

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday July 17, 2007

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

Commissioner Cryans opened the meeting at 9:10

Director Clough asked the Commissioners to approve two bid waivers for site investigation work for the proposed new correctional facility. The request for bid waiver is for the following reasons: Both companies have performed work for the County in the recent past and their work has been excellent. Supt. Oakes solicited bids for the environment assessment and HTE was the lowest with one company saying they couldn't even compete with HTE. Foresite Engineering has done work all around the County complex in conjunction with the ongoing drainage and erosion project and it makes sense to keep these companies on for continuity purposes.

The first bid waiver request is for Geotechnical work by HTE NorthEast in the amount of \$14,800 which came in below the estimated proposed cost of \$18K.

Commissioner Burton moved to approve the waiver, which was seconded by Commissioner Richards. All were in favor.

The second waiver of bid is from Foresite Engineering for the boundary survey and topographical work in the amount of \$12,500, which came in below the estimated proposed cost of \$15K.

Commissioner Richards moved to approve the waiver, which was seconded by Commissioner Burton. All were in favor.

Sheriff Dutile and Director Andross arrived to present the bids for a Mobile Communication Vehicle. Five bids were submitted for the trailer which will house the electronic equipment to be used as a mobile dispatch center. Then there will be the need to purchase a vehicle to tow it with. The Mobile Communication Center money comes from a Homeland Security funded grant for up to \$250K. The Mobile Communication Center can be used to provide an emergency backup for the Dispatchers in the event that the existing Dispatch Center could not be utilized. The Mobile Center can be used for long term emergencies and can be mobilized to go anywhere needed. Below are the five proposals.

Mobil Medical Vehicle Inc. – TX	\$189,306
Bickford – VA	\$155,713
Mobil Concepts by Scotty - PA	\$158,530
LDV, - WI	\$152,998
Nomad Technologies – MT	\$144,608 + shipping of \$4343.

Director Andross and Sheriff Dutile had reviewed all the proposals submitted and recommended that Nomad Technologies be chosen as they felt they met all the requirements.

Commissioner Burton asked if the vehicle would respond to 911 calls and Director Andross said that it would, but only in the event of a long term emergency. Commissioner Burton asked the weight load, which was 8945#, which would not be able to cross certain (wooden) bridges.

Director Andross said the trailer needs to be under cover but as yet, no place has been chosen. Ideally it would be best to keep it on the property but if not, then some place very close.

Commissioner Burton asked about the vehicle(s) markings, to which Director Andross said that according to the grant, it must be marked with "Homeland Security", but that Grafton County Sheriff's Department will also be detailed on it.

Commissioner Burton noted surprise that it's not an all inclusive vehicle and the Sheriff said that it was explained that using a trailer and a towing vehicle gave it far more flexibility and less maintenance expense.

Commissioner Burton said that he would like to see a celebratory event marking the arrival the new Mobil Communications Center and both Director Andross and the Sheriff said that they had one planned that would be similar to the opening of the new Dispatch Center.

Commissioner Richards asked what will happen with the towing vehicle and the Sheriff said that it would come in handy and be put into use as the Department only has Crown Victoria Cruisers. Director Andross said that Homeland Security encourages the use of the SUV.

Commissioner Richards suggested the use of a portable garage and Director Andross said they are looking into all possibilities.

Commissioner Richards was not keen on having Homeland Security written on the vehicle because she believes it promotes the perception of fear or trouble.

Commissioner Cryans said that he hoped that they could find an area on the property to store the vehicle and noted that he would like to see some uniformity in lettering that matches other County vehicles.

Commissioner Cryans said that Director Andross and Sheriff Dutile were to be commended for working so hard to get this grant and applauded their hard work. The other Commissioners agreed.

Commissioner Richards moved to accept the proposal from Nomad Technologies for the Mobil Communications Center, which was seconded by Commissioner Burton. All were in favor.

Sheriff Dutile and Director Andross left.

Superintendent Libby arrived.

*9:50 AM – Commissioner Richards 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.

*10:27 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 Cryans noted that he had read in the Valley News that Sullivan County passed their budget with a 7 to 6 vote, though they did not put any money in for their proposed jail.

