

## GRAFTON COUNTY COMMISSIONERS MEETING

New Hampshire Works Conference Room

Littleton, NH

Tuesday October 21, 2008

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

DEPT. HEADS: Corrections Supt. Glenn Libby, IT Manager Ruggles, Register of Deeds Bill Sharp, HS Administrator Nancy Bishop, HR Director Joanne Mann, Nursing Home Administrator Eileen Bolander, Maint. Supt. Jim Oakes, County Attorney Rick St. Hilaire, Sheriff Douglas Dutile.

PUBLIC PRESENT: Mike Gilman, Wayne Ruggles, Chad Stearns, Bob Blechl, Joseph Marotti, Harold Brown, Daryl Grasso, Art McGrath, Reps. Martha McLeod and Rusty Bulis.

Commissioner Cryans called the meeting to order at 9:00 AM. Rep. Bulis stood up and thanked the Commissioners and all the Dept. Heads for coming to Littleton. Commissioner Cryans said that Littleton is his home town and that he was glad to be home.

Commissioner Cryans then recognized IT Manager Ruggles' father who was attending the meeting from Littleton and then turned the meeting over to Commissioner Burton whose district we were in.

Commissioner Burton said that it had become somewhat of a tradition to take the meetings out to the towns and meet some of the people. Commissioner Burton recognized Chad Stearns who is the Director of the Chamber of Commerce in Littleton. Chad said that he will be giving the Commissioners a tour of Main Street and the Mill Building after the meeting.

Warren West, Administrator at Littleton Hospital was in attendance and said that he had come to say hello.

Bob Blechl from the Caledonia Record was recognized as was Mike Gilman who was thanked for hosting the meeting and for the use of the Conference room. M. Gilman said that that NH Works is an umbrella for a lot of different agencies in the building including Kindercenter, Headstart, and NH Employment Security. The Dept. of Education, Tri-County Cap and the Dept. of HHS are also located in the building.

Commissioner Cryans discussed different Grafton County reading material that was brought and talked about the Grafton County prescription drug card which is available to all Grafton County citizens who are uninsured. Recent monthly savings have been around \$10K

### SHERIFF'S DEPT:

Sheriff Doug Dutile spoke and discussed what the County Sheriff's Department does.

In the past year there have been  
4000 transports  
50 extraditions  
75 crime investigations  
72 crime investigations at the GCDoc  
300 warrants served

The Dispatch center supports 61 agencies for police, fire and ambulance. Last year the center Dispatched 57,000 calls.

The Sheriff's Dept also handles the security at the Courthouse and are responsible for those in custody. This year they are working with a budget of \$2M with an expected revenue of \$850K.

Commissioner Cryans recognized Rep. Martha McLeod who had arrived.

NURSING HOME:

Administrator Eileen Bolander began by saying that the census was at 127. They have proudly achieved a deficiency free survey from the state this year and in April won the very prestigious Quality of Life Award. There are many different activities held at the Nursing Home and October's Trick or Treat Street will be held on October 29<sup>th</sup> from 6:30 to 7:30.

Commissioner Burton said that in the October 13<sup>th</sup> edition of Time magazine it was pointed out that in the 15,000 nursing home across the states, there are numerous deficiencies noted and that it is very important to note that deficiency free is quite a feat. He expressed to NHA Bolander that the Board of Commissioners was very appreciative to her and her staff for terrific job that they do there.

RD Sharp spoke and said that his mother was placed in the Grafton County nursing Home for her last days and that he was very appreciative for the care and kindness that was given to her.

Commissioner Cryans asked NHA Bolander to explain a little about some of the changes in nursing homes. NHA Bolander said that they are moving away from the institution style and trying to become places more like home and a place to live, not to die. She said that the resident's life and leisure needs are met and things are looked at more holistically.

Commissioner Cryans talked about the renovation of the old nursing home and how it has become a great new building and said also that he would be remiss in not mentioning that the Dispatch Center too was a renovated state of the art facility as well.

Rep. McLeod said that she would also like to recognize NHA Bolander's role in the North County Health Consortium.

Commissioner Cryans said that NHA Bolander is also the vice president of the NHAC and if elected, will become president next year.

In speaking of the NHAC, the County Convention was held at the Mount Washington Hotel 5-8 October, it was noted that there were a number of winners from Grafton County this year.

