

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday May 12, 2009

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

EXCUSED: Commissioner Ray Burton

OTHERS: H. Brown

Commissioner Cryans opened the meeting at 9:05 AM

Commissioner Richards moved to approve the minutes from May 5, 2009, which was seconded by Commissioner Cryans. Edits were made. All were in favor.

The Commissioners signed the check registers.

Director Clough said that HSA Bishop received a letter from DCYF which stated that they would like to have the County direct any inquires from the agencies that receive incentive funds, to them for review so that they can clearly define the future of the process. Director Clough said that it appears as though the state is preparing to take over the program. Commissioner Cryans said that he would like to see that the agencies are made aware of this so that they are not waiting around for information from the County regarding applications.

The annual meeting of the New Hampshire Charitable Foundation will be held on June 2nd.

Director Clough reviewed a letter from Supt. Libby to the state Commissioner of Education stating that Grafton County will not be signing the inter-agency agreement regarding special education. The Supt. doesn't feel that the agreement is in the best interest of the County. He would rather choose to take this upon themselves because there is no way of guaranteeing money from the State for the program and that it works more effectively with steady funding from the County.

The Commissioners will be attending a retirement party at the Nursing Home on the 26th at 2:00 PM, then will be holding their regular Commissioner meeting at 3:00 PM and the public hearing on the budget will be held at 7:00 PM that evening.

Superintendent Libby arrived with his report *(see attached) He said the population has been fluctuating recently.

There will be another GED graduation on the 13th at 10:00 AM and there are 10-11 graduates expected.

Supt. Libby informed the Commissioners that he is currently dealing with a sensitive situation that resulted from information in last week's minutes.

Director Clough said that she received a phone call from the NH Retirement System about the employment agreement that the County has with Supt. Libby and about the consideration of doing the same for HR Director Mann. She said that the Ret. System has indicated that it feels that the County was being deceitful in setting up the agreement and thought that a full time worker should be paying into the system. She said that it was suggested by the Retirement System that the County not enter into such an agreement with anyone else at the County.

Commissioner Cryans asked how this differs from state workers who do the same thing, which Supt. Libby said was a question he asked, but did not receive an answer for.

Supt. Libby said that he feels as though there are a lot of people who are keeping track of both his personal and his private life and has his own legal representation at this point.

Commissioner Richards asked when the County would hear back on this and Commissioner Cryans said that he would like the Supt. to keep the Board posted as to what happens.

Supt. Libby said that he is under the impression that the legal representative from the Ret. System is treating this as more of an investigation.

Commissioner Richards asked if this would affect the request the HR Director Mann has placed and Director Clough reiterated what she was told, which is that the County should *not* enter into this kind of agreement with anyone else.

Supt. Libby said that he feels personally maligned with things that are being said and blogged about him personally. He said that someone, mentioning no names, had actually contacted the Ret. System with information about him.

H. Brown was recognized and said that he considers the Supt. to be "double-dipping" and it is not legal. He said he assumed that Supt. Libby is working as a contractor and should be receiving a 1099. Director Clough interrupted and said that Supt. Libby is an employee of the County and is not considered an independent contractor and does not receive a 1099.

Mr. Brown said that Supt. Libby should be contributing to the Ret. Fund and that he can't have it both ways.

Mr. Brown said that there is the same situation going on at the Attorney's office wherein their investigator is retired from the State Police and now working for the County. He said that too needs to be investigated.

Supt. Libby said that H. Brown is making an individual determination of his private and personal life through both the local blog and false information that he's given out and that he doesn't have the right to do that. H. Brown said that he *did* have that right under Article 8 of the New Hampshire Constitution.

Supt. Libby was not pleased and said that he had serious concerns for his personal safety and livelihood.

Commissioner Richards wanted further clarification on why Supt. Libby chose to decline entering into an agreement with the State Department of Ed. He said that if they expected things to be done their way, then they should provide funding for that. Right now there are excellent educational services being done by at the Jail without their funding and many successes, so he didn't see any reason to become involved with the State. Commissioner Richards asked if it a legal requirement for SPED students who are inmates, to sign on with this and Supt. Libby said no.

COMMISSIONER ISSUES:

Commissioner Richards visited Campton last evening and was very well received. She said that she will be visiting Ellsworth tonight and feels these visits are very important.

Commissioners Cryans and Richards attended the Governor and Council breakfast to kick off County Government week at the Merrimack Nursing Home and that Grafton County was well represented. In attendance were Councilor/Commissioner Burton, Supt. Oakes, Supt. Libby, NHA Bolander, Dale Paronto, Dan Webster and Brenda Paronto. Dr. Phetteplace was there as well. Commissioner Cryans said that after the breakfast they toured the geothermal plant.

