

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday June 8, 2010

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

OTHER: H. Brown

Farm Manager Kimball arrived with his report saying that he was milking 70, shipping 9800#'s for an average of 65#'s per cow. The price of milk is \$16.10 and supposedly rising. FM Kimball said he's been busy in the fields with nearly all the planting done. He just got done planting the second series of sweet corn which he expects will take him into October.

FM Kimball reviewed his budget with the Executive Committee yesterday which he thought went well. He will be on vacation from this Thursday until next.

The chickens have been moved to their permanent area in the barn and the count was 153 with not a one lost. He said that after the Executive Committee meeting, Reps. Aguiar and Williams toured the barns.

Commissioner Burton said that he and Commissioners Richards had done a tour recently too and everything looked very good.

FM Kimball said that this year tomatoes will be staked basket weave style as requested by H. Bryant in UNHCE rather than in tires. He said it will be more time consuming but he is willing to give it a go. He said that if more plants should arrive after the fact they will probably go into tires however.

Commissioner Cryans said that he thought that FM Kimball did a good job conveying to the Executive Committee that the rise and fall of the Farm depends highly on what the price of milk is. He said that he still feels that the deficits in the Farm justify the worth when it comes to having inmates working there.

Commissioner Burton said that he didn't see any activity going on in the greenhouse and Commissioner Richards said that there is to be a pepper trial going on which is being done by H. Bryant in UNHCE.

Commissioner Richards moved to approve the minutes from June 1, 2010 which was seconded by Commissioner Burton. A correction was made. All were in favor.

The Commissioners signed the check registers.

A request to the Commissioners as board members of the BBH Fun(d) was made and Commissioner Burton questioned whether or not certain other charities were contacted. H. Brown asked if this was a trust fund and Commissioner Cryans said it is funded through private donations. H. Brown questioned the legality of the fund and Commissioner Cryans said it was not a County operated fund but rather a 501-C-3 which was established in the name of a past

Commissioners to assist children. The Commissioners are private board members. It was decided that since this was not actually County business, the decisions would be made after the meeting. Maintenance Superintendent Oakes arrived with his report *(see attached)
Supt. Oakes had paperwork for Commissioner Cryans to sign regarding the energy grant for Melink system at the Nursing Home. He said that there is a huge amount of paperwork associated with this grant and much more than he anticipated.

Supt. Oakes said that the second bid package for the Jail project has gone out and is due back by the first of July. He said that the Commissioners will need to select a firm for Special Inspector on June 22nd.

Commissioner Burton asked if the Grafton County team will be reviewing the bids for Special Inspector and Supt. Oakes said that it goes through a different review process.

Commissioner Burton asked Supt. Oakes if he was satisfied with the way the Jail process is unfolding and he replied that he is comfortable with the way things are going. Commissioner Burton said that he would like Supt. Oakes to bring anything he thought the Commissioners should know about before the board if and as soon as it arises.

Commissioner Cryans asked if everything else in general was going alright and Supt. Oakes said that it was. Commissioner Cryans said that he had spoken to someone regarding energy efficiency at the NHAC meeting last week and perhaps they would be scheduling a time to come in.

H. Brown suggested that Supt. Oakes might want to ask Rep. Gionet for oversight when the project begins its soil compaction phase saying that was the kind of business he was familiar with.

Deputy Register of Deeds Beth Wyman came in to ask the Commissioners for a bid waiver on behalf of Register B. Sharp. The Deeds department is looking for another new scanner and had a quote for one in the amount of \$6,690. The understanding was that the item would be purchased from the FY11 budget.

Commissioner Burton moved to waive bid on the purchase of the scanner and was seconded by Commissioner Richards.

Noting the back sheet of the information from RD Sharp, Sec. Martino asked if RD Sharp's thoughts were to take that money out of the surcharge account as shown on the copy of the original budget he presented to the Commissioners because if that were the case, the money that was originally going to pay the Connor & Connor lease would have to be reduced and that was not what the current Commissioner approved budget reflects. Deputy Wyman said she didn't have a clear idea of where the money for the scanner was going to come from.

With that information,

Commissioner Burton withdrew his motion to approve the bid waiver and Commissioner Richards withdrew her second.

The decision would be tabled until clarification was available.

The Commissioners reviewed the DoC Superior Court Report.

The signed letter from the Deputy Treasurer, accepting the appointment and duties of Deputy, was presented to the Commissioners as Commissioner Burton had requested.

The Commissioners reviewed a letter of appreciation that was going to be sent to Primex for all their help with the health insurance.

COMMISSIONER ISSUES:

Commissioner Richards said that she had a meeting about the Open Barn Day and they went over some of the things that would be going on. Dean Bascum from NRCS and Steve Puffer of WYKR attended. There will be a live interview on WYKR on the 16th of July announcing the event.

Commissioners Burton and Richards attended the volunteer barbeque luncheon at the Nursing Home and there were many in-house and outsider awards given for volunteerism.