- Tammy Robbins – HIM was awarded Nursing Home Employee of the year
- Aurilee Achilles – Medical Coordinator was awarded Corrections Medical Employee of the year.
- Nancy Bishop – was awarded Human Services Administrator of the year.
- Joanne Mann – was awarded Human Resource Director of the year.
- Dale Paronto, Brenda Paronto and Donne Kimball were awarded Team of the year
- Julie Clough – was awarded County Administrator of the year.
- Evelyn Smith – was awarded Profile Service Award for her work with the Thresholds program

Commissioner Cryans asked NHA Bolander how many 100 year old residents there were and she said there was only one at 103 but there are many in their late 90's.

Commissioner Burton informed the attendees that his job as clerk of the board is to sign the bills that come through the County for payment, and welcomed anyone who was interested to review the bills.

#### DEEDS

Register of Deeds, Bill Sharp had invited Joseph Marotti, owner and president of JJMCO, which is a conservation laboratory that has been doing restoration on some of the old books in the Deeds department. Mr. Marotti discussed the preservation process and what it takes to do this job. He also brought two books with him to show the Commissioners what types of preservation can be done.

Mr. Marotti presented RD Sharp with a proposal for work on approximately 1500 volumes dating from 1772 to the early 20<sup>th</sup> century. Cost runs anywhere from \$1000 to \$1400 per volume.

RD Sharp stressed the need for this type of preservation and said that he hoped to see this done over a ten year period.

Commissioner Cryans asked if all the documents in Deeds would be preserved or is there a stopping point? Mr. Marotti said that in 1975 acid free paper starting being used and that is generally where you would stop.

Rep. McLeod asked if there was a Grafton County Historical Society and Commissioner Burton said that he had asked that a historical room be started at the County which would accept all County documents and articles, but there is no society to speak of.

#### ATTORNEY'S OFFICE

Attorney St. Hilaire informed everyone that his office deals with crimes committed in the community, generally felony crimes. The office sees 500 new felony cases a year which he said will likely spike due the economy. There has already been a 25% increase in arrests in Lebanon.

Tomorrow will be the first commencement ceremony for the Drug Court graduates. Drug Court was set up to target repeat offenders and decrease recidivism rates.

Commissioner Cryans stated that he attended the New England Associate of Drug Court Professionals conference yesterday and said that West Huddleston, who was a guest speaker, had awarded Grafton County last year for its operation. Bob Gasser currently runs the Drug Court. Commissioner Cryans said that if the DC can give one person back their life then it's a good thing.

Attorney St. Hilaire said that this is a high risk, high reward program, which if you fail, you go to prison and if you succeed, you can get the conviction vacated and then petition for an annulment to wipe the slate clean.

#### IT DEPARTMENT

IT Manager Brent Ruggles, who has been with the County a little over a year said that he has been working on computer operations and networking to get the County all on one system. There are 250 systems, 300 users and 11 departments that he works with.

ITM Ruggles said that he has put forth a three year plan to reduce operating costs include adding fiber optics which were brought in to replace the old T1 line which will cost about half of what it used to.

He has implemented a new email system throughout the complex (sans the Jail) which will tie everyone in together using the same email extensions. He has plans to transfer over to an open Office Suite and eliminate the use of Microsoft, which will reduce the licensing fees which are extremely costly.

He is looking into video arraignments and video conferencing that would cut down on travel costs.

Commissioner Burton said that he received a letter from Judge Rappa in the Plymouth Court which discussed video arraignments.

Commissioner Cryans ask ITM Ruggles how this last year has been and he said that when he arrived it was explained to him that he would be working with a diverse group and it's taken some time for him to understand the needs of all the different departments so that now he can go forward.

RD Sharp said that Deeds could not do what they do without the help of ITM Ruggles.

Harold Brown was recognized and said that the County needed to be careful about doing video arraignments as it may be a breach of constitutional rights. Attorney St. Hilaire

addressed that by saying his interpretation of the letter was that it was addressing forensic evidence which is easier for that testimony to be given via video than having to have individuals travel all over the State. He thought probably that the defense bar would object but that he did not see it as being a violation of the Constitution.

Commissioner Cryans told Mr. Brown that there were no decisions have been made at this time.

CORRECTIONS:

Superintendent Glenn Libby began by thanking those who hosted the meeting and said that Corrections has spent a lot of time in Littleton doing work and have also worked with Mr. Gilman on some projects. Supt. Libby gave his report \*(see attached).

Supt. Libby said that he still had concerns about having infectious diseases in the Jail and not being able to quarantine properly.

The Farmstand will close in another week and the Farm is getting ready to make their donations to soup kitchens, food banks, senior centers and churches. There are still plenty of potatoes on hand.

