

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday November 20, 2007

PRESENT: Commissioners Ray Burton and Martha Richards, Executive Director Clough and Secretary Jeri Martino. Commissioner Michael Cryans arrived at 10:10 due to the weather

PUBLIC: Harold Brown

Commissioner Richards opened the meeting at 9:18 AM

Commissioner Burton moved approval of the minutes from November 13, 2007, which was seconded by Commissioner Richards. All were in favor

The Commissioners signed the check registers.

Director Clough informed the Commissioners of a letter from the state regarding a new senate bill which says that state buildings must now fly the POW/MIA flag and that they would send one. Director Clough will take care of the details.

A letter was received anonymously regarding the deaths of Liko Kinney and Bruce McKay. Commissioner Burton asked Director Clough to forward the letter to the County Attorney.

A letter addressed to Commissioner Richards was received anonymously regarding conditions at the jail.

Maintenance Superintendent Jim Oakes arrived to give his report to the Commissioners.
*See attached

Commissioner Burton asked if the materials that were removed from the Courthouse roof were safe and Supt. Oakes said that there were no hazardous materials involved. The Commissioner then asked about the warranty and Supt. Oakes said that they were holding a percentage of the payment until the written warranty arrived.

Commissioner Burton asked where the panic alarms were located in the Attorney's Office, to which Supt. Oakes said that just about every office has one.

Commissioner Burton said that he would like to see a letter of appreciation sent to M. Chain, Executive Director at Alumni Hall for his work with the Courthouse and sending over the photography displays. Superintendent Oakes will take care of this.

The Commissioners discussed the issue with the water heater in the barn and the new on demand system. Commissioner Burton said that he would like to see the full system in place rather than a piecemeal system.

Commissioner Burton said that he would also like to see a scrapbook of pictures and information, perhaps added to the website, which shows all the projects that have taken place so far on the complex. Supt. Oakes will work with J. Martino to get the pictures on the website.

Commissioner Burton would like to hear a report from the IT Manager at some time, which Director Clough said would happen.

Commissioner Cryans arrived.

David Wood from AHEAD arrived and asked the Commissioners for their support for a CDBG application for a low income housing project in Littleton. AHEAD is proposing to develop 61 units in two different areas, one being the renovation of a deteriorated 9-unit apartment building.

There is currently a trailer park area who will be forced to close the group who is currently working with the residents of that park will be going to the town of Littleton to ask that they be the applicant for a CDBG grant, which is needed to give these evicted tenants land to put their mobile homes on. For this reason AHEAD is asking the County. AHEAD is requesting Grafton County consider sponsoring the \$500,000 CDBG application in the January 2008 funding round.

Commissioner Burton said that he supports this project noting that many of the small towns have become somewhat rundown and AHEAD is taking steps to revitalize many of the old buildings.

Commissioner Richards said that she was certainly in favor of the low income housing and said that something like that was needed in Plymouth.

Commissioner Burton moved to support the application for AHEAD, which was seconded by Commissioner Richards. All were in favor.

Commissioner Cryans said that he echoed the sentiments of the other Commissioners and noted the great work that AHEAD does in the community.

Commissioner Burton said that if this grant is approved, that he would request that local tradesmen, craftsmen and labor be kept local, to which D. Wood said that past projects have done just that.

Both Commissioner Cryans and Burton noted that many of the buildings in Littleton have been turned around due to Mr. Wood and all his hard work.

Correction's Superintendent Libby arrived and gave his report to the Commissioners. * See attached report.

Commissioner Burton asked about having both blue and yellow lights on the new Community Corrections van, which Supt. Libby replied that the yellow lights are for safety reasons and the blue is for emergencies.

Commissioner Richards asked about inmates who were housed longer than 300 days, to which the Supt. answered that there are different reasons for that and that some inmates are not physically in the facility and others may be awaiting trial.

Harold Brown was recognized and noted an editorial in the Valley News regarding a 17 year-old who is being treated as an adult and will be sentenced over a year. Supt. Libby said that according to New Hampshire law, 17 year-olds are adults and that he doesn't intend to pass this person off to the state facility once his year is up.

Supt. Libby informed the Commissioners that they have hired a medical coordinator, who has various background experiences, including neurological and mental. They have also hired two other RN's and an LPN, and are very happy with the results.

Commissioner Richards asked if the inmates would be having Thanksgiving dinner, to which Supt. Libby answered yes and that pies were being made for the event.

Commissioner Richards briefly discussed the letter she had received.

Human Services Director Nancy Bishop arrived and briefly discussed the declaratory judgment, saying that the judgment on skilled care was not in favor of the County and that the second declaratory judgment had been postponed until February.

