

GRAFTON COUNTY COMMISSIONERS' MEETING

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

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

EXCUSED: Commissioner Ray Burton

Commissioner Cryans opened the meeting at 9:11 AM

Commissioner Richards moved to approve the minutes from the December 1, 2009 meeting which was seconded by Commissioner Cryans. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed the DoC Superior Court Report.

A request was presented from the County Attorney's Office to close on December 24th and that staff would use their earned time.

Commissioner Richards moved to approve the closing of the County Attorney's Office on December 24th and that staff will use their earned time for that day, which was seconded by Commissioner Cryans. All were in favor.

Commissioner Cryans reviewed and signed the monthly Drug Court Case Manager grant report.

Director Clough stated that nine towns have paid their taxes so far and that \$1.1M was collected through yesterday. So far, the County has borrowed \$3,650,000 from the TAN's and Director Clough said that she hopes that will be all that's needed.

Bids were submitted for the sale of three cruisers from the Sheriff's Dept and are as follows:

	<u>Grace Qual. Cars</u>	<u>Wm. Doucette</u>	<u>Bay Ridge</u>	<u>Y. Dabbagh</u>
2003 Crown Vic	\$865.	\$1111.	\$1889.	\$889.
2005 Crown Vic	\$2156.	\$2321.	\$2489.	\$1269.
2006 Crown Vic	\$1865.	\$3161	\$2889.	\$1689

Commissioner Richards moved to accept the three highest bidders for each vehicle as highlighted above, which was seconded by Commissioner Cryans. All were in favor.

Corrections Superintendent Libby arrived with his report *(see attached), saying that there were 107 inmates in-house.

There will be a Drug Court graduation tomorrow.

The Jail needs to be licensed in order to be able to prepare and serve meals in the facility and the paperwork is being processed. They can still serve food in the meantime.

There will be a GED graduation on the 16th of December and between 4 and 10 people are expected to graduate. Supt. Libby said there will be special recognition for those who scored high on their test.

There was a discussion about how the Correction Officers and inmate's spirits are at this time of year and Supt. Libby said there are always concerns during the holiday season.

*9:40 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 Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “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.

*9:53 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 which was to accept to enter into an agreement with new legal council regarding the situation with the NH Retirement System.

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

The Commissioners discussed the water tank and issues that are still pending concerning water levels.

Register of Deeds Sharp arrived and presented a request that the Commissioners approve a change in hours in the Registry from the existing hours of 7:30 - 4:30 to proposed hours of 8:00 - 4:00 with recording and copy times being altered as well.

The request stems from the fact that the Deeds staff had been clocking out for lunch, taking one hour and then getting ½ hour credited back. The staff will now be taking only a ½ hour lunch. Director Clough said that most all the other offices are scheduled 8:00-4:00 with a ½ hour lunch. Director Clough asked if the staff were all willing to take ½ hour lunch and RD Sharp said they were. Director Clough then asked if the users were okay with the altering of the hours and RD Sharp said that most have been willing to accept the reduction of the hour's time.

RD Sharp said that the Deputy Register will work 7:30-3:30 to open the office up in the morning and get everything ready.

Commissioner Cryans said that he was comfortable with this request as long as everyone (staff) understands that it will have an impact on their lunch time and that they are all on board with the change. He asked that RD Sharp assure him of that before he gave consent.

RD Sharp said that he is sure that all staff members are on board with the change.

Commissioner Cryans said to could consider the request approved then.

New hours at the Deeds office will begin on January 4th.

RD Sharp informed the Commissioners that J. Marotti, the company who has been doing all the restoration of the Deeds books, has purchased the Brown Company (another restoration company) and the name has been changed to Brown's River Marotti Co. This purchase means that there is one company in the area who does document restoration.

RD Sharp wanted to ask for a waiver of bid to send volumes out to be restored, however, bid waivers require a vote of all three Commissioners and since Commissioner Burton was not at the meeting, RD Sharp was asked to return next week.

Commissioner Cryans asked how business was and RD Sharp said that most people are working from home now and that it is not at all busy. Sales he said are steady.

COMMISSIONER ISSUES:

Commissioner Richards discussed funding for the biomass project and some various possibilities for getting money, including trying to fund it through the budget in FY11. Director Clough said that there are a lot of changes that are going to affect the 2011 budget and those too need to be considered and it was stressed that this project may have to wait until grant money can be found in order to get the project off the ground.

Commissioner Richards and Commissioner Burton attended the funeral for C. Perkins last Saturday and noted that there were hundreds of people there. She said that many nice accolades were awarded him.

The Commissioners received a letter of reply from Senator Gregg which basically said that he would keep their request for money for the biomass system in mind but that economic conditions make it very difficult to obtain funding for many projects, even though there is grant money out there.

Commissioner Cryans expressed concern about the recent decreased reimbursement rates for Medicaid which could result in a loss of \$275K for the period of the rate change. Director Clough said that she was grateful that they didn't budget the MQIP and PSP money which will help make up for that loss. She said that the State is not budgeting properly for nursing homes and is in a terrible situation. She added that health insurance, retirement and other personnel expenses are all built into the budget and they're all going up as well.

Commissioner Cryans said that it's going to be interesting to see what impact the Medicaid reduction is going to place on the individual and said that it bothers him that the State wants out of the Nursing Home business but still wants to control the funds. Director Clough said that State is remiss in not fully considering the aging population. Commissioner Cryans said that past Commissioner Stephen had said that the fastest growing population is 85-90 and it is growing by 30%.

There was further discussion about private pay versus Medicaid and how quickly money can be spent on Nursing Home care.

Director Clough discussed looking for an Attorney to go over the MOA between the County and Woodsville Water & Light, for the water tank.

11:00 AM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

December 8, 2009

Commissioners Report

1. Population:	In-house: 107	Maximum:	19
		Medium	34
		Minimum north:	19
		Minimum south:	16
		WHOC:	10
		Max/Handicap:	02
		Lockblock/Seg:	07

Weekenders: 3 Out of facility: 32

2. Community Corrections Report

- a) Drug Court – supervising (20) *1 in custody**
- b) Electronic Monitoring – supervising (8)**
- c) Daily Work Release – supervising (0)**
- d) Community Work Program – on site w/ Sgt Paronto**

3. General:

- a) General updates**
 - 1) Inmate meals – licensing**

4. Reminders:

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Nov 24 – Dec 7, 2009

COMPLEX

Water Tank Issues

Bacteria: Although the water samples taken at the nursing home continue to have the absence of bacteria, the quality of the water directly at the tank is questionable due to poor turnover. Tomorrow I will take a non-routine sample directly at the tank to determine if there is a bacterium in the tank's water.

Chlorine Residual: When the water level of the tank was drawn down to 14.5 feet, a water sample taken directly at the tank last week revealed the absence of residual chlorine. DES standards require 0.2 ppm. Upon refilling the tank, a second sample contained 0.1 ppm. Although this was better, it still fell below DES standards. Based on this information, we will have to force the draw down of the tank regularly in order to maintain required chlorine residual.

Disinfection Byproducts (TTHM and HAA5): Once again, due to poor turnover within the tank, I am concerned about elevated levels of TTHM's and HAA5's. The more contact time the greater the chance of elevated levels of disinfection byproducts. Tomorrow I will be taking non-routine samples directly at the tank to test for these two disinfection byproducts.

Forced Draw down: As previously mentioned, we may have to routinely force the draw down of the tank water level to improve water quality in terms of improved chlorine residual, lower disinfection byproducts and ensure the absence of bacteria within our tank. To do the forced draw down, we must close an isolation valve in WW&L's 8-inch main prior to our 12-inch line that feeds the tank. If we agree to control tank levels in this way, communication between WW&L, the fire department and us is essential to ensure adequate water flow in the event of a fire at the county or at a customer beyond. Due to the increased liability of this plan, a more permanent solution should be sought.

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

Guardrail – F.R. Lafayette installed 100 feet of guardrail, connecting the existing guardrail behind the maintenance/farm shops to a new section at the end of the concrete segmental wall behind the jail. The completion of this greatly minimizes the hazard of one of my staff or anyone else from slipping and falling over the wall, especially during winter weather.

Boiler Nitrates – Nitrate levels in the boiler systems of the nursing home and Administration Building tested on the low side. To inhibit corrosion and the buildup of scale, we added 15 gallons of boiler chemicals between the two systems. Once the chemical has mixed thoroughly within each system, we will retest each system.

Fire Extinguisher Maintenance – Tri-State Fire Protection completed the annual inspection of all extinguishers throughout the complex. They took 2-dozen off site to perform 6-year maintenance and 12-year hydrostatic tests. They provided loaner extinguishers to cover the areas where the others were removed.

Outdoor Decorations & Lights – Chris Blake finished decorating the outside areas of the complex.

COURTHOUSE

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

Bathrooms – In process of replacing numerous worn and pitted faucets throughout

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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

Broda & Wheel chairs – Performed a variety of repairs on numerous broda and wheel chairs

Dietary Equipment – Replaced a bad switch on food warming cart on Maple. Replaced a torn door seal on kitchen refrigerator

Kitchen Roll-up Door – Main overhead door would not roll up. Found sprocket came off on right side. Reinstalled

Server Room AC – Fan control switch on condensing unit failed. North Country Mechanical ordered a replacement and installed it

Resident's Room – Bathroom walls exhibited a lot of cosmetic damage from resident that thrashes around due to his medical condition. Installed FRP panels on walls to fix and prevent further damage.

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Building Management System – The main controller (BCU #2) for the building lost communication with all of its associated programmable logic controllers (PLC) throughout the building. Troubleshooting led to the discovery of a bad data connection in the main server room. Unrelated to the above issue, a few days later BCU #2 lost communication with several rooms on the 2nd floor. Upon troubleshooting we found a loose connection on one of the PLC's wired that is series with all other PLC's on that floor.

JAIL & COMMUNITY CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Protection - Installed a new fire hose in old section of jail to replace one that had been removed due to numerous leaks

Plumbing – Repaired a section of cast iron sewage line in the old section of the jail that had become perforated with a few holes from corrosion

Security Screens – Fabricated and installed heavy-duty tight-weave security screens in Dorm-South to replace standard-duty window screens inmates had punched out to receive contraband

MAINT/FARM BUILDING

Nothing to report

FARM

Cow Stanchions – Numerous stanchions were falling apart due to excessive corrosion and wear...Fabricated and installed numerous replacements throughout

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

COMMUNITY CORRECTIONS

Nothing to report

VEHICLES

Trucks – Completed oil changes and winterization checks on both trucks