

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday September 8, 2009

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

EXCUSED: Commissioner Ray Burton

Farm Manager Kimball arrived with his report saying that they were milking 74 cows, shipping 8800#'s of milk for an average of 60#'s per cow. Price of milk is \$12.35.

The vegetable stand is doing well and as it turned out not a lot of potatoes were lost. What they do have may be small though.

H. Hatch will be cutting corn for the Farm at a cost of \$4000 which will be done in two days.

FM Kimball will be going to Concord to look at used vehicles from State surplus.

FM Kimball would like to attend the County Conversation in Coos regarding their farm and see if any new ideas are presented. He said both Grafton County and Coos County are facing the same issues with their farms. Commissioner Richards would like to attend as well.

Director Clough asked FM Kimball about pumpkin day, which is tentatively scheduled for the 13<sup>th</sup> of October, and he said that he would have to take a count of what they have for pumpkins.

There was a question as to whether or not the pigs should be exposed to children this year as it may be possible that the children could pass the H1N1 virus on to them.

Commissioner Richards asked FM Kimball to check with the veterinarian to make sure it would be okay.

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

Supt. Libby said there had been some dissatisfaction with the morning and lunch meals coming from the Nursing Home in that there is really not much substance to them. He said that the Jail is checking into making morning and lunch meals themselves through their day kitchen. He said that he guessed that there might be some cuts when the cost of the meals from the Nursing Home was reduced. The Jail will still require one hot meal a day from there.

Commissioner Richards asked if any discussion had taken place between the Jail and the Nursing Home and Supt. Libby said that conversations are ineffective and there doesn't appear to be a resolution. He said that he's sure it's better for the Nursing Home this way and probably for the Jail in the long run. He said that they are going to try for a certification through the UNHCE ServeSafe® program so that people are properly trained.

Commissioner Cryans asked when this would be implemented and Supt. Libby replied that it would likely be next month or so. Commissioner Cryans said that they might very well find some good cooks in the Jail.

Commissioner Richards said she didn't want to micromanage but asked Supt. Libby if he thought that there needed to be some kind of intervention in the way of a group discussion with the Commissioners in order to sort this out between the Jail and the Nursing Home. Supt. Libby said that the County pays its Department Heads to be able to work these things out on their own, without intervention. Commissioner Cryans agreed that he was not interested in micromanaging but hoped that if for some reason this plan of action doesn't work out, that the Jail will be able to go back to the way things were if needed. Supt. Libby said that he feels that if he and his staff make the commitment to do this then they'll just make it happen.

Commissioner Richards asked about equipment and Supt. Libby said that they're looking into that now but don't think they're really going to need too much.

Due to the high number of inmates at the Jail the basement had to be renovated to make room to people in there. The basement was also used as the visitation area which then needed to be moved to the day kitchen area which Supt. Libby said, is even noisier than the basement. He said that he has written letter to family members who frequently visit and let them know of the change in hopes they would understand.

There will be a GED graduation of the 16<sup>th</sup> of September.

Approval of minutes has been tabled until Commissioner Burton returns as Commissioner Richards was away last meeting.

The Commissioners signed the check registers.

Director Clough brought up the request from the town of Alexandria that had originally been discussed when Commissioner Richards was away. Since the town is in her district the other two Commissioners wanted to allow her to make the final decision. The request was that the town be released from their contract with Dispatch early (Oct. 1<sup>st</sup>) so that they may contract with another dispatch agency that was less expensive. After some discussion Commissioner Richards said that she would be willing to accommodate their request, albeit with reservations, and asked Director Clough to draft a letter to the town stating that.

Commissioner Cryans signed the grant award paperwork from the Dept. of Safety to the Sheriff's Dept for Dispatch training and interoperability.

Commissioner Cryans signed a healthcare application for Residential or Heath Care License at the Nursing Home.

Commissioner Cryans signed the monthly Drug Court grant finance report.

Director Clough gave the Commissioners a brief update on the Jail project after meeting with SMRT and HP Cummings last week. She said that the construction cost will be \$31.1M and the total cost, including \$1M for geothermal, will be \$36M. Total usable space will be 92K square feet.

There will be a meeting with the Delegation on the 21<sup>st</sup> of September to present this information to them and to explain that these are construction costs only and do not include operational or staffing costs.

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

Supt. Oakes retracted the statement he had made the last time he met with the Commissioners, regarding his frustration with Royal Electric. He said that they did come out and examine the problem that he had concerns with and it turned out that it was not something that was originally done improperly by them. He said he would like to continue a good working relationship with Royal Electric.

Supt. Oakes had placed a RFP for restriping and sealing the parking lots. One bid was received from Seal Tech Asphalt Coatings Inc. in the amount of \$9151.50. Supt. Oakes wanted to do a check on the Company before recommending them to the Commissioners as he was not familiar with them. Commissioner Richards asked Supt. Oakes to be sure to check all references on the Company.

There will be an Executive Committee meeting on September 21<sup>st</sup> beginning at 9:00 AM, followed by a full Delegation meeting in the UNH Conference room at 10:00 AM.