The Commissioners opened the sealed bids for the new cruiser purchase for Corrections. Four bids were received:

	<u>2008</u>	<u>2007</u>
Grappone Auto Group	\$22,234	
Irwin Zone	\$22,335	\$21,100 (without speed control or heated mirrors.)
Hillsboro Ford	\$22,118	
Gateway Motors	\$22,204	

After reviewing the bids, Supt. Libby recommended going with the Irwin Zone.

Commissioner Burton moved to accept the bid for the 2007 Crown Victoria in the amount of \$21,100, which was seconded by Commissioner Richards. All were in favor.

Superintendent Oakes arrived with an update of the erosion project. There have been some additional concerns during the process that have needed attention.

*See attached report Drainage & Erosion – Phase II Update.

Because of the unexpected additional erosion problems the project may incur additional costs, though the total cost of the project(s) should still fall in line with the original estimate.

Commissioner Burton asked if all the capital projects have been put out to bid. Supt. Oakes said that the Engineering project is not complete yet, but should be ready by middle August. The Barn roof is ready to go out to bid. Supt. Oakes is doing some

research on the boom lifts for quotes. The Courthouse roof project has not been drafted yet and the fuel bids have gone out.

Director Clough handed out the Dept. Head evaluations for the Commissioners to do.

Commissioner Burton moved to accept the minutes from the June 26, 2007 meeting, which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed the DoC Superior Court Report.

The Commissioners signed the HTE and Foresite Engineering proposals.

Commissioner Richards suggested that Drug Court Coordinator Bob Gasser come in some time and give the Commissioners an update of the program. Commissioner Cryans will ask him to do so.

The Commissioners reviewed and signed the Employee Council Agreement for FY08.

The Commissioners will meet not meet on August 14th or 21st, however if it appears that there needs to be decision made about pending bids, the Commissioners will come in on the 21st. This will be decided as things proceed.

Director Clough presented a request for an out of cycle merit increase for the Asst. Director of Nursing, who also works as a staff RN and receives staff RN pay for that time. It is the consensus of Administrator Bolander and Don Shields, that she is currently not being paid adequately as many other staff RNs are receiving a higher rate of pay. They have recommended that her RN staff pay increase from a grade 6 step 2 to grade 6 step 9.

The Commissioners asked if the Nursing Home Administrator felt that this was necessary in order to be fair and Director Clough said yes.

Commissioner Burton moved to approve the step increase for the Asst. DoN, which was seconded by Commissioner Richards. All were in favor.

Director Clough requested that the Commissioner approve a retirement bonus of \$10 a year (for over 30 years) for a recent retiree.

Commissioner Burton moved to approve the retirement pay, which was seconded by Commissioner Richards. All were in favor.

Director Clough informed the Commissioners that the Medicaid rate would be dropping \$2.83, beginning August 1 through February 1, 2008, which will result in decreased revenue of \$102,623 for the Nursing Home. There may be an appeal of the rates.

Director Clough submitted the ratified Union negotiated contract to the Commissioners for review and approval. The current Union contract is running parallel with Employee Council benefits and will impact the budget financially by \$145,254.88.

Commissioner Burton moved to approve the Union Contract, which was seconded by Commissioner Richards. All were in favor.

Commissioner Burton commended Director Clough, Administrator Bolander and HRD Mann for their work in negotiating the new contract and added that the County was fortunate to have their skill of negotiation.

11:32 AM The Commissioners broke for lunch.

12:09 PM The Commissioners resumed their meeting.

Human Services Director Nancy Bishop arrived.

*12:09 PM – Commissioner Richards 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.

*12:40 PM – 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 moved to sign a letter of engagement, which was seconded by Commissioner Richards. All were in favor.

The Commissioners discussed HB2 and the request for someone from the County to be appointed to the commission to study the implementation of the procedure for County payments for nursing home care and home community based care. Although it appeared the appointment request suggested the Nursing Home Administrator, it was decided that HSD Bishop had more of a stake in the matter and that the committee was more pertinent to her Department.

Commissioner Burton moved to appoint HSD Bishop to the aforementioned Commission, which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the sub-recipient agreement with Mircocredit.

The Commissioners signed a letter to Major Acerno of NH Fish and Game stating the authorization of the Sheriff to enter into a contract for the enforcement of OHRV laws.

