

## GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday December 11, 2007

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

EXCUSED: Commissioner Ray Burton was attending a Governor's Council Meeting

PUBLIC: Harold Brown

Commissioner Cryans opened the meeting at 9:08 AM

### COMMISSIONER ISSUES:

Farm Manager Kimball arrived with his report saying that they were milking 77, shipping 10K# at an average of 70# per animal. Milk is currently selling at \$22.10. Commissioner Cryans asked how many cows the farm has, to which FM Kimball said that they have 90 that they milk and 162 to 166 total.

FM Kimball's herdsman has been out for three weeks with surgery.

The Farmstand did very well this year with a total revenue of \$32,473. FM Kimball said it will be very helpful to have the new maintenance building built for storage of root crops next year. Soldier beans sold well and FM Kimball said that they plan to increase the crop next year. He may plan to plant Indian corn too. Commissioner Richards said that she would like to see sunflowers planted next year.

5000 bales of horse hay were sold.

Commissioner Richards moved approval of the minutes from November 27, 2007, which was seconded by Commissioner Cryans. Corrections were made. All were in favor.

The Commissioners signed the check registers.

Office Manager Alison Farina from the County Attorney's Office arrived to discuss a step increase for one of her staff members. The increase was actually originally noted in the Attorney's budget; however, it was not specifically discussed at budget time. The increase is from a step 4 to a step 9, which is a not a common practice according to the Executive Director and per the Personnel Policies, must be approved by the Commissioners

A. Farina said that this staff member is worth far more than what she is being paid and increases to her pay had been restricted in the past due to budget constraints. A. Farina stressed the fact that if this person were to go elsewhere, she would very likely start at what A. Farina is proposing.

Director Clough said that no one knew there was such a huge step increase in the budget because it was added into a line with a cumulative total. There was further discussion about steps and increases.

Commissioner Richards moved to approve the step increase from 4 to 9 for the County Attorney staff member, which was seconded by Commissioner Cryans. All were in favor.

It was noted by Commissioner Cryans that increases such as this should be brought forth in future budget discussions to avoid this kind of occurrence.

A. Farina then discussed the purchase of a database upgrade and presented the Commissioners with a breakdown and cost analysis, comparing five different database software. Judicial Dialog was the choice that she recommended. Money had been put into the budget for the upgrade

IT Manager Brent Ruggles arrived and weighed in on the matter saying that he has worked with the Attorney's Office and reviewed the database upgrades, agreeing that Judicial Dialog was the best choice and happens to be the best price as well.

Company's and prices are as follows:

DSI	\$30,000
Judicial Dialog	\$11,960
New Dawn Tech	\$28,349 ~ does not include conversion of data
New Dawn Tech	\$56,349 ~ includes data conversion
Software Unlimited.	\$18,000

Commissioner Richards moved to accept the proposal from Judicial Dialog, which was seconded by Commissioner Cryans. All were in favor.

A. Farina had a third request which was to close the Atty's Office on Christmas Eve day adding that the staff would use earned time. She also noted that the Courts would be closed on that day. Director Clough noted that the Deeds department had made that same request months ago, which was approved.

Commissioner Richards moved to approve the closing of the Attorney's Office on December 24<sup>th</sup>, with the understanding that the staff would be using earned time, which was seconded by Commissioner Cryans. All were in favor.

Nursing Home Administrator Bolander, Health Information Manager Tammy Robbins, Nursing Home Administrator in Training Craig Labore arrived to discuss the purchase of a scanning machine. IT Manager Brent Ruggles was already in attendance.

Commissioner Cryans asked C. Labore about his training. He will be working under NHA Bolander for one year, at which time he can take his test for administrator. He has already earned his Master's degree and lives in Goffstown NH.

NHA Bolander said that originally, the Nursing Home thought it might be able to get a grant for the new scanner but that has been put on hold. Money for the scanner has been budgeted.

HIM Robbins and ITM Ruggles have been working closely together on the research of a new machine and it is the consensus that it should come from SymQuest, which is a company out of Lebanon New Hampshire. Two other companies, BizTech Solutions and Inception Technologies also presented a proposals.

The features of the machine were discussed as well as how it would be used to eliminate the need for paper, as recording would become electronic, thus cutting down on paper and creating a far more efficient filing and record keeping system for residents.

NHA Bolander supports the purchase of the machine in the hopes of keeping the paper process down.

The proposal from SymQuest for the Cannon ImageWARE Document Manager will not exceed \$29,140. It was recommended that the scanning equipment should be leased as it is more likely to show wear. Leasing cost is \$76.65 a month.

