

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday June 22, 2010

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

OTHERS: Rachel Clough, Harold Brown

Commissioner Cryans opened the meeting at 9:04

Farm Manager Kimball arrived with his report saying he was milking 69 cows, shipping 8600#'s for an average of 62#'s. Price of milk is \$16.51

Hay baling has begun and FM Kimball has 1100 bales so far and expects to have another 1000. The vegetables are doing well. According to H. Bryant at UNHCE, there was a report of late blight in Connecticut so FM Kimball is watching closely with plans to spray with a fungicide.

Commissioner Burton asked about inmate labor which FM Kimball said was fine and that there were about 10 or 12 inmates out today haying.

Commissioner Burton said that he intends to ask each Department Head from time to time how the Jail construction is affecting them and if everything is working out all right. FM Kimball said that so far everything was fine and that Morrill Constr. has upgraded the Farm road as part of the project.

Commissioner Burton asked about the health of the herd, the pigs and the equipment which FM Kimball replied all doing well. He said that he may be cutting back on the pigs because the waste food supply was not as plentiful any more.

Commissioner Richards asked if the blight was for both tomatoes and potatoes and he said that it was.

Commissioner Richards asked if the Farm could get waste foods from other places such as grocery stores and FM Kimball said that it is very time consuming to go out and try to collect it and at times it ends up costing more than it's worth.

Commissioner Cryans asked FM Kimball where milk prices were headed and he replied that they're trying to stabilize them and that AgriMark has hopes that they will reach \$18.

Commissioner Richards moved to approve the minutes from June 15, 2010 which was seconded by Commissioner Burton. An edit was made. All were in favor.

The Commissioners signed the check registers.

Supt. Libby arrived with his report *(see attached)

There are 85 inmates in-house, 42 out of the facility and 16 in Drug Court.

Supt. Libby informed the Commissioners that he is having a difficult time getting an LPN for his short term part-time position to cover the person on FMLA and would like permission from the Commissioners to hire an RN instead. Commissioner Richards asked how short term and how part-time. Supt. Libby said probably 2-3 times a week and coverage for vacations. Commissioner Burton asked if this request has gone through the proper HR application process and Supt. Libby replied yes. The Commissioners agreed that it would be fine.

Supt. Libby said he is still in negotiations with Dr. Eppolito from Cottage Hospital who will be coming on board with the DoC to provide medical care to the inmates. He said no contract has been signed but Dr. Eppolito seems very positive about the position and has worked with inmates before. This comes as the contract with Little Rivers Clinic will not be renewed.

Supt. Libby said that there will be a meeting with the two neighbors who live in proximity of the new Jail. He said that the discussion will be about privacy and he hopes that will be all wrapped up on Thursday. Fencing and landscaping are two items being discussed.

Supt. Libby reviewed the issue of having a security camera on site he said that it will be set up. He said that along with the Night Watchmen and the close proximity to the Sheriff's Dept. and Hatchland Farm on the other side, he didn't see that there would be any problems there.

Supt. Libby has confirmed the meeting with the Coos Board of Commissioners on June 30th in Lancaster beginning at 10:00 AM Commissioner Burton asked what was on the agenda and Supt. Libby said probably a discussion about female inmates and perhaps the Farm. Commissioner Burton suggested that issues about the CT River Valley could be discussed.

Commissioner Burton asked about pictures being taken of the progression of the Jail project and informed Supt. Libby that he would be asking other Dept. Heads from time to time of their experiences with the project and whether there were any problems. Supt. Libby said there will be a time lapse photos of the project taken.

Supt. Libby said that he was very impressed with HP Cummings and Morrill Construction saying they were first rate organizations employing local help.

Commissioner Burton asked about recent payroll stuffer survey regarding White Mountain Community College and whether or not his staff had received and filled out the survey. Supt. Libby said that he read it, thought it was a good survey but didn't know what his staff had done. He said that he will be speaking with Rep. Ladd further about getting some education into the facility.

Commissioner Burton said that he had asked Glencliff to do a similar survey and hopefully at the end of the day there will be some interest.

Commissioner Burton asked if WMCC is certified to give academic credits to inmates. Supt. Libby said that if they were to take a class they wouldn't be termed inmates they would just be classified as a student. He said that with time, space and resources the Jail will continue to pursue educational opportunities.

Commissioner Richards asked if the decontamination study had been done yet and he said that the people he called haven't been able to get out here yet. Commissioner Richards suggested calling someone else.

Commissioner Richards thanked Supt. Libby for his help in getting paper goods and other food items for the Open Barn Day.

Commissioner Richards asked Supt. Libby about his retirement issue and he replied that the trial is set for August and hopefully everything will be taken care of.

Commissioner Cryans discussed the possibility of the 42 inmates who were out of the facility, coming back. Supt. Libby said there's a good likelihood that they could be back at any time and he estimated that between 10 and 12 would return.

