

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday January 27, 2009

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

OTHERS: Harold Brown

Commissioner Cryans called the meeting to order at 9:20 AM

The Commissioners presented the Grafton County Annual Report to people from their districts. On hand for their presentation were Bob and Mary Crowley from Commissioner Richard's district 3, and Howard Hatch who was nominated by Commissioner Burton for district 2. Recipients from Commissioner Cryans district 1, Jack and Dorothy Byrne, were unable to be in attendance.

Commissioner Cryans read his dedication to Jack & Dorothy Byrne.

Commissioner Richards presented Bob and Mary Crowley from Plymouth and gave them accolades for the many things that they do in the Pemi-Baker area, including supporting and help with organizing the Democratic Party there. Commissioner Cryans said that he and Bob Crowley go back quite a ways as did he and Commissioner Burton, who praised them for their "Main street" philosophy.

Commissioner Burton presented his report to Howard Hatch adding that everyone had a story about him. The Commissioner praised him for being community minded and for putting people to work that no one else would hire. He commended him on being a good neighbor to Grafton County and for all the things that he has done voluntarily for the County.

Books were presented to the recipients and a continental breakfast was had.

Farm Manager Kimball arrived and reported that he was milking 80 cows, shipping a total of 9800#'s of milk for an average of 60#'s each. Milk price is at \$16.53 and according to FM Kimball, decreasing.

FM Kimball said that he was concerned that the Farm would be going through a rough time with the budget and that he was pondering different ideas to produce some revenue, including selling some of his herd.

FM Kimball said that he was also looking a different purchasers of milk other than Agri-Mart, who he said would no longer be accepting any BST milk after August 1<sup>st</sup>. The County Farm does not use BST in their milk.

Commissioner Burton asked how much the Farm lost last year and FM Kimball said that he thought it was around \$27K. Commissioner Burton did not think that was all that bad considering the total amount of the budget.

Commissioner Cryans asked how many cows FM Kimball was considering selling and he said perhaps around 10 or more.

Commissioner Burton said that FM Kimball was to be commended for thinking ahead and taking matters into his own hands as to increasing revenue. Commissioner Burton suggested that he attend the Farm show in Manchester and that he could go to the breakfast as his personal guest if he liked.

Commissioner Richards said that she has been in touch with NHA Bolander regarding her continual request to get vegetables into the Nursing Home. FM Kimball said that there was a meeting set up for Thursday to discuss this. She added that she was still working to get a Farm Committee together but it would have to wait until after the Alternative Energy committee had completed their task.

Commissioner Cryans asked hypothetically how long it would actually take to close the Farm down if it ever came to that and FM Kimball said that all that would be needed would be for an auctioneer to come in and it could be done in no time, but he said that he hoped it would never come to that.

Commissioner Richards moved to approve the minutes of January 13, 2009, which was seconded by Commissioner Burton. Edits were made. All were in favor.

Corrections Superintendent Libby arrived with his report \*(see attached)

Supt. Libby said that he is planning to do his best to come in with a level budget but added that it will be difficult to run some of the programs with out any increases and that some may be cut, including Operation Impact. Commissioner Cryans said that he doesn't want to eliminate people and Supt. Libby said that he appreciated that but there are programs that are not mandated that will need a long hard look.

Supt. Libby said that when he prepared his budget last year, he erred in calculating the officer salary line and is \$46K short, which means it is over expended.

Supt. Libby said that he is frustrated by the letters that have been coming in from the towns regarding the Jail project when the Jail provides so many town communities with free services. Commissioner Cryans said that here is probably nothing that can be done about those feelings as the towns are scrambling to make ends meet. Supt. Libby said that it was too bad that there are issues because of the bad economy but there needs to be some help at the current facility. The Supt. added that he would like some understanding as to where the project is going at this point.

