

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday February 17, 2009

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

OTHERS: Harold Brown and John Gregg-Valley News

Commissioner Cryans called the meeting to order at 9:10 AM

Commissioner Burton moved to accept the minutes from February 10, 2009, which was seconded by Commissioner Richards. An edit was made. All were in favor.

The Commissioners signed the check registers.

HR Director Joanne Mann arrived with her report:

Vacancies

2- LNA's

1-RN/LPN

HR is currently doing interviews for the Environmental Service Director.

Retirement Drug Subsidy applications are done for Jul 09 – Jun 10.

HRD Mann attended a contract negotiations seminar at Primex

HRD Mann will be attending an HR Affiliate's meeting.

HRD Mann is working on the budget.

HRD Mann said that she was asked by other supervisors about whether or not a supervisor conference was something that they should be spending money on, given the economy. She said that she had money in her budget for it.

Commissioner Burton said that in his opinion it is money well spent for prevention, knowledge and employee interaction. He said that he thought that the conference should be held off site and feels that all supervisors should attend.

Commissioner Cryans said that as long as HR Mann is prudent about spending and reaches out to various agencies he thinks it would be a good thing. He said that perhaps someone could come and speak about the rough times that people are going through now.

Commissioner Richards said that she looks at the conference as a retreat and is well worth it adding that she agreed it should be held off campus.

The Commissioners discussed the Environmental Supervisor position with HR Mann.

The Commissioners reviewed the DoC Superior Court Report.

Director Clough passed out information from RD Sharp which was in effect a bid waiver for approval to contract with Joseph Marotti restoration who has done both map

restoration and has reconditioned some of the books in Deeds already. The amount for the work is \$14K, which RD Sharp had in his budget.

Commissioner Burton moved to approve the waiver of bid, which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the bid waiver for RD Sharp.

Director Clough informed the Commissioners that unbeknownst to her, RD Sharp has put out an RFP for new software in the Deeds department. Bids are not coming into the Commissioners Office as they normally should but it appears that RD Sharp will be opening bids himself. Commissioner Burton said that he recommends that RD Sharp bring forth the bids to the Commissioners before making any decisions as they are the ones who need to award it.

Director Clough read the Commissioners a letter from the Sheriff which was sent to the Towns in Grafton County which outline the change in hours for transport of prisoners. It appears that there are less hours of availability in the evenings and Director Clough will follow up to find out exactly what the changes are. Commissioner Richards said she would like to know if there was some kind of backup during unmanned deputy hours.

Superintendent Libby arrived to go over the reductions to the size of the proposed jail which was put together by the Jail Core Committee. *(Recommendations and draft minutes of the Core Committee meeting attached.)

Commissioner Richards, being one of the Core Committee members, said she swallowed the changes with difficulty but was assured that the medical needs would be taken care of. She said that there is concern that they are not looking into the future but compromises needed to be made. She said she really wanted to see the jail built and applauded Supt. Libby and all the staff for looking at this very carefully.

Commissioner Burton said that he moved that the plan be sent to SMRT for cost evaluation, which was seconded by Commissioner Richards.

Discussion:

Commissioner Burton asked Supt. Libby to comment on public safety as well as the safety of staff and inmates regarding this new plan. Supt. Libby said that right now there is no safety so it will certainly be more safe and secure. He said they were still working on the connector plan to the Sheriff's area and will be looking to the Sheriff for more input.

Commissioner Burton asked if there was accompaniment by an officer whenever a nurse needed to go to an inmate and Supt. Libby said that it depended upon the staffing and the type of inmate and that sometimes nurses travel throughout on their own. In the new facility however there will be cameras everywhere.

Commissioner Cryans commended Supt. Libby and the Core Committee for taking this project and looking at different possibilities, knowing that it has been difficult. He said that he hoped that there would be good things that come out of these problematic times

such as the changing of sentencing laws. He said that hopefully this revised plan will take the County out enough years into the future and echoed the sentiments of everyone else in saying that they need to get out of the current facility for the sake of everyone involved. He said this was a reasonable thought-out plan that needs to go forward and that they can not put off building a new jail.

There was a discussion about stacking units and Supt. Libby said that stacking units decreases the efficiency and increases operational costs.

Concerns were voiced during the Core Committee meeting of a re-design overriding the savings of building a smaller facility.

Commissioner Burton asked if there was money in the budget to put SMRT to work on the revised project. Director Clough said there was a limited amount but enough to work throughout this fiscal year but there will need to be money added to proceed into FY10 as there are legal fees that also need to be addressed.

Commissioner Burton asked that the Chairman move the question.

