

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday July 27, 2010

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

OTHERS PRESENT: R. Clough

Commissioner Cryans opened the meeting at 9:07

Farm Manager Kimball arrived with his report saying that he was milking 70 cows, shipping 8300#'s for an average of 59#'s. He said that the average is down 1500#'s because of the heat. Price of milk is \$17.38

Commissioner Burton asked about inmate help and FM Kimball said that is has been difficult with the crews they have as the work ethics are just not there.

Commissioner Burton asked if the Farm would have a presence at the Fair and FM Kimball said he's taking down some pigs for the petting zoo.

Commissioner Richards thanked FM Kimball for the awesome job that he and his crew did on Open Barn Day. FM Kimball said there were a lot of people who participated and helped out. FM Kimball said the Kaliao music was terrific.

Commissioner Burton moved to approve minutes from July 13, 2010 which was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the check registers.

Corrections Superintendent Libby arrived with his report \*(see attached). There are 88 inmates in-house, 17 in Drug Court and 10 on electronic monitoring.

Supt. Libby said that the three CO's who attended a class at St. Michaels College did very well and are ready to now train their peers with what they're learned.

Supt. Libby said he will be preparing to hire the transition team for 1<sup>st</sup> of September. NIC will be available for training at no cost to the County on the 1<sup>st</sup> of October.

The security camera is up and running at the Jail site and can be accessed via a web cam.

Commissioner Cryans asked about the possibility of losing staff because of transition and Supt. Libby replied that Cpt. Lafond has been working on a program for months now and believes they will be ahead of the curve on this issue. He said that he feels that going forward will be more of a positive step and he will see to it that all the CO's become engaged in the new facility and not just a few of them.

Supt. Libby said he was very appreciative of the support of the Board of Commissioners for working with the Delegation and keeping the interests of the employees first at hand.

Commissioner Cryans asked how the people at the Courthouse are doing in regards to construction and Supt. Libby said they are being kept apprised of what's going on and they should feel comfortable with speaking with Director Clough, Supt. Oakes or himself if there are any issues.

There was a discussion about beekeeping and the risks versus the rewards. Supt. Libby said he felt very comfortable with the bees, has previous knowledge of working with bees and sees their benefit to the crops as invaluable.

Commissioner Richards asked that Supt. Libby keep the Executive Committee updated with a report or through Director Clough, as to the progress of the transition team.

Commissioner Richards thanked Supt. Libby and his crew for the work done for the Open Dairy Barn Day along with the ordering of all the food.

Director Clough presented the Commissioners with a revised list of encumbrances saying that there was approximately \$33K more than was originally noted. Amount to be approved is \$475,642.73

Commissioner Burton moved to approve the new amount in encumbrances and was seconded by Commissioner Richards. All were in favor.

The Commissioners signed the application for reimbursement to the towns regarding the unincorporated town of Livermore.

Director Clough updated the Commissioners on the June NACo Prescription information saying that there were 269 users with an average savings of 26.7% a total amount of \$8192. Since the program's inception in September of 2006, the savings have been \$360,680.

Director Clough reviewed the NADCP membership in Drug Court with the Commissioners regarding who the County is paying for.

Maintenance Supt. Oakes arrived with his report. \*(see attached) It was noted that Woodsville Water & Light responded to the County's MOA, however, Supt. Oakes was not in agreement with what they wanted for changes. He will be speaking with DES about the water tank to see if they may have someone they would recommend as a third party consultant as directed by the Delegation by their vote at yesterday's meeting.

Commissioner Burton said that Supt. Oakes did a good job yesterday in his presentation to the Delegation and personally he sees the County as having their own water system in the future. Commissioner Burton also said he would like to see a twelve month report from Supt. Oakes on just how much the County pays WW&L for water and the flushing of the hydrants.

Commissioner Richards thanked Supt. Oakes and his crew for all their help on the Open Barn event and for helping to set and clean up, cook and the tractor rides.

Commissioner Cryans said that regardless of everything, WW&L is still responsible for the quality of the water that comes out of the tank. Director Clough said one would think that WW&L would be more willing to work with the County because of that, particularly if the solution was just to open and close a valve.

Commissioner Cryans said that WW&L shouldn't have to be reminded that the County is a huge supplier of revenue for them.

Register of Deeds Bill Sharp along with B. Dodge arrived and brought a Grafton County foreclosure report from January to July. He thanked the Commissioners and Director Clough for all their hard work on the budget.

Commissioner Burton asked what the current balance in the Surcharge was and Director Clough said she figured it was around \$130K.

RD Sharp asked if the security camera could be taken out of Deeds and Director Clough said she would look into it.

RD Sharp wanted to inform the Commissioners that the back door to Deeds had been left open after Open Barn Day and although there was nothing disturbed, he said it really could have cause a lot of trouble in records.

IT Manager Brent Ruggles asked to speak with the Commissioners in order to give an update of what it going on in the IT Dept.