Commissioner Richards asked if inmates were appropriately dressed when they had to be out haying and whether they had the right shoes, sunscreen and enough water. Supt. Libby said they were properly taken care of.

Commissioner Burton asked when the opening for the Farmstand would be and Supt. Libby said he would have to work that out with Sgt. Paronto and FM Kimball and get back to the Commissioners.

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

Supt. Oakes and Supt. Libby held a meeting with occupants at the Courthouse regarding the work that was being done in their backyard in an effort to be proactive about possible concerns the Courthouse residents may have.

Commissioner Cryans asked Commissioner Burton if he would in his capacity as Councilor; follow up with the State Fire Marshal regarding the permitting saying that he didn't want to hold up anything if possible, particularly permits. Commissioner Burton said he would follow up on it.

Supt. Oakes brought proposals for Special Inspection and Testing, which for the testing of soils to make sure that all the materials used are correct and compacted correctly throughout the process. He said they will also test the concrete and take destructive tests for compactions. The Inspector works directly for the County as quality control and not for any of the contractors.

Commissioner Richards asked if they would be here full time and Supt. Oakes said it depended on where they were with the process. Proposals are as follows:

Advance Testing	\$245,155
SW Cole	\$155,733
John Turner Construction	\$110,000
Terracon	\$273,120
VT Testing (eliminated from bid)	

SMRT who put out the proposals has recommended SW Cole, feeling that they stand out as one of the most qualified and offer the lowest hourly rates.

Commissioner Cryans asked where SW Cole was from and Supt Oakes replied Keene. He said that they also did work on the Cheshire and Sullivan County Jail as well as the State prison in Berlin.

Commissioner Burton asked if the company will guarantee the work and that there will be no cracks and stresses down the road. Supt. Oakes said that they only guaranty the quality of the work but have no liability as to what happens in the future.

Commissioner Richards moved to award the proposal for Special Inspection and Testing to SW Cole for the amount of \$155,733 which was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Richards asked if there is an engineer with SW Cole who understands the aspects of geothermal and Supt. Oakes said that the Inspector will be evaluating that everything is prepared and installed properly. Commissioner Richards said that she would like clarification that there is someone who understands geothermal. She also asked what the insurance portion of the proposal actually meant. Supt. Oakes said he would have to get more information on that.

Commissioner Cryans asked Commissioner Richards if she was looking to have her questions answered before making a decision because if so, it would more than likely hold up the process. He said that they either needed to take the recommendation from SMRT, which he felt comfortable with or wait for Supt. Oakes to bring back answers.

Commissioner Richards said she didn't want to hold things up but she did have questions. They discussed this further.

Commissioner Cryans said based on the recommendations from SMRT on past jobs; one would have to trust that the job is going to be done properly.

When the vote came down, all were in favor.

Commissioner Burton said that he is very impressed in the detail that has been going into this project and said that he feels that is very important. He informed Supt. Oakes of his intention to ask all the Dept. Heads how they feel things are going and the project's impact on them and asked how Supt. Oake's staff was with filling in on this project. Supt. Oakes said that he has a very good staff that is able to care of things with very little direction.

Commissioner Burton remarked that he has not had one official contact about the project which was a positive thing.

Commissioner Burton asked Supt. Oakes about the WMCC survey, to which he replied that he received it but didn't know what his staff had done with theirs.

Sec. Martino presented a requested for educational assistance for someone who had taken an MNH class at the Nursing Home which resulted in a grade of 100% correct.

Commissioner Burton moved to approve the educational assistance which was seconded by Commissioner Richards. All were in favor.

A card was received from the Town of Holderness thanking the Commissioners for their support of the Corrections work crew who worked in their Trinity Cemetery.

Commissioner Richard moved to waive the bid on an Intercept scanner in the amount of \$6,690 for the FY11 budget in the Registry of Deeds, which was seconded by Commissioner Burton. All were in favor.

COMMISSIONER ISSUES:

Commissioner Richards said that she received an email from a resident (and assumed the other Commissioners did too) who had a complaint about the food at the Nursing Home and wondered if anything should be done about in regards to speaking with NHA Bolander. Commissioner Burton said that NHA Bolander and her staff should work through this themselves.

Commissioner Richards questioned whether or not the Commissioners should get involved with the MOA and its holdup at Woodsville Water & Light. Commissioner Burton suggested that Director Clough follow up on it and take an overall look. Commissioner Cryans suggested that WW&L is just not ready to deal with it this time and are putting it off until they are.

Commissioners Richards and Burton attended the UNH Advisory Board meeting and it was suggested that Lisa Ford, who took over for Robin Peters in the Nutrition area, visit the Commissioners some time.