The official going away party for Attorney St. Hilaire will be at the Common Man in Plymouth on the 25<sup>th</sup> of September. The County will also have a farewell party on October 1<sup>st</sup> in the Courthouse Conference room from 12:00PM to 2:00 PM

#### COMMISSIONER ISSUES:

Commissioners Cryans and Burton toured the town of Enfield this past weekend and met with Chief Crate and Town Manager Steve Snyder. They toured the town and discussed issues of both County and State.

10:30 AM being no further business the meeting adjourned

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Raymond S. Burton, Clerk

**September 8, 2009**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house:</b>	<b>136</b>	<b>Maximum:</b>	<b>28</b>
			<b>Medium</b>	<b>45</b>
			<b>Minimum north:</b>	<b>18</b>
			<b>Minimum south:</b>	<b>15</b>
			<b>WHOC:</b>	<b>14</b>
			<b>Max/Handicap:</b>	<b>02</b>
			<b>Lockblock/Seg:</b>	<b>14</b>

**Weekenders: 7**                      **Out of facility: 40**

**2. Community Corrections Report**

- a) Drug Court – supervising (17) \*0 in custody**
- b) Electronic Monitoring – supervising (12)**
- c) Daily Work Release – supervising (0)**
- d) Community Work Program – Work detail – Littleton**

**3. General:**

- a) Reports requested by Commissioner Burton**
  - 1) Town of Littleton work projects – attached**
  - 2) Litter Patrol State report - attached**
- b) Inmate meals - discussion**
- c) Inmate housing areas – discussion**
- d) Inmate visitation – discussion**

**4. Reminders:**

- a) GED Graduation – Wednesday September 16, 2009 @ 9am**

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Aug 25 – Sep 7, 2009

## COMPLEX

### **Water Storage Tank**

- **MOA** – Bob Fagnant sent us a copy of an MOA he drafted. There is no change between what they requested in the original agreement we kicked back and forth almost a year ago. I still need to draft something for us.
- **Tank Water Mixer** – I met with a sales person from Pax Water Technologies, a contractor that specializes in water mixers for municipal tanks such as ours. He is drafting a quote for the cost of installing one in our tank
- **Water Testing** – August’s bacterial testing of the tank water came back absent of total coliform

**Sewage Metering** – Pump System Inc removed the remote annunciator and relocated the signal converter outside the pump station and in its own enclosure where WW&L can easily read it.

**Pig Barn & Out Buildings** – The Lawton Co. and its subcontractor began work on the pig barn roof. By today, the north side of the roof should be completely stripped of asbestos shingles and felt paper installed. The job is on schedule.

**New Maintenance Person** – Terry Martin, the new part-time maintenance person started work this past Wednesday. Thus far, all is going well.

**OPL Laundry School** – Sent two guys to Daniels equipment co. sponsored training for washer and dryer maintenance troubleshooting

**Parking Lot Sealing & Striping** – Met with contractors interested in bidding subject work. Bids were due in close of business Friday and should be opened in today’s meeting.

## COURTHOUSE

**Preventative Maintenance (PM)** – Performed various PM tasks throughout. Just completed cleaning both boilers prior to heating season.

**Fire Alarm** – Main panel batteries were coming up on 3-years. Replaced batteries.

## NURSING HOME

**Life Safety Survey** – We did real well on the life safety survey of the nursing home. The new life safety inspector did not find any discrepancies with our documentation and only found one minor discrepancy related to the storage of O<sup>2</sup> cylinders. The new inspector performs a much more rigorous inspection than previous inspectors and many of our peer facilities have not fared so well.

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

**Circuit Testing & Labeling** – Still 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.

**Sprinklers** – Hampshire Fire Protection has completed much of the work of installing a new sprinkler loop out to the front and rear canopies of the 1969 Building. They have also started correcting numerous deficiencies we’ve identified with previously installed sprinkler heads.

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

**Windows** – Replaced several fogged windows with warranty replacement windows

**Plumbing** – Toilet in room 401 rocks and feels unsecured. Replaced toilet flange

## **ADMINISTRATIVE BUILDING**

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

**Heating** – In process of adding more fine tube to various offices that were slow to warm up due to insufficient fin tube initially installed. Most areas are completed now.

**Fire Alarm** – Royal Electric tested the duct smoke detectors tied to HRU 1 and 2. Both units shut down when activated by canned smoke. Tri-State Fire Protection had tried activating units using an alternative magnetic trip method and apparently did not use a strong enough magnet to trip the units. From now on, I will insist they use the canned smoke method.

## **JAIL & COMMUNITY CORRECTIONS**

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

**Basement Renovations** – We are in the process of turning a staff bathroom into full bath with shower. We are also setting up six (6) bunk beds to house up to 12 inmates in basement area. Most of this work is completed and now we are looking into the feasibility of installing a washer and dryer in this area as well.

**Benches** – We are in the process of fabricating a couple of benches that can be anchored in the connector hallway for inmate seating.

## **FARM**

**Back Flow Test** – Completed inspection of back flow prevention devices...all checked good