- A webcam has been installed for the Jail project
- IT is working with the Jail in regard to computer service
- ITM Ruggles worked out an re-term agreement with Fairpoint at a cost reduction to the County.
- Three new laptops have been installed at Community Corrections for the Jail transition team.
- IT Dept. be instituting public Wi-Fi at certain areas of the County.

Commissioner Richards thought it would be a good idea to hear from ITM Ruggles regularly along with the other Dept. Heads and asked that he be put on the agendas.

Director Clough asked the Commissioners whether or not they wanted to make the 2% COLA retroactive back to the first of July or upon approval of the budget.

Commissioner Burton moved to make the 2% COLA retroactive back to the first of July and was seconded by Commissioner Richards. All were in favor.

Commissioner Burton said he supports the employee force here at the County. Director Clough said that the health insurance increase will occur during the next payroll.

Director Clough said that the auditors are here this week to get year end done. She said they were able to get a lot of things done ahead of time via email. Director Clough presented the Commissioners with a partial list of sub-contractors that would be working on the Jail project. She said that they hope to have the guaranteed contract price soon and believe it will be coming in under \$35M.

A letter arrived from HHS stating what the 2011 cap on services would be, which is \$7.3M. This is \$187K less than HSA Bishop thought it would be.

#### COMMISSIONER ISSUES:

Commissioner Burton, after signing a bill from Sysco, stated that any and all County vegetables should be used at the Nursing Home.

Commissioner Burton will attend the dedication of a new addition at Sullivan County.

Governor & Council will be meeting on August 11<sup>th</sup> at the new Forestry Building in Campton and they will be visiting the new ice arena afterwards..

Commissioner Burton restated an earlier declaration that he was planning to make a motion after the November elections that legal council prepare information regarding the authority and responsibilities of the Delegation and Executive Committee. He said in his opinion Rep. Aguiar was edging toward the administrative polices governed by the Board of Commissioners, at yesterday's meeting.

Commissioner Richards stated again that the Open Dairy Barn Day went very well.

Commissioner Richards will be on vacation from August 6<sup>th</sup> through the 13<sup>th</sup>.

Rachel Clough was recognized and asked exactly who the performance audit audits. Director Clough said that it is done on the County as a whole. She stated that the Executive Committee voted to add \$40K into the budget for the audit.

R. Clough said that after having sat through the last meeting with the Executive Committee she was surprised by rudeness of some of the members.

\*11:20 AM - Commissioner Richards then 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.

\*11:30 AM- Commissioner Cryans declared the meeting back in public session and to seal the minutes of that session.

Commissioner Burton commended Commissioner Richards for all the work that she put into the Open Barn Day

Commissioners Richards and Burton attended the informational meeting at Alumni Hall where there was an open discussion held by Grafton County Representative Rick Ladd about keeping the Woodsville branch of the White Mountain Community College open.

11:38 AM With no further business the meeting was adjourned

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Raymond S. Burton, Clerk

**July 27, 2010**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 88</b>	<b>Maximum:</b>	<b>16</b>
		<b>Medium</b>	<b>26</b>
		<b>Minimum north:</b>	<b>08</b>
		<b>Minimum south:</b>	<b>05</b>
		<b>WHOC:</b>	<b>14</b>
		<b>Max/Handicap:</b>	<b>01</b>
		<b>Lockblock/Seg:</b>	<b>16</b>

**Weekenders: 8                      Out of facility: 50**

- 2. Community Corrections Report**
  - a) Drug Court – supervising (17)**
  - b) Electronic Monitoring – supervising (10)**
  - c) Daily Work Release – supervising (0)**
  - d) Community Work Program – on site**
  
- 3. General:**
  - a) Staff Training - update**
  - b) FY11 Budget**
    - 1) Transition Team**
    - 2) Captain’s position**
  
- 4. Jail Project:**
  - a) Update on site security camera**
  
- 5. Reminders:**

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jul 27 – Aug 9, 2010

## COMPLEX

**Water Tank Memorandum of Agreement (MOA)** – We still have unresolved issues (see attached e-mail):

Hydrant fire protection fee

Fee basis - County vs. other WW&L customers

Cost - \$277 per month / \$506 within next month (5-new jail hydrants)

The EPA's is making the maximum contaminant levels (MCL) for disinfection byproduct more stringent.

WW&L may have to make changes to their system to meet the more stringent requirements...cost will get pushed onto customers.

If WW&L is assessed fines for not meeting disinfection byproduct MCL requirements, there may be a move to push those costs onto us, especially if the disinfection byproducts are high in the southern end of their system

**3<sup>rd</sup> Party Water Consultant** – I met with the following three firms to solicit proposals to validate water quality concerns within our tank and to provide a recommendation as to the best course of action the county should take in meeting the its water needs in terms of quality and long term cost effectiveness:

Horizons Engineering PLLC – Littleton, NH

Headwaters Hydrology PLLC – Littleton, NH

Pathways consulting LLC – Lebanon, NH

Proposals are due to me by 3 PM on Friday August 13<sup>th</sup> and I will present them to this board on Tuesday August 17<sup>th</sup> for your selection of a firm. All firms know the recommendation is due to this board no later than October 1<sup>st</sup>.

