

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday February 24, 2009

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

OTHERS: Harold Brown, John Gregg-Valley News, Chris Jensen – NHPR, Robert Blechl – Caledonia Record, Lorna Colquhoun – Manchester Union Leader, Hank Nelson – Dartmouth Newspaper, Jennifer Hauck – Valley News, Adam Sullivan – WCAX, Robert Hull, Daryl Grasso and Rep. Catherine Mulholland.

Prior to the opening of the meeting H. Brown commented to the Commissioners that having just an agenda available was not in full compliance with a right to know request that he had emailed the Commissioners the night before. Commissioner Cryans said that in all fairness, the County had five days to comply with the request.

Commissioner Cryans called the meeting to order at 9:07 AM

Farm Manager Kimball arrived to give his report saying that he was milking 78 cows, shipping 10,000#'s for an average of 64#'s. The price of milk sold is \$14.40.

FM Kimball is working on his budget and said that it's been a long winter.

Commissioner Richards asked if seeds had been ordered and FM Kimball said they had not, but that they would be purchased from Agway this year. Commissioner Richards asked that he keep the needs of the Nursing Home kitchen in mind when ordering.

Commissioner Burton asked about the health of the herd and the status of the piggery. FM Kimball said the health was fine and that there are 12-15 sows pregnant which should litter by the end of April. Commissioner Burton asked if the Farm was in compliance with the cooking of the food scraps for the pigs and FM Kimball affirmed that it was.

Commissioner Burton asked about turkey and geese on the property and FM Kimball said there were about 100 turkeys, though he hadn't seen any geese.

Commissioner Burton said that among his travels he had heard many good things about the Farm operation and credited that to FM Kimball and the use of inmates.

Commissioner Cryans asked FM Kimball to give an overview of the property which he did, saying that he uses much of the Farmland to grow corn, haylage and vegetables.

L. Colquhoun asked where the milk that is produced here goes, to which FM Kimball said it is contracted out to AgriMart. Prices of milk were discussed and their impact on the Farm budget.

H. Brown asked if precautionary measures were taken to prevent MRSA from getting to the pigs given the food scraps come from the Nursing Home and the Jail and FM Kimball said all the food is cooked to a high enough temperature to kill any bacteria and that the pigs are regularly tested.

Commissioner Burton asked about Howard's Island and FM Kimball said that it seems to be well used.

Commissioner Richards moved to accept the minutes from February 17, 2009, which was seconded by Commissioner Burton. Edits were made. All were in favor.

The Commissioners signed the check registers.

Supt. Oakes arrived with his report. *(see attached)

Commissioner Cryans asked Supt. Oakes to explain how the energy savings suggestions came about and Supt. Oakes said that they come from an Energy Audit Report that was done at the suggestion of the Alternative Energy Committee.

Supt. Oakes said that he was working on his budget and discussed the fact that he thought that the hydrant fees that are charged by Woodsville Water & Light are superfluous as they really don't do anything to or for them. He said that the fee is \$47 per hydrant per month for a total of almost \$4K. He said that he WW&L is supposed to be providing adequate water pressure, but have not done so, which is what led to the building of the water tank.

Commissioner Richards asked if water pressure checks could be done by the County and Supt. Oakes said that he didn't have the equipment for that.

Commissioner Cryans credited Supt. Oakes for keeping the Complex in such good shape and asked him to provide an overview of some of the projects that have been done over the last couple of years.

Projects included: drainage and erosion, replacement of the dairy barn roof, 360K gallon water tank, and numerous other repairs throughout.

Commissioner Cryans suggested tours for those who may not be familiar with the Complex and touted the new Nursing Home (2002), for its many awards and achievements.

Director Clough informed the Commissioners that County Government week is May 3-9 and the Commissioners suggested holding the main event at the Courthouse on May 9th from 10-2 PM. The theme is "Greening our Future".

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

Supt. Libby stated that the Residential Substance Abuse Treatment (RSAT) money will be cut through the state budget, as well as the Governor's Commission funding. Supt. Libby said that he will be placing \$11,740 in his upcoming budget because of these cuts; otherwise services will have to be eliminated. He said that the full time substance abuse

counselor for males and females comes out of some of that money. He noted that it was interesting that the state revenues from the sale of alcohol are up, which is where the Governors Commission funding comes from, and yet they're cutting that money.

