

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday February 10, 2009

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

OTHERS: Harold Brown

Commissioner Cryans called the meeting to order at 9:09 AM

Farm Manager Kimball arrived with his report and said that he was milking 80 cows for a total of 9600#'s at an average of 68#'s each. Price of milk sold is \$13.80. FM Kimball said that it has been a tough winter.

FM Kimball is working on the budget and said he is discussing ideas for revenue with other farmers.

Commissioner Cryans said there was an article in the Valley News about a North Haverhill farmer who was talking about the plight of the milk industry.

FM Kimball said that milk cycles up and down and where there used to be a lot of farmers there are only 7 or 8 left in Haverhill.

Commissioner Richards asked if FM Kimball altered his grain ratio as was suggested at the Farm Advisory meeting and he said that he made that adjustment the next day and is now feeding less grain.

Commissioner Richards asked if he was still planning to sell some cows and he replied that he still planning to sell around 10 milkers.

FM Kimball said that he plans to plant 10#'s of potatoes this year and discussed planting more hay for sale. Commissioner Richards discussed possibly growing NH species such as lilacs for sale and asked if there was any land available for that. He suggested that question be directed to the Forester. Commissioner Richards thought it might be a new avenue for revenue.

Commissioner Burton said there was a lilac project about 10-15 years ago and that the state nursery brought about 100 plants to the County, which were given away. He said there still remains a lilac commission.

Commissioner Burton asked FM Kimball if altering the grain would alter the health of the herd to which he replied no.

Commissioner Burton moved to approve the minutes from February 3, 2009, which was seconded by Commissioner Richards. Edits were made. All were in favor

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

The water tank will take approximately two weeks to fill when ready.

There was a discussion about the energy audit. Commissioner Cryans said that he thought that no or low cost items should be investigated at the discretion of Supt. Oakes as he deals with them on a daily basis. Supt. Oakes said he will start implementing the no cost items. Commissioner Burton said that he puts the ball in Supt. Oakes hands as to what is needed to go forward and will take the County away from dependency on oil. Commissioner Cryans said that President Obama discussed energy savings in his speech the night before and the Commissioner thought that this would be a good time to request some stimulus money.

Commissioner Burton said that he had already written letters as a citizen, requesting money for the proposed jail. There was further discussion about requesting money for alternative energy. Commissioner Burton said that all the monies coming in would come through the state.

Supt. Oakes said that as he prepares his budget he would like to have an understanding of how he should proceed with the biomass proposal. It was determined that the Commissioners needed to review the costs and paybacks a little further before coming to any conclusions. Director Clough said that you would only see expenses for a while and that there was still the Jail to consider. Commissioner Richards said that she would like to see a letter requesting stimulus money for the alternative energy sent out.

Supt. Oakes discussed the possibility of using ozone equipment in the Laundry noting that the process eliminates many of the bacterium that regular hot water washing can not do. There would be no electrical savings but there would be savings on the hot water side.

Commissioner Burton asked if there was security around the water tank and Supt. Oakes said there was a padlock and no ladder to reach the top of the tank, but other than that there is no additional security.

There was a discussion about the continuation of looking into geothermal for the Jail. Commissioner Richards said that a test well drill may be needed to get more information. Supt. Oakes did not think that there was a need to look at both geothermal and biomass and that drilling would be a waste of money if they were only planning on going with one system.

Commissioner Burton said that he fully supported money in the budget for biomass.

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

There will be another GED graduation on March 18<sup>th</sup> at 10:00 AM. Supt. Libby said this class should be larger. So far the Jail has graduated 21 people and the next class should be around 10 or so.

Supt. Libby said that there will be a core committee meeting today to look at a re-design of the proposed new Jail and that will begin at 1:00 PM.

Commissioner Richards moved to approve the minutes from May 19, 2008, which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Director Clough informed the Commissioners that a letter was received from the town of Hebron which requested that the County postpone the new Jail project. An email was also received from a citizen from Campton which echoed the same sentiments.