Four meetings have been held regarding HB2 and nothing has been accomplished so far. They have broken out into several committees and HSD Bishop is on the committee for parental reimbursement. HSD Bishop said that one of the questions was whether or not the County will continue to handle parental reimbursements. Commissioner Cryans asked if it were possible to combine Counties and HSD Bishop said that she said that would be difficult to answer.

HSD Bishop explained to the Commissioners just what parental reimbursement entailed. The discussion ensued.

Commissioner Cryans suggested that HSD Bishop and Director Clough get together to discuss options.

Nursing Home Administrator Eileen Bolander arrived with her report saying that the current census is 134, (which is one short of capacity) and a waiting list.

The Nursing Home had a drill today with the Fire Department, Ambulance and Cottage Hospital, which went well.

A long term dietary staff member has decided to resign soon.

Two LNA's have been certified as Med Nurses which will allow them to pass out medication.

Winners for the Nursing Home Quality of Life award will be presented at a banquet on April 18th. There are seven other nursing homes who are in contention for the award.

NHA Bolander has been informed via the pharmacist for the home that AARP will no longer cover prescriptions for Medicaid recipients under Medicare Part D.

Activities Director Harvest Fischer is perusing an Art's grant noting that the residents have shown an interest in classical music.

NHA Bolander asked the Commissioners if they had any input for her regarding the Public Health Region as she attends the meetings. At present there are 19 regions. Commissioner Cryans noted that transportation is always an issue of concern and added that it was important not to abandon the four entities that are set up in Grafton County. Director Clough agreed saying that these four are particularly active and on top of things.

11:40 AM The Commissioners broke for lunch.

12:30 PM The Commissioners resumed their meeting.

Director Clough brought up the issue of conflict of interest that was tabled last week due to Commissioner Burton's absence, saying that CDFFA suggested that the County not contract with anyone who has a 50% interest in the project, which is what North Country Council has in the DRTC which would apply to the AdiMaB grant. Director Clough suggested that the County rescind their decision to allow NCC to administer the grant, and put it out to bid.

Commissioner Burton said that given the qualification of K. Bogle Shields from CDFFA, and to eliminate any possible problems with the audit, that the decision be rescinded.

Commissioner Burton moved to rescind the decision to use North Country Council as grant administrator on the AdiMaB grant, and to put it out to bid, which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed a subordination agreement for the Gile Project, which was approved and signed prior but the wrong copy had been sent and signed.

Director Clough gave the Commissioners an update on the County Prescription Drug card saying that Grafton County was the leader in the month of October with 849 prescriptions filled for a savings of \$8698. This is an average savings of \$10.25 or 21.94%. Total users are 320. Total to date so far is \$72,556.44

Commissioner Richards said that she would like to see a press release noting that information.

The Grafton County Christmas party will be held on the 18th of December from 2 – 4 PM in the Activities Room in the Nursing Home. The decorating contest will also be held again this year.

An invitation came from Woodsville High School NH jobs for American Graduates, inviting the Commissioners to a installation ceremony for in and out of school youth, which will be held at St. Luke's Parish on November 29th at 12:00 PM. Commissioner Burton will be attending.

Commissioner Richards discussed the possibility of hiring a public relations firm to help with the jail project, and presented the other Commissioners with costs and suggestions as to how to conduct their meetings.

Commissioner Burton said that there is already a very informative newsletter that is put out and that the core committee and the Commissioners have presented the information well and added that the real target group is the Delegation.

Commissioner Cryans said that the Commissioners should first decide how the project should be presented.

Director Clough said that her concern is how the Legislators will interpret the need to hire a person to sell the project, and spending money to do so. She said that the committee has done a very good job putting the information out there and it would be a shame if it cant be sold via in-house. Director Clough added that it is also easier to prepare and present material that has been compiled in-house, than to have to go by material prepared by outsiders.

There was further discussion and Commissioner Richards stressed the importance of speaking with the consultant group to hear what they had to offer. It was decided that they would be scheduled for next week's meeting.

Director Clough said there were no further replies from any Congressional members regarding the request for help with funding the jail project.

Commissioner Burton said that he would like to express his thanks for the professional assistance of the Bath Police Department's Chief Dennis MacKay and Grafton County Sheriff Doug Dutile and their people in maintaining a watchful eye on the Bath bridge project during the nighttime hours.