A letter regarding an inter-agency agreement between the Jail and the Dept. of Education was discussed. Superintendent Libby informed the Commissioners that he did not believe it was in the County's best interest to sign this inter-agency agreement and had forward a letter to the State to that effect.

Supt. Libby said that there will be a GED graduation on March 18th at 10:00 AM for a class of between 7-10. He noted that 21 people have graduated since last June and that is more than the Littleton Learning Center has graduated. He also said that not one GED graduate has been back to Jail since. Supt. Libby said that Ken Stransky runs the GED program and at times 20% of the Jail population participates.

Commissioner Cryans agreed that the program has been phenomenal.

Various programs were discussed:

- Drug Court and Electric Monitoring

- Community Work Program

- Substance Abuse Programs

Supt. Libby said that this is the 30 year anniversary for the AA program and meetings continue to be held at the Jail.

Commissioner Burton said that the Supreme Court, via the Legislators are responsible for many of the cut backs that are passed down to the County and the Legislators will be seeing these figures back in the County budget.

Commissioner Cryans said that the Board of Commissioners have voted to downsize the proposed Jail project and referred the topic to Supt. Libby.

Supt. Libby said that they have seen that there is a need to reduce the size of the facility and added that it is difficult to offer the proper programs in the current unsafe facility. He said that diversion is the number one priority and talked about those incarcerated as friends, family and neighbors.

Commissioner Cryans said that keeping the economy in mind the project has been scaled back from 206 beds to 162 and that hopefully there will come a day that they will see the building of a new jail, adding that it was unconscionable that staff and inmates alike have to operate in that outdated facility.

He commended Supt. Libby and his staff for the work they do there.

H. Brown asked what the current legal fees are to date. Director Clough said that she didn't have an exact number at hand but estimated around \$325K.

H. Brown then said that Supt. Libby doesn't get it and that sending inmates to work out in the community is taking away from working citizens. Supt. Libby said that people ask, even beg for help and that help takes the burden off taxpayers. Commissioner Burton said that when he visits his towns' Selectboards, he suggests that if a town needs help that they should contact Supt. Libby to see if anything can be done. He noted that many small towns don't have the resources or personnel available to do the projects that need to be

done. He said that no private property work is done by inmates and that he stands behind Supt. Libby.

Commissioner Richards said that you also have to look at the intangibles and that inmates feel a sense of community pride while doing these projects.

Director Clough read a resolution for certificate of vote to the Commissioners as follows:

RESOLVED: That this corporation enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services.

RESOLVED: That the Executive Director is hereby authorized on behalf of this County to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Julie L. Clough is the duly appointed Executive Director of the County.

The foregoing resolutions have not been amended or revoked and remain in full force and effect as of February 24, 2009.

Commissioner Richards moved to approve the resolutions which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton as Clerk signed the resolved certificate of vote.

The Commissioners discussed a reply letter that was being sent to the towns regarding the downsizing of the proposed Jail, which will be sent out directly.

Director Clough updated the Commissioners on the January NACo Prescription Drug Cards saying that total users were up to 377 with an average monthly savings of \$8055 or 25.77%. \$226,894.30 has been saved since the program's inception in September of 2006.

In regard to the Sheriff's memo which was referenced at last week's meeting, Director Clough said that there has been an *increase* of transportation hours provided by the Department in an effort to help the local Police Departments. Increases include 4+ hours a day, 7.5 hours on the weekend and they will now include holiday transports.

Treasurer Sievers arrived to present her investment plan to the Commissioners. She began by saying that she regretted any lack of communication that may have occurred and asked that communications be directed to her personally rather than through any third parties. She said that she has created a website that will keep people updated as to her investments. At present, money is still at Woodville Guaranty Savings at 1.49%.

The \$8.25 M investment plan is as follows:

\$2M ~ Woodsville Guaranty Savings 2.0%

\$1.5M ~ Northway 1.55%

\$250K ~ Mascoma 2.1% (Uncollaterized)

\$1M ~ Laconia 6 mo CD at 2.15% NH Bond payment

\$2M ~ Laconia 2 mo CD at 1.75%

\$1.5M ~ Community Guaranty Savings Bank 3 mo CD at 2.02%

J. Gregg asked if Treasurer Sievers had met with the Commissioners prior to this and she said that she had contacted them by phone last evening.

