

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday April 14, 2009

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

OTHERS: H. Brown

Commissioner Cryans called the meeting to order at 9:06 AM

Department Heads E. Bolander, B. Ruggles, A. Farina, B. Sharp, G. Libby, J. Oakes, D. Kimball and T. Andross arrived to discuss the cost of living increase with the Commissioners. Director Clough began by saying that the Dept. Heads have been meeting since February regarding the budget and wanted to sit down with the Commissioners before any budgetary decisions were made. After having done what was asked of them and presenting level budgets, she said that collectively they all felt that it was really important that the County continue to take good care of its employees and if possible would like the Commissioners to consider incorporating a cost of living increase into the budget.

Commissioner Cryans said that speaking for himself, the original goal was to not have to cut jobs and that they wanted to keep the budget as low as possible. He reiterated that he did not want to see people lose their jobs. He agreed that the Dept. Heads had done what was requested of them and stated his appreciation.

Commissioner Burton said that he has always been pro employee on both a state and local level and that he would be recommending that the Nursing Home have the money for Family Day added back in and also that he would be recommending that \$5000 should go to the Social Service ACORN for the testing of Aids. He also wanted a vote to put back the contracted services in the Social Services at the Nursing Home.

Commissioner Richards said that she is pleased to see the new plans for the Jail and wants to see money in the budget to continue with that project. She said that in visiting her town Selectboard, she has already been telling everyone that there will be no cost of living increase this year. Director Clough said it had never been discussed at any meeting that there would be no cost of living this year. Commissioner Richards felt that in her mind there would not be. She said that she didn't know anyone who was getting a cost of living increase this year and agreed with Commissioner Cryans that saving jobs was the most important. She said that she valued the employees.

Commissioner Cryans asked the Dept. Heads their thoughts. FM Kimball said that he has been here 28 years and this was a difficult budget to put together. He said that by tightening up the budget so much this year, next year's will be even more difficult.

Supt. Oakes said that if there was anything that Commissioners should be supporting it should be the COLA. He said that he sees that there has been a trend here and that

everything is going up except the pay and that the people on the lower end of the pay scale are really feeling it. He said that a little adds up to a lot. He also stated that he felt that if the Dept. Heads are expected to take a hit, then everyone, including programs that the Commissioners want should take a hit also.

Supt. Libby said that he agreed that in the past the Commissioners have taken care of the employees but he wanted it noted that he didn't think that the employees should have to suffer at the expense of the Jail as suggested by Commissioner Richards. He said that all the employees work hard for the County and the Commissioners. He disputed Commissioner Richards comment that no one she knew was getting COLAs and reflected back to the chart he brought into a prior meeting which pointed out many towns that were giving out COLAs, including her own town of Holderness. He said that the most equitable thing to do is to give an across the board COLA. He added that last year when the wage consultants recommended that increases be given, as reflected in the wage survey, the Commissioners did not support those recommendations and employees suffer the consequences of those inactions.

Director Andross said that doing a level funded budget has brought a lot of things to light about what they will be missing. He said that with the possible increase to health insurance and no COLA, the County is asking the employees to do a lot more for a lot less and he fears the end results of that.

ITM Ruggles agreed that there should be a COLA.

NHA Bolander said that she has a lot of concerns. She said that there is no new equipment and no way to purchase any, no ideas what the new laws are going to create and that there will be a dramatic cut on the resident side because of this level funding. She said at present the residents are collecting bottles and cans so that they can fund some of the activities they have enjoyed in the past. She said that she has many employees who are maxed out on the wage chart and who will not receive any increase this year, who in actuality will be taking a cut in pay, which again is in direct relation to the residents.

RD Sharp said that he would rather have another go at his budget than have a morale issue. He said that people here have given many years of loyal service.

Commissioner Cryans thanked everyone for coming and reiterated that first and foremost, this comes down to an issue of saving jobs. He said that he thinks this is a good budget and that the Board will consider what has been said here today. He said that he appreciated the collectiveness of what was brought forth and that he feels that they have a wonderful County here and credits much of that to the people sitting here. He said that the goal this year was to preserve what has been done here, not undermine it.

FM Kimball gave his report saying that he was milking 78 cows, shipping 9600 lbs. for an average of 62 lbs. Price for milk is \$10.83.

10 bred heifers were sold for \$14K. FM Kimball said that he plans to sell some equipment: a truck, an ag bagger and some plows.

FM Kimball discussed the FAC meeting that was held last week and said that it was a very productive meeting. He said that the committee has agreed to set some goals for the Farm. Commissioner Richards attended the meeting and agreed that it was an excellent meeting and that everyone was enthusiastic about going forward. It was agreed upon at the FAC that Commissioner Richards would bring forth a motion to the rest of the Board so that the FAC could move forward in determining some goals.

Commissioner Richards moved to approve the FAC's decision to set some real obtainable long and short term goals for the Grafton County Farm, which was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Cryans said that all the information should come back to the Board and that the committee should always be aware of the role that the Jail plays in the Farm and the importance that the inmates have a place to go.

Commissioner Richards said that there are many intangible factors that need to be considered.