Commissioner Cryans said there is an impact on the communities with this Jail project and it might be justifiable on the part of the citizens to feel this way. It's not necessarily

that the people are against the Jail; it's that there is a much different situation with the economy. Supt. Libby said there is still a need to address the current issues.

Commissioner Cryans asked if there was anything more known about the legal decision and Director Clough replied no, but a decision really didn't make any difference as far as she thought and said that it was important to know whether they could go forward or not. She said that the bond for the Jail wouldn't even affect the taxes for more than a year. Commissioner Cryans said that everything plays a part in the decision made because if the economy continues to fall, and the project did go forward, there wouldn't be a way to hire all the people needed to operate it.

Supt. Libby suggested then that maybe there was a need to make some changes and re-evaluate the plan to minimize its size.

Commissioner Cryans continued to reference the economy. Director Clough said that she understood the economy but that there are still 30 people who go to work every day at the current facility who are in danger. Supt. Libby agreed and said that it was time to stop putting things off and to realize that time is of the essence because there is a huge concern that something will go wrong in the current building. He said that they can't waste time any longer and said that some kind of direction by the Board is required.

Commissioner Richards said that perhaps they can't look 20-25 years down the road anymore and that she would be willing to consider a downsize. She asked if taking prisoners from outside the County will help financially.

Supt. Libby said that once you let the feds in and their money runs out, then where do you go. He said that his philosophy is to take care of Grafton County first.

Commissioner Richards said that she felt it was imperative to keep the mental health area and agreed that there is a need to be ready to go when the time comes. The Commissioner asked about bonding. Director Clough said that the first interest payment would be due six months from the time it was sold and then the full amount of the cost of the project would be felt along with the additional operational costs.

Supt. Libby questioned whether or not certain Representatives even fully understood what is currently being done by the County in the way of services, which he said is head and shoulders above what the state does.

Commissioner Burton said that he would be interested to see what the meeting with SMRT and HP Cummings produces and Supt. Libby said that they will only be told what the construction climate is like right now.

Commissioner Burton said that he did not feel that the proposed facility should be downsized by even one brick and suggested that by his perception, the Delegation felt the same way. He did suggest the Supt. Libby watch Commissioner of Correction Wrenn's budget proposal as he felt it would get some momentum.

Commissioner Cryans respectfully disagreed with Commissioner Burton and said that there is a need to scale back the size of the project and that there is some validity in the

point of view of the towns. He said that speaking only for himself; there is a need to scale back.

Supt. Libby informed the Commissioners that there was an accident with one of the inmates wherein he lost the tip of his finger on the wood splitter.

There was a brief discussion about communicable infections at the Jail.

Maintenance Superintendent Oakes arrived with his report \*(see attached)

A response letter to Woodsville Water and Light was drafted and addressed the allegations aimed at the County as not true.

Commissioner Cryans commended Supt. Oakes for his part in the visit of Carroll County to the Grafton County Nursing Home. He said that both Supt. Oakes and NHA Bolander were thanked for their efforts in helping Carroll County with their new Nursing Home plans.

Sheriff Dutile and Deputy Kelly arrived to open bids for both a Ford Crown Victoria and a Dodge Durango. Bids from both manufacturers were requested.

<u>FORD</u>		<u>DODGE</u>	
Irwin Zone	22,764	Walker Motors	25,929
Meredith Ford	22,467.14	<b>Hillsboro</b>	<b>21,265</b>
Grappone Ford	23,589	Miller Auto	25,926
<b>Hillsboro Ford</b>	<b>22,415</b>		
Gateway Motors	22,424.64		

There was a discussion as to choosing one vehicle over the other and Deputy Kelly said that the Crown Vic weight limit was pushed once all the law enforcement gear was put in, which added an extra 2000# to the vehicle. The thought is that the Durango will be better suited to carry the weight.

Sheriff Dutile said that they would probably like to consider getting one Durango and two Crown Vics this year and see how that worked out for them.

The Sheriff took the bids to make sure that the equipment was as specified and in order and will return next week with a recommendation for vehicles.

