no avail. S. Cunningham said that she didn't think that there was an inventory of items being charged either.

Commissioner Richards asked if there were remaining leases on equipment and G. Morris said that items in the public access area have not been replaced and the servers belong to C & C but all other leases have been removed and items have now been purchased through Deeds.

Commissioner Richards asked if C & C has offered to match what Landata is offering and ITM Ruggles said that C & C mentioned that but with the caveat that it would take time and probably not be available for up to six months. Landata's items are standard.

Commissioner Richards asked about the need for technical help and ITM Ruggles said he has spoken with the RD in Merrimack and she said that there is little needed in the way of service.

Commissioner Richards asked if there would be something to help the users adjust to the new system and RD Sharp said that Landata will be on site for two weeks and will also offer online help to those needing it.

Cost Analysis:

Landata:	\$63K a year
Connor & Connor	\$79K a year plus 25% of online copy fees

S. Cunningham said that the committee was split down the middle as to which company to choose. The committee was made up of both abstractors, lawyers and those who were here at the meeting today.

Commissioner Cryans asked when the change over would take place and RD Sharp said that Landata would be able to start on day one having made the transition over a weekend.

Commissioner Cryans then asked what Deeds would do to convey the information in a friendly way if Landata is chosen and RD Sharp said there would be an open house and of course the training. G. Morris said that there would be a letter sent out to the account holders.

Commissioner Cryans asked S. Cunningham what her feelings were given she chaired the committee and she said that Landata is impressive and C & C has some technical issues but that she can see both sides of things.

Commissioner Burton asked if the privacy was guaranteed and G. Morris said that though Landata is owned by Stewart Title, there is no exchange of personal information. The Commissioner would like to see that in writing if in fact the choice was Landata. Commissioner Burton asked if Landata is under any litigation and G. Morris said not to his knowledge.

Commissioner Cryans asked if the other members of the committee were aware of today's meeting and if they were invited to come. S. Cunningham said that they knew there would be a presentation today but no one thought there would be a vote on which company to choose. She said there were letters and emails from some of the users in the packet of information which gave their opinions of what they would or would not like seen done.

Commissioner Richards asked if ITM Ruggles had contacted any of the Deeds' offices in other states who use Landata to see what their experiences were like and he said no, that he had not but that it would be a good idea to do so.

Commissioner Richards echoed the sentiments of Commissioner Cryans who said he would like to see a smooth transition if Landata was decided upon.

Commissioner Cryans commended the committee for all the hours spent reviewing this information since it has been going on for many months now.

Commissioner Richards asked Director Clough what her thoughts were and she said that it certainly makes sense to think about Landata as they are financially less expensive. She has also tried to get information from C & C about what the County is paying for and has not been able to get any answers, which she said is very concerning to her. She said too, that is it also important to address the concerns of the users directly and to be able to work with Landata to relay that information, adding that communication is the single most important tool.

Commissioner Burton said that ITM Ruggles helped him to understand and change his mind regarding the technology of the two companies.

Director Clough said that she had received communication from the Register of Deeds in Strafford County who is a big supporter of Connor & Connor.

Commissioner Cryans encouraged the other Commissioners to read all the committee's information so that they can make an informed decision when the time comes.

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

*11:58 AM – Commissioner Burton moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Richards seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

Being no further business, the meeting was adjourned at 11:58 AM

Raymond S. Burton, Clerk

March 25, 2008

Commissioners Report

1. Population:	In-house: 100	Maximum:	24
		Medium:	12
		Minimum:	41
		WHOC:	12
		Max/Handicap:	01
		Lockblock/Seg:	10

Weekenders: 03 Out of facility: 40

- 2. Community Corrections Report**
 - a) Drug Court – supervising (9) * 3 in custody**
 - b) Electronic Monitoring – supervising (10)**
 - c) Daily Work Release – supervising (1)**
 - d) Community Work Program – Littleton**

- 3. General:**
 - a) FY2008 Budget – Medical line**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

February 26 – March 11, 2008

COMPLEX

Fire Alarms – Alarmco performed their secondary inspection of the fire alarms in all the buildings. All systems functioned okay, however a few needed replacement of back up batteries; the DOC system needs to have a few smoke detectors replaced because their sensitivity exceeded NFPA thresholds. Alarmco also had recommendations for the courthouse to better meet ADA and NFPA standards

Sprinkler Systems – Capital Fire Protection performed their quarterly inspection on the nursing home & 1930 building sprinkler systems. Both systems checked good.

COURTHOUSE

Air Quality Testing - The State's report on the building's air quality states noise levels in certain parts of the building exceed set thresholds at certain frequencies. All other air quality factors are well within regulation. Since receiving the report, Richard has tried to isolate the noise sources. Since many of the thresholds are quite low, it is difficult to discern there is a noise problem, much less try to isolate the source. However, he will try his best to do so and will reschedule retesting to ensure the problem has been corrected.

Radio Room Cooling – AC unit shuts down on its own every few days...troubleshoot to bad fan motor...replaced fan motor but still experiencing intermittent problems...will replace circuit board next...part backordered

NURSING HOME

Purchasing Storeroom AC – Fan motor bearings failed due to moisture...rebuilt motor

Kitchen Storeroom AC – Fan motor bearings are making squealing noises and require replacement...rebuilt motor with new bearings

Kitchen Hood Exhaust – Unit failed to operate and exhaust fumes and orders from kitchen...discovered and replaced bad overload relay

Laundry Washer – Unit No. 3 made excessive noise while operating...troubleshoot problem to worn bearings in electric motor that turns drum...replaced motor.

Laundry Dryer – Unit No. 3 failed to run...discovered bad overheat thermostat sensor and brittle harness...replaced thermostat and section of harness

Café & Chapel Entrances - Ordered materials to install French-style doors in entrances to Café and Chapel...materials still backordered

Dr. Defran's Office – In process of constructing walls...project should be complete within next few weeks

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Heat recovery Unit (HRU) – 2 “ actuator valve body leaking on return line coming out of HRU 1...replaced leaking valve

Meadow Dining Room – Numerous windows have lost their seal and are fogged up...replaced with warranty replacement windows

Employee Entrance – Nursing home staff were manipulating the lock at the employee entrance and gaining access to the building...to address the vulnerability of this lock, my staff made a modification to prevent further manipulation and block uncontrolled access.

ADMINISTRATIVE BUILDING

In-ground Fuel Tank Monitoring System – Received interstitial space alarm when space was dry...replaced sensor

Boilers – Unit No. 2 failed to start and went into alarm status...troubleshoot to bad burner control module...part backordered...due in today or tomorrow.

DEPT. OF CORRECTIONS

Segregation Area – Completed constructing a clear lexan shield attached to outer walkway bars, to protect CO's from fecal and urine thrown at them from unruly inmates

FARM

Dairy & Pig Barn Fire Alarm Systems – Royal Electric 98% complete on pig barn system...waiting on phone lines to hook up dialer. C.G. Electric is waiting on their main panel to come in from distributor...due in NLT April 4th...will take one day to finish once it arrives. Still need to coordinate programming of panels through Mammoth Fire Protection, the system distributor.

Phone Lines – In process of running new conduit between dairy barn and switch gear room to facilitate hook up of phone lines for dialers on both fire alarms.

COMMUNITY CORRECTIONS BUILDING

None

VEHICLES & EQUIPMENT

¾ and 1-ton Trucks – Completed annual state inspection of both vehicles