Commissioner Richards moved to approve the agreement, which was seconded by Commissioner Burton. All were in favor.

Director Clough informed the Commissioners that there would be no abandon property payment this year and there is a \$9291 receivable against next year.

Director Clough gave the Commissioners a brief overview of the financials and encumbrances. The Director said that there was a concern that the \$3M used to reduce taxes will not be maintained this year, and just wanted the Commissioners to be aware of that. Director Clough said she has \$1,250,000 in appropriation transfers to be approved by the Executive Committee.

Executive Director Clough presented a request to encumber \$1,902,685.36 for FY08 of which \$313,070.71 is re-encumbrances from FY 07.

*1:02 PM – Commissioner Richards 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.

*1:05 PM – 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 concur with the action of Superintendent Libby concerning a Correctional Officer, which was seconded by Commissioner Burton. All were in favor.

Director Clough passed out a draft of the Master Plan of Jail with suggested modifications including new and changed roadways on the Complex.

1:10 Commissioner Burton was excused.

Director Clough said that she would be working with SMRT on a contract which will hopefully be ready for signature by August 7th. The Director said that the month of August will be very busy with meetings and travel. A request for Construction Manager has been advertised and interviews will be held on August 22nd. The Director plans on providing a newsletter with updates on the jail, which will go out to Delegation members, Towns and other interested parties.

Director Clough asked the Commissioners to approve the encumbrances.

Commissioner Richards moved to approve the encumbrances, which was seconded by Commissioner Cryans. All were in favor.

Being no further business, the meeting was adjourned at 1:25 PM

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

July 17, 2007

Drainage & Erosion – Phase II Update

Retaining wall failure & collapse - 7/6/07

The granite retaining wall below gate to pasture was unstable and sections collapsed as Miller Construction drove sheet piles. Falling stones posed a safety hazard to work crews and damaged a small section of 6" perimeter drainage pipe that must be replaced. Miller Construction removed an adjacent 30' section of unstable wall to prevent further damage or possible injuries. The removed stones were used to stabilize the lower section of the access road. The removal of the stones created a void requiring additional fill above and beyond the initial estimate. The exact cost for removing the unstable section of wall and backfilling the void is unknown at this time.

Upper section of access road erosion & collapsing - 7/10/07

Heavy rains and construction vibration from the vibratory hammer to drive the sheet piles have caused the soil to collapse beneath the jersey barriers at the Y in the upper section of the access road leading to the island and fall into the ravine below (see exhibit A). The access road to the island is highly unstable along the western edge along the ravine and must be shored up to facilitate safe passage of equipment & workers and to prevent further degradation from rains and continued vibration from ongoing construction. Based on the Geotechnical engineer's recommendation, Morrill Construction is installing geo-textile fabric and roughly 200 yards of 1' riprap in this localized area to stabilize the road today. The cost for this repair is \$8,500. Additionally, the jersey barriers could not be removed from the ravine without breaking apart, thus we owe Morrill Construction for the replacement of three barriers since they were on loan to us from them (cost unknown at this time).

Extreme settling of soils around jail's sewer grinder pit - 7/13/07

Heavy rains and construction vibration from the vibratory hammer to drive the sheet piles caused excessive settling of soils all along the upper perimeter of the embankment behind the jail, particularly around the jail's sewer grinder. The settling was so severe that the electrical conduit and entrance panel were pulled from the sewage grinder pit housing, requiring splicing of the wires to relieve strain on stretched wires (see exhibit B). After inspecting the area behind the sheet pile wall, the embankment and area of localized settling, the structural and geotechnical engineers concluded that the embankment is stable for now and that the settling of soil behind the jail was due to poorly compacted soils from previous construction projects due to limited accessibility. As a safety precaution, they will re-shoot the elevations around the sewage grinder and pump station weekly to compare against previously surveyed elevations to determine movement. The engineers requested Miller Construction increase the frequency of their vibratory hammer if possible to reduce the amplitude of vibrations. Lastly, the engineers are monitoring the vibration of the driving equipment today with a seismograph to better understand the potential negative effects and fine-tune the driving process to reduce impacts on site. In the next phase of construction, an upper retaining wall will be constructed around the pump station and sewer grinder, destabilizing these areas.