

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday June 9, 2009

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

Commissioner Cryans opened the meeting at 9:04 AM

FM Kimball arrived with his report saying that he was milking 75 cows, shipping 9800#'s for an average of 65#'s. Milk prices are up to \$12.60 and hopefully rising.

The first cut of hay produced 1260 bales. The garden is 95% planted.

There was a discussion about the goals for the Farm which was outlined by the Farm Advisory Committee.

Commissioner Cryans said that he would perhaps like to see 6 events as opposed to trying to work on 12. He said that maybe 3 small events and 3 larger events might work out better. FM Kimball said that he hopes to get H. Bryant from UNHCE to help him out, which she said she would do.

FM Kimball said that H. Hatch was having an open barn again this year and Director Clough said that the County should have an event next year during dairy month and after the pig barn roof and other barn repairs are completed to showcase the Farm.

Commissioner Burton said that FM Kimball is the Farm Manager and the work should be based on his schedule and needs which have to come first. He was in favor of the goals but said it comes down to both time and money. He requested that all the activities come through the Board for approval.

Commissioner Cryans said that he didn't want to burden the Farm Manager but it would be nice to see some of these things done.

Commissioner Burton said that he would like to see a big grand opening of the Farmstand this year with Commissioner Wrenn, Commissioner Merrill and the Director of the State Prison Industries.

FM Kimball said that he was working on the Farm inventory which G. Peters of the FAC said would help to provide a tangible understanding of the financial value of the Farm and its assets. Director Clough said that it would help to publically note the donations that are provided by the Farm and there should be a way to calculate the actual value of having working inmates.

In regard to having a land use plan, Director Clough said that the committee which was once organized, needs to be revitalized.

Commissioner Richards said that she was very impressed by the FAC and said that they were a group of very nice hard working people who truly care about the Farm and said that she thinks that the Commissioners should support their efforts and see that their ideas are followed through on. She said she feels that the Farm should be highlighted.

FM Kimball said that he hopes to get Forester Falkenham more involved and Commissioner Richards said she would like to see his forestry plan.

Commissioner Richards said that she visited the town of Grafton and was asked by J. Babiarez if the tires used by the Farm gave off any toxins. FM Kimball said he was not aware of that and that they are placed on top of black plastic.

Commissioner Cryans reiterated that FM Kimball work out something reasonable for himself in the way of events and to start small and work forward.

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

Commissioners Cryans and Richards will be attending the volunteer luncheon that the Jail is having on June 17<sup>th</sup> at noon.

Commissioner Richards said that there is still great concern from the town of Grafton about the Jail project and the impact on their taxes.

In regard to tracking inmate time, Supt. Libby said that they have always tracked and calculated their time. Commissioner Cryans asked that that information be provided for the Monday Executive Committee meeting on the budget review. Supt. Libby said they also provide approximately 5000 hours of community service work. Commissioner Cryans said that people underestimate what the County does.

Supt. Libby said that the Commissioners should check out the new police building construction in Littleton saying is going to be quite a facility.

Commissioner Cryans thanked Commissioner Burton for suggesting that Supt. Libby, Director Clough and he, speak at the Rotary Club meeting in Littleton on his behalf, which turned out to be a very good meeting. He said the presentation was good, they were well received and there were some very thoughtful questions.

Commissioner Burton moved to approve the minutes from June 2, 2009, which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the check registers.

Maintenance Superintendent Oakes arrived and presented his report \*(see attached)

There was a discussion about the water tank and security issues. Commissioner Cryans said that he was concerned about people going up the road late in the evening and questioned whether or not there should be a gate. Supt. Oakes did not think that was necessary and said someone would have to open and close it all the time. Commissioner Burton said that he would like Supt. Oakes to think about security issues across the road and the protection of public lands.

Supt. Oakes said that he didn't see it as a big issue with people driving up the new road and that he hasn't seen any signs of vandalism. Commissioner Cryans agreed with Commissioner Burton about the security and asked Supt. Oakes to take some time and think about it.

Commissioner Richards suggested that maybe the Sheriff would have some input.

There was a discussion as to how best handle the DES request regarding the water tank and Woodsville Water & Light.

Supt. Oakes said that the Commissioners should still consider the County working toward having their own water supply through well water.

Commissioner Burton asked about the use of inmate labor in the Maintenance Dept. and Supt. Oakes said that he uses someone for lawn care, someone on barn repair and expects a crew if needed to do larger projects.

