

## GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday May 13, 2008

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

Commissioner Cryans called the meeting to order at 9:15 AM beginning with the dedication of the Annual Report, which was presented to Donna Mitton, who informally retired, but continues to work for UNH Cooperative Extension. Her colleagues, (K. Vaughan, D. Lee, T. Locke, N. Parr, T. Buob and D. Maes) from the Extension Office were in attendance at the presentation.

Commissioner Cryans began by saying that the Annual Report is dedicated to a person or persons, who have done a lot for the County and in this case, said the Commissioner, Donna is emblematic of the commitment of a valued and dedicated employee with 44 years of service.

The Commissioners then signed a copy of the Annual Report and presented to Donna. A small continental breakfast was enjoyed.

Farm Manager Kimball arrived with his report saying that they were milking 80, shipping 10,500#’s for an average of 65#. The price of milk is currently at \$19.40

FM Kimball said that he’s planted 10 acres of alfalfa which should be ready to cut in mid July.

UNH and the Farm will be sponsoring Conservation Day on the 15<sup>th</sup> and there will be a sheep shearing day on Saturday the 17<sup>th</sup>.

The plan is to begin working on the new Farm Stand as soon as money is received from the timber cut.

FM Kimball briefly discussed the Farm Advisory Committee meeting which was held on the 8<sup>th</sup> and said that a lot of information was brought forth. Commissioner Richards, who attended the FAC, said that there needs to be some kind of decisions made about the farm.

There was a discussion about the milking times.

Commissioner Burton said that he thought that the FAC is doing the job it was created for and that in his opinion, the money in farming comes from milk and not from other side products.

Commissioner Burton said that FM Kimball takes good care of the herd and asked about inmate labor. FM Kimball said that right now the inmates are very young and know little about a day’s work.

Captain Lafond arrived in Supt. Libby's stead, saying that the Superintendent was tied up and could not attend. He presented the DoC report (\* see attached)

Commissioner Cryans said that he would like his thanks conveyed for the road cleanup that has been done, noting just how much garbage is being tossed on the side of the road.

\*10:27 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.

\*10:31 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.

Commissioner Richards moved to approve that medical leave for a Correctional staff employee be extended until July 1<sup>st</sup> and that additional donated time be allowed as well, which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton wanted it noted for the record that unless there is an emergency at the jail, or extenuating circumstances, then he expects that the Superintendent himself should be at the meeting giving his report to the Commissioners.

The “Top Dawg” event will be held on Friday morning beginning at 8:00 AM

Commissioner Richards moved to approve the minutes from May 5, 2008, which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Maintenance Supt. Oakes arrived to give his report to the Commissioners (\*see attached)

Commissioner Richards said that a biomass energy company from Montpelier, VT (BERC) was here last week and the Supt. Oakes had taken everyone around to see areas of the complex that are not normally accessible and that it was a very interesting tour. The first alternative energy meeting was held.

Supt. Oakes requested that the Commissioners approve a step increase for the Asst. Maint Supt. as it was an agreement between he and the Supt. when he accepted the job, that an increase be given providing a six month period proved positive. Supt. Oakes said that he was remiss in requesting this sooner but time had slipped away. Money was in the budget for this increase.

Executive Director Clough is in support of this request adding that the increase will be retroactive back to March.

Commissioner Burton moved approval of the step increase, which was seconded by Commissioner Richards. All were in favor.

Commissioner Richards thanked Supt. Oakes for the information that he provided for a grant she is seeking.

Commissioner Burton asked Supt. Oakes if Supt. Libby had been notified that his staff was using excess force at the jail, causing issues with the elevator and Supt. Oakes replied in the affirmative.

Commissioner Burton asked if the vehicles are inspected regularly and Supt. Oakes answered yes. The Commissioners asked if there was a contract about smoking for those who are working on the complex and Supt. Oakes said there was and there was language within the contracts that the County has with outside vendors with specifics regarding smoking.

Register of Deeds Bill Sharp arrived and wanted to request that the Commissioners approve two purchases from the surcharge account. He had received three bids for a printer from vendors and requested that the second lowest vendor be selected versus the low bidder. The second request was for eight new computers.

Director Clough said that this is something that usually goes through the budget process and to have this done at a different time would require that a full delegation vote be done separately.

Commissioner Cryans asked RD Sharp why it wasn't done during the budget process and RD Sharp said that it just came up and that Deeds has the right to request the use of the surcharge account if need be. If not, then Deeds is "hamstrung". Commissioner Cryans said he found it hard to believe that this had all just come up now and suggested that RD Sharp was being supercilious with the Board.

Commissioner Cryans asked RD Sharp why he thought that Deeds should be treated any differently than any other Dept who seem to manage to follow procedures and RD Sharp said that he didn't need to be lectured.