Commissioner Cryans asked Supt. Libby to talk about the recent GED graduates. Supt. Libby said that in the past few months 14 inmates have passed their GED's and there are another 5 that will be taking the test. He said that these numbers are unheard of in a correctional facility and credits Ken Stransky, George Baldwin and Sister Carmen who have worked with this program.

Thresholds and Decisions Graduation was held last week, which is a program that pairs students together with a mentor and has won two national awards.

Rep. Bulis said that it is rewarding to hear how much hope is given and good is being done by the Department Heads at the County and he said it was commendable.

Rep. Bulis then asked about the electronic monitoring program and Supt. Libby said that it is a step program that facilitates a way for the people to get back into the community.

Rep. Bulis then asked about the cost of the lawsuit to which Commissioner Cryans answered that no decision has been rendered as yet and that the County had spent 7 days in the Courtroom at a cost to date of \$302K.

Commissioner Richards added that there is now a second lawsuit which involves the delegation's vote on the elected officials' salaries.

Rep. McLeod said that the professionalism of the Grafton County staff is commendable and that the citizens may not fully understand what it takes to run a Correctional facility.

Both Representatives asked about the letter written by Rep. Ingbretson about putting a moratorium on using HP Cummings as the general contractor for the Jail. Director Clough said that the issue has not been brought before the Board as is the letter came right after the last meeting that they held.

MAINTENANCE DEPARTMENT:

Maintenance Superintendent Jim Oakes said that he and his staff are responsible for all the grounds and building maintenance on the property. He then presented his report to the Commissioners \*(see attached report)

Commissioner Richards said that the County received an energy feasibility grant to study the different alternative energy sources which has been done with a diversified volunteer group who have been fully committed to this project along with the help of Supt. Oakes, who has been extremely helpful. She said that she would like to see the complex engaged in an alternative energy source within the coming years and right now they are doing a baseline audit.

NHA Bolander said that Supt. Oakes and his staff are to be commended for the work they do in helping to keep the Nursing Home compliant with the surveyors.

HUMAN RESOURCES:

HR Director Joanne Mann said that the HR Department supplies the manpower for all the departments. There are currently 425 employees at the County.

HR administers benefits, complies with labor laws and does community outreach. She said that she hopes to be able to start an onsite resource center.

HUMAN SERVICES:

HS Administrator Nancy Bishop said that the HS Department reimburses the state for the statutory requirements for Medicaid, in particular Nursing Home costs and Home and Community Based Care.

HSA Bishop said there would be oral arguments on Nov 12th at 2:00 PM regarding the RSA 28-a appeal. HSA Bishop and NHA Bolander are planning to attend.

HSA Bishop attended Rachel's Challenge in Woodsville for one of the incentive fund recipients. She said that the program is based on Rachel Scott, who was killed in the Columbine shooting, and teaches tolerance and no bullying.

COMMISSIONER ISSUES:

Commissioner Cryans noted that Rep. Stephanie Eaton will not be running for state representative again, nor will Martha McLeod, as she is running for state Senator.

Commissioner Burton moved to approve the minutes from October 14, 2008, which was seconded by Commissioner Richards. A correction was made. All were in favor.

The Commissioners reviewed and signed a revised manifest for Mascoma Corp CDBG.

Commissioner Cryans signed the Residential Substance Abuse grant.

Director Clough asked if the Commissioners had seen the letter from Rep. Ingbretson that was sent to the delegation and the Board of Commissioners. Director Clough then read the letter and said that she had spoken to the Superintendent of SAU 23, Bruce Labs and asked him who was doing the investigation at the school, which has been closed due to structural issues, and was told that there was a structural engineer who was checking everything out.

She had also spoke to HP Cummings owner, Ben Harrington who said that there is a lot of negative press about what is going on at the school and that he would be willing to come and speak to the delegation and Commissioners if so desired.

Director Clough added that she also received a very comprehensive Right to Know request from Rep. Ingbretson with requests for work done by HP Cummings dating back to 2005.

Commissioner Burton said that there should be acknowledgment of the letter which states that they are creating a response and when that response is prepared it will be forwarded on. Commissioner Richards said that maybe the Board should wait and see what the investigation at the school shows although she also noted that there has always been a good report with HPC. Director Clough said that she didn't think it was right to jump to conclusions and assume HPC is in the wrong and noted that for some reason, the school is not letting HPC back into the building, which in her opinion is unfortunate. She said that there is a special school board meeting on the 23<sup>rd</sup> to pass a \$2.5M bond, which has to pass by a 2/3's vote.

Commissioner Cryans said that the response to Rep. Ingbretson should say that the Commissioners are taking the letter under advisement and that the Jail is on hold and there is no reason right now to stop using H P Cummings in the event that they need to come back to the County for work that needed to be re-addressed for any reason.

Supt. Oakes said that we would be convicting them for an unfounded reason and defended HPC by saying that they have been very receptive to issues that have cropped up.

Commissioner Burton moved that Executive Director Clough respond to Rep. Ingbretson's letter outlining the information stated above, which was seconded by Commissioner Richards who amended that by saying that a draft of the letter be reviewed by the Commissioners first. All were in favor.

A letter was received from Mark Secord which touted the wonderful care given to his father by the Nursing Home and which commended NHA Bolander and her staff.

Director Clough said that insurance proceeds from the building that burned have been received as follows:

- \$356,925 in insurance proceeds for the building and \$27,025.86 for reimbursement of Architectural & Engineering fees, which earned \$9,177.20 in interest.

Commissioner Cryans stated that the cost of the new maintenance building is relative to how modern it is, which Supt. Oakes said has a fire alarm, sprinklers, T-8 lighting, ventilation, is heated and has room for repairs and storage.

Director Clough said that the newest NACo Rx report states that the month of Sept has seen a savings of \$11,082 which amount to 23.61% for 413 users.

Director Clough said that a letter from Woodsville Water & Light shows that there is still a long way to go with negotiations and that they would like to meet with the Commissioner next Tuesday evening at 7:00 for further discussions.

Commissioner Burton would like to see that the new maintenance building have an appropriate grand opening.

Commissioner Burton said that he would like to have a copy of the letter from Mark Secord included with the minutes.

Commissioner Burton said that he attended the 100<sup>th</sup> anniversary of the Church of the Nazarene with Selectman Rick Ladd.

Commissioner Cryans attended the NH Association of Aging meeting which was chaired by Roberta Bernier.

RD Sharp informed the Commissioners that he was acknowledging the letter from Commissioner Burton regarding the protection of documents.

The Commissioners will be heading to the Senior Center for lunch.

11:35 AM With no further business the meeting was adjourned.

Commissioner Cryans reported back later that they had lunch at the Senior Center and then connected with Chad Stearns and Karen Keazirian for a walk along Main Street which finished up at 2:40 PM

---

Raymond S. Burton, Clerk

**October 21, 2008**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 104</b>	<b>Maximum: 26</b>
		<b>Minimum dorm: 36</b>
		<b>Minimum south: 11</b>
		<b>WHOC: 16</b>
		<b>Max/Handicap: 02</b>
		<b>Lockblock/Seg: 13</b>
<b>Weekenders: 04</b>	<b>Out of facility: 41</b>	

**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 – \*Littleton – Hillsborough County Potato deliveries**

**3. General**

- a) **Facility/health issues - update**
- b) **Farmstand - update**

**Dates:**

**October 22, 2008 @ 10am Grafton County Drug Court Commencement @ Superior Court**  
**November 6-7, 2008 Mental Illness, Substance Abuse & The Criminal Justice System**

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 14 - 20, 2008

## COMPLEX

**New Maintenance Building** – Construction of the new building has been delayed roughly 1-week. Construx is having difficulty getting its sheet rocking sub-contractor to complete their work when they said they would. The sheetrock is installed but all the joints still need to be taped and mudded. The goal for this week is to complete the mudding & siding and get power in the building. Next week we plan to get the HVAC/plumbing and sprinkler contractors back on site to finish their respective areas. They have approximately 2-weeks of work remaining. Lastly, I've solicited help from the DOC to help my staff prime and paint the interior areas once the contracted trades are complete.

**Water Storage Tank & Main Project** – Morrill Construction completed installing the majority of the water main, rebuilt the upper road and have completed prepping the tank footings, foundation and site layout in preparation for Natgun, the tank construction contractor. Natgun is in the process of mobilizing the site and is scheduled to begin forming and pouring the tanks first wall and dome sections in casting beds on Friday. On Wednesday, Morrill Construction is tentatively set to install an 8" tap on the water main next to Route 10 and begin running the last 200 feet of pipe up the hill to a connection point with the other line they previously ran. As a side note, the signs for temporarily posting the site are ready to be posted.

**Energy Audit** – On Sep 30<sup>th</sup> I met with Energy Resource Solutions (ERS) and kicked off an energy audit of the complex. We've deployed a variety of loggers (amp, light, temp and CO<sup>2</sup>) in the nursing home, 1930 Building and Courthouse. ERS will be back on site the 23<sup>rd</sup> to collect the loggers and do more inspections of the facilities.