The Commissioners signed the rebuttal letter to WW&L.

Director Clough discussed the Actuarial bids that were received two weeks ago. Bids ranged from \$5500 to \$13K. Director Clough, N. Bishop and J. Mann had reviewed the bids and their consensus for a recommendation was Jefferson Solutions at a cost of \$5500 and a \$1100, one time presentation fee for a total of \$6600.

Commissioner Burton moved to accept the proposal from Jefferson Solutions at a total cost of \$6600, which was seconded by Commissioner Richards. All were in favor.

Director Clough informed the Commissioners that the requests for stimulus money for the proposed Correctional Facility were sent out last week to both the Congressmen and Senators Washington and local offices. She said that R. Lougee from Senator Gregg's office called and said that the Senator didn't feel that the stimulus package would be given directly to specific projects but rather would be filtered down through the state. She said that the same reply came from a letter from Congressman Hodes office.

Commissioner Cryans said that a letter should then go directly to Governor Lynch's office. Commissioner Burton said that the Governor is supposed to be appointing a person to oversee that incoming money but that he didn't know who that was as of yet. He said that he was under the impression that there will be \$6.2M coming to the state. Commissioner Cryans asked that Commissioner Burton please inform them when he knows who that might be so that they can get in touch with them. Commissioner Richards suggested that each Commissioner follow up with the officials from their districts.

Director Clough presented two educational assistance applications from the Nursing Home. One was for Hospice certification, the other for a medical terminology class.

Commissioner Richards moved to approve the educational assistance for both applicants, which was seconded by Commissioner Burton. All were in favor.

Director Clough presented the Commissioners with a spreadsheet of the 2008 taxes that were collected.

Director Clough informed the Commissioners that there has been no County money invested at this time. The new Treasurer said that she would be contacting banks regarding rates etc., but the Director hasn't heard anything back at this point. Commissioner Richards suggested that a letter be penned to Treasurer Sievers that investment of County money needs to be acted on. Commissioner Burton agreed adding that as much as Director Clough can help her, she is not the Treasurer. Commissioner Cryans said that the new Treasurer should take advantage of the assistance of the Director as a valuable resource and added that he would personally call her. Commissioner Burton said that a letter should also be sent quoting the RSA which states responsibility of the Treasurer. He wanted to be sure there was something in writing. Director Clough said she would draft a letter.

Director Clough said that she had received a letter from Whole Village, Brian's House, which stated that their application for a grant had been turned down as it their program did not fit the grant. Brian's House will be closing at the end of this month.

The Commissioners signed a resolution from Meredith Savings Bank for a change of the Treasurer's signature.

Director Clough gave the Commissioners a copy of a letter from Rockingham County to HHS which stated their refusal to pay their settlement costs. Grafton County has paid theirs as of this date.

The Commissioners reviewed and signed a drawdown request for the MicroCredit CDBG grant.

The Commissioners reviewed and signed the close-out certificate for MicroCredit 08 CDBG grant.

The Commissioners reviewed and signed the close-out certificate for the Littleton Area Learning Center Daycare CDBG grant.

A request was presented from RD Sharp for out of state travel for a staff member to attend a showcase in Montpelier tomorrow.

Commissioner Burton moved to approve the out of state travel, which was seconded by Commissioner Richards. All were in favor.

A letter of request was received from Hannah House who did not get their social service funding request in by the allotted date. The letter stated that their application had been sent to New York in error by the post office and by the time it was received at the County, they were past due. A copy of a receipt from the post office showed that the letter was inadvertently sent to the wrong address. Hannah House requested that their application be accepted due to the mishap.

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

A letter was received from the Superintendent of schools, Bruce Labs which suggested a program that the County should invest in and consider. Copies will be made for the Commissioners. Commissioner Burton said that he would like Supt. Libby's opinion as well.

Director Clough informed the Commissioners that letters from the towns of Bridgewater, Holderness, Plymouth, Orford, Littleton and Thornton have been received requesting that the Jail project be put on hold. That makes a total of 15 towns that have written letters asking the same, the Director said.

Director Clough said that in regard to the Secure Rural Schools money that has been being discussed that was an annual distribution and the County would be receiving a letter from the Dept. of Education, with the amount. After the County responds with an allocation list the money is distributed to the schools in Grafton County via their SAU's. This year is the most money to be received so far and totals over \$200K. The County never receives any funds and basically the County's role is to direct the Dept. of Education on distribution of these funds.

Director Clough is scheduled to meet with the coordinator for the Drug Court, who would like to institute a new treatment which is expected to run around \$8000 per female participant. Director Clough said that as of right now, the treatment service line is expected to already be overspent by \$30K. She asked the Commissioners for their input

saying that she had planned to inform the coordinator that there could be no new treatments. The Commissioners agreed absolutely.

Director Clough wanted to touch base with the Commissioners regarding the upcoming budget saying that many Department Heads were already concerned about level budgeting. She has made a plan to meet with Dept. Heads as a group bi-monthly to see if there are any possible solutions. She said that there needs to be a lot of communication between the Dept. Heads and the Board during this budget process.

Commissioner Richards said that she would like to see people keep their jobs and perhaps work on making concessions.

#### COMMISSIONER ISSUES:

Commissioner Richards has invited Steve Huntington to the Energy Meeting on Feb. 2<sup>nd</sup>.

Commissioner Richards attended the UNH Advisory Council Meeting last evening and the council is looking at replacement council members. She said that Cooperative Extension was working on their budget.

12:17 PM being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

January 27, 2009

**Commissioners Report**

<b>1. Population:</b>	<b>In-house:</b>	<b>97</b>	<b>Maximum:</b>	<b>28</b>
			<b>Minimum dorm:</b>	<b>39</b>
			<b>Minimum south:</b>	<b>09</b>
			<b>WHOC:</b>	<b>10</b>
			<b>Max/Handicap:</b>	<b>01</b>
			<b>Lockblock/Seg:</b>	<b>11</b>

**Weekenders: 05**                      **Out of facility: 53**

- 2. Community Corrections Report**
  - a) Drug Court – supervising (16) \*1 in custody
  - b) Electronic Monitoring – supervising (9)
  - c) Daily Work Release – supervising (1)
  - d) Community Work Program – On site  
- upcoming projects – Littleton/Plymouth
  - e) FY10 budget process – update
    - 1) Supervision
    - 2) Potential program cuts
  
- 3. General:**
  - a) Inmate work detail accident - update
  - b) FY09-FY10 budget – update
    - 1) Budget mistake FY09 003-salary line
    - 2) FY10
    - 3) Potential program cuts
  - c) Status of Jail project – direction

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 12 - 26, 2009

## COMPLEX

**Water Storage Tank & Main Project** – Tank complete to the point where it will hold water. Currently filled to 5' level to prevent concrete from freezing. *Morrill Construction (MC)* constructed vault, stubbed in 12" main from tank and main line side. MC is in the process of connecting pipe, valves and other apparatuses inside vault. *Woodsville Water & Light* completed installing power to the site. *Natgun's* subcontractor to run power from pole to vault and hook up all electrical devices to include Modine heater and SCADA system that monitors tank water levels and system status. Still planning to bring tank on-line in the next couple of weeks. Per your request, I have drafted a response to WW&L's letter dated 12/23/08. I've also included letters and documentation from Foresite Engineering, Natgun and Construction Materials Testing, Inc. (see handout). Related to this issue, on Feb 3<sup>rd</sup>, Richard and I will be attending PRIVATELY OWNED WATER DISTRIBUTION SYSTEM training sponsored by *DES*.

