

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday October 14, 2008

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

EXCUSED: Commissioner Ray Burton

PUBLIC: Harold Brown and Candidate for Register of Deeds, Lynn Wheeler

Commissioner Cryans called the meeting to order at 10:25 AM after attending the annual Grafton County Pumpkin Day with children from Woodsville Elementary and Pre-school. They also visited the pig barn, the cow barn and took a hayride to the Pumpkin Patch..

Ken Byers, Rebecca Cunningham and Steve Mello from Fitz Vogt, along with Nursing Home Administrator Eileen Bolander were already seated at the table upon the Commissioners' return.

Commissioner Richards had requested that the representatives from Fitz Vogt come in so that the discussion about having fresh produce from the Farm could be had by the parties involved. It has been Commissioner Richards mission to see that fresh Farm produce be used in the Nursing Home and Jail.

NHA Bolander said that here are some issues or problems with that concept and listed storage, prep time, and overall communication with the Farm as some of them. She said there had been a plan in place to order vegetables from the Farm but the plan has not worked well for various reasons.

K. Byers said that there needs to be better communication between the Farm and the Nursing Home which should begin as early as the planting of crops. He noted that the Dietary Dept. is not designed to be able to clean all the mud and dirt off of the vegetables that come in from the field and that staging the food coming into the back door is key. He said that even husking corn is an issue and that it becomes complicated when it comes to safety issues as well.

Commissioner Richards asked if the best way to resolve the issue is not to use Farm produce at all and K. Byers said that high volume, low risk crops would be best. Director Clough said that the County grows plenty of potatoes. K. Byers said they can be used if properly prepped.

NHA Bolander said that the menus would have to be looked at and that some vegetables can be used more freely, but not all.

Commissioner Richards asked if a pre-plan meeting would be a good idea and NHA Bolander said that would be a good idea. K. Byers said that solid communication prior to planting is a must for best usage.

Commissioner Richards asked if D. Knott is okay with this arrangement or not and NHA Bolander said that it is extremely stressful for her when it's not going well.

K. Byers asked if there can be any kind of consistency with the inmates in the way of putting someone in charge of oversight of the cleaning and prep work and Commissioner Richards said that you really can't foresee who might be incarcerated though she would like to see some rehabilitative training, and possibly a ServeSafe course for those who might work in the kitchen.

NHA Bolander said that she would arrange a meeting with Supt. Libby, Farm Manager Kimball and perhaps Ken Byers if he were so inclined, to discuss this topic.

Commissioner Richards said that he appreciated everyone attending this meeting and Commissioner Cryans made note of the recent deficiency free survey and that Fitz Vogt must have played an important part. K. Byers said that regulations are getting more and more difficult and that staffing and training is always a challenge.

NHA Bolander said that she would like to see the communications issues worked out and to have everyone work together as a team.

Commissioner Richards asked NHA Bolander to relay the FV contract cost to her when she got a chance.

Maintenance Superintendent Oakes arrived with his report saying that the new Maintenance building should be ready for occupancy by the middle of November.

- Loggers have been placed in the Admin building, which are automatically monitoring usage for the energy audit. The Nursing Home is underway and then they will place the monitors in the Courthouse.
- Fire dampers and access door work is done.
- Air duct cleaning is being done and will then be routinely checked.
- Generator circuit upgrade has been completed in the Admin building.
- Slate roof repair has begun.
- Silage bunker is 98% complete
- Preparations have begun for winter.

Corrections Superintendent Libby arrived *(see attached report)

Supt. Libby stressed the fact that he is concerned about the possibility of certain kinds of infectious diseases coming into the Jail and not being able to segregate inmates if needed. He commended his nursing staff for keeping a close eye on various medical situations at the Jail.

Supt. Libby said that by mutual agreement between NHA Bolander and himself there will no longer be inmate labor used at the Nursing Home.

The Farmstand has met its revenue projections and should exceed that this year. Many requests have been received for donated produce. The stand will stay open for another week or so and then the Farm will get ready to provide donations.

Supt. Libby thanked the Commissioners and the Executive Director for the awards that were given out at the County Conference and for their support of his employees. He will give Evelyn Smith her award at the Thresholds Graduation which will be this evening.