When the vote came down, all were in favor.

Commissioner Burton said that he heard from H. Ahearn that Commissioner Richards had said at a meeting in Plymouth that the Farm was considering raising buffalo and deer and that he (Mr. Ahearn) would be happy to assist the County with a workshop on deer.

Supt. Libby arrived with his report *(see attached) and began by thanking the Commissioners for listening to the Dept. Heads and their points of view.

H. Brown arrived.

Supt. Libby said they were currently in the middle of their Thresholds class which will be graduating on May 6th.

The new in-house laundry is up and running and 90% is now being done on site. The women doing the laundry will be receiving certificates.

Supt. Libby said that he will be checking out a proposal to take in state female inmates.

Commissioner Burton said to thank Officer Deem for his recent tour of the facility.

Commissioner Richards said that she visited the new laundry area and it seemed as though things were working very well. Commissioner Cryans applauded Supt. Libby for his effort in getting this operation going and suggested that after having the training perhaps an assisted job search for these women could be instituted so that they have the opportunity of a job upon release. Supt. Libby said it was all it was all his staffs doing and also gave credit to the Maint. Dept. for the setup. He said he will look into the job aspect.

The Commissioners left the meeting to have pictures taken with the Grafton County DoC road cleanup crew.

The Commissioners returned to the meeting.

Commissioner Burton moved to approve the minutes from April 7, 2009, which were seconded by Commissioner Cryans. Commissioner Richards, being absent from the meeting abstained from the vote. The other two Commissioners were in favor.

The Commissioners signed the check registers.

Director Clough informed the Commissioners that there would be a hearing on the summary judgment regarding the Elected Officials lawsuit in Superior Court on May 6th at 11:00.

CDFA did a monitoring report for the MicroCredit 2008 CDBG grant and there were no discrepancies.

Commissioner Cryans reviewed and signed the close out agreement for MicroCredit 2008 CDBG grant.

There will be a CDFA MicroCredit 2009 grant hearing in Concord at 1:30 on April 16th.

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

The water tank is now online and will be painted in May. Commissioner Richards suggested visiting the tank once the painting is complete.

Supt. Oakes received a savings report on the ozone washing system to see if the savings would be worth it if the Nursing Home were to choose to go with the system. Commissioner Richards asked Supt. Oakes if he could get some culture figures to see what the new system would be eliminating as opposed to the current hot water system.

Commissioner Cryans asked if the Master Gardeners were coming back and Supt. Oakes said they will be coming in to clean the beds soon.

Commissioner Burton asked if the water tank project has been photographed throughout its process, which Supt. Oakes said it was. Commissioner Burton would like to use that information as a presentation at the Governor & Council Breakfast at Rockingham County on May 6th at 8:00 AM. Supt. Oakes said that he could put something together adding that the water tank project will be very beneficial to the County.

Director Clough gave the Commissioners an update on the Grafton County Prescription Drug Plan saying that in the month of March the average savings was \$12.33 or 25.94%. There were 304 users for a total monthly savings of \$8843.

Mona Russell from Emerge Family Advocates arrived to ask the County to be the applicant for a grant.

Emerge began in the Windsor, VT Family Court system and runs more cases than any other family agency in NH. This is being done at no cost to Grafton County at this time. The agency is very busy and underfunded. The visitation center is known nationally. Since Brian's House in Plymouth has closed, Emerge would like to re-open it and run it administratively out of their White River office. All current staff would remain the same. Ms. Russell said they would like to have a "home" in Grafton County.

Money will come from the federal government through the stimulus act.

Commissioner Cryans asked Director Clough what this meant administratively for the County. She said she would have to review the grant first to fully understand what the responsibilities were but that the County would be willing to do this.

Commissioner Cryans asked Ms. Russell to get in touch with Sheriff Dutile as he was involved with the previous grant for Brian's House.

Commissioner Burton said this sounded like a good program and he appreciated Ms. Russell coming in to ask the County to be the applicant.

Commissioner Richards said that she was sorry to see Brian's House closing and that would be a great service to the people.

Commissioner Burton moved to agree that Grafton County would be the grant applicant for Emerge Family Advocates, which was seconded by Commissioner Richards. All were in favor.

Ms. Russell was thanked for coming in.

Director Clough informed the Commissioners how much had been paid in legal fees. In both fiscal year 08 & 09, the County paid \$335,805 for the Jail lawsuit. \$265,600 has been paid in FY09, and of that \$28,266 went to the case regarding the elected officials and \$16,500 was miscellaneous. .

Director Clough said that the Jail Core Committee met with SMRT and HP Cummings, who presented the revised plans for the Jail. This will be a 150 bed facility with 88-thousand square feet of occupied space. The estimated projected cost will be \$32.8M and will be presented to the Commissioners on the 30th of April at 10:00 AM.

COMMISSIONERS ISSUES:

There was a discussion about having adequate food for the DoC road crew and the consensus of the Board was that the proper amount of food be provided for the inmates.

H. Brown asked Director Clough what was the estimated cost for equipment for the new Jail would be, to which she answered \$1M. She said that the estimated construction cost was \$28.1M.