Commissioner Cryans said he's not trying to lecture but to understand why RD Sharp thinks Deeds is different. RD Sharp said it's different because of the use of the surcharge account.

Director Clough said that was not true in that there are other accounts similar to the surcharge account in other departments and that all the other Departments manage to pre-plan and to use the same process of bringing proposals at the proper time of year which can be presented all at once to the Delegation.

She said that she didn't see why this should or needs to be done differently than any other.

Commissioner Cryans said that they haven't circumvented the process before and don't understand why they should now. The Delegation only meets in full once a year during budget and to do this any other way would mean calling a special meeting for this.

RD Sharp asked if the budget were planned out according to rules or is it just the way it's always been done.

Director Clough said that it follows a statute which is specific and that she would be glad to give him a copy of that.

RD Sharp said that he still felt that this is something Deeds is entitled to do as chosen and that it should be done through the process that he proposed with the vote of the Delegation.

Commissioner Cryans asked Director Clough if this would have to be done as separate vote from the budget and Director Clough said that would be how she would set it up at this point.

Director Clough informed RD Sharp that he needed to look forward and remarked that you don't all of a sudden need eight computers in one week. She then informed the Commissioner that they don't need to take action on this request today.

Commissioner Burton asked RD Sharp if the printer he was requesting was broken down or did he just want a new one and RD Sharp said that the one they have is "hobbling along" and that the repair is costly.

There were no motions made to RD Sharp's requests.

A less than positive email regarding the Commissioners choice of software in Deeds and how that effected the budget, originating from RD Sharp, had been sent out to various towns and eventually made its way back to the Commissioners who felt blindsided by it. Commissioner Cryans asked RD Sharp to explain what his definition of a "growing County budget" is, which was noted in the email.

RD Sharp said that it is a budget that is growing and that he felt it could be smaller adding that he was only referring to the budget he proposed and that had to do with the two different software proposals saying that the Commissioners chose the more costly proposal.

Director Clough said that he had now just asked that a higher choice for a bid be approved this morning, and RD Sharp said that he did not and Director Clough said yes he did.

Commissioner Cryans said that as a Commissioner, though there have been disagreements with Department heads, they have always managed to work through things, yet he has never in his eleven years on the Board seen someone who has created such an end run around the Commissioners.

Commissioner Richards said that she had heard from someone else that this email was being passed around and that she was disturbed and angry about RD Sharp going behind their backs without offering any information about the nuances and the reason for choice of software. She said she's sorry that he's disappointed that the Commissioners didn't approve Landata as he had wanted but the way this was done really bothered her.

Commissioner Burton agreed and said he was also disappointed that RD Sharp did this and that it could have been handled in a very professional way but that RD Sharp had overstepped the bounds of professionalism.

Commissioner Cryans said that going forward there are going to be disagreements and that he would hope that there would be another way to handle these issues other than behind the Commissioners' backs.

RD Sharp said then that he would like to make another argument about the Connor & Connor contract and the difference in cost of both Connor & Connor and Landata and the feeling that the Commissioners made up their minds using erroneous information. He continued to argue that Connor & Connor is far more costly.

Commissioner Cryans asked how much money has come out of the surcharge annually which was around \$23K.

RD Sharp said that the surcharge needed to be treated as a separate account.

Commissioner Cryans said that he didn't understand how RD Sharp could make an argument about the surcharge being a separate account as far as costs were concerned.

Commissioner Cryans said that because it comes out of another checkbook doesn't mean that the cost of something is less.

Commissioner Richards reiterated again how very upset she was that he went behind their backs and made them look bad but that she would have to move on.

RD Sharp said that he was sorry that their feelings were hurt but that he was not sorry for trying to do his best to make his budget as low as possible and to give the taxpayers the best for their money. He then thanked Commissioner Richards for taking the time to do a review and for looking closely at the two companies.

\*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.

\*12:10 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.

Commissioner Burton, after seeing a picture from County Government Day, said that it is unacceptable to have a child riding a tractor up front for the sake of safety.

12:12 PM Commissioner Burton was excused

Commissioner Richards said that Rep. Aguiar had said that he would like to propose that no longevity be given to new hires at the County and Director Clough said that is not function of the Delegation and that the Commissioners set the policy for the County. Commissioner Richards will make him aware of that.

Director Clough said that she would like to put together a draft that addresses the email that was sent out by RD Sharp and that shows the true facts of the Deeds' budget and the two software companies. The Commissioners agreed.

The Commissioners signed a CDBG grant draw down request for AdiMab.

The Commissioners signed a professional service agreement regarding the Green Haven Feasibility CDBG grant.

Director Clough received letters from CDFA regarding the AHEAD and MicroCredit CDBG grants which have been approved and are now pending Governor & Council approval.

Proposals for grant administrator for AHEAD and MicroCredit 2008 CDBG grants were opened.