**Energy Audit** – *ERS* sent us their preliminary report for the energy audit. It has been shared with the Alternative Energy Committee for analysis. The committee is in the process of scrubbing the report for errors in addition formulating questions for clarification. I will send their input back sometime today or tomorrow. *ERS'* final report will be included in the Alternative Energy committee's report to the delegation on Feb 2<sup>nd</sup>. *ERS* will be in attendance at the Alternative Energy Committee's presentation on the 2<sup>nd</sup> to present their findings and recommendations

**Sewage Metering** – On January 29<sup>th</sup> I will be meeting with *CG Electric* and *Pump Systems Incorporated* to finalize work requirements to install a new sewage metering system for the complex

**Recycling** – *Littleton Transfer Station* is no longer accepting recyclable materials such as fluorescent bulbs, ballasts, batteries, TV's and computer equipment. We have established a new agreement with *Complete Recycling Solutions, LLC*, from Fall River, MA to perform this service. They currently hold the state contract for this service, it has turned out to be less expensive to use their service in addition to no longer having to transport these materials to Littleton anymore.

## COURTHOUSE

**Lighting** – Upgraded fluorescent lights in rear hallway from T12 to energy efficient T8 fixtures

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

## NURSING HOME

**Laundry** – Dryer #1 failed to run...found & replaced bad over-temp switch

**Kitchen** – Lower steamer failed to operate...troubleshoot & replaced defective circuit board and on/off switch

- Upper convection oven intermittently popped GFI circuit breaker...*Casco* found & replaced a bad circuit board fan motor

- Hood exhaust system due 6-month inspection 7 cleaning...*Tri-state Fire Protection, LLC* completed...no defects noted

**Windows** – Various windows throughout became fogged from defective edge seals...Replaced windows with warranty replacements (5-years still remaining on windows in Nursing Home)

**Light Ballasts** – Replaced numerous failed light ballasts throughout (no longer under warranty)...will start replacing with high performance T8 ballasts and bulbs (15% less operating cost)

**Electric Beds** – Lift actuators on two beds failed (no longer under extended warranty)...purchased & replaced actuators

**HVAC** – Heat in employee dining room not working...found and replaced worn Belimo zone valve

# **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

- HRU # 2 failed to exhaust air...found & replaced bad fan motor
- Pump #1 (building heat) is leaking around its shaft seal...ordered rebuild kit...will rebuild when parts arrive

**Sprinkler** – NH H&HS Surveyor writing up nursing homes throughout NH for not having sprinkler systems extended to entrance overhangs that exceed 4'...Met with *Hampshire Fire Protection, Inc.* to get cost estimate to extend sprinkler system to certain overhangs on 69 Building that may not meet code.

## **ADMINISTRATIVE BUILDING**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

## **DEPT. OF CORRECTIONS**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

## **FARM**

Nothing significant to report

## **COMMUNITY CORRECTIONS BUILDING**

**Lighting** – In process of upgrading fluorescent lights throughout from T12 to energy efficient T8 fixtures.

## **VEHICLES & EQUIPMENT**

Nothing significant to report

## **NEW MAINTENANCE/FARM BUILDING**

Nothing significant to report

## **OTHER**

**LGC Risk Management Training** – My staff and I met with our *LGC Risk Management Director* to evaluate our recent string of vehicle accidents and to discuss various ways of minimizing or eliminating future accidents. LGC reiterated that all Grafton County employees, to include my staff, who drive county vehicles, might attend a defensive driving course in Concord, at no cost to Grafton County. I have several employees who are interested in attending.

**Backflow Prevention Training** – John Bishop is registered to attend the subject training at *New England Water Works Association* in Manchester, NH Feb 2<sup>nd</sup> – 4<sup>th</sup>

**HVAC Duct Cleaning Estimates** – I will be meeting with Aircare Environmental Services on Jan 28<sup>th</sup> to have them review our ductwork in the Jail, Courthouse, 1930 Building and Community Corrections Building so they can provide a quote to clean each building's ductwork