Commissioner Richards moved to approve the purchase of the Cannon ImageWARE Document Manager at a cost of no more than \$29,140 and to lease the scanner for \$76.42 for 60 months, which was seconded by Commissioner Cryans. All were in favor.

Human Resource Director Joanne Mann arrived with her report.

Vacancies: 1-RN, 1- part time Billing Secretary

- HRD Mann has sent out surveys to all employees regarding the need for a resource center and replies are still tricking in.
- An In-Service was held recently for Assertive Communication.
- HRD Mann has become AED & CPR Certified via a training course

HRD Mann chairs a subcommittee to create a County emergency plan and has met with Paul Hatch. He has given her paperwork to apply for a grant that would be used to hire a consultant to help write the Countywide emergency plan. The match from the County would be in-kind. She asked the Commissioners if they would like her to proceed with this plan, which they replied in the affirmative.

There will be a Health Insurance change in the future due to the passing of the law regarding civil unions.

Commissioner Richards asked about the merging of the County and Town insurance and asked what it would take to get that underway, to which Director Clough answered that it would take a consensus of the Board, to which there has not been one.

Harold Brown left.

Corrections Superintendent Libby arrived with his report \*See attached.

Supt. Libby said that he has two inmates who are suicidal that they are trying to keep safe.

Supt. Libby said that there will be a Corrections Academy graduation on December 20<sup>th</sup> at Merrimack County. Grafton County has five officers in the class. Commissioner Cryans said that he will attend the graduation.

Commissioner Richards said that she has spoken to some of the members of the Delegation and that there still be more questions regarding the new jail. Supt. Libby said that it would be good to feel out some of the Delegates to see which way they're leaning regarding the vote.

\* 11:17 AM– Commissioner Richards moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section a). Commissioner Cryans seconded the motion. All were in favor.

\*11:25 AM – Commissioner Richards moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Cryans seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

Maintenance Superintendent Jim Oakes, Asst. Supt. Richard Thompson, Engineer Shannon LaRocque, and Bob Dufrane arrived to discuss a proposal for a water storage tank design.

The water tank would be placed across the street up the hill and would become a storage facility for both fire suppression and potable drinking water. The discussion included building the tank and then allowing Woodsville water district to take it over, assuming responsibility for the tank and the road/access leading to it. The tank would hold 200-500-thousand gallons. S. LaRocque's proposal for the design fee is \$27K.

Commissioner Cryans asked if it was unusual for an entity to pay to create a structure and then give it over to another entity to maintain. B. Dufrane said that it was unusual and not fully decided by Woodsville if that is the course they wanted to take. There still needs to be some discussions.

Commissioner Richards asked if this would be "everyday" water, to which S. LaRocque said that it will be an additional tank for water, including drinking water which would come from Woodsville Water & Light, which is already piped along route 10.

There were discussions as to who should maintain ownership of the tank.

Commissioner Cryans asked what other projects that S. LaRocque has done for the County, to which he named the water erosion around the complex, the water detention pond, and both the sheet pile and upper wall project. All the projects have been well

planned and the contractors have been good and Supt. Oakes has done a good job at following the projects through.

Commissioner Cryans asked when this site plan would be done and S. LaRocque said that he would hope to have the preliminary plan report by January and has a crew ready to go if the proposal is accepted.

This would be a request for a bid waiver in favor of Foresite Engineering, which have proven themselves to be a very reputable company, have done numerous projects on the complex already and projects have always come it to the proposed bid. In addition Foresite did some preliminary work on this project during the previous fiscal year and they are familiar with the site and the issues at hand.

Commissioner Richards moved to waive the bid process in favor of Foresite Engineering and Shannon LaRocque's proposal in the amount of \$27,115. for the basis of design for the water tank, and that the County further investigate who should retain ownership of said tank, which was seconded by Commissioner Cryans. The two Commissioners were in favor.

Director Clough had emailed the proposal to Commissioner Burton and when contacted for his vote, affirmed the bid waiver and agreed with the two other Commissioners, thus making the vote unanimous.

Supt. Oakes gave his maintenance report \* see attached.

12:30 PM The Commissioners went to the Dietary Dept. of the Nursing Home to present a proclamation to an employee retiring after 37 years.

1:10 PM The Commissioners resumed their meeting.

Register of Deeds Bill Sharp and staff member George Morris arrived to discuss the purchase of a Plan Scanner and Printer System, out of the surcharge account. G. Morris did the investigating of two different brands, a KIP 3000 at a cost of \$14,995 and an OCE TDS 320 at a cost of \$22,231.