The Boston and Maine Railroad Station, which houses the Plymouth Senior Center, is celebrating its 100th year with a day of events. A letter of Commendation will be presented on behalf of the Commissioners.

Commissioner Cryans attended the retirement party for Lew Feldstein, who was the President of the NH Charitable Foundation. He said that many of his friends and supporters got together and presented Lew with a contribution of \$1.2M trust for him to do things with. The party was at the Center of New Hampshire in Manchester.

Commissioner Cryans said that after the decision made by the Executive Committee last Friday, they have some work ahead of them on the budget.

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

Raymond S. Burton, Clerk

June 22, 2010

Commissioners Report

1. Population:	In-house: 85	Maximum: 22
		Medium 14
		Minimum north: 11
		Minimum south: 08
		WHOC: 15
		Max/Handicap: 02
		Lockblock/Seg: 13
Weekenders: 4	Out of facility: 42	

2. Community Corrections Report

- a) **Drug Court – supervising (16)**
- b) **Electronic Monitoring – supervising (7)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – on site – haying**

3. General:

- a) **Request to hire part time nurse - clarification**
- b) **Update on inmate medical coverage**

4. Jail Project:

- a) **Update on project site neighbors**
- b) **Site security**

5. Reminders:

- a) **Meeting with Coos County Commissioners June 30, 2010 @ 10am – Coos County Courthouse in Lancaster, NH**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jun 8 - 21, 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. Called again 6/21/10...awaiting a response.

Sprinkler Systems – Tri-State Fire Protection performed quarterly and annual inspections on the following sprinkler systems: DOC, Admin Building, Nursing Home and Maint/Farm Building. All passed inspection.

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' ...installed on both the upper and lower doors

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. Completed the following restrooms: Two between courtroom 1 and 2 and the ones in the jury selection and deliberation areas.

HVAC – A mouse climbed into the radio room AC condensing unit and shorted out the circuit board...I ordered a replacement circuit board and had it express-shipped from Atlanta, GA. In the interim we are having to keep the two doors to the radio room open to the dispatcher's work area so that cooling from that space will help cool the radio room.

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

HVAC - Outside humidity/temp sensor for HRU 1 and boilers is stuck at 95% humidity...received defective replacement...notified supplier...received a second new part and installed it. All seems to be working well.

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. Installed part.

Plumbing – Toilet cracked in restroom between rooms 417 and 418. Replaced toilet

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Deeds Porch – In process of scrapping and painting porch area

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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

Jail West – inmate loosened up bunk from wall in Cell #4...welded bunk back in place

Medium Unit – Inmate broke shower on/off valve...replaced valve

Medium Unit – Inmates have complain of bunk lights being too bright and in some instances have broken light lens covers and bulbs...In the process of replacing all bunk lights with shaded light lenses to eliminate glare.

FARM

Dairy Barn – Continued replacing clapboards in back northeast corner and replacing stanchions in calf barn.
- Replaced section of broken water line.

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Generator – Yeaton Associates and the Town’s Building Inspector have agreed on what needs to be accomplished to safely install the generator. C.G. Electric began their portion of the job starting today. Dead River will start their portion on 6/28.

Fire Alarm – System periodically went into TROUBLE status and sent a trouble message to dispatch. Alarmco troubleshoot and fixed a loose wire connection

VEHICLES

Nothing to report

Other

Melink System Contract – Contract awaiting notarization by Julie

AC & Refrigeration Training – John & Dennis both attended a 3-day hands-on training seminar in Peabody, MA

Water Storage Tank Operation & Maintenance – Richard and I attended a 1-day training session in Franklin, NH as a prerequisite for continuing education credits to maintain our C1A Operator licenses

Jail Project

Permits - 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. I sent a follow up e-mail on 6/21 requesting an update

Site – The following work has been completed and or is in work:

- Removal of topsoil from majority of site
- Removal of trees in the back corner of the lot toward Hatchland Dairy and along embankment leading to detention pond area
- Roughed out area for lower detention pond
- Performing soil cuts where southern section of geothermal well field is sited

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

- Glenn Libby and I met with the courthouse employees and discussed various facets of the jail project, to include pending distractions related to soil compaction, well drilling and anticipated interruptions related to tying in the new jail connector to the courthouse. We will hold monthly meetings with them to keep them abreast of the project.

Special Inspections & Testing – We received four bids that are a combination of testing & special inspections and just one bid that was just testing alone. In addition to reviewing the bids myself, I requested SMRT do the same and provide their recommendation. Attached is an e-mail and a spreadsheet from David Mains, summarizing SMRT’s review of the bids and their recommendation to the county. I feel SMRT’s recommendation is solid for the reasons stated.

Bid Package # 2 (all other disciplines other than Site, Geothermal wells & landscape) – All bids are due to HP Cummings by July 1st.