The Commissioners reviewed and signed a semi-annual CDBG grant for a housing project that AHEAD was doing in Littleton.

Commissioner Cryans said that he would be taking a tour of the Gile project on the 17<sup>th</sup> at 2:00 if either of the other Commissioners cared to join him.

Director Clough held a Department Head meeting last week and there was discussion as to whether or not the Commissioners had mandated that vacancies would not be filled. This was a grave concern to the Nursing Home which is covered under certain regulations for care. Director Clough asked the Commissioners for clarification on this matter.

Commissioner Cryans said that it was never mandated as such but if a position *could* remain vacant then that is what he would like to see done. Commissioner Richards agreed and said that she would like to see vacancies scrutinized very closely.

Commissioner Burton said that he would leave this up to the Dept. Heads but that he would not be approving any new positions in this upcoming budget.

HSA Bishop arrived to discuss one of the Social Service allotments with the Commissioners. She said that the VNA out of Lebanon has a family support program which is partially funded by the County, and this particular program has been downsized in both staff and service and they are only providing half of what they were providing a year ago. C. Swart who oversees the programs on behalf of the County is not pleased with the current program and said she will not be recommending it for funding this coming budget. She has asked that a new budget be provided by them.

Last year there were 162 visits during the months of October through December and last year that number was double. The service's function is working with parent and child to keep the family together.

HSA Bishop said that her recommendation, in agreement with C. Swart, is that the program only receives half of their allotted payment.

Commissioner Burton asked if this kind of thing had ever happened in the past and HSA Bishop said that they have not run into this before.

Commissioner Burton asked about the success rate of this service and HSA Bishop said that there have always been serious issues with the program and now even more so since the person who had run it for many years has left.

Commissioner Burton asked if there had been contact with the VNA and HSA Bishop said that there had been and there is a possibility that another agency may take over the program but that hasn't happened as of yet. She said that HHS has also been notified because this service also receives incentive funds. She added that it would not be good to lose this service because it is truly needed in that geographical area.

Commissioner Cryans asked if the VNA had given any explanations as to why the reductions had happened and HSA Bishop said that their responses were sketchy.

Commissioner Richards moved to approve payment of half the allotted amount being paid this quarter with a recommendation that updated reports be provided to N. Bishop and C. Swart, with proper care to continue, which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans said that he would like to see the VNA work to receive all their funding for this program and truly hopes they can achieve that goal by working to increase the program numbers. Those sentiments were echoed by the other two Commissioners.

Commissioner Richards asked about whether or not the County would be handling the incentive funds this year and HSA Bishop said that there is no word as to how those will be handled this year and it hasn't been for lack of not asking.

Director Clough spoke to the Commissioners about the new Treasurer and brought up some items that were of concern to her.

She said that over the years, Thursday has been the day that the Treasurer is needed at the County to sign checks. Last week was a pay week and checks are generally signed by 10:30. At 11:25 last week there had been no response from the Treasurer. Director Clough tried calling the Treasurer but received no answer. Due to a time constraint, Director Clough authorized the use of a signature stamp to get the payroll done. Later in the afternoon the Deputy Treasurer called Director Clough and said that Treasurer Sievers had called him and asked that he come in to sign the check because she couldn't make it. She was also supposed to move an account for RD Sharp and he didn't know if that had been done yet. Citizens bank had called because they needed to do a wire transfer and needed a verbal confirmation and could not get a hold of the Treasurer. Director Clough stated serious concern about the County's money not be invested as of yet and the fact is, there is a loss of interest because of it.

Director Clough said that Treasurer Sievers has informed her that she can not come in on Thursdays because of classes and that she would be in on Wednesdays. Director Clough said that isn't acceptable because checks aren't ready then. Director Clough voiced her frustration at the lack of communication on the part of the Treasurer, who does not return calls though does email at times. Commissioner Cryans said that he has contacted her a few times and she has not returned his calls at all, though he too said he got some kind of email.