C. Jensen asked if this report eases concerns that have been prevalent over the last few weeks and Commissioner Burton said that he was still concerned over the fact that money had been lost. Treasurer Sievers said that she wasn't aware that she was able to move money.

Commissioner Cryans said that he wanted to see that money invested since there was so much and wanted to see Treasurer Sievers successful at her job. He added that he was pleased that there was a plan to move forward and stated that there are still tasks that need to be taken care of which include signing payroll and accounting checks and attending the Executive Committee meetings and Commissioner meetings only if requested to do so.

Commissioner Richards said that there had been some miscommunication in the past but she would also like to see things move forward.

Treasurer Sievers says she now realizes the importance of meeting face to face and said that she plans on keeping everything very transparent.

Commissioner Cryans said that Director Clough has extended a helping hand in working with Treasurer Sievers and that it would be wise to take advantage of that.

In reviewing the plan, Director Clough said that she didn't think that it would be worth putting money into Mascoma bank as there would always be a need for more than that amount. It was suggested that money get put into Woodsville Guaranty.

A. Sullivan addressed Treasurer Sievers and said that she has received some positive information from the Commissioners and asked her how she felt about that and about going forward. Treasurer Sievers said that it was good to work together face to face and noted again that she would be very transparent with information.

A. Sullivan asked if she was confident of a good working relationship and she replied yes.

Commissioner Burton moved to approve the investment plan of Treasurer Sievers which would include placing the \$250K that was projected to go to Mascoma Savings, into Woodsville Guaranty Savings Bank, which was seconded by Commissioner Richards. All were in favor.

Commissioner Burton asked if there were one or two signatures on each account and Director Clough said that she wasn't sure about the Deeds surcharge account but that there were two on all others.

Commissioner Burton asked Director Clough if everything followed NH laws and she said that as far as she knew, it did.

Register of Deeds Sharp along with G. Morris and B. Wyman arrived to open bids that were requested for index/interface software.

Commissioner Burton asked when the contract with Connor & Connor expired and RD Sharp said June. RD Sharp passed out summary sheets of staff opinions.

<u>Company</u>	<u>1 Year</u>	<u>Additional</u>	<u>5 Year</u>
Brown Tech. Inc	\$132,875 5,800 option		\$195,631 12,083 option
Connor & Connor	\$ 75,600		
Creative Data Solutions	\$121,997.42	and \$28,002.42 each additional year.	
Landata	\$218,022. (first year = \$250,000)	and \$32,000 each additional year.	
Document Tech Systems	\$195,000 12,000 to warehouse data	and \$18,700 each additional year.	\$317,800

Director Clough asked where the staff opinions came from and G. Morris said that each company did a presentation either in person or online and were judged thusly.

Director Clough asked if users were contacted for these presentations and G. Morris said no.

Commissioner Cryans asked what the plan is from here and RD Sharp said that the proposals will get run by the IT Manager for input. Commissioner Cryans asked if leaving Connor & Connor and beginning elsewhere was the largest cost and G. Morris replied yes and said that it becomes less expensive after the first year. He said that he would like to work out a deal with the winning company that if this didn't work out for any reason that all that original money wouldn't be lost.

Commissioner Burton requested that if any company was to be invited to change something that all the other companies are offered the same so that everyone was always on the same playing field.

Commissioner Richards asked that all references be checked.

Commissioner Cryans said that the last time they went through this that a committee was formed to review everything and that the hoped that the users are kept in mind and that everything be out in the open so that everyone knows what is going on.

Director Clough reviewed two RSA's with the Commissioners which had to do with whether or not the Executive Committee needed to approve the Commissioners approval of the Treasurers plan or if the Treasurer can act on just the approval of the Commissioners. The Executive Committee will not be meeting until March 16th. Rep. Mulholland said that she can only remember seeing investment plans and not voting on them.

The wording of the statute was discussed and based on Commissioner Cryans interpretation of the statute he agreed that funds could be invested now.