There were three proposals for the AHEAD grant

Donna Lane	\$13,750
Gerald Coogan	\$15,000
Hughes Community Development Consulting	\$15,000

Commissioner Richards moved to approve awarding the grant administration for the AHEAD grant to Donna Lane in the amount of \$13,750, which was seconded by Commissioner Cryans. All were in favor.

There were two proposals for the MicroCredit 2008 grant

Donna Lane	\$7,000
Gerald Coogan	\$7,250

Commissioner Richards moved to approve awarding the grant administration for the MicroCredit 2008 grant to Donna Lane in the amount of \$7,000, which was seconded by Commissioner Cryans. All were in favor.

Director Clough informed the Commissioners that the County had received a right-to-know request for legal invoices from January 1, 2008 to May 2, 2008, which will be provided.

Director Clough showed the Commissioners a report from the County Attorney's Office of an incident that had happened at the Nursing Home.

Commissioner Richards asked what was happening regarding taking care of the needs of the Beauty Shop at the Nursing Home and Director Clough said that she needs to speak to NHA Bolander about finding the money in the Nursing Home budget to take care of it.

Commissioner Richards will be gone from May 31<sup>st</sup> to June 8<sup>th</sup>.

Being no further business, the meeting was adjourned at 12:45 PM

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Raymond S. Burton, Clerk

**May 13, 2008**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 110</b>	<b>Maximum: 22</b>
		<b>Medium: 18</b>
		<b>Minimum: 43</b>
		<b>WHOC: 12</b>
		<b>Max/Handicap: 02</b>
		<b>Lockblock/Seg: 13</b>
<b>Weekenders: 02</b>	<b>Out of facility: 36</b>	

**2. Community Corrections Report**

- a) **Drug Court – supervising (9) \* 2 in custody**
- b) **Electronic Monitoring – supervising (10)**
- c) **Daily Work Release – supervising (1)**
- d) **Community Work Program – Bristol**

**3. General:**

- a) **Thresholds and Decisions Started 4/21/08 – Graduation 5/28/08 @ 6:15pm**

**4. Personnel issue – request for non-public session**

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 6 - 12, 2008

## COMPLEX

**New Maintenance Building** – Put bid packages out to bid May 9<sup>th</sup>. Pre-bid meeting with all bidders is scheduled for May 19<sup>th</sup>. Scheduled start date is June 9<sup>th</sup>. Estimated completion will be around October 15<sup>th</sup>. Building permit is contingent upon North Haverhill Fire Chief's review.

**AC Systems** – ARC Mechanical in process of completing annual inspection & test of AC complex-wide

## COURTHOUSE

**Lighting** – Replaced numerous light ballast throughout to energy saving T8 ballasts

**Air Quality Testing** – May 13<sup>th</sup>, a contractor is scheduled to retest noise levels in areas of the courthouse that previously failed test

## NURSING HOME

**Sprinkler System** – Completed 5-year replacement of sprinkler gauges

**Bathroom Doors** – In process of refinishing banged up bathroom doors and installing stainless steel kick-plates to better protect them

**Air Handling Diffusers** – In process of cleaning & repainting air diffusers throughout 1969 Building due to start of corrosion

**Fire Dampers** – In process of completing 5-year inspection of fire dampers and fusible link...found various discrepancies...in process of getting clarification on current code to address findings

## ADMINISTRATIVE BUILDING

**Elevator** – Stanley Elevator failed the elevator on its annual inspection because the elevator smoke detectors are not wired into the elevator's control panel for recalling the elevator in the event of a fire. Royal Electric completed hooking up elevator recall function. Stanley Elevator and Alarmco returned on May 7<sup>th</sup> and retested elevator's recall by smoke detectors...tested good

**Fire Alarm** – While testing elevator recall, main fire panel registered a ground fault. After 2-days of troubleshooting, Royal Electric discovered a shorted horn/strobe in the maintenance shop and fixed the problem

## DEPT. OF CORRECTIONS

**Security Door** – Door 1 (front door) has broken top hinge caused from excessive force...replaced hinge

**Elevator** - Call switch on 1st floor is broken from excessive force...replaced switch (3<sup>rd</sup> switch replaced this year)

**MAINTENANCE DEPARTMENT REPORT  
TO GRAFTON COUNTY COMMISSIONERS**

**FARM**

**Fire Alarms** - Both the pig and dairy barn fire alarms were both in the TROUBLE mode...GCM and C.G. Electric troubleshot the problem but couldn't find the fault. Called Black Box Network Connections (Nuvision) and they found primary and secondary phone lines crossed in dairy barn fire alarm dialer. Passing invoice cost off onto C.G. Electric

**Dairy Barn** – Resumed interior and exterior repairs on barn

**COMMUNITY CORRECTIONS BUILDING**

None

**VEHICLES & EQUIPMENT**

None