

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday August 28, 2007

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

Commissioner Cryans opened the meeting at 9:08

Director Clough passed out copies of the Collective Bargaining Unit agreement, the Personnel Policies and the completed Grafton County Master Plan for the Commissioners perusal.

The Commissioners signed the check registers.

Human Services Director Nancy Bishop arrived to update the Commissioners on recent changes in Human Services.

The declaratory judgment on skilled care was lost which may amount to a \$300K payment to the state. The outcome on the cap issue is still unknown at this time.

There will be an injunction hearing on September 4th, which HS Director Bishop will attend. The hearing is regarding the declaratory judgment filed against the state regarding what the Counties believe to be an unfunded mandate in regards to County payments to the State. Future payments to be the State will be addressed during this hearing.

One meeting has been held with the HB2 Commission and it was suggested at that meeting that the County seek information directly from the Centers for Medicaid/Medicare Services, as opposed to hearing that information from the State. There was no representative from HHS at that meeting.

With no further questions, HSD Bishop left.

Director Clough informed the Commissioners that the State Survey Team was at the Nursing Home from the 21st thru the 23rd of August and that the survey went very well. There was one minor deficiency in physicians' records which may be appealed by the Administrator once she returns from vacation and reviews the finds. No fine had been imposed. Commissioner Cryans said that he would encourage the appeal of the deficiency if possible.

The Commissioners will hold their meeting in Alexandria on the 18th of September at 10:00 AM. Commissioner Richards will compile a list of people to invite.

Commissioner Richards moved to approve the minutes from August 7th, which was seconded by Commissioner Burton. All were in favor.

Commissioner Richards noted that she had contacted Bob Ehlers, who is in charge of State Surveys for Nursing Homes, and asked him if the produce from the Farm could be used to feed the residents. He replied that it was “no problem”. Commissioner Richards is waiting for a letter from him which states that and will then proceed from there.

Director Clough updated the Commissioners on the NACo Drug Prescription Plan saying that in the month of July, there were 268 users for a total of 673 prescriptions filled. Savings was at an average of \$10.69 or 23.7%. Total savings for the month was \$7,196.66 and since it’s inception in September 2006, total savings amounted to \$48,974.29

Register of Deeds Bill Sharp and staff member George Morris arrived to present the Commissioners with two bid proposals.

The first proposal was for the purchase of two Fijitsu Scanners. Four proposals were presented.

Inception Tech	\$7590.
1 st in Scanner.com	\$7606.
BizTech Solutions	\$7756.
PCRUSH	\$7956.30

RD Sharp requested to purchase the scanners from Inception Tech in the amount of \$10,090, which also includes a 1 year service contract and 2-Scan Aid Consumable Kits.

Commissioner Burton asked if the request for bids was advertised throughout the County, to which G. Morris said that he had not advertised, but that he did check with office equipment businesses for prices and availability. Many companies do not handle this type of equipment as it is specialized.

Commissioner Richards moved to accept the bid from Inception Technologies at the aforementioned cost, which was seconded by Commissioner Burton. All were in favor.

RD Sharp then presented proposals for an i7300 scanner which would replace the outdated scanner and would improve the quality of copied documents immensely. Three bids were presented.

Inception Technologies	\$24,215
BizTech Solutions	\$30,000
Document and Digital Preservation Services Inc.	\$27,124

RD Sharp requested to purchase from Inception Technologies.

Commissioner Burton moved to accept the bid from Inception Technologies, which was seconded by Commissioner Richards. All were in favor.

10:20 The Commissioners went to the Nursing Home to present a proclamation to a retiree.

10:50 The Commissioner returned from the Nursing Home

Human Resource Director Joanne Mann arrived to give her report noting the current vacancies as follows:

Activities Aid

Asst. Maintenance Superintendent and Lead Custodian

LNA's

RN/LPN

RN Shift Supervisor

Corrections LPN

The new Medical Coordinator at the jail will begin in September.

HRD Mann said that completed items include the benefits fair, union contract negotiations and personnel policy manual, which is waiting for approval.

HRD Mann in conjunction with the Executive Director requested that a one time \$2500 payment be made to both the Nursing Home Administrator and the Director of Nursing as they are both maxed out on the pay scale.

Commissioner Burton asked if this was something that would be done for all employees who are maxed out and HRD Mann said no, this is a special case. She went on to say that research has shown that the NH Administrator is paid less than many in other Counties and this would be a way of making that more fair. In the case of the Director of Nursing, HRD Mann said that all of the other nurses recently received a pay raise and asked how it would look if the Director didn't get one.