Commissioner Cryans wanted to ask for comments from the public first and recognized H. Brown who asked what amount of square footage was cut from the project and what kind of staff reduction will there be? Supt. Libby said that he can't really answer that question because SMRT will need to see how the cuts affect the footprint. He said that it would be difficult to address staff needs until all the spaces are put on a board and the staffing plan is reconfigured.

Commissioner Cryans called the question. All were in favor.

Director Clough discussed the status of funds to be invested saying that she had worked with Woodsville Guaranty Savings bank and as of Friday, the money (\$9.8M) is now earning a rate of 1.49% as opposed to .25%.

Director Clough said that she has suggested that each bank in Grafton County be contacted via letter asking for their rates and stated that she has drafted a letter to that effect for Treasurer Sievers to send out. She said that it benefits the County to find out all the rates in order to make an informed decision. She added that the longer this process takes the less money there will be to invest.

Director Clough's recommendation is to put \$1M away for six months for the Nursing Home bond and that all bank bids should be received back by this Friday and that the Treasurer should come here next Tuesday to discuss the investments with the Commissioners. She said that she has tried to encourage and support the new Treasurer but communication has been difficult.

Commissioner Richards asked if the Treasurer was aware that money needed to be invested immediately and Director Clough said that to the best of her recollection, this information was stressed from the beginning.

Commissioner Burton stated as he has twice before that Director Clough was not elected County Treasurer and he doesn't feel that she should be drafting the letter, adding that the Treasurer is not doing her job. Commissioner Burton referred again, as he had last meeting 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..."

He said that the two words absence and incapacity, defined what was happening with the Treasurer and that she was not doing her job.

Commissioner Burton moved to authorize the Deputy Treasurer to manage the County funds for investment and that Representative Catherine Mulholland, Chair of the Grafton County Delegation call a special meeting to authorize this approval.

Neither Commissioner Richards nor Commissioner Cryans would second the motion.

Commissioner Burton said that this has gone too far and they have lost significant time and money and felt that the Deputy Treasurer should take care of the duties.

Commissioner Richards suggested that the Deputy work with Treasurer Sievers to help her take care of business and Director Clough said that offer had been made, to no avail.

Commissioner Richards said that she would not second the motion but wanted to look for another method to move this along.

Commissioner Burton was adamantly opposed to Executive Director Clough doing the work of the County Treasurer, whose duties are clear and added that this is a very unusual situation.

Commissioner Cryans said that both he and Director Clough would ask the Treasurer to attend the next Commissioner's meeting.

Commissioner Burton said that he would not be voting for any emails or "half-baked" preparations.

COMMISSIONER ISSUES:

Commissioner Richards wondered if she should continue to look for grant or stimulus money for both the jail and for alternative energy.

Commissioner Cryans asked Commissioner Burton if he knew how much money the state of NH would be getting. Commissioner Burton replied that he hasn't seen anything at this point that looks like it would be available for corrections but encouraged Commissioner Richards to keep looking for money.

Commissioner Cryans said that he attended Drug Court in Lebanon and there were 14 attendees, 13 of which are doing quite well. He said that some were heading for

graduation and that that someone who has already graduated was there for support. He added that B. Gasser and his people are doing a very good job.

Commissioner Cryans attended an LGC board meeting and said that there is a need to be conscious of the fact that there could be a reduction in the state portion of health benefits for retirees which could result in additional costs to the counties.

Commissioner Cryans will be touring the Gile tract in Hanover at 2:00PM today.

10:40 AM ~ Being no further business the meeting was adjourned

Raymond S. Burton, Clerk

February 11, 2009

TO: Commissioners
FR: Glenn Libby, Core Planning Team Chairman
Ref: Directive for input on jail project redesign

Commissioners:

The Core Planning Team met on February 10, 2009 as directed by the Board of Commissioners to discuss possible reductions in the jail design and operational costs – taking into consideration today’s needs versus planning for the future.

The Core Planning Team makes the following recommendations to the Commissioners:

Male/Minimum Workers Unit

Eliminate entire space as currently planned *see notes under add/redesign

Women’s Unit

Eliminate entire space as currently planned *see note under add/redesign

Medical/Mental Health:

Eliminate DBL medical	H04	
Eliminate DBL medical	H03	
Eliminate Isolation medical	H02	
Eliminate Fresh air court	H126	
Eliminate MH cells	H05 – H10	
Eliminate Health care dayroom	H125	
Eliminate Corridor	H121	
Eliminate Food cart	H134	
**move to intake/booking	H11	*crisis cell
	H12	*crisis cell
	H13	*crisis cell
**move to crisis cell location	H01	*Isolation medical