Drug Court will have their first graduation on the 22nd of October at 10:00 AM at the Courthouse with a reception to follow.

November 6 – 7 there will be a seminar on Mental Illness, Substance Abuse & the Criminal Justice System.

Commissioner Cryans thanked Supt. Libby and his group for attending and participating in the Drug Court gathering at Attitash on October 2nd and 3rd, which he also attended .

Commissioner Richard moved to approve the minutes from the public hearing on September 22, 2008, which was seconded by Commissioner Cryans. A change was made. All were in favor.

Commissioner Richards moved to approve the minutes from September 30, 2008, which was seconded by Commissioner Cryans. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed the Grafton County DoC report.

Bids for the sale of three Sheriff's cruisers were opened. Bids were as follows:

<u>Bidder</u>	<u>2002</u>	<u>2004</u>	<u>2005</u>
Tri-State Auto	\$ 793	\$1153	\$1553
Grace Qual. Used Cars	\$ 751	\$1451	\$1851
Wm. Doucette	\$1337	\$1637	\$2537
Bay Ridge Motors	\$1111	\$1575	\$2275
B. Gellison	\$1158.75		
B. Kawalic		\$ 650	
P. LaVoice			\$3777

Commissioner Richards moved to accept the three highest bidders for the vehicles, which was seconded by Commissioner Cryans. All were in favor.

Director Clough presented requests from the County Attorney's Office and the Commissioners Office, to be closed the Friday after Christmas this year, and that staff would use earned time that day. The Commissioners agreed that was fine.

Director Clough presented an engagement letter of acceptance for the legal services on the \$1M bond for the water tank project which would be issued through the NH Bond Bank with David Barnes of Devine Millimet, as council.

Commissioner Richards moved to accept the letter of engagement, which was seconded by Commissioner Cryans. All were in favor. Commissioner Cryans then signed the letter.

Commissioner Cryans signed the close out agreement for CDFA regarding the Mascoma Corp grant.

Director Clough informed the Commissioners that in a CDFA monitoring report for the Mascoma Corp grant, concerns were noted regarding contractor services but that all the proper guidelines had been followed.

A Right to Know Request was presented to the County for all County Convention Meeting Minutes (and all associated information) after May 21, 2008. Director Clough will be going to Manchester tomorrow to meet with legal council. .

Executive Director Clough informed the Board that she had consulted with the LGC and had been informed verbally and by way of email that there is no insurance coverage for the most recent lawsuit that has been filed against the County. .

Director Clough showed the Commissioners the bright orange public safety sign that will be posted across the street warning hunters to keep away from where the construction of the new water tank is going on.

COMMISSIONER ISSUES

All three Commissioners attended the NHAC County Convention this year at the Mount Washington Hotel where there were numerous award winners from Grafton County.

- Director Julie Clough Administrator of the Year
- HS Administrator Nancy Bishop HS Administrator of the Year
- HR Director Joanne Mann HR Director of Year
- HMI Director Tammy Robbins Nursing Home Employee of the Year
- Farm Manager Donnie Kimball, Sgt. Dale Paronto and Administrative Assistant Brenda Paronto Team Award
- Medical Coordinator Aurilee Achilles Corrections Medical Employee of the Year

The Commissioners congratulated all the winners.

12:10 AM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

October 14, 2008

Commissioners Report

1. Population:	In-house:	107	Maximum:	31
			Minimum dorm:	37
			Minimum south:	12
			WHOC:	15
			Max/Handicap:	02
			Lockblock/Seg:	10
	Weekenders:	04	Out of facility:	39

- 2. Community Corrections Report**
 - a) Drug Court – supervising (13) *1 in custody * 2 absconded
 - b) Electronic Monitoring – supervising (10)
 - c) Daily Work Release – supervising (1)
 - d) Community Work Program – *Pumpkin Day – County Complex activities

- 3. General**
 - a) Inmate workers/Nursing Home
 - b) Inmate issues – Safety/security/facility limitations
 - c) Farmstand – update
 - d) NHAC Awards Banquet

Dates:

October 14, 2008 @ 6:15pm Thresholds Graduation
October 22, 2008 @ 10am Grafton County Drug Court Commencement @ Superior Court
November 6-7, 2008 Mental Illness, Substance Abuse & The Criminal Justice System