Commissioner Cryans said that the Thresholds Graduation on May 6th was very nice and noted that the volunteers are the ones who make the program. He said the group was smaller but just as impressive.

Commissioner Richards questioned if the County was going to continue with Dr. Phetteplace as it appears that he has almost reached the monetary amount voted on by the Commissioners for work. Director Clough said that the motion that was made was to pay for the meeting which he had with SMRT. Commissioner Richards questioned whether SMRT might hire him on as a consultant. Director Clough was uncertain but thought that SMRT had their own engineers who have worked with geothermal so it was not likely. Commissioner Richards wondered if he would be needed for the project. Commissioner Richards said that she would send SMRT an email and see how they would like to proceed and Commissioner Cryans said if they say they're all set then it would be time to release working with Dr. Phetteplace

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

Commissioner Cryans asked about the two bare spots around the front stairs of the Admin. bldg and Supt. Oakes said that it will be reworked and reseeded.

Commissioner Richards asked if the new laundry system has better bacterial removal and Supt. Oakes said that there have been independent studies done that confirm that but not at the Nursing Home.

There was a discussion about the hydrant fee and whether or not the County should continue to pay it Supt. Oakes said hat he thought payments should be stopped which the Executive Director agreed with.

Commissioner Richards moved to stop paying for the 6, soon to be 7 hydrants on the County property at the recommendation of Supt. Oakes.

Commissioner Cryans did not second the motion but said he would like to see a little bit more discussion with WW&L and possibly even meet with them regarding this issue.

Supt. Oakes said that the fee is being charged for ensuring that there are proper pressure and flow to the hydrants in order to be able to combat fires at the County. He said it was proven already that there is not enough pressure and flow to fight a fire, which is why they had to build the water tank.

Commissioner Richards said that she would like to keep this issue alive and revisit it when Commissioner Burton is available.

Supt. Oakes said that he would like to test the hydrants now that the water tank is online to see what the pressure and flow is, but there will be a cost for that. Commissioner Cryans said that it makes sense to do that and suggested having it done.

Treasurer Sievers arrived to inform the Commissioners that she would like to have Frank Stiegler appointed as Deputy Treasurer if he would continue for another year though she had not asked him as of yet.

Commissioner Cryans said that he would like to have a confirmation from F. Stiegler as to whether he is interested and Commissioner Richards said that she would like to see his acceptance in writing if he agrees.

Treasurer Sievers asked whether or not the Deputy Treasurer had to take an oath of office and Director Clough said no.

Commissioner Richards asked if Mr. Stiegler had been put on the accounts as a second signatory and she said that all the banks have informed her that they mailed the information to him but she doesn't know if he has sent that information back to him yet.

Commissioner Cryans said that it would be a good idea if all those things could be done today so that they're set for the Executive Committee on Monday but Treasurer Sievers said she had a lab to get to.

There was a discussion about the planning of the TANs and the time it took to do this.

Treasurer Sievers said that the banks will be sending the securitization information.

*10:50 AM – Commissioner Richards moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section a). Commissioner Cryans seconded the motion. All were in favor.

*11:00 AM– Commissioner Richards moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Cryans seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

Register of Deeds Bill Sharp arrived to discuss upgrading the position of the Deputy Register of Deeds. He provided a position description and said that after reviewing the description the wage consultant recommended that the Deputy be moved up one grade.

Commissioner Cryans questioned why RD Sharp didn't bring this up during budget time and RD Sharp replied that it has taken some time for HR to come up with this information, stating it took at least two months.

Commissioner Richards asked if this request was at the request of the Deputy and RD Sharp said no but the position had not been reviewed since 2002.

Commissioner Richards said that if this had been thought about since last year, it probably should have been brought forth during the budget process.

Commissioner Cryans said that everyone presented their budgets, recommendations were made, the finished recommended budget book has been completed and the public hearing is scheduled for the 26th and he didn't feel that any action should be taken on this late request.

RD Sharp asked that the Commissioners reconsider this as the increase is overdue and in his opinion that there is always room to adjust the budget if needed.