11:55 AM ~ Being no further business the meeting was adjourned

Raymond S. Burton, Clerk

April 14, 2009

Commissioners Report

1. Population:	In-house:	101	Maximum:	26
			Minimum dorm:	38
			Minimum south:	12
			WHOC:	15
			Max/Handicap:	00
			Lockblock/Seg:	10
	Weekenders:	05	Out of facility:	48

2. Community Corrections Report

- a) **Drug Court – supervising (14) *0 in custody**
- b) **Electronic Monitoring – supervising (11)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – Litter patrol - Haverhill**

3. General:

- a) **Thresholds Graduation – Wednesday May 6, 2009 @ 6:15pm**
- b) **In-house laundry – update**
- c) **State inmates (females)**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

February 24 – April 13, 2009

COMPLEX

Water Storage Tank & Main Project – Tank is full; chlorination and other water quality standards are met. Altitude valve had crack in sight glass, thus could not be calibrated to shut off water flow 6” below tank overflow due to pressure loss. Morrill Construction is in the process of replacing sight glass today and completing final calibration. Plan to put tank on line tomorrow. They are also finishing up various parts of the project that were pushed off until spring due to freezing weather this past winter. They should complete this and the additional lower road improvements/rerouting by mid-May.

C1A Operator Training & Certification – Richard Thompson and I completed the subject training and have taken the C1A Operator certification exam. We will receive results in approximately 1-month. Both Richard and I feel confident we both passed.

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

- **1930 Building:** Purchased fin tube to add to rooms that don’t have enough so that when we implement night set back, these rooms recover quickly to daytime settings. Will install over summer months.
- **Nursing Home:** Reprogrammed some HVAC equipment for night setback and installed timer on HRU #2. Also received cost-saving estimate from Daniels Equipment Co. for their ozone laundry system (\$15,500 savings annually). Will install ozone system tomorrow and start 90-day free trial period to prove figures.
- **Courthouse:** Still in process of upgrading fluorescent lights to high performance T8

Sewage Metering – Metering system completely installed and programmed. Should be getting billed based on new meter readings starting in May.

Electric Metering – Dedicated meters are completely installed and on-line. All areas previously not metered are now metered; hence it will be much easier and more accurate to breakdown the common bill for all these areas.

Elevators & Fire Alarm Testing – Stanley Elevator performed quarterly inspections on the complex’s elevators. Alarmco completed 6-month secondary inspections of all fire alarms systems throughout the complex. Stanley also assisted Alarmco testing elevator recall functions on applicable elevators in addition to testing the shunt-trip breakers functions as well. The 1930 elevator failed the shunt-trip breaker functions. Upon investigation, we discovered that this portion of the renovation process to this elevator was never completed in 2004. I’m working with H.P. Cummings and Royal Electric to rectify this.

In-ground Fuel Tanks – NH DES completed 5-year inspection of underground tanks and monitoring systems. DES couldn’t get one of the sump alarms to work on the nursing home’s tank, thus wrote us up for it. Advanced Environmental inspected the sump alarm and found nothing wrong with it. I personally witnessed that it worked. I submitted documentation to NH DES to showing what we did and DES has issued 5-year operator permits for all our tanks, to include this one.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout

No other significant maintenance

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Café & Chapel Areas – Installed French doors to both areas

Light Ballasts – Replaced numerous failed light ballasts throughout

Windows – Replaced numerous windows throughout that had fogged due to failed seals between panes of glass...replaced with warranty spares

Electric Beds – Repaired numerous electric bed issues

Kitchen Equipment – Replaced bad thermocouple on Garland range and bad powers witch on steam oven

Bathing tubs – Replaced numerous worn parts on bathing tubs on Meadow and Granite

EZ-lifts & stands – Replaced numerous worn parts on lifts and stands

Laundry – Replaced worn shaft and bearings on dryer #2

Emergency Lights – Replaced numerous bulbs and batteries on several fixtures

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Heating Zone Valves – Replaced failed zone valves in a few offices that were stuck in open (hot) position

Water Damage – In process of repairing water damage in various locations caused by previous roof leaks

Emergency Lights – Replaced numerous bulbs and batteries on several fixtures

JAIL & COMMUNITY CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Laundry – Completed electrical, plumbing and venting required to set up laundry in WHOC

Segregation Unit – Replaced rotted floor in shower/toilet area caused by leaks and condensation. Fixed leaks and replaced wood floor with concrete one

Community Corrections - Replaced batteries for emergency lights

FARM

Stanchions – In processes of installing numerous new stanchions throughout dairy barn

COMMUNITY CORRECTIONS BUILDING

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

VEHICLES & EQUIPMENT

1-Ton: Walker Motors replaced master cylinder and sway bars

Both Trucks: Completed annual state inspections

John Deere Tractor: Purchased a bucket loader and York rake for grounds maintenance using Fire Loss Replacement funds

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

NEW MAINTENANCE/FARM BUILDING

Nothing significant to report

GROUNDS

Spring Cleanup - much easier this year so far due to use of salt vs. sand. Also much easier with new implements for tractor