Director Clough received an email on Sunday that said that the Treasurer had made some investment inquiries. Director Clough suggested that she come in on Tuesday (today) to speak with the Commissioners and explain what she was proposing. The Treasurer said she had to work today and sent Director Clough an email of bank info and rates along with what she thought she would do with the money for investments. Director Clough read the email to the Commissioners.

After reading the email, Director Clough voiced her concerns. She said that there is no mention of banks that had been used in the past, so she didn't even know if they had been contacted. She said that the Treasurer wanted to invest at banks that had typically given

us lower rates than other banks in the County. She wasn't sure if the Treasurer knew that the money she put into accounts needed to be collateralized and she added that she would like to have the Deputy Treasurer's name put on all the accounts in the event that she needed to have or move money and couldn't get a hold of the Treasurer.

Right now there is \$10M+ in an account receiving a minimal amount of interest. Commissioner Cryans stressed the need to move that money right away in order to get more interest from it.

Commissioner Burton read from RSA:29:15 which read "on or before June 1, annually, the County Commissioner upon recommendation of the County Treasurer shall appoint a Deputy County Treasurer. Said Deputy County Treasurer shall serve only during the absence, disability or incapacity of the County Treasurer to perform his duties and until a successor shall be qualified..."

Commissioner Burton said that he would like to see the Deputy Treasurer in place as things are not looking good and reiterated his comment from a previous meeting that Director Clough is not the elected Treasurer, Vanessa Sievers is.

Commissioner Cryans said that they can not continue to lose money every day this continues and said that they could be going from \$60 a day interest to \$600 a day which is quite a difference.

He said the money must be collateralized. He also said that when he, Director Clough and the new Treasurer had a meeting after her election, there was no conflict with her coming in on Thursdays, and now there is. He said he would like to see this worked out. He also said that he felt that Director Clough has extended her every courtesy and so if there's a problem, it's not for lack of trying on Director Clough's part.

Commissioner Burton said that the new Treasurer was presented with her constitutional duties and that he was very concerned about certain banks not being on the bid list and questioned if they were even ever contacted. He said that he had heard from two Representatives who had discussed a resignation of the Treasurer.

Commissioner Richards urged Director Clough and Commissioner Cryans to have a serious discussion with Treasurer Sievers to see if she is truly interested in the job. She asked Director Clough if she knew whether or not Treasurer Sievers had sent request letters on Grafton County letterhead to the banks and Director Clough said not that she was aware of. Commissioner Richards asked if that could be verified.

Commissioner Cryans said their first meeting appeared productive and that the Treasurer was interested in her job, now there are numerous issues including lack of current investments which is troublesome. Commissioner Cryans said that he will call and email Treasurer Sievers for a sit down meeting to try to straighten things out. He said that he hoped they could solve the problem and get the money invested. He said he would also like to get her here on Thursdays to sign checks.

Commissioner Burton said that he was not ready to approve any investments that were proposed via the email.

Director Clough said that RD Sharp's surcharge account had been moved to Citizen's bank per his request although she did not feel as though that transaction should have taken priority over making investments for the County.

Director Clough said that she would email Treasurer Sievers and tell her that coming in on Wednesdays will not work and that checks need to be signed on Thursdays.

COMMISSIONER ISSUES:

Commissioner Cryans said that he attended a NHACo Executive Committee Meeting at the Center for Public Policy and speaker Steve Norton made a presentation that was quite dire and there were a lot of "what ifs" regarding the state budget. The presentation can be viewed at [www.nhpolicy.org](http://www.nhpolicy.org)

11:38 AM ~ Being no further business the meeting was adjourned

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 27 – February 9, 2009

## COMPLEX

**Water Storage Tank & Main Project** – The electrical portion of the tank project is complete. This week Natgun will start filling and chlorinating the tank. They will also be testing the SCADA system as it fills.