11:15 AM ~ Being no further business the meeting was adjourned

Raymond S. Burton, Clerk

May 12, 2009

Commissioners Report

1. Population:	In-house: 102	Maximum: 26
		Minimum dorm: 41
		Minimum south: 13
		WHOC: 11
		Max/Handicap: 02
		Lockblock/Seg: 10

Weekenders: 04 Out of facility: 33

- 2. Community Corrections Report**
 - a) Drug Court – supervising (15) *2 in custody**
 - b) Electronic Monitoring – supervising (13)**
 - c) Daily Work Release – supervising (0)**
 - d) Community Work Program – Paint detail – Littleton Police Department**

- 3. General:**
 - a) NH Department of Education - update**
 - a) GED Graduation – Wednesday May 13, 2009 @ 10am**
 - b) Sheep Shearing – Saturday May 16, 2009**

- 4. Personnel:**
 - a) Employee resignation in lieu of termination proceedings – report**
 - b) Superintendent Libby**
 - 1) NH Retirement system**
 - 2) Personal safety concerns**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 14 – May 11, 2009

COMPLEX

Water Storage Tank & Main Project

- ❑ Received part to fix altitude valve...installed and calibrated valve...tank on line and in use
- ❑ SCADA system tank level transducer sending erratic tank level readings to monitoring company, particularly during tank filling process. Notified engineers of anomaly...engineers had Morrill Construction relocate transducer
- ❑ Morrill Construction completed lower road improvements and rerouting. Certain areas eroded following rain downpour on Saturday. Morrill construction will rework these areas this week.
- ❑ Work remaining (to be completed in next 2-weeks): Paint tank, install safety rail near tank hatch, install vault ladder & intrusion alarm
- ❑ C1A Operator Training & Certification – Richard Thompson and I completed the subject training and have taken the certification exam. Still waiting on certification notification
- ❑ Meeting with WW&L and NH DES 5/12/09 to tour tank site and campus

Sewage Metering – Metering system completely installed and programmed. Having problem with signal converter reading and remote annunciator reading not agreeing (6,100 gallon difference since going on line)

HVAC Equipment – North Country Mechanical is in the process of inspecting and testing all HVAC equipment complex-wide. Thus far they have found numerous units that have leaks and other issues requiring servicing.

Grounds Maintenance – In process of replacing mulch in various flowerbeds throughout. Seeded and mulched numerous grass-damaged areas. Also in full swing of mowing throughout complex

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout

Back Hallway – Large plate glass window (5' x 12') broken...Mayo's Glass replaced unit

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

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

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

Meadow Unit Secretary's Office – Room smelled of mold. Removed carpet and sheetrock & insulation from exterior wall...found source of mold and eradicated. Rebuilt office and laid new floor and cove base moldings

Laundry Ozone Testing – Based on conversations with the laundry supervisor, he is happy with the performance of the ozone system in terms of performance despite not getting the reduction in laundry products outlined in Daniel's Equipment Co. cost savings analysis. Tentatively it looks like we may be saving approximately 20 gallons of fuel a day previously used to heat water. Need to monitor this for a few more months to factually determine the fuel savings.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Elevator & Fire Alarm Testing – Elevator shunt trip breaker failed to trip when elevator heat detectors were tripped. Royal Electric installed a Fire Relay Module and connected to shunt trip breaker in main breaker panel. Norris programmed main fire panel so that FRM would trip breaker once all elevator heat detectors were activated...system tested good once installed.

Water Damage – Repaired numerous wall and ceiling areas damaged by water caused by previous roof leaks

Slate Roof – Sold used slate tile to ADMAC Salvage for \$0.50 per whole tile

JAIL & COMMUNITY CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Recreation Yard – Backfilled railroad tie retaining wall on west elevation to encapsulate rotting ties and hold back embankment for a few more years until new jail is built

Fire Alarm – Zone 9 circuit card for zone monitoring intermittently failed and required repeated resetting...replaced circuit card

Emergency Exit Lights – Battery back up in three lights failed in various locations...replaced niCad batteries

FARM

Dairy Barn – Floor joist cracked under heavy weight of farm vehicles in southeast entry. In process of installing new floor joists and flooring

Pig Barn – In process of razing rear section on back of 2-vehicle parking bay in prep for constructing new lean-to for farm pick up parking

COMMUNITY CORRECTIONS BUILDING

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

VEHICLES & EQUIPMENT

Sander – Power washed, lubed and treated with gas treatment in prep for summer storage.

NEW MAINTENANCE/FARM BUILDING

Nothing significant to report

OTHER

Defibrillators (AED's) – Zoll issued a recall on most of its AED's due to many older models failing to provide shock due to low batteries. The recall entailed loading new software into each affected AED so that would recognize a low battery situation that the old software was not programmed to do. All our AED units passed inspection once the new software was loaded

Laundry Equipment School – Sent Dennis Mclam and Scott Graves to free 1-day training seminar sponsored by Daniels Equipment Co. Training focused on troubleshooting washer and dryer problems