*other spaces in Medical/Mental Health to be re-designed

Program Area:

Eliminate Future offices	H146/H148/H149
Eliminate Industries/storage	H137
Eliminate Multi-purpose	H136
Eliminate Interview	H153

*other spaces in Programming to be re-designed

Intake/Booking

Eliminate Video visitation B161/B162
**re-design for non-contact visiting in some area.
Eliminate "open" booking – release – Transfer "waiting" areas
**incorporate additional mh crisis cells

Administration

Eliminate Computers C131
Eliminate Training storage C132
Eliminate ERT C134
Eliminate Mail room C138
Eliminate Business office C148
Eliminate Community Corrections C149
Eliminate Physical fitness C136

Add/redesign:

Special Housing Unit:

**Incorporate same sub-pod design as current unit with following changes
1) In "PC Unit" add two (2) additional cells – total 8 cells (16 beds)
*cells will be two person medium security design
2) In "Seg Unit" add two (2) additional cells – total 8 cells (16 beds)
*cells will be two person medium security design
**These two sub pods will become the new female unit
3) In "Max Unit" change from "hard cells" to Dormitory style cells.
Three (3) four-man cells – two levels – total beds 24
**This sub pod will become the male minimum workers unit

**Hopefully site this unit on top of current Special Housing unit – replacing site of current male minimum workers unit

Move:

**Medium/Intake unit to location above Programming
ADD: *two (2) additional cells on each level (on intake side) so that the unit has 64 total male beds

Revisit:

- 1) Mechanical spaces including loading dock
- 2) Salley-port

This plan will give us:

130 male beds
32 female beds

We feel that these recommendations should be forwarded to SMRT so that the feasibility of these changes can be assessed.

Respectfully submitted,

Glenn Libby

JAIL CORE COMMITTEE MEETING
FEBRUARY 10, 2009

Attendance:

Superintendent G. Libby, Chairman Core Committee
Ex. Director J. Clough, Core Committee
Commissioner M. Richards, Core Committee
Superintendent Maintenance J. Oakes, Core Committee
LT. C. Morris, Sheriff Department, Sheriff's Department Representative
Medical Coordinator A. Achilles, Corrections Representative
LT. T. Elliott, Community Corrections, Core Committee
Administrative Assistant B. Paronto, Corrections Representative
John Babiarz, Member of the public
Robert Hull, Member of the public
Brian Fellers, Member of the public
William Sharp, Registrar of Deeds – Member of the public

The meeting was called to order at 1 pm by Chairman Glenn Libby.

Superintendent Libby stated that there was an abbreviated agenda to discuss directives by the Commissioners regarding the jail project. He explained that the Commissioners wanted to see if reductions in the plan could be made based on the needs of today versus planning for the future.

Superintendent Libby reviewed the planning process mentioning that the current plan was what the Core Committee was directed to plan according to the Steering Committee and the Delegation and that now we have to decide what we can live with to get our jobs done and ensure the safety of staff and inmates. The planning has been done to this point with an emphasis on using the needs assessment which was based on projecting a plan for 25+ years.

Superintendent Libby reported that on February 9th he met with key people from corrections to discuss how to down size and the ramifications of doing so. There was discussion about how legislation at the state level makes changes to the system which trickles down to the County level. Legislators are under pressure with the State budget to change State Corrections and sentencing laws, that in the past, has always had an impact on County corrections – usually by increasing population.

The need for mental health facilities was discussed. At the present time we have no safe environment to house these inmates and it was planned to be forward thinking to take care of this population – with a redesign and the cost of the unit in both structural and operating costs it would have to be the first place to make changes. Supt. Libby reviewed the plans showing the proposed changes to the Medical/Mental Health Area, which basically left the medical area intact and removed the mental health area. Crisis cells would be kept but moved to the intake area.

Next programming was discussed space is needed to treat inmates so that we can get our inmates out into the community. A few reductions were offered in this area also.

There was discussion about inmate classification and how it has been a challenge to educate the general public and delegation members that if you have 100 beds you can't just take the next 100 people that come into jail and put them into any bed – peaks and valleys were discussed as well as average populations. Looking at what the housing needs are in order to classify inmates in a safe environment is a must. The group discussed the different classifications and why the need to separate inmates in different housing units.

Staffing was discussed in order to be most efficient.

Next discussed was the Administrative area of the building. During our meetings over the last year we heard time and time again that certain areas were too large, especially in the administrative area. Some individuals during the process questioned the fitness room – it was noted that everyone agrees that to reduce one of the County's biggest costs (medical insurance) that employee wellness and physical fitness is important but it was hard to get people to agree that this space is a worthwhile investment – meaning that it might just be easier to cut the space out even though it has larger cost ramifications – Superintendent Libby also noted the importance of training space and mentioned that typical law enforcement officers (police) are only required to have eight hours of training where Correctional Officer's need thirty hours a year.