After a review of some of the Sysco bills, Commissioner Burton said he would urge the Dept. of Corrections to use any and all vegetables grown on County land.

The Commissioners will meet with the Coos Board of Commissioners on the 30th of June at 10:00 at the County Courthouse in Lancaster.

Commissioner Burton discussed how the County could help keep the Woodsville branch of the White Mountain Community College going. He said he had given some information to HRD Simpson and wanted to get out a survey to see what employees were looking for as far as classes go. He said that being such a large employer it would seem as though there would be a need for particular classes and hoped there was a way to help keep the branch open.

Commissioner Cryans said that the survey should be kept to one page and that it be concise and sent out immediately. Sec. Martino said that a payroll was to go out on Thursday so if done it could go out then. The Board unanimously agreed that it go out in this week's pay stuffer.

The County will have the ground breaking event for the Grafton County Jail on Thursday the 10th at 10:00 AM at the site.

*11:00 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). 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 we will now go into non-public session.

*11:05 AM– Commissioner Cryans declared the meeting back in public session and to seal the minutes of that session.

11:05 AM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 25 – Jun 7, 2010

COMPLEX

Water Tank

Memorandum of Agreement (MOA) – I reminded Bob Fagnant that we are still waiting his commissioner's response to our latest iteration of the MOA. He said he would put it on their agenda for their next meeting.

Raised Bed Gardens – The Master Gardeners spent 5-hours this past Saturday weeding and freshening up the raised beds between the nursing home and courthouse.

Hydrants – Flushed hydrants throughout complex

COURTHOUSE

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

Rear Stairwell: Upper and lower doors hard to open. Have 2 door closers hooked to each and need to disconnect lower one. In doing so we loose the hinge at the bottom. Need to replace hinges with gear hinge assemblies'...parts just arrived and need to be installed

Restrooms – The cove base molding in many of the restrooms has years of wax buildup and look dingy...in the process of removing cove base molding, painting restroom walls and reinstalling new cove base molding

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

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

Electric Beds – Performed numerous repairs on electric beds throughout

Patient Lifts – Discovered three of the patient lifts had broken emergency STOP switches...fixed two and replaced the third one

Boilers – Both were running simultaneously and shut off on high alarm. System loop temperature drops off to where low water temp alarm comes on. Discovered air intake louvers were binding and Belimo actuator had loosened enough to allow internal proof switch not to mate every time. Disassembled louvers, cleaned and lubed. Reinstalled and reindexed actuator.

HVAC - Outside humidity/temp sensor for HRU 1 and boilers is stuck at 95% humidity...received defective replacement...notified supplier...awaiting new part

HVAC - Johnson Controls humidity sensor in long corridor knocked off wall by staff and broken. The broken sensor adversely affects HRU # 3 temp control of area. Ordered part 5/27/10 through Apec Controls on line...awaiting part

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC - Outside humidity/temp sensor is in poor location because it is in the direct sunlight for most of the morning. Needs to be relocated or shrouded to shade it from direct sunlight... Fabricated and installed shade cover

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

HVAC - Outside humidity/temp sensor for HRU 1 and boilers is stuck at 95% humidity...replaced bad sensor

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Ice Machine - Water inlet valve not working right causing water to dump into ice cube storage...ordered replacement valve

FARM

Dairy Barn – Continued replacing clapboards in back northeast corner and replacing stanchions in calf barn

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Generator – Engineer provided a letter approving installation of generator in lieu of UL listing. Will resume job once Town Building Inspector completes his inspection.

VEHICLES

Nothing to report

Other

Melink System Contract – Contract awaiting Commissioner Cryan’s signature and notarization by Julie

Honeywell Visit – A Honeywell engineer performed a site visit of the complex and its buildings to determine the feasibility and cost effectiveness of possibly funding a biomass plant at Grafton County.

Underground Fuel Tank Training & Certification Class – Effective Dec 2012, the state will require all underground fuel storage owners to have a Class A, B and C operators. Thus far, Richard and I have attended the Dept of Environmental Services’ training seminar in Concord and have become qualified as Class A & B operators. Richard and I will train the rest of the dept staff and certify them as C operators.

Jail Project

Site - HP Cummings set up the perimeter fencing, established entry points and set up their job trailer. WW&L set a new pole and ran power to the job trailer. All permitting is in place to start the Sitework. We are still awaiting the State Fire Marshall’s approval to build. SFC Engineering, our 3rd party inspector, has been in contact with them to secure the required documentation.

Bid Package # 2 (all other disciplines other than Site, Geothermal wells & landscape) – On Jun 3rd HP Cummings sent out an RFP for Bid Package 2. All bids are due to HP Cummings by July 1st.

Special Inspections & Testing – On May 24th SMRT sent out an RFP for a special inspector and tester for this project. Proposals are due Jun 18th and the Board of Commissioners needs to select a firm on Jun 22nd when they meet. The selected firm will begin work immediately.