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

Raymond S. Burton, Clerk

November 20, 2007

Commissioners Report

1. Population	In-house:	106	Maximum:	27
			WHOC:	12
			Minimum South:	11
			Minimum:	43
			Lockblock/Seg:	11
			Max/Handicap:	02

Weekenders: 05 Out of Facility: 37

2. Community Corrections - update

- a) Drug Court – supervising (11)**
- b) Electronic Monitoring – supervising (9)**
- c) Daily Work Release – supervising (3)**
- d) Community Work Programs - *Cpl Webster still on light duty**

3. General

- a) Questions?**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

September 18 – November 19, 2007

COURTHOUSE

EPDM Rubber Membrane Roof – Both roofs are complete. D.G. Roofing had to come back and fix one leak on lower roof where it abuts corner of building. Awaiting roof warranty...will pay remaining 5% after we receive it

Evidence Storage – GCM completed creation of evidence and storage area from old detective space

Panic Alarms – Installed three new panic alarms in various County Attorney offices

Generator Circuit Upgrade – Panel for job was backordered and just came in late last week...C.G. Electric started job 11/19 and plans to complete on time.

Photo Exhibit – Received photo exhibit from Alumni Hall and will display in sitting lobby for next few months

NURSING HOME

PT Porch Ceiling – Finished installation of fire rated materials on PT porch ceiling to better meet NFPA and state fire regulations

Bathroom Floors – 39 bathroom floors need to be replaced due to shrinkage of sheet vinyl flooring materials. Installer has replaced approximately 65%

Exterior Lighting – C.G. Electric installed lampposts and exterior lighting in front of nursing home to better illuminate front entrance and parking

Dining Room Outlets – C.G. Electric installed four new single circuit outlets in each resident dining rooms in the 69 wing to eliminate popping of circuit breakers previously caused by overloading shared circuits

Warranty Repairs – Maintenance staff replaced numerous windows and light ballasts that failed prematurely

Server Room AC – ARC repaired a Freon leak on the subject AC system and reservised the unit

Tempering Valves – Maintenance staff rebuilt two worn out tempering valves that control domestic water temperature throughout the nursing home

Kitchen Hood Air Intake Preheater – Maintenance staff replaced a broken igniter to fix a non-heating problem

Kitchen Hood Fire Suppression System – Vt. Fire Extinguisher completed the 6-month inspection of the subject system...no defects noted

ADMINISTRATIVE BUILDING

Front Steps – NICOM installed last coat of Nioguard floor coating, however, surface is too slippery causing two people to fall when it was wet, thus necessitating the need to close the steps again until a non-skid coating could be reapplied. Called NICOM to fix.

HRU 1 & 2 – HRU keeps tripping due to bad contacts in freezestat...cleaned contacts. HRU 2 wheel-type heat exchanger failed...no longer under warranty. Was going to cost close to \$6,000 to replace...Maintenance staff devised ad hoc solution and fixed at a much lower cost

Archives Room – Hot water supply line to fin-tube was leaking water from poor solder joint onto books below...maintenance staff rebuilt line

DOC

Elevator – Stanley Elevator technician stated this unit suffered damage to control panel and door (two separate incidents) due to rough handling/abuse. Stanley Elevator fixed both times. Notified Glenn Libby of issues to investigate.

Sprinkler System – Capitol Fire Protection inspected and tested building dry-pipe valve...checked good

Ice machine – Water inlet valve failed causing water to stream continuously into ice bin...maintenance staff replaced water inlet valve

FARM

Dairy Barn Roof – 800 Roof had to come back and fix leaks around cupola and center barn vent. Job completed.

Hot Water Heater – 100-gallon water heater failed & caught fire...Bradford Pratt's replaced with on-demand water heater system. The new system has had problems meeting flow requirements...Bradford Pratt's adding additional heater. Costs should be covered by warranty and insurance.

Farm Shop – Maintenance staff constructed insulated doors to close in 2-bay shop to improve heating of space

Gutter Cleaner – Main electric motor to north gutter cleanout system failed...replaced motor

Fire Alarm System – I'm scheduled to meet with a contractor today to better define the linear heat detection system required for the barns prior to putting job out to bid

Community Corrections Building

Furnace -- Right furnace failed to light...maintenance staff troubleshot and replaced a bad circuit card

Complex

Elevators – Stanley elevator completed various quarterly and annual inspections...all checked good at that time

Fire Alarm Systems – Alarmco finished inspecting all the fire alarms throughout the complex...all checked good

Underground Fuel Storage Tanks – Advanced Environmental Services inspected all our tanks and monitoring systems...all checked good

Drainage & Erosion Project (Phase III) – The job is progressing well and should be complete close to the projected completion date...as stated previously, due to a few engineering changes to the work scope, there will be a change order for approximately \$60,000, however, that is offset by approximately \$50,000 in credits, thus an approximate \$10,000 increase. Overall, the quality of work looks good thus far.