

GRAFTON COUNTY COMMISSIONERS MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday November 25, 2008

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

EXCUSED: Commissioner Richards

PUBLIC: Harold Brown

9:00 AM A ribbon cutting ceremony was held at the new Maintenance building with contractors, departments and the public in attendance. Commissioner Cryans credited Maintenance Supt. Oakes for his oversight in seeing that the project came to its fruition. Supt. Oakes said that it was not only he, but his whole department which helped to make sure that everything turned out as it did. Coffee and refreshments were served by D. Knott and everyone toured the building.

The Commissioners then went over to the Jail for a report from Supt. Libby \*(see attached), and a tour of the facility. After the tour a promotion ceremony was held in the basement of the Jail for Sgt. Kendall, who was then promoted to Lieutenant. Supt. Libby said that Lt. Kendall has been with the department since 2000 and has done a very good job.

10:40 AM the Commissioners returned from the aforementioned events and began their meeting.

Commissioner Burton moved to accept the minutes from November 18, 2008, which was seconded by Commissioner Cryans. A change was made. All were in favor.

The Commissioners signed the check registers.

Director Clough presented the Commissioners a written request in the form of a letter from Treasurer Elliott asking that an audit be done on all the accounts that she has dealt with over her time as Treasurer, in order to protect her liability. Director Clough said that she has not heard of this being done before and added that there would be a cost to the County to have this done.

Commissioner Cryans said that he wasn't sure what this would accomplish as the next audit would cover this time period.

Director Clough said that Treasurer Elliott will be closing out many of the accounts, leaving only the general, payroll and a couple of others.

Commissioner Cryans asked if anyone could see any reason why this should be done and Director Clough said that she could get an opinion from the auditor, which the other two Commissioners agreed was a good idea. Again, Commissioner Cryans reiterated that he

wasn't sure of the reason for this and said that he doesn't question anything that has been done by the Treasurer to warrant this.

Director Clough presented an email from a Woodsville student which asked if one of the Commissioners could come to their school as they were doing a hypothetical project on building a mall in Woodsville and had questions about permitting and such. Director Clough said that she had written back saying that permitting is not a part of County government and pointed the student in the proper direction. Commissioner Burton said that he had received the same email and had done the same. Commissioner Cryans said that if the school wanted a Commissioner to come in and talk about the functions of County government then that could be arranged.

The Commissioners reviewed and signed a drawdown request and closeout report for the AdiMab CDBG.

The Commissioners signed a drawdown request for the Littleton Area Learning Center CDBG.

Sheriff Dutile and Director Andross arrived for the opening of bids for an Emergency Notification System for the Dispatch Center. Bids were received and opened from the agencies noted below and the Sheriff and Director Andross will review the information back at their offices and bring back a recommendation to the Commissioners in the future.

Swift Reach Networks - Asher Group - Code Red - City Watch - Penn Alert - Cooper DCC - County CTY - 3N Simple Reliable Global - Global Connect

Commissioner Burton questioned why the state was not handling this kind of system and Director Andross said that it was discussed in the legislature but defeated and is not mandated. The Sheriff's Department budgeted funds in the fiscal year 2008 but did not pursue this while it was being debated in the Legislature. The money was encumbered and now Dispatch is ready to put the system in place for Grafton County with monies they already have.

Commissioner Burton asked what happens once the response is put in place which Director Andross replied that there is a pre-recorded message that would show up on phones and alert people to the emergency. Commissioner Burton asked him to present a scenario where this would be used. Director Andross said that the rupture of the dams would be a good circumstance as would the spill of a truck carrying hazardous material. Even a missing inmate or person with Alzheimer's could be a situation where the system could be used.

Commissioner Burton asked who develops the text of the message and Director Andross said that it could be a pre-set message or up to the incident commander, which would depend on the incident. He added that people could also subscribe to the message if they wanted to receive it on their cell phone, or, if someone absolutely did not want to be called in an emergency, could unsubscribe as well.

Commissioner Burton said that it would be important that people receive the proper message to reduce any liability. Director Andross said that being proactive would reduce the liabilities because you're providing important information very quickly.

Sheriff Dutile said that people rely on these systems now and they are used in many areas. Director Clough said a similar system is used in Haverhill to tell parents when the schools are closed.

Sheriff Dutile then presented the 2009 Dispatch fees which he said have only increased 2.26% over last year. A spreadsheet showing the total amount of fees per town/agency was given to the Commissioners.

Commissioner Burton moved to accept the 2009 Dispatch fees for billing, which was seconded by Commissioner Cryans. All were in favor.

Farm Manager Kimball arrived with his report saying that they were milking 82 for a total of 10200#'s and an average of 62#'s. The price of milk right now is \$18.88 though he said that it's expected to drop to possibly \$14.00 but may bounce back in the summer.

FM Kimball said that the feed is done and they had an excellent crop. The third bunker has been built and it's already full.

Potatoes are done (33 tons of white and 5 tons of red) and there are none left to be had. Hopefully they will be able to handle more next year now that the new storage area is ready.

The Farmstand made \$47K in revenue this year.

There were nine litters of piglets born this year and currently over 100 in the barn right now.

All the equipment is now under cover.

Commissioner Burton asked how the spaces in the new Maintenance building are assigned and FM Kimball said that he has the back part of the building.

Commissioner Burton asked about Billy the cow who is apparently the oldest cow on the property and FM Kimball said that Gerb Aldrich keeps all the generational information on the animals so he would know.

Commissioner Cryans asked about the future of the two buildings out back and FM Kimball said that they're currently being used for storage.

11:58 AM The Commissioners broke for lunch.

12:40 PM The Commissioners resumed their meeting.

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

There was a discussion about the water tank and whether or not all the arrangements had been made with Woodsville Water & Light. It was explained that the agreement has been revised again by the County and would be submitted to Woodsville Water & Light for their consideration later today.

Commissioner Burton asked about panic buttons and Supt. Oakes said that they were tested every 90 days.

Commissioner Cryans commended Supt. Oakes for what he's done with the new Maintenance building and said that he had spoken to two separate contractors who told him how professional Supt. Oakes was and how good it was to work with him. The Commissioner spoke positively on how nice it was to have that new building.

After more discussion about the water tank, Supt. Oakes said that the project is likely to come in below budget and he would like to see the lower portion of the road repaired and perhaps a gravel parking lot by the Farmstand put in. Commissioner Burton encouraged Supt. Oakes and Director Clough to look further into that idea.

Supt. Oakes said the old foundation on the hill has been backfilled with debris from the clearing of the area.

Director Clough presented an educational assistance application from the Attorney's Office for approval. Commissioner Burton moved to approve the educational assistance which was seconded by Commissioner Cryans. All were in favor.

Dates were discussed for the Employee Christmas Party, which will be held on December 17<sup>th</sup> in the Activities room. The door decorating contest will also be proposed for those interested.

Director Clough stated for the record that the County has received the order from Superior Court in the matter of Hull et al. v. Grafton County et. al. In its decision, the Court upheld the validity of the Grafton County Delegation's February 11, 2008 vote to bond a new County Correctional Facility. A copy of the judgment can be made available to anyone who is interested.

Director Clough said that the Board should be thinking about what the next steps should be as far as the project goes and would like to contact SMRT and HP Cummings to get working on it. Commissioner Cryans said that he would like to wait a week or two to discuss this further.

Commissioner Burton attended the UNH Advisory Council meeting and said that they will be distributing calendars. He also said that County Conversation will be held in Grafton County this year either in the Spring or Fall. Martha McLeod was due to go off the Advisory Board as the State Representative rep on the Committee but was asked to stay on as there is an open position on the Board. He said that the attendance at the meeting was low.

1:30 PM being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

**November 25, 2008**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 107</b>	<b>Maximum: 25</b>
		<b>Minimum dorm: 35</b>
		<b>Minimum south: 11</b>
		<b>WHOC: 20</b>
		<b>Max/Handicap: 02</b>
		<b>Lockblock/Seg: 14</b>

**Weekenders: 04                      Out of facility: 35**

- 2. Community Corrections Report**
  - a) Drug Court – supervising (16) \*2 in custody**
  - b) Electronic Monitoring – supervising (10)**
  - c) Daily Work Release – supervising (0)**
  - d) Community Work Program – On site**
- 3. Lt. Kendall's pinning on ceremony**
- 4. Tour**

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

October 21 Nov 24, 2008

## COMPLEX

**New Maintenance Building** – Construction of the new building is essentially complete other than a few minor details. My staff will install our air compressor from our main shop and plumb both levels for air in addition building racks and shelves to store materials and equipment

**Water Storage Tank & Main Project** – Natgun will have completed the water tank by the 1<sup>st</sup> week of Dec. to where it will hold water. Morrill Construction still needs to install the vault and Woodsville Water and Light needs to run power to the tank. Both should be done by the 2<sup>nd</sup> week of Dec.

**Energy Audit** – Next week, ERS will be back on site to complete the thermal scan of all our buildings and deploy additional loggers to collect more data so that they can finish their report.

**Silage Bunker & Drainage** – 100% complete.

**Boilers**...checked efficiency of all boilers throughout complex. Had to tune courthouse boilers to improve efficiency.

**Elevators**...Stanley Elevator completed quarterly inspections & tests of all elevators...all checked good.

## COURTHOUSE

**Hot Water Heater** – tank servicing Dispatch ruptured and leaked...replaced hot water heater

## NURSING HOME

**HVAC Ductwork** – AirCare Environmental Services (AES) is 100% complete cleaning all return ductwork in the nursing home.

**HRU # 4** - Hot water control valve slowly dripping water onto ceiling tiles below on Profile. Replaced valve.

**Laundry AC** – Condensing unit fan cracked and came apart...replaced fan blade assembly

**Domestic Hot Water** – heat exchanger T&P valve failed causing water to flood 03 basement. Replaced T&P valve.

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

## ADMINISTRATIVE BUILDING

**Slate Roof** – 800 Roof is approximately 75% complete...still have about 200 slate tiles to replace and install snow rail systems

**Boilers** – both boilers were running simultaneously and short cycling, thus burning much more fuel than was necessary. Trane Corp. technician had to reprogram environmental management system

## DEPT. OF CORRECTIONS

**Freezer** – Repaired broken wire on compressor

# **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

## **FARM**

**Dairy Barn** – Exterior work stopped for winter.

**Gutter Cleaner** – Rebuilt gears and sprockets that were worn

**Grain silo** – Rebuilt auger shaft that came apart

## **COMMUNITY CORRECTIONS BUILDING**

**Thermostats** – Repaired and reprogrammed thermostat in front office area

## **VEHICLES & EQUIPMENT**

**¾ TON** – scheduled to have new tires installed tomorrow

## **OTHER:**

Johnna Blake, one my courthouse custodians, gave her notice and will be done work this week. I have hired a replacement that will take her place starting in a week after she leaves.

**Fire Evacuation & Extinguisher Training** – I held two classes for staff assigned to the courthouse and 1930 Building. Approximately 20 people attended. Still need to conduct fire drills in both buildings in the next few weeks.