Deeds would like to purchase the OCE TDS 320, though the cost is around \$7000 more. According to G. Morris, the OCE is a better quality machine.

The purpose of the purchase is so they don't have to continue to rent the equipment from Connor & Connor at a cost of \$1,100 a month.

Commissioner Cryans asked if the decision could be put off until Commissioner Burton could be present.

Commissioner Cryans asked RD Sharp how many foreclosures there were in the County, to which he answered, 68 to date.

There was a water leak in the room in Deeds where many of the old books are kept, which brought up the question as to whether or not they can do without the sprinklers in that room. It was noted that there wasn't a drain in there either so flooding could damage the books.

RD Sharp gave the Commissioners an overview of the gross income received from online fees.

HRD Joanne Mann said that she was interested in being on the Executive Committee for the NHAC.

Commissioner Richards moved to nominate HRD Mann to the Executive Committee for NHAC, which was seconded by Commissioner Cryans. All were in favor.

The Commissioners reviewed the DoC Superior Court Report.

The Commissioners signed a Group II certification form for a Grafton County DoC Officer.

The Littleton Area Learning Center is looking for approval to move into a different area than what they had originally planned on, which will require some renovations, but will not cost as much as what they had planned on in the beginning. Approval was required from the County as applicant on the CDBG application, to be presented to CDFA. The Commissioners signed the approval.

Director Clough informed the Commissioners that \$4.1M has been collected so far in taxes with another \$12.8M due. She is planning to pay the TAN note tomorrow.

There will be an Executive Committee meeting on the 17<sup>th</sup> at 9:00 AM

Director Clough said that she met with Human Services Director Nancy Bishop regarding the future of the department and its employees. Discussions have begun with HRD Mann and NHA Bolander on the possibility of these positions being absorbed within their budgets. In the event that the provisions in HB2 take effect, it is very likely that there will not be enough work for that department and the department will be dissolved.

There was a discussion about donations to food pantries.

Commissioner Burton had asked Sec. Martino to prepare a letter for a request of a donation from the Dwinell Trust to the Barbara B. Hill Fund(s), which was read to the Commissioners for approval.

Executive Director Clough stated that she had contacted David Barnes from Divine Millimet in regards to bond counsel for the County. Mr. Barnes is very well known for his bond counsel capabilities throughout the State. He sent a proposal for bond counsel services on the proposed \$40M bond. His services would not exceed \$24,000 for the jail project. There would be no expense if the bond were to be voted down. Commissioner

Cryans said that David Barnes is the absolute best and with this size project, it's worth having the best person for the job. The Commissioners will discuss this further when Commissioner Burton is present.

Director Clough then requested approval from the Commissioners to send out an RFP for financial advisor.

A discussion ensued.

Director Clough is working with Arthur Thompson on the plans for the old jail and noted that another discussion that will need to be had is on the alternative energy. Director Clough said that she sees the discussion about adding the alternative energy as a separate project and not coupled with the jail and that perhaps a sub committee should be established to look into it further.

There was more discussion about the price of the jail and what information would be known for the February 11<sup>th</sup> vote date.

#### COMMISSIONER ISSUES

Commissioner Cryans said that he attended a New Futures Leadership Meeting and that John Bunker would like to meet with the Commissioners about the future of women in corrections.

All three Commissioners attended an Economic Summit in Plymouth where transportation was one of the key issues.

Being no further business, the meeting was adjourned at 3:05 PM

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Raymond S. Burton, Clerk

**December 11, 2007**

**Commissioners Report**

<b>1. Population</b>	<b>In-house:</b>	<b>103</b>	<b>Maximum:</b>	<b>25</b>
			<b>WHOC:</b>	<b>09</b>
			<b>Minimum South:</b>	<b>09</b>
			<b>Minimum:</b>	<b>44</b>
			<b>Lockblock/Seg:</b>	<b>14</b>
			<b>Max/Handicap:</b>	<b>02</b>

**Weekenders: 05 Out of Facility: 34**

- 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 has returned to full duty and will be resuming work in the community**
- 3. General**
  - a) Questions?**
- 4. Personnel Issues**
  - a) Request for non-public matter**

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 20 – December 10, 2007

## COURTHOUSE

**EPDM Rubber Membrane Roof** – Both roofs are complete. I held 5% of payment contingent upon receipt of warranty paperwork. C.G. Roofing received the warranty from Carlisle and is supposed to submit it to us with their last invoice

**Generator Circuit Upgrade** –C.G. Electric completed adding the boilers, circulation pumps and control systems on to the emergency generator last week and everything tested well.

**Deputy Office Improvements** – In process of constructing counters and data drops to set up laptop docking stations to facilitate drafting reports...telephone & data drops complete, lighting was upgraded to T-8...awaiting counter to finish project.

**Conference Room Improvements** – Patched & painted walls and rerouted telephone and data jacks

**Sitting Lobby Seating** –Upholstered chairs in sitting lobby are extremely faded and worn; some have broken backs...GC maintenance will weld broken backs; I requested a proposal to reupholster all 23 chairs

**Photo Exhibit** – The entire photo exhibit received from Alumni Hall is on display now. Jeri Martino sent Mark Chain a letter thanking him for allowing us to display it in our sitting lobby

## NURSING HOME

**Bathroom Floors** – 39 bathroom floors need to be replaced due to shrinkage of sheet vinyl flooring materials. M.M. Flooring replaced the sheet vinyl in 32 bathrooms, but 6 have to be redone due to material quality problems.

**Energy conservation project** – In process of installing motion-activated light switches in common bathrooms, tub & shower rooms, clean & dirty utility rooms, public bathrooms, areas where lights are often left on

**Warranty Repairs** – Replaced numerous light ballast throughout that had failed prematurely and one refrigerator door that had a cracked handle

**Heating System Repairs** – HRU 4 and HRU 1 experienced failure of hot water circulation valve actuators...replaced one and adjusted other, respectively. Replaced the MP501, thermostat control module failed in Chapel...replaced and reprogrammed new module

## ADMINISTRATIVE BUILDING

**Front Steps** – NICOM finished the front steps by applying an aggressive aggregate in the last coat of paint to prevent slipping

**Condensing Unit Snow/Ice Protectors** – Fabricated and installed heavy gauge metal cages over numerous condensing units under the building's eaves to prevent damage from falling ice and heavy snow loads

**Archive Room Storage** – Deeds reported some water damage to a few of the books from the recent break in the water line in that area...Deeds sending books out for repair

**AED** - Installed AED near receptionist area on second floor and participated in CPR & AED training

## DOC

**Jail Control Panel** – Switch fell into main control panel and shorted out wiring to the controls that electronically open and close interior doors...repaired shorted wires and restored electronic controls

**Domestic Water Tempering Valve** – valve that tempers water to old section of jail is worn out and will not hold temperature in set temperature range...ordered rebuild kit and temporarily routed old building through newer building's temp valve until kit comes in

## FARM

**Hot Water Heater** – Bradford Pratt installed a third on-demand water heater, at no additional charge, to improve flow...farm reports this is working for them. Also confirmed old tank did fail, however it was no longer covered by 3-year warranty. Exploring possibility of insurance reimbursement

**Farm Shop** – Insulated ceiling and other areas to improve heat efficiency

**Gutter Cleaner** – Reinforced corners of gutter system corroded so bad that they fell apart...rebuilt all but one corner

**Fire Alarm System** – Received specifications and blueprints from vendor for the pig and cow barns...ironing out a few discrepancies prior to putting out to bid

## Community Corrections Building

Nothing to report

## Complex

**Backflow Prevention Devices** – Inspected and tested all backflow prevention devices throughout the complex to ensure devices prevent contamination of domestic water from boiler & sprinkler systems

**Drainage & Erosion Project (Phase III)** – Morrill Construction finished Phase III of the D&E Project yesterday. In the spring they will be back to reseed a few areas in addition to doing some final grading to the edge of the road along side the stone-lined ditch to the meadow. After final construction and engineering costs, this project will come in \$84,073 over the initial cost estimate. However, the dairy barn roof came in \$84,085 under budget, thus I will use the savings from that project to finish paying for this one

**Complex Water Tank & water main** – received engineering proposal from Foresite Engineering to draft a Basis of Design Report to define the size, type, material, and horizontal & vertical location for water storage tank to provide both fire protection and emergency storage of potable water. I propose paying the \$27,115 fee from \$43,100 left over from the courthouse roof project.

**Sewage Metering System** – We are currently unable to accurately measure complex sewer discharge to the Woodsville Sewage Plant. Although there is a sewage metering system in place, it had been disabled and taken out of service approximately 12 years ago for reasons unknown at this time. The system is so old that the parts required to put it back in service are not available. We will have to replace the metering system in its entirety if we want to accurately meter our sewage discharge. I've requested a quote from the vendor who used to maintain and calibrate it