Commissioner Richards moved to approve the one time \$2500 payment to the NH Administrator and Director of Nursing, which was seconded by Commissioner Burton. All were in favor.

There was further discussion about whether or not this would set precedence and how this kind of situation would be handled in the future. Director Clough said that hopefully this would be resolved with the pending wage review.

HRD Mann said that there seems to be an unusual amount of disciplinary problems at the Nursing Home right now and much of has to do with disrespect, some abuse, and the fact that there are cliques.

Commissioner Burton asked if the staff is aware of the proper procedures and if the potential consequences of improper actions are made known, to which HRD Mann said they were.

There was further discussion about the kinds of problems they were having at the Nursing Home.

Commissioner Richards asked if a facilitated meeting might be beneficial and HRD Mann said that NHA Bolander has tried in different ways to address the situations but nothing has worked so far.

HRD Mann discussed the supervisor's conference at the Hayloft in North Haverhill on Sept. 11 & 12, saying that 43 invitations have been sent out.

The Commissioners were asked to approve the Personnel Policy manual which only contains a few changes.

Commissioner Burton asked if the policy could be defended in a court of law if necessary, to which HRD Mann said it could. There was discussion as to the distribution of the manuals which HRD Mann said that each manual for non-bargaining employees must be signed for annually, or upon hire. The union representative is responsible for the distribution of their manual and as far as HRD Mann and the Executive Director know, there are no records kept as to their distribution.

Commissioner Richards moved to approve the July 2007 Personnel Policy manual, which was seconded by Commissioner Burton. All were in favor.

Human Resource Director Mann left.

The Commissioners signed the collective bargaining agreement.

The Commissioners signed the contract with VIS Construction for the Greenhaven feasibility study.

Family Day at the Nursing Home will be on September 8th from 11:30 to 2:00 PM. Commissioner Cryans is available to attend.

Commissioner Cryans signed the renewal application for the Nursing Home license.

Maintenance Superintendent Jim Oakes arrived to give his report. * see attached.

Supt. Oakes discussed the maintenance portion of the State Survey, saying that it went very well.

Commissioner Richards mentioned to Supt. Oakes that the railing outside of the deck at the UNH offices is loose.

Commissioner Cryans complimented Supt. Oakes on how nice the property looks and how well maintained the grounds are. Supt. Oakes credited staff member Chris Blake saying that he and an inmate take the initiative to make sure the grounds are kept up.

Supt. Oakes discussed the new boom lift saying that his staff has been trained and certified on the machinery and that no one else is allowed to operate it.

Commissioner Richards had some questions regarding trash and recycling.

12:15 PM The Commissioners broke for lunch.

12:50 PM The Commissioners resumed their meeting.

Director Clough informed the Commissioners of a invitation to honor HHS Commissioner Stephen on Sept. 4 at 5:00 PM.

A request was received from Chapter #1 of the NH American Ex-Prisoner of War, for a donation of \$750 per County to build a memorial to honor prisoners of war. It was noted that Vietnam was not mentioned, only WWII and Korea. The Commissioners asked that the people requesting the money be questioned as to why Vietnam was not recognized. Participation in the donation will depend on the other nine counties as well. Further information will need to be obtained before making any further decisions.

On behalf of NH Administrator Bolander, Director Clough presented the Commissioners with bids for a new van for the Nursing Home. The requested van would be a Ford E250 extended van with provision made for ease of transfer for residents.

Ride Away Equipment Van	\$48,214
Abilities Unlimited	\$50,154
Motion Automotive	\$50,550
Walker Motors	\$59,763 (Sprinter van with no warranty)

Commissioner Burton moved to approve the purchase from Ride Away Equipment Van in the amount of \$48,214, which was seconded by Commissioner Richards. All were in favor.

Director Clough said that she would like to see money from the C. Wakefield trust fund used along with money from capital reserve.

The Commissioners signed a MS-1 extension request (until Sept. 30th) for the Unincorporated Town of Livermore, from Coos County.

Director Clough presented two educational assistance requests for staff at the nursing home.

Commissioner Burton moved to approve educational assistance for a bookkeeper, which was seconded by Commissioner Richards. All were in favor.

Commissioner Burton moved to approve education assistance for an LNA, which was seconded by Commissioner Richards. All were in favor.

There will be a land use policy committee meeting on Sept. 6th, which will be chaired by N. Parr. Members will be D. Kimball, D. Dutile, J. Oakes and Director Clough. The

Commissioners were asked if any one of them wanted to be part of the committee. Commissioner Burton said that he didn't feel a Commissioner was necessary in that he felt confident that the committee could report back to the board.

GCEDC has chosen a business of the year and asked that the County pass a resolution in recognition of that business.

Director Clough informed the Commissioners that three companies were interviewed for Construction Manager at risk, for the construction of the proposed jail. According to Director Clough, all three companies made excellent presentations and all were qualified to do the job. It was the unanimous recommendation of the jail core committee to choose HP Cummings for the job, noting that they were local, would hire local labor and have already proven themselves to the County on other projects. Monetary bids from each company were very close in comparison. There is money factored in for the hiring of a clerk of the works.

Commissioner Burton asked if the HP Cummings is aware that the project needs approval from the delegation and Director Clough said that they know that the project is not funded as of yet and that if the project is not funded, then they go no further.

Commissioner Burton moved approval on the decision to contract with HP Cumming for Construction Manager at-risk, which was seconded by Commissioner Richards. All were in favor.

Director Clough gave the Commissioners a brief overview of the proposal jail saying that currently the bed occupancy is 188 with an expansion to 246 without further construction. Cost at this point is \$47M.

The first informational newsletter on the proposed jail is out and the second one will be out by the end of next week.

The jail core committee has been working intensely with SMRT. There will be a meeting on October 15th with the full delegation to review the schematic design of the proposed building. The intent of the meeting is informative and to gain a consensus of the delegation to be able to go forth with the design development and to progress on towards a bond vote in early, 2008.

Commissioner Cryans noted the importance of making sure that all the delegates tour the current facility. It was decided that a tour would be integrated into the October 15th meeting.

Director Clough will be going to Pennsylvania, Sept. 10th thru 13th to train on the accounting software that the jail currently has.

Director Clough informed the Commissioners that County Conference award nominations need to be given to her by next Friday and that she also needs their

registration information. The preliminary agenda will be made available soon. The awards banquet is Tuesday night.

Director Clough received a request from the Whittington Law Firm for information regarding the Littleton Area Learning Center CDBG grant. No reason was given for the request but the Director will forward the information.

*1:50 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.

*1:53 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 concur with the recommendation of Captain LaFond to give a 24 hour unpaid suspension to a Correctional Officer, with no further disciplinary action taken, which was seconded by Commissioner Richards. All were in favor.

Commissioner Cryans said that there will be a UNH State Advisory meeting at the Common Man on Sept. 26th from 5:00 PM to 8:00 PM. Both Commissioners Cryans and Burton will attend.

Commissioner's Burton and Cryans both attended one of the recent Drug Court sessions and Commissioner Burton said that he was very impressed with the intense supervision. He said they were very fortunate to have the judges that they do.

Drug Court Coordinator Bob Gasser will be in on the 4th to give a presentation to the Commissioners and he will be bringing in some of the participants and their sponsors.

Being no further business, the meeting was adjourned at 2:00 PM

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

June 13 – August 27, 2007

COURTHOUSE

Sheriff Dept. (Old Dispatch Area) – Renovations are complete

Probate Judge's Chamber – Baseboard heat water line separated, soaking carpet and subsequent mildew...replaced carpet

Lobby Stairwell – Carpet stained, worn and wrinkled... replaced carpet

Environmental Management System – Computer hard drive crashed causing loss of controlling and monitoring the buildings HVAC systems...R² hard drive under warranty

Hearing room # 2 – Plate glass window cracked...had Northeast Glass R² window

EDPM Rubber Membrane Roof – closed bids due NLT 3 PM on Friday, August 31. Need to select bidder September 4. Project to begin by September 24 and be completed no later than November 2.

Boilers – Performed annual cleaning of both boilers. Had to replace low water cutout switch on one of them

NURSING HOME

State Survey by NH Health & Human Services – Overall life safety inspection went well. Inspector lauded maintenance on facility upkeep and documentation. Surveyor did a few findings, however I believe only one was documented. The hood Ansul fire suppression system did not cover the kitchen kettle cooking area. I've scheduled VT Fire Extinguisher to install two new nozzles tomorrow.

Bathroom Floors in 03 building – 39 bathroom floors need to be replaced due to shrinkage of sheet vinyl flooring materials. H.P. Cummings and the material manufacturer have agreed to pay for this work. I need to coordinate a replacement schedule with Eileen and Renee before proceeding.

PT Yard – Clifford concrete finished construction of a concrete sidewalk linking the exit from Maple Unit west corridor and the PT porch area. They also installed steps exit the yard to improve emergency egress

Heat Recovery Unit # 3 – Found heat valve stuck closed and pinhole in Freon line...R² heat valve actuator, soldered pinhole and serviced system

Heat Recovery Unit # 5 – Found heat valve stuck closed...R² heat valve actuator

15 Ton Hood AC System – Left side lost all its freon from leak...ARC Mechanical fixed leak and serviced system

Kitchen Food Steamer – Lower steamer worked intermittently...R² electrical contactor

Kitchenette Refrigerators – Two refrigerator door handles broke...manufacturer provided warranty replacement doors for both units

Walk-in cooler – Door hinges wore out and door sagged to where it wouldn't latch closed when shut...R² hinges

Facility windows – Various windows throughout lost their seal between panes, causing windows to fog up...R² windows with warranty replacements

Heat pump – Shaft seals on recently rebuilt # 2 pump in 69 basement leaked...Fredrick Flow, the vendor who rebuilt the pump, replaced the seals under warranty

Magnetic locks – Various locks throughout have failed completely or have lost one of their functions...they are no longer under warranty, are very expensive to replace, R&M taking big hits early

Electronic bed parts – We continue to have a number of the subject parts fail on beds no longer covered by the extended warranty. The parts that are failing are expensive to replace, R&M taking big hits early

ADMINISTRATIVE BUILDING

Front Steps – Railings are complete. Still need to apply protective coating to steps and landing. Awaiting material delivery from Nicom, the vendor that sells Neogaurd, the product that was used initially applied to the porch floor during the renovation

Server Room AC – Condensing unit compressor failed even though ARC replaced it under warranty April 30, 2007. Waiting on new warranty compressor from Mitsubishi.

Registry of Deeds Computer Room AC – Fan motor seized up...R² motor and capacitor

Heat Recovery Unit # 2 – Found heat valve stuck closed...R² heat valve actuator

DEPARTMENT OF CORRECTIONS

Inmate Booking & Changing Room – Area lacked bars or screen over window...fabricated and installed screen

Sprinkler System – Dry system compressor failed causing system to charge and cause alarms to go off...temporarily replaced compressor, drained system, reset flapper and put system back on line

FARM

Dairy Barn Roof – Holding pre-construction meeting August 30. Materials due on site September 5 and contractor will start September 6. Job must be complete NLT October 23.

Water Line – Replaced entire water line system in main barn

Exterior – In process of repairing siding, windows, doors and other exterior details

Cupolas & Weathervanes – Installed weathervane posts on both cupolas and weathervane on north one. County Attorney still hounding Ferro Weathervane for south cupola weathervane

Potato Digger – Numerous gears excessively worn...repaired gears

DRUG COURT BUILDING

Fire Alarm – Updated dialer to one that was compatible to Dispatches receiver so that Dispatch could assume monitoring responsibilities

COMPLEX

Underground Fuel Storage Tanks – Veeder root, in ground tank monitoring system, shows that the 15,000-gallon fuel tank for the Admin Building has a bad monitoring probe. System is still functional...In process of procuring replacement probe.

Barn & Jail Transformer – Unit is leaking oil from pressure switch...Royal Electric ordered part...awaiting receipt to schedule installation

Emergency Generator & Switchgear Room – Painted both buildings

Sprinkler Systems – Capital Fire Protection performed the quarterly inspection of the subject systems in the jail, Admin Building and nursing home...all systems passed inspection

Elevators – Stanley Elevator performed the quarterly inspection of the subject systems in the jail, Admin Building, courthouse and nursing home...all systems passed inspection

Emergency Generators – Milton Caterpillar completed the annual PM inspections of all our emergency generators...all passed inspection and test

Boilers and Compressors – St. Paul Travelers completed an annual inspection of the boilers and compressors in the Admin. Building and nursing home...all passed inspection and received updated operating permits

Drainage & Erosion Project (Phase II) – Miller Construction, Inc. finished the sheet pile wall and are in the process of demobilizing and finishing up some minor unfinished details of the job. Morrill Construction re-stabilized the road to the meadow with riprap and repaired the separated sewer lines behind the jail, both repairs below initial estimated cost.

Drainage & Erosion Project (Phase III) – Held pre-bid meeting yesterday...closed bids due NLT 3 PM on Friday, August 31. Need to select bidder September 4. Project to begin by September 24 and be completed no later than November 30.

OTHER

Boom Lift – United Rentals delivered the boom lift and provided training and certification. They still owe us ANSI inspection and maintenance records documentation, a block heater, propane bottles and a replacement radiator. Until these conditions are met, I will continue to hold payment.

Assistant Superintendent Position – Advertised this week...interviews and selection next week