Richard and I attended a DES sponsored awareness seminar in Concord pertaining to the maintenance and responsibilities for owners of PRIVATELY OWNED WATER DISTRIBUTION SYSTEMS. Starting in March, Richard and I will have to attend C1A Operator training at DES in Concord to become certified to perform tank ownership responsibilities such as monthly bacterial sampling, documentation and reporting.

**Energy Conservation** – With the energy audit complete, my department will start implementing some of the no-cost energy conservation measures ERS recommended. For budgeting purposes, I need to know how receptive you commissioners are to pursuing some of ERS' suggestions that will involve some capital cost?

As another energy conservation measure, the nursing home has agreed to try the Daniels equipment Co. Ozone system in their laundry, as a no-cost trial period, to see if their Ozone system truly saves the nursing home money on chemicals and hot water cost as their salesman suggests.

**Sewage Metering** – On January 29<sup>th</sup> I met with *CG Electric and Pump Systems Incorporated* to finalize work requirements to install a new sewage metering system for the complex. The equipment has been ordered and will be installed upon delivery. The installed price will be \$2,000 less than budgeted. I notified Dick Guy, Fire District commissioner of the latest status.

**Elevators** – Stanley Elevator completed their quarterly inspection of all the elevators at the complex...all checked good

**Electric Metering** – This past week I discovered a number of discrepancies in the way power is metered to various buildings that are on a shared bill. The shared bill covers power to the following buildings: nursing home, Admin Building, Jail, Farm and recently the new maintenance building. The following areas previously thought to be metered are not metered at all: heifer and pig barns, generator shed and switch gear room between barns and main sewage pump station. Additionally, the new maintenance building isn't either. I've requested C.G. Electric to provide a quote to add new meters or consolidate existing meters for totalized readings if possible. Once installed, I will be able to accurately allocate cost to its end users.

## COURTHOUSE

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

## NURSING HOME

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

**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 actuator and DJB controller failed on two different beds...replaced controller with spare part...actuator back ordered

**HVAC** - Pump #1 (building heat) is leaking around its shaft seal...ordered rebuild kit...will rebuild when parts arrive

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

- Heating zone valves failed various rooms...replaced valves

## **ADMINISTRATIVE BUILDING**

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

## **DEPT. OF CORRECTIONS**

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

**Laundry** – I met with C.G. Electric to assess the feasibility of running power for washers and dryers to the Woman's unit. C.G Electric will put an amp meter on the sub-panel to the unit to see if capacity exists or whether the sub-panel has to be upgraded to run this new equipment

## **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**

**Backflow Prevention Training** – John Bishop attended backflow prevention device training at *New England Water Works Association* in Manchester, NH Feb 2<sup>nd</sup> – 4<sup>th</sup>

**HVAC Duct Cleaning Estimates** – I met with Aircare Environmental Services to have them review our ductwork in the Jail, Courthouse, 1930 Building and Community Corrections Building so they can provide estimates to clean each building's ductwork

**February 10, 2009**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 90</b>	<b>Maximum: 23</b>
		<b>Minimum dorm: 40</b>
		<b>Minimum south: 08</b>
		<b>WHOC: 06</b>
		<b>Max/Handicap: 02</b>
		<b>Lockblock/Seg: 11</b>

**Weekenders: 06                      Out of facility: 53**

**2. Community Corrections Report**

- a) Drug Court – supervising (14) \*0 in custody**
- b) Electronic Monitoring – supervising (11)**
- c) Daily Work Release – supervising (1)**
- d) Community Work Program – On site**  
**- upcoming projects – Littleton Police Dept.**

**3. General:**

- a) GED Graduation – tentative schedule 3/18/09**
- b) Jail re-design discussion continue – target 130 male beds – 32 female beds**  
**- Core Committee meeting today @ 1pm**