**Water Samples** – On August 3<sup>rd</sup> I took the following non-compliance samples directly from the water storage tank and sent them to Eastern Analytical's laboratory for analysis:

Bacteria

Disinfection byproducts (TTHM and HAA5)

Eastern Analytical subcontracts the disinfection byproduct samples to another lab so it will be a few days before we know what the results are.

**Emergency Generators** – a Milton Caterpillar technician performed the annual preventative maintenance inspections on our four generators. All of them passed inspection. He stated that my staff are doing a great job maintaining these units. He did recommend that we change a few radiator hoses on two units due to their age.

## COURTHOUSE

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

**Elevator** – Elevator doesn't line up with bottom floor... Cleaned sensors and reset system

**Main Conference Room** – Carpet worn... Valley Floors will be replacing on 8/11

**Superior Court Vault** – The paint on the floor and threshold is worn...repainted both areas

**Superior Court Office** – Carpet on floor is worn and rumped... Valley Floors will be replacing on 9/3

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

## NURSING HOME

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

**HVAC** – HRU 1 lost 34 lbs of Freon due to leak. Northeast Mechanical found small leaks on condensing unit dryers. Tried removing system Freon to change dryers but did not have enough storage capacity to complete. Will have to come back at a later date with special sized Freon recovery container due to large size of system...**No change**

**HVAC** - Work station in HRU 2 room crashed and lost it tracer summit programming... After IT dept restored PC, Trane reloaded version 16, service pack 8 back onto PC

**Kitchen** - Blender in bakery doesn't work. Found top gear missing internal threads... Found replacement gear but had to re-tap to make threads work

**Room 401** - Toilet is loose and leaks... Replaced toilet flange and replaced seals in upper supply pipe

**Electric Bed** - Serial # CH360643 had problem with footboard end hanging up as it is raised and lowered. Found roller holes elongated in side arms... Welded nuts to sidearms to firm up roller in required location

**HVAC** – Staff accidentally cut Freon return line in ACCU #8 with hedge trimmer and lost all of the Freon...North Country Mechanical Cut out bad section and patched in coupling. Evacuated system, pressurized and leak checked. Serviced 7 lbs of R22

**Elevator** - Main elevator inner door hanging up... Found door alignment guide twisted and out of track. Popped back in place and retightened.

## ADMINISTRATIVE BUILDING (1930)

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

**North Entrance** – In process of scrapping and painting overhang, columns, entrance, railings and steps

**South Entrance** – Steps were cracked and crumbling. Supported roof and removed columns. Jack-hammered out old steps and railing. In process of laying out forms to pour new steps

**HVAC** – HRU 2's condensing unit will not shut down when unit goes into time of day scheduling. This causes the condensing unit to freeze up. Trane technician discovered that someone had inadvertently overridden a binary output in the computer programming, thus altering the original programming.

**HVAC** – Tracer Summit repeater on 1st floor that covers 2nd floor keeps cutting out... Found loose wires in MP520 just after repeater. Re-secured wires.

## JAIL

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

**Ventilation** - Discovered exhaust fan that covers basement area does not work due to a bad motor...replaced electric motor

**Fed-west** - Cell # 3 toilet leaking... replaced wax ring



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

## FARM

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

**Dairy Barn** - Door on northeast side has broken hinge...Fabricated and installed hinge

**Dairy Barn** – large fan has burned out electric motor...replaced bad motor

**Equipment** – Replaced bad starter solenoid on Allis Charmers tractor

## MAINT/FARM BUILDING

Nothing to report

## COMMUNITY CORRECTIONS

**Generator** – All contractors have completed their work. I need to schedule the state Fire marshal's office for a site visit before putting it on line.

**HVAC** – Main exhaust stack for both furnaces was completely corroded where it goes through the roof to the outside and was allowing water to leak into the building...Parts came in but we can not do work until our boom lift is fixed...furnaces off and locked out until fixed

## VEHICLES

**Boom-lift** – Has hydraulic line leaking. United Rentals discovered numerous hoses dry rotting and cause for the leaks. The boom lift needs to go back to their main shop to have numerous hoses replaced. I'm looking into possibly renting a boom for the period it is in their shop.

**1-Ton Truck** – Removed sander controls from 1-ton truck in preparation of selling it r trading it in

## Other

**Melink System Contract** – TRC requested additional information in addition a few corrections I need to make to our grant package. I addressed all of their questions and sent back the corrections.

## Jail Project

**Site Work** - Morrill construction completed the following:

- Flushed and chlorinated the water lines laid thus far. Following lab test confirmation that he lines were clean, WW&L authorized opening them to their system so we could have use of water at the site.
- Continued to lay more storm drain pipe and catch basins on the back of the site in addition to placing three new ones around the courthouse to catch roof runoff and ran storm drain pipe from new structures to pond B
- Excavated footing areas for building areas H, G, F and E and north well field area for Skillings
- Removed stumps and part of berm along courthouse entrance drive and restored area in front of community corrections and raised beds
- