

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday April 13, 2010

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

Commissioner Cryans opened the meeting at 9:15 AM

Farm Manager Kimball arrived with his report saying that he was milking 74 cows, shipping 10,000#,s for average of 68#'s. Price of milk is \$17.10.

FM Kimball said that he is seeding some new reclaimed acreage.

Meetings have been or will be held with different grocery retailers to see if they are interested in buying produce from the Farm in the summer.

Five litters of pigs have been born (approx. 52), with four or five more due to litter. FM Kimball will be charging \$70 per pig this year. He added that he is not getting as many food scraps now that the Jail is feeding its own two meals a day. Because of this he may have to consider reducing the amount of pigs.

Commissioner Burton said that he sees some innovative changes to the Farm such as the signs, the procurement of the chickens and the possibility of selling of vegetables to retailers. He also noted the corn left out for the turkeys this winter saying all the revenues add up.

Commissioner Burton said that a picture should be taken out at the new Farm sign and sent to the media. Commissioner Cryans said that it might be a better idea to take it with the Farm Advisory Committee which meets at 1:00 today since FM Kimball was busy and there is a full Commissioners' schedule.

There was further discussion about other needs for the chickens and FM Kimball said that he hasn't calculated the cost for feed yet.

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

There will be a Corrections Academy graduation on the 16th and four Officers will graduate. There will be a Threshold's graduation on May 26th.

Commissioner Richards discussed a television program on Eastern European Jails and conditions and asked if Supt. Libby had seen it.

Supt. Libby asked Commissioner Richards what she thought of the Cheshire County Jail and she replied that it was very helpful to see the building knowing that the design is similar to what SMRT has designed for Grafton County, and that the attractiveness of the Jail will probably alter the behavior of the inmates.

Supt. Libby thanked the Commissioners for attending the opening. Commissioner Burton said it was worth it to go and it was a day of celebration for those who helped bring it to pass. He said they have provided a good model to follow and stressed the importance that local craftsmen and vendors be hired for the project whenever possible.

Director Clough informed the Commissioners that the plaintiffs in the Jail case have filed a motion for reconsideration. She said that the plan is to continue to move forward despite this action, however, the bonding can not be done. The hope is to be able to break ground in June.

Commissioner Cryans said that he found it surprising that aside from the Cheshire Board of Commissioners, there were no other Commissioners in attendance besides Grafton County's. He noted that their process took 15 years to come to fruition and said that it was a good day for Cheshire adding that McMillan Contractors kept their subcontractors local. Supt. Libby said McMillan did a good job and should be proud of the work.

Commissioner Cryans informed Supt. Libby that he will be attending the Academy graduation.

Commissioner Burton asked Supt. Libby if he found anything troubling about the cuts to the State budget and he replied that if SB 500 passes both the County and the State will feel some impact.

Commissioner Burton asked Supt. Libby for a synopsis of the roadside trash pickup that has been done along with a comparison from last year. Supt. Libby said he would get that and said there were upcoming plan for other areas to do.

Commissioner Burton asked where the trash goes and Supt. Libby said that they have arrangements with the towns and State to pick up the bags that are left.

Commissioner Cryans said that he and Director Clough went over the budget and one of the areas they were looking at was the increase of people from 25 to 28 in the Drug Court. He asked Supt. Libby if he thought that could be accomplished without having to add another person. Supt. Libby said they could but the downside would be the fact that they would have to reduce electronic monitoring or work release as they could not do both. He said he could make it work but voiced concerns that there should be less focus on the quantity of people they could put through and more on the quality of the program, which he felt was more important.

Commissioner Cryans said that it was possible that cuts to the Court system and amounts of Court time offered could affect the availability of Judge Vaughan, who is key to the program.

The Commissioners reviewed and approved a resolution for a certificate of vote to enter into a contract with the State of NH, HHS as follows:

RESOLVED: That this County enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services.