Rep. Mulholland asked if there was a need for a full Delegation meeting and Director Clough said that there doesn't appear to be a need for one now. She said the investment information will be sent out to Delegation members.

Rep. Mulholland asked where the money currently was and Director Clough said that there was \$9M in the checking account which is earning 1.49%.

Rep. Mulholland asked how quickly the investments were going to be moved and Director Clough said as quickly as the banks are contacted and that she would follow up. Rep. Mulholland asked why Citizen's Bank was not on the list and Director Clough did not know that answer saying they always had been in the past. Commissioner Burton said that he had assumed that all banks were contacted.

Director Clough stated that an email from Sen. Shaheen's office regarding stimulus money stated that a appropriation request be submitted, though she could not find an area on the request that seemed applicable to the Jail. Commissioner Burton suggested just sending a one paragraph page request for the \$38M and Director Clough said they won't look at it without the application form.

Commissioner Cryans said that he will call the Senator's office.

COMMISSIONER ISSUES:

Commissioner Richards is holding an Alternative Energy Committee meeting at 2:00 today.

Commissioner Cryans toured the Gile Tract project last week and said the units look very nice inside and that they are trying to meet their sales goals and have hired a full time sales manager.

Commissioner Cryans attended a Drug Court Steering committee meeting and said that there are 14 participants all in different stages of the program and that there may be a graduation in spring. He said that one prior graduate is an ambassador for the program. He added that the Friends of Drug Court continue to raise money for the participants.

Commissioner Cryans attended, via phone, a NE Drug Court meeting and they are trying to get more rural participation. The goal is to energize the three Northern NE states.

H. Brown thanked the Commissioners for being professional with Treasurer Sievers.

11:50 AM ~ Being no further business the meeting was adjourned

Raymond S. Burton, Clerk

February 24, 2009

Commissioners Report

1. Population:	In-house: 94	Maximum: 27
		Minimum dorm: 37
		Minimum south: 09
		WHOC: 07
		Max/Handicap: 03
		Lockblock/Seg: 11

Weekenders: 05 Out of facility: 53

2. Community Corrections Report

- a) **Drug Court – supervising (14) *0 in custody**
- b) **Electronic Monitoring – supervising (12)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – On site**
 - **Littleton Fire Dept. – shoveling fire hydrants**

3. General:

- a) **RSAT funding – future cuts**
- b) **Governor Commission Funding – FY10 cuts**

Reminders: GED graduation 3/18/09 @ 10am

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

February 10 - 23, 2009

COMPLEX

Water Storage Tank & Main Project – On Wednesday Natgun will start filling and chlorinating the tank. They will also be testing the SCADA system as it fills. Natgun had planned to do this last week but delayed it because they thought the ice might be too thick. Drill test confirmed the thickness to be only 8”, much less than originally presumed.

Energy Conservation – In process of implementing various conservation measures throughout complex

- **1930 Building:** Programmed HRU’s and AC units to shut down at night. Instituted temperature setbacks at night and on weekends. Removed one bulb from every emergency light fixture. Reduced boiler excess air.
- **Nursing Home:** In process of instituting similar measures as 1930 Building
- **Courthouse:** Turned off driveway entrance lights. Upgrading fluorescent lights to high performance T8

Sewage Metering – Contractor has all parts other than remote annunciator. When it arrives in a couple weeks they will install everything.

Electric Metering – Denis Chamberlain from C.G. Electric is in the process of getting material costs to install additional meters for totalized reading for farm buildings, new maintenance building, sewage pump station and generator sheds. Initial costs estimates are around \$5,500. He believes he can find better pricing by going to different meters than what is currently installed. More to follow.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

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...replaced actuator

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

DEPT. OF CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Laundry – C.G. Electric finished amp test of DOC sub-panel to determine feasibility of running power to Women’s holding area for washers and dryers. The test determined enough reserve is available to use existing panel. I’m awaiting C.G. Electric’s written quote before initiating work.

FARM

Nothing significant to report

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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

HVAC Duct Cleaning Estimates – Aircare Environmental provided cost estimates to perform air duct cleaning of the following buildings: Jail, Courthouse, 1930 Building and Community Corrections Building

Budgeting process – Need to discuss hydrant fees assessed by WW&L