**Silage Bunker & Drainage** – Calco completed construction of the new silage bunker and Fenoff Excavating completed all Sitework associated with prepping the site, fixing the drainage around it and paving the new bunker bed and all aprons. The farm is currently using the new bunker.

## COURTHOUSE

**Probate Court Chamber** – Large plate glass window is cracked...Mayo's replaced the glass

**Fire Alarm** – Alarmco completed the primary inspection and test of the courthouse fire alarm system. I had them replace two heat detectors in the two emergency stairwells with smoke detectors to improve early notification of a fire in those areas. They also replaced one defective heat detector.

## NURSING HOME

**HVAC Ductwork** – AirCare Environmental Services (AES) is 80% complete cleaning all return ductwork in the nursing home. The only air handling unit and associated ductwork remaining is that of HRU 1, the primary air handler that services the residential and admin areas of the 2003 Building. AES is scheduled to complete their work by this Friday.

**HRU # 4** - Hot water control valve slowly dripping water onto ceiling tiles below on Profile. Ordered replacement valve body. Will install when part arrives.

**Server Room AC** – Condensing unit compressor failed...Received warranty replacement part and North Country Mechanical replaced defective part and reserviced unit

**69 Building Shower Rooms** – Resurfaced shower room floors on Maple & Profile due to degradation of floor materials

**Electrical Beds** – Repaired numerous electrical problems affecting operation of residents beds

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

## ADMINISTRATIVE BUILDING

**Generator Circuits** – C.G. Electric has completed the job of adding dedicated outlets in all the offices to put them on the emergency generator. All department heads have been notified of the job completion and the need to move only essential equipment over to these new outlets.

**Slate Roof** – 800 Roof began replacing all cracked, broken and incorrectly installed roof slates. The job also entails adding snow rails over five entrances to the building in addition to repairing copper flashing in various locations. The job should be completed within 2-weeks.

## DEPT. OF CORRECTIONS

Nothing to report beyond Routine Maintenance

## FARM

**Dairy Barn** – We are still in the process of fixing clapboards, scrapping and painting. Will be repairing southeast door and a few broken windows in the next week or so. If it doesn't get too cold, we will begin siding the shed on the south side following the previously mentioned work.

**Bulk Tank** – Tank not holding water due to flapper valve not staying engaged to keep drain closed. Replaced solenoid that controls flapper valve

**Exterior Lighting** – Replaced photo and motion sensors on two different lights to correct problems with lights staying on 24-7

## COMMUNITY CORRECTIONS BUILDING

Nothing to report beyond Routine Maintenance

## VEHICLES & EQUIPMENT

Nothing to report beyond Routine Maintenance

Mark L. Secord  
Peak and Pasture Farm  
311 Nihan Road  
Lisbon, NH 03585

OCT 16 2008

October 10, 2008

Governor John Lynch  
State House  
25 Capitol Street  
Concord, NH 03301

Ms. Eileen Bolander and Staff  
Grafton County Nursing Home  
3855 Dartmouth College Highway  
North Haverhill, NH 03774

Commissioners Cryans, Richards, Burton  
Grafton County Commissioners' Office  
3855 Dartmouth College Highway  
North Haverhill, NH 03774

Nurses and Aides on Granite Floor  
3855 Dartmouth College Highway  
North Haverhill, NH 03774

Dear Governor, Commissioners, Ms. Bolander and Staff:

My father, Paul L. Secord, was a resident of the Grafton County Nursing Home for just over two years before his recent death. We are writing you to express our gratitude to all those who cared for him at the Grafton County Nursing Home. When he arrived in September 2006, he was unable to communicate, and we thought his death was imminent. But the competent and helpful staff helped him resume as much of his normal daily activities as possible.

Every employee I met at Grafton County had his best interest as their number one priority, from the nursing staff, to the administration and to the nice evening cleaning person. They all helped him stay as comfortable and as healthy as possible.

We are lucky to have this facility in Grafton County. Having investigated a number of options for my father's care, I know the Grafton County staff provided the best care and environment available. We highly recommend the Grafton County Home to anyone who is seeking care for a loved one. While many nursing homes put the emphasis on "nursing" but forget about the "home," at Grafton County Nursing Home, there is an equal emphasis on both.

Thank you all for your great contributions to our father's final days. We will miss your smiles and hellos.



Mark L. Secord and family