RESOLVED: That the Executive Director is hereby authorized on behalf of this County to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Julie L. Clough is the duly appointed Executive Director of the County.

Commissioner Richards moved to authorize the County to enter into a contract with HHS for the Commissioners grant funding which was seconded by Commissioner Burton. All were in favor.

Commissioner Richards moved to authorize Director Clough to sign all contracts and paperwork on behalf of the contract which was seconded by Commissioner Burton. All were in favor.

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

Commissioner Richards told Supt. Oakes that the Farm sign looked great and asked that he relay that to his staff member who worked on the sign.

A new Custodian has been hired in-house for the position opening in the Administrative bldg.

Commissioner Burton asked Supt. Oakes about trimming and or planting of trees. He replied that some are trimmed if needed. He said all the flower beds will be cleaned out and the Master Gardeners will be taking care of the center area.

Commissioner Burton asked about the Maintenance Dept.'s use of inmate labor. Supt. Oakes said that for the most part it becomes too problematic with having to watch them so closely, plus there are times when they're just not qualified, so he doesn't often use the inmate labor.

There was a discussion about the garbage that has been dumped over the edge down the Farm road. Supt. Oakes said that testing on it showed there were no harmful chemicals there and removing it could cause the bank to become unstable. He said all they could really do is cover it with earth as time goes on.

Commissioner Burton requested that dirt from the Jail project be taken over to the bank and dumped to cover the trash. Supt. Oakes said that he didn't think that contractors would be willing to drop dirt over the edge of the embankment nor would it be an easy task for them to get in and out of there.

Supt. Oakes stated that he felt that if Maintenance was tasked with the job of cleaning up the debris over the embankment then the Farm would simply continue to keep throwing things over it. He said that in his opinion, the Farm should be responsible for taking care of their own areas.

Commissioner Burton said that the Complex always looks good which is a credit to Supt. Oakes and his staff.

Commissioner Cryans said he would encourage Supt. Oakes to visit the new Jail in Cheshire saying it would be a great opportunity.

Commissioner Burton moved to approve the minutes from April 1, 2010 budget meeting which was seconded by Commissioner Richards. Edits were made. All were in favor.

Commissioner Richards moved to approve the minutes from April 6, 2010 meeting. An edit was made. All were in favor.

The Commissioners signed the check registers.

The Commissioners signed the close out report for the MicroCredit grant.

There will be a 90th birthday celebration at the Nursing Home on April 28th at 2:00 PM

Director Clough showed the Commissioners a copy of the motion to reconsider and said that the Attorney's for the County are working on a response to the motion which should be completed by the end of the day.

Director Clough said that she and Supt. Libby had a phone conference with SMRT and HP Cummings where they discussed the progression of the Jail project. She said that it is likely that the final package would be ready to bid out in June and the site package would be done soon. Tentative date for groundbreaking would be June 10th in the morning.

The Commissioners signed an amendment to the agreement with SMRT for design and development fees.

Commissioner Burton moved to accept the amended agreement between Grafton County and SMRT for the Grafton County House of Corrections, dated April 6, 2010, which was seconded by Commissioner Richards. All were in favor.

April 15th will be the day the Commissioners make their decisions on the recommended budget.

Commissioner Burton said that if the Dept. of Corrections can use the eggs from the hens that will be on the Farm, he would recommend that they do so. Director Clough explained that they do not actually cook food at the Jail as there are no cooking facilities there.

11:15 AM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

April 13, 2010

Commissioners Report

- 1. Population:**

In-house:	84	Maximum:	16
		Medium	20
		Minimum north:	13
		Minimum south:	12
		WHOC:	13
		Max/Handicap:	00
		Lockblock/Seg:	10

Weekenders: 3 **Out of facility: 36**

- 2. Community Corrections Report**
 - a) **Drug Court – supervising (21) *3 in custody**
 - b) **Electronic Monitoring – supervising (9)**
 - c) **Daily Work Release – supervising (0)**
 - d) **Community Work Program – Cottage Hospital**

- 3. General:**
 - a) **Governor Commission – Certificate of Vote**

- 4. Reminders:**
 - a) **NHAC Corrections Academy Graduation April 16th
11:30am @ Alan’s Restaurant Boscawen, NH**
 - b) **Threshold Graduation May 26, 2010**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Mar 23 – April 12, 2010

COMPLEX

Water Tank

Inadequate Draw – Woodsville Water & Light's (WW&L) agreed to restricting flow at the gate valve before our tank line to see if that would have a positive effect on the draw down of our tank. Thus far it hasn't. Today WW&L will make a final adjustment to complete the test.

Memorandum of Agreement (MOA) - The WW&L Commissioners still haven't responded to our latest draft of the MOA

Supervisory Control and Data Acquisition (SCADA) - The electrical signal that is representative of our water tank level displayed on the Mission Communications website is fairly erratic. To correct this problem I installed capacitors in the analog 1 & 2 outputs of the SCADA circuit board at the tank.

Training & Tour - I provided familiarization training to WW&L's water operators on how to access and utilize the Mission Communications website in addition giving them a tour of our water tank and vault.

Elevators – A Stanley Elevator technician completed the quarterly inspections of all complex elevators and the annual inspection of the 69 Building and DOC elevators. All checked fine.

Fire Alarms – Tri-State Fire Protection technicians performed secondary (biannual) inspections of all fire alarms throughout the complex. In the DOC they discovered a bad power supply and charging circuit. John will install this part on Tuesday. All other systems checked fine. With the help of the Stanley Elevator technician, they tested heat detector, smoke detector and shunt trip functions of all alarm devices connected to each elevator, ensuring that each elevator recall and power tripping features worked properly in conjunction with the mentioned devices. All tested fine.

HVAC & Refrigeration Preventative Maintenance (PM) - North Country Mechanical is in the process of performing the annual PM on all our HVAC and refrigeration equipment. Thus far he has found and corrected a variety of small issues affecting various equipment at the nursing home and courthouse.

COURTHOUSE

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

Probate Vault - The walls and floors need fresh paint job...painted both areas

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout, to include painting on Meadow and Granite

Sprinkler System – The dry system covering the 1969 Building failed for buildup of debris in approximately 40-feet of sprinkler main. Tri-State Fire Protection flushed system of debris

Lighting – Replaced numerous 2-lamp light ballasts and bulbs throughout.

Domestic Hot Water – Mixing valves in both buildings have been working erratically...replaced check stop valves on large valve in 69 basement and on small one in 03 basement

Electric Beds – Performed numerous repairs on electric beds throughout

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

HVAC: Air conditioning condensing unit #5 is low on Freon and unit short cycles on and off...serviced unit

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Heating System – Heat valve leaking in Heat recovery unit #1...replaced valve

Fire Alarm – Circuit card in attic booster panel has failed charge circuit...Tri-State Fire replaced circuit card with a warranty replacement

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Recreation Yard – Light out in recreation yard...replaced light transformer

FARM

Stanchions: Replaced and or repaired several stanchions that were broken and falling apart. Several more are in the same condition

Sign – Installed new farm sign. Still need to stain posts and construct raised flowerbed around base

Heat Lamps - Fabricated a couple dozen heat lamps for piggery birthing pens

Equipment - Harrow adjustment control broken off...welded back on

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Generator – Have electric and gas quotes to hook up generator...on hold for engineering sign off since unit does not have UL stamp. In process of trying to get this done so town will sign building permit.

Furnace: Unit closest to the door has a bad igniter...still operational but should be replaced soon...part on order

VEHICLES

¾ and 1 ton trucks - Changed oil and oil filters on both trucks

Other

Custodian - I hired Bill Morin, one of the evening shift housekeepers from the nursing home, to fill Jean Page's position