

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday November 24, 2009

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

OTHERS: H. Brown

Commissioner Cryans opened the meeting at 9:12 AM

Commissioner Richards moved to approve the minutes from November 17, 2009, which was seconded by Commissioner Burton. Edits were made. All were in favor.

Farm Manager Kimball arrived with his report saying that they were milking 72, shipping 9100#,s for an average of 60#'s. Milk prices are at \$15.13 and AgriMark is still kicking back \$1.00 per 100#'s of milk. He said that information from AgriMark suggests that milk prices may rise to an average of \$17.50 in 2010.

FM Kimball and D. Paronto visited a potato farm in Williamstown Vermont to see their operation. He said they farm 60 acres. The owner has a sorter and washer that could be purchased by the County in the future which the Farm may consider.

FM Kimball said that 300-400 potatoes went to the County food pantries and there are about 200-300 bags still here in storage for sale.

Commissioner Cryans brought up the subject of going organic after something he had read recently and FM Kimball said that the market is flooded right now with organic milk, plus it is very costly to run the operation that way.

Commissioner Burton asked if all the corn was cut and FM Kimball said there are three acres of uncut corn for turkeys, in agreement with the NH Fish and Game Dept. The County will receive \$1800 for providing this area according to a contract agreement with them.

Commissioner Burton asked about the pigs and FM Kimball said that 7 females have littered out to 45 piglets. His plan is to breed 26 females this winter with the intent of having 200-300 piglets in the spring.

Commissioner Burton asked about inmate labor which FM Kimball said they have plenty of, however, they are young and their work ethics are poor.

Commissioner Richards noted that a Master Holstein Award was won by B. Putnam, who is a member of the Farm Advisory committee.

Commissioner Richards said that she would like to reschedule the FAC meeting since the one in November was cancelled and that she still has aspirations of starting a Farm Commission.

Commissioner Richards asked about the cost of feed and bedding and FM Kimball said that he has cut down on grain and that sawdust remains the same at \$1700 a truckload, which he receives about every three weeks.

Commissioner Richards asked if the pigs were hormone free and FM Kimball said they were.

There was a discussion about the possibility of lending out the sorter and washer if purchased, which Commissioner Richards said would be of benefit to local farmers.

Commissioner Richards asked if FM Kimball would be purchasing seed potatoes from the farm he visited and he said that he would as they cost less than what he has been buying.

Commissioner Cryans asked if potatoes could continue to be sold at the Farmstand since the weather is so good and FM Kimball said that the inmate who was running the stand is now gone and added that they won't have any problem selling what they have in storage.

Maintenance Superintendent Oakes arrived with his report *(see attached), who gave the Commissioners an extensive overview of the current issues with the water tank. Commissioner Burton asked if there were any guarantees that they can refer back to and Supt. Oakes said that there are for the tank itself, but the problems that they are having are with the engineering and things not working the way they said it would and he has been in contact with them.

There is no update on the MOA with Woodsville Water & Light at this time.

Commissioner Burton asked about Christmas lights and decorations and Supt. Oakes said that the plan is to put up a lot more this year and that process is underway.

Director Clough gave the Commissioners an update on the NACo Prescription Drug plan for the month of October saying that there was a \$7939 savings for and average of 25.37% with 277 users which is up from last month. Since its inception in September of 2006, savings have amounted to \$298,753.

The Commissioners received their secret Santa resident name from the Nursing Home, to purchase a gift for this year.

Director Clough read an email from E. Brydges from Hanover which included an article from the Wall Street Journal. Mrs. Brydges encouraged the Commissioners to review the information on ARRA money for Broadband service.

Commissioner Burton said that he and ITM Ruggles participated in a webinar from NACo last Thursday which focused on Broadband. This led him to suggest the possibility of using UNHCE's video conferencing to have a face to face with NH's Congressional Delegation . He has emailed information out to see if there was any interest. ITM Ruggles and D. Foote from UNH are looking into the technical part of it.

Attorney Saffo arrived.

*10:09 AM – Commissioner Richards moved to enter into non-public session for the purposes of discussing consideration or negotiation of pending claims or litigation according to RSA 91-A:3, II (e). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”, Commissioner Burton “yes”, Commissioner Cryans “yes”, Commissioner Cryans stated that a majority of the board voted yes and that they would now go into non-public session.

*10:34 AM– Commissioner Cryans declared the meeting back in public session and that they would seal the minutes of that session. The Commissioners then moved on to the next order of business.

Commissioner Burton said that he had received an email from a family requesting his assistance in helping their daughter who will be coming up on charges. He asked Atty. Saffo if she could look into this for him and she said that she would and that she would find out what kind of services would be available in lieu of Jail if deemed possible.