It was discussed that by simply eliminating housing areas it would place us in the same predicament that we have today with properly classifying inmates – when making reductions we need to consider classification of inmates carefully and with an eye towards staff efficiency.

Discussion the other day included eliminating the Minimum Housing Unit and the planned female housing unit. Duplicating the Special Management Unit and housing Minimum security and females inmates in the same unit using the sub-pod design. This would eliminate the female unit and downsize it to 32 female beds. The medium/intake unit would then be increased to 64 male beds. These changes would downsize to 130 males beds and 32 female beds. The net average population for 2015 is 145.9 beds.

These changes and requesting that the medium/intake unit be moved to the area on top of the programming space would also bring the building in from the back bank which may save in the excavating costs needed to secure the back bank.

There is still great concern that if construction was to start this fall and the facility did not open until 2012 that we might already be at capacity and the number of beds in the revised plan would only address needs to 2015. If we didn't have Community Corrections programs including electronic monitoring, drug court and residential treatment options we would already not have room to house all the inmates.

Cells are sized by standards in the new facility and would be maximized by planning on the maximum number of beds allowed – after that you can't just add beds like we have had to do in the current facility. Now if there isn't any room inmates are put on mattresses on the floor to make room. By law inmates can not be turned away, they have to be housed even if there are no beds. Supt. Libby explained that it doesn't make sense to house inmates at other facilities where they get whatever they want, medical, etc. because it doesn't cost the other county any money. The expenses are billed to the county anyway. If inmates are housed at their own county things can be controlled.

There was a general discussion regarding the concern with changing the design and housing male and female in the same unit even though they would have their own sub unit. Managing this unit will be a challenge but the consensus was it can be done if it has to be.

Reductions in the medical and mental health area were discussed. We know that there is a need for mental health but it is also a large expense for the building and operating costs. It was discussed with the medical department and agreed to take out the mental health beds. Keeping the three crisis beds and moving them to maybe the intake area. The plan would keep two medical beds in the medical department. It was discussed that maybe increasing the sizes of some rooms that they could be used for multi-purpose. By moving the crisis cells this will save on correctional officer staffing. Making these changes will make for less efficient work but we will make do! It was suggested that it might be better to try and keep four beds instead of two for medical beds.

Reductions in the inmate programming were discussed eliminating one multi-purpose room and three offices that were planned for the future. It was suggested to try and keep some storage area there for equipment that might be used.

Reductions in the administration area were discussed - probably the least expensive area to build but a lot of political misunderstanding of the space. It was recommended to take out the physical fitness area and some future offices.

The video visitation aspect of the project will be eliminated but we will have to plan for and add non contact visiting area.

The intake/booking area was discussed and it is currently sized for 256 plus future expansion. There was discussion that this should be resized now for maybe 200 inmates. It's clear that future expansion would probably be needed this will be at a much higher cost but that will be someone else's problem – direction is to make cuts now with only today in mind.

The connector was discussed and the need for safety and efficiency for both the Sheriff's department and Court operations. Superintendent Libby strongly suggested that the Sheriff or representative be present from now on.

The maintenance area was discussed - the storage, laundry and food service and will probably stay the same.

The group discussed what reductions were going to be recommended to the Commissioners.

Operational costs were discussed and Superintendent Libby stated that the last thing he wanted to say today was anything that would come back to bite him. He thinks there would be a positive decrease in staffing and operational costs. He felt we had always taken a positive cost effective look at staffing. We started at 90 and the first cut was down to 79. He said, "My staff will continue to multi-task" and we would have to readjust operational costs after we know what reductions could be made and how they will affect programming.

Lt. Chad Morris voiced that the connectivity is very welcomed by the Sheriff's department for safety and security reasons. Lt. Morris stated that the elevator should definitely stay. Transporting inmates with leg irons up and down stairs isn't safe and also inmates are in the same area as judges and defendants.

In the original design core areas of the building were sized for 25 plus years along with the mechanical area. Core areas need to be built for the expected expansion of the jail as it is very difficult to increase the size of these areas once the building is built. SMRT will review all these areas as well.

Supt. Jim Oakes voiced concern that the complete package is now done and all plans are worthless and have to start from scratch once again. With the moving of some units it was thought that maybe the infiltration system that is down over the bank maybe able to be brought up.