Director Clough said that she had an RFP from SMRT for geothermal well testing for the Jail and wanted to be clear about whether or not the Commissioners were committed to using geothermal before sending it out. SMRT has also recommended that a consultant oversee the drilling of the wells. The RFP would be paid for out of the Jail design money. The Commissioners were in favor of proceeding with the RFP and with the hiring of a consultant to oversee the project. Commissioner Burton requested that well drillers in Grafton County who are qualified to do this kind of work, be contacted.

Director Clough informed the Commissioners that HHS information suggested that the Pro-Share transactions are expected on June 22<sup>nd</sup> and the County is supposed to receive \$761,726.50. She also said that Governor and Council have approved FMAP payments but she wasn't sure when they would be distributed. She said she hoped that would happen in this fiscal year.

Director Clough presented a request for educational assistance from an employee at the Nursing Home.

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

Commissioner Burton said he was approached by a part-time employee who asked about educational assistance and Director Clough said that it is not done for part-time employees.

Director Clough said that there was a benefit fair last Thursday and there many vendors. There will be a switch in the employee drug plan and an educational information seminar was done which included retirees.

There was a discussion about making additional recommendations to the budget due to changes and requests.

Commissioner Burton moved to add an additional \$10K to the Social Service budget for Grafton County Senior Citizens Council, which was seconded by Commissioner Richards. All were in favor.

There was a discussion about increasing the revenue of the Deeds Dept.

Commissioner Richards moved to increase the Deeds revenue by \$50K, which was seconded by Commissioner Burton. All were in favor.

There will be an increase in the Medicaid rate for the Nursing Home.

Director Clough said that the auditors will be here on the 25<sup>th</sup> & 26<sup>th</sup> and that she will soon have a staff member out on maternity leave for 10-12 weeks.

#### COMMISSIONER ISSUES:

Commissioner Richards discussed having a person come in to discuss a wood pellet system and Commissioner Burton supported that.

Commissioner Richards said she would like to have a laundry report on the new ozone system from NHA Bolander next week.

Commissioner Burton visited the Easton Selectboard last night and Rep. Ford was there. There were some discussions about the budget but primarily it was about road conditions.

Commissioner Cryans said that Angie Ricker, LNA at the Nursing Home was honored at the State for LNA of the Year for all ten Counties.

NHAC has distributed their new directories which Director Clough said did not correct the errors for Grafton County.

Commissioner Cryans said that at the NHAC meeting, the State presented retiring Commissioner JD Colcord a clock and Grafton County presented him with a retirement letter.

The new Representative from the city of Lebanon is Andy White, who replaces Gene Andersen.

Commissioner Cryans noted his appreciation to the Commissioners' Office staff and Director Clough for their work on the budget.

\*11:07 AM – Commissioner Richards moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section a). Commissioner Burton seconded the motion. All were in favor.

\*11:38 AM – Commissioner Burton moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Richards seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

11:40 AM Being no further business the meeting adjourned

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Raymond S. Burton, Clerk

**June 9, 2009**

**Commissioners Report**

1. **Population:**

<b>In-house:</b>	<b>102</b>	<b>Maximum:</b>	<b>29</b>
		<b>Minimum dorm:</b>	<b>39</b>
		<b>Minimum south:</b>	<b>12</b>
		<b>WHOC:</b>	<b>09</b>
		<b>Max/Handicap:</b>	<b>02</b>
		<b>Lockblock/Seg:</b>	<b>11</b>

**Weekenders: 02**                      **Out of facility: 34**
  
2. **Community Corrections Report**
  - a) **Drug Court – supervising (17) \*1 in custody**
  - b) **Electronic Monitoring – supervising (12)**
  - c) **Daily Work Release – supervising (0)**
  - d) **Community Work Program – Paint detail – Dorchester Town buildings**
  
3. **General:**
  - a) **Two new fulltime hires**
  
4. **Reminders:**
  - a) **Volunteer Luncheon - Wednesday June 17, 2009 @ 12noon**