Atty. Saffo discussed the salary of one of the assistant attorney’s saying that she would like to move P. Fitzgerald up two steps as he will be taking over the position vacated by J. Vara and then went on to talk about his experience and professionalism.

Commissioner Richards moved to approve a two step increase for P. Fitzgerald which was seconded by Commissioner Burton.

Discussion:

Commissioner Cryans said that he was very concerned about doing an out of cycle merit increase as others have been asked to tighten their budgets.

Atty. Saffo said that she appreciated that and noted that there would be money in the budget because of the change in personnel.

Director Clough said she needed clarification on what Atty. Saffo was asking and whether or not she was asking for retroactive pay back to the six month date that requested last week by A. Farina for the first merit increase and then the second one at the December 5th payroll and Atty. Saffo said that was what she was asking.

Commissioner Cryans asked when he would be due then for his next increase and was told it would be at his year anniversary in March or April, which would then be his third step increase.

Commissioner Richards amended her motion to approve one step increase retroactive to the first payroll in October, and a second step increase at the December 5th payroll, which was then seconded by Commissioner Burton. All were in favor.

There was a long discussion about whether or not there was enough court time to try all legal cases and Atty. Saffo suggested that there really is not and at times she wonders how they’re going to get through them all.

Atty. Saffo discussed her meeting with Justice Reinvestment last week, which is a group dedicated to the reduction of recidivism, and stated that she believes that the legislature will be taking this very seriously. She added that Supt. Libby will be meeting with them and said that she would like to also see someone from mental health at the table.

There was also a discussion about the State's reduction in manpower, particularly in the office of Probation and Parole.

COMMISSIONER ISSUES:

Commissioner Burton said that he was reporting on DCI in Lisbon and said that although they have had their ups and downs it appears that they have paid back all their bank loans though still beholden to NCI and GCEDC. The owner said that they need working capital and would like to hire more people to fill orders, though they need to be able to pay those people. He said they may look for another CDBG grant.

There was a discussion about the new Farm sign and Commissioner Richards said that Maintenance has plans to work on it over the winter.

Commissioner Richards said that she has written to V. Barry from the Dept. of Education regarding the liaison for the GED program but still hasn't heard anything back. She said there is a picture of the Grafton County GED graduation of the Dept's website.

Commissioner Richards said she is still looking for funds for the biomass facility and that there is a possibility that the County may need to do an environmental study.

Commissioner Richards said she met with M. Lunak of UNHCE about getting the Farm Commission started and conversed about working with someone from UVMCE, who M. Lunak thought would not be as helpful as suggested because he usually works with private farms. She said that she would like to get this commission started next year.

Commissioner Cryans attended the State Finance Committee meeting and said there was a discussion about payments to HHS and the cap. He said there were also discussions concerning tying community organizations together. Next meeting is on the 28th of January.

Director Clough said the TAN's from Mascoma Bank are all set and said that she met with the Treasurer in Hanover to get the paperwork signed because the Treasurer could not come to the County.

The Commissioners left the building to meeting with Supt. Libby and tour the Jail. Supt. Libby presented his report *(see attached)

Supt. Libby said that they will begin serving breakfasts to inmates on Sunday and the following Sunday they will begin serving breakfast and lunch. Cpt. Lafond is running the meal program along with Officer Devon Smith.

Supt. Libby informed the Commissioners that the commissary fund was overdrawn but has since been taken care of and it will not happen again.

Commissioner Burton asked Supt. Libby if he was planning to attend the Selectboard meeting in Littleton on the 16th of December and he said that if the Commissioners wanted him to, he would.

The Commissioners then toured the new kitchen/lunch area with Supt. Libby and Cpt. Lafond. Officer Smith, who has a culinary arts degree, takes care of the ordering and inventory and explained to the Commissioners how that works.

Sinks, freezers and a multitude of microwaves were added to the kitchen area for preparation of food.

ServeSafe® classes have been completed by five staff members and Officer Smith is being trained to be a ServeSafe® trainer.

The Commissioners asked a number of questions about how the equipment was used and how the food was prepared.

The Commissioners then toured the basement area that was converted to living quarters and the secured area in the basement of the Administration Building.

With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Nov 10 - 23, 2009

COMPLEX

Parking Lot Sealing & Striping – Seal-Tec Asphalt Coatings, Inc. completed the areas I identified requiring rework

In-ground Fuel Tanks & Monitoring Systems – Advanced Environmental Services completed the annual inspection and test of all our In-ground Fuel Tanks & Monitoring Systems. All three passed inspection and test.

Water Tank

Mixing Equipment: My staff and C.G. Electric completed all that was required to install the new mixing equipment into the water storage tank. The cost of procuring the equipment and doing the majority of work in-house saved the county \$31,731, 93.33% less than the cost had Utility Service Co., Inc installed the PAX Mixing System (see attached spreadsheet)

Altitude Valve: Last week the tank went into an overflow condition a few times. Although I adjusted the altitude valve water level adjustment point, it had little affect. Jason Morrill from Morrill Construction, who installed the valve, assisted in troubleshooting the problem. Collectively, we figured out that the closing speed for the valve was set too slow. A quick adjustment corrected the problem.

Supervisory Control and Data Acquisition (SCADA) System Transducer: The reported overflow condition precipitated numerous alarms and restore alerts. Analysis of this data revealed anomalies that indicated problems with the transducer that senses and transmits water levels in the tank. Specifically, the restore alerts indicated a return to normal water levels 2-3 minutes following a reported overflow condition. This was impossible since it would have required the water to drop 1 foot (approximately 18,000 gallons) in a 2-minute period. This was corrected by bleeding air from the transducer sensing line. In retrospect, this anomaly may have been present since the tank has been on line, but was masked by the following problem.

The web-based system set up to receive and report SCADA tank operational data has a graphical representation of tank water levels. The scale of the graph is such that it is difficult to see graphical changes in water level because the actual water level varies between 0 and 20 feet but the scale of the graph ranges between 0 and 234 feet. Any movement graphically represented is very miniscule (See attached copy of actual graph). Hence and disparity or anomaly described above is hard to pick up in the graphic. Conversation with Champlin Associates, the web-based monitoring company for our tank, revealed that our tank has a 100 lbs transducer when a 10 lbs transducer would have been more appropriate. To put this into context, 1 psi = 2.31 ft. Hence, our tank will hold no more than 20 ft. of water, thus a 10 lbs transducer would produce a graphical scale between 0 and 23 feet. I've reviewed the spec documents to see if the 100 lbs transducer was called out. But since I can't find it, I tend to think it was left to the transgression of the installer to properly size it in their submittal. I'm waiting on Foresite Engineering to confirm this. I intend to get the installer to change the size of the transducer to correct the problem.

Tank Turnover: Previously, I had reported the tank was turning over 1 – 2 feet of water per day. This was based on the highs and lows represented on the graph mentioned above. In troubleshooting the transducer and altitude problems, we discovered the actual turnover is much less. This is very disconcerting because it will only aggravate the disinfection byproduct issue and may even lead to bacterial growth due to dismal turnover. I will be taking a water sample directly from our tank when we take our usual monthly sample at the complex. Additionally, we will have to implement NHDES's recommendation to use draw and fill procedures to help turnover the water in the tank until a more permanent solution can be reached.

MOA: I am requesting an update as to where we are at on the attorney review of the MOA

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

COURTHOUSE

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

Boiler & Mechanical Room Floors – In both areas the floors were pitted and paint flaked. Scrapped and repainted floors

NURSING HOME

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.

Electric Beds – Performed various repairs on numerous electric beds

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler System – Hampshire Fire Protection performed a 5-year obstruction inspection. No obstructions were found.

Fire Drill – Last week we completed the biannual fire drill in this building. Overall, the drill went well.

JAIL & COMMUNITY CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen Project - My staff and C.G. Electric completed the electrical and plumbing modifications required to get the kitchen operational

MAINT/FARM BUILDING

Nothing to report

FARM

Nothing to report

COMMUNITY CORRECTIONS

Nothing to report

VEHICLES

¾ ton truck – Northland Autobody removed the rust and repainted the inside of doors, rocker panels and right side cab.

November 24, 2009

Commissioners Report

1. Population:	In-house: 108	Maximum:	22
		Medium	33
		Minimum north:	19
		Minimum south:	16
		WHOC:	09
		Max/Handicap:	01
		Lockblock/Seg:	08
	Weekenders: 4	Out of facility: 37	

2. Community Corrections Report

- a) **Drug Court – supervising (20) *1 in custody**
- b) **Electronic Monitoring – supervising (10)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – Cemetery clean-up Holderness**

3. General:

- a) **General updates**
 - 1) **HR Director**
 - 2) **Inmate meals**
 - 3) **Justice Center study**
 - 4) **Commissary account**

4. Tour – kitchen prep area – basement areas

5. Reminders:

- a) **GED Christmas Graduation December 16, 2009 @ 10am**