Executive Director Julie Clough stated that she is very concerned about financial aspect of all this. It seems as though we are discussing a major re-design which will likely have a large expense related to it. It also is unclear how much money all of this will save and the redesign is not forward thinking at all and she stated that she isn't sure it is prudent or wise to be so shortsighted. Is the re-design really going to be worth it? Will we really save anything in the end? She stated that we definitely need to do something now, we can't continue to operate the existing facility, but wanted her concerns expressed in relation to the potential re-design and is what we gain in price savings really worth what we lose in the building.

Supt. Libby stated that he has said many times before he and his staff can't continue to operate much longer in that building and that if we don't do this we continue to delay getting into a new facility.

Director Clough stated that she felt it was important to remember that one year ago tomorrow 2/3rds of the Delegation approved the plan that was presented to them that would look to the future and if it were not for circumstances beyond the control of County officials we would already be constructing the proposed jail.

Commissioner Richards asked if any members of the public would like to make comments. Harold Brown voiced that he feels the new facility should be staffed with same amount that we currently have.

Supt. Libby reiterated that the current facility is understaffed at the present time.

Mr. Brown stated that we are getting by now and should not build a facility for anymore staff. He also feels the sally port should be taken out along with the perimeter fence. He feels the fence will be used to house thousands of people and that the County should not be part of any mass arrest.

Supt Libby stated once again that the fence is not there to house people and that it is required under the fire code as a place of refuge if the facility needed to be evacuated.

Harold Brown has issues with the windows and stated that everyone needed their own to look out not just see a wall – they should have a view and natural light.

Harold Brown stated that the current jail isn't all 110 years old.

Supt. Libby emphasized that 65% of the population is housed in the 110 year old part and that it didn't include the staff that spends the bulk of their time there.

Harold Brown said he suggested over a year ago that the Commissioners should have gotten a portable classroom for the staff – he stated that he suggested it and it was never done.

Supt. Libby once again said that the current plan incorporates training space for staff but that most people don't understand or want to provide adequate space for correctional officers not to mention that most people don't want to provide anything for inmates.

Mr. Brown went on to talk about de-criminalizing drugs and our census would be down and a diversion program should decrease them.

Supt. Libby said that the kinds of drugs we have here wouldn't be affected by this. There was talk about the Drug Court, EM Program and Community Corrections and Superintendent Libby reminded Mr. Brown that during the budget process that last two years the delegation wasn't receptive to adding personnel that could increase these programs.

John Babiarz wondered why the administration area wasn't stacked on top of the medical space in an effort to reduce the footprint of the building.

Supt. Libby stated that it was designed to give public access to this area but it could be talked about with SMRT.

John Babiarz wondered if there were limits to the number of floors in a jail and asked if there were security cameras planned throughout the facility.

Supt. Libby said that two stories are practical; more would be hard to manage. He also explained that a ratio of 1 officer to 70 inmates is the accepted limit. He also stated that there are cameras throughout.

Robert Hull and Brian Fellers had no comments.

William Sharp stated that he was there for support and to continue.

Supt. Libby asked the Core Committee if we wanted to recommend 130 male beds and 32 females and the changes that were discussed.

Commissioner Richards stated the jail personnel had done a great job tweaking the project but she is still concerned about the mental health bed aspect and thought at least a couple beds should be kept for the chronically mentally ill. She agreed to proceed keeping that in mind.

Supt. Libby reassured these changes would meet our needs today, but not the future.

Supt. Maintenance J. Oakes also stated a good job had been done in looking at the project. You were given your marching orders and have done that. He would like to get figures also to see if this re-design is worth it. He still shows some reservation but agrees to proceed.

Lt. Morris stated that it was a great job adjusting but it definitely falls short of the future however; there are great needs to proceed.

Harold Brown wanted to know the definition of bed and bunk. He wanted to make sure that this didn't mean that the building couldn't end up being sized up to 300.

Supt. Libby stated that double bunking was already done where it could be and 162 beds meant 162 beds.

LT. Elliott said proceed and to reaffirm to the Commissioners that we are in dire need of a new facility - period.

A. Achilles said that this is short sighted but the reality is that we need to proceed. Caring for those with mental health issues will continue be a big challenge, very difficult for the officer's and not the best for the individuals.

Comm. Richard's reiterated that she would still like to see two mental health beds included in the plan.

B. Paronto has some of the same issue as Executive Director Clough reference re-design and worth it or not. If it means a new office and safety of staff and inmates proceed.

Ex. Director Clough said she had already spoken her piece before but stated that if Supt. Libby was comfortable with the plan as the Jail Administrator then she was okay with proceeding.

All agreed to send the revisions as discussed to the Commissioners.

Meeting adjourned 3:07 PM.

DRAFT