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 12, 2009 ~ June 9, 2009

## COMPLEX

### **Water Storage Tank & Main Project**

- ❑ *Final tank work* - Natgun is in process of completing painting of the tank and installing safety rails near tank hatch
- ❑ *Final vault work* - Morrill Construction installed the vault ladder and EII completed hooking up the vault alarm, moving the tank water level transducer and installed a vault temperature sensor for low temp alarming
- ❑ *CIA Operator Training & Certification* – Both Richard and I both received certification from NH DES
- ❑ *NH DES Visit* -: Provided Bob Mann from DES a tour of new water tank on 5/12. He asked that WW&L and Grafton County establish a MOA to address accountability for potential water quality issues that may arrive from the tank that could potentially affect county facilities and 40 customers south of complex. (see attached letter from DES)
  - Potential issues: Disinfection bi-products from chlorine and possible bacteria from stagnant water
  - Possible ramifications: WW&L shutting our tank down, fines, T&M costs associated with fixing problem
- ❑ *Water sampling* - Took our 1<sup>st</sup> water sample on 6/2 and had tested for Total coliform and E. coli ...both were absent from sample
- ❑ *Hydrant flow testing* - Scheduled for this Friday afternoon

**Sewage Metering** – I previously reported that the complex's total water meter readings did not match the sewage meter. The sewage was approximately 180,000 gallons more. Woodsville Fire District Commissioners agreed to hold off billing based on new meter until issue was resolved. Turns out WW&L gave me an inaccurate water meter totalized reading and a problem does not exist after all. The sewage reading is actually 94,000 less than the totalized water readings.

**HVAC Equipment** – North Country Mechanical completed the annual inspection of all our HVAC equipment. Various units serving the nursing home's kitchen and kitchen wing had Freon leaks and required repair and reservicing.

**Hydrants** – completed biannual flushing of hydrants throughout complex

**Sewage Pump Station & Grease Trap** – Had contractor pump clean both areas to eliminate buildup of grease

**Catch Basins** – In process of having contractor pump out all catch basin sumps throughout complex

**Boiler & Pressure Vessels** – St Paul Travelers inspected all boilers and pressure vessels in nursing home, admin building and new maintenance shop as a prerequisite for getting new operator permits. All passed inspection

**Sprinkler Systems** – Capital Fire Protection completed the quarterly inspection of the nursing home and admin Building sprinkler systems. They also completed a 3-year full flow test of the nursing home's dry pipe system. All passed test.

**Greenhouse & Gardens** – Constructed doors to secure fertilizers for UNH Extension Office. Also we are in the process of procuring mulch for MG's. They meet again on June 20<sup>th</sup> to plant annuals and mulch the beds

## COURTHOUSE

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

**Condensing Units** - In process of replacing (2) condensing coil fan motor assemblies due to bearing failure

## NURSING HOME

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

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**Light Ballasts** – Replaced numerous failed light ballasts throughout

**Laundry Ozone Testing** – Preliminary fuel savings is approximately 40 gallons per day (see attached spreadsheet). This figure may be slightly skewed by the fact that DOC moved laundry services to jail about same time as test began.

**Kitchen Hood** – Energy Efficient Systems, Inc. completed inspection and test of hood ductwork for proper exhaust duct velocity. Minimum is 500 fm...ours was almost 1,200 fm, well within NFPA requirements

**Circuit Testing & Labeling** – My staff is in the process of inspecting and testing every outlet in the nursing home to ensure they are properly wired and function correctly in accordance with NFPA requirements. We are also labeling every outlet with its circuit breaker panel and circuit number to facilitate future work

## ADMINISTRATIVE BUILDING

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

**Chiller** – In process of replacing condensing coil fan motor assembly due to bearing failure

## JAIL & COMMUNITY CORRECTIONS

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

**Recreation Yard & Security Lights** – CG Electric has materials on order to install (2) new lights in rec yard and one on north elevation of 1988 Addition. Will install before end of June

## FARM

**Dairy Barn** – Completed floor joist repair on south barn east entrance. In process of repairing degradation of barn on backside. Will be working this all summer.

**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...work still in process. Also scrapped and painted parts of cupola that could be reached with boom-lift. Installed new water line throughout basement area to replace one damaged by freezing.

## COMMUNITY CORRECTIONS BUILDING

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

## VEHICLES & EQUIPMENT

**Lawn & Utility Tractors** – Completed tune-ups and filter changes on both vehicles

## NEW MAINTENANCE/FARM BUILDING

Nothing significant to report

## OTHER

**Liquidated Damages (LD's)** – Bradford Pratt assessed the county \$30,887.26 in LD's in accordance with contract documents. We had contracted for 125,000 gallons of # 2 fuel oil and used only 101,884 within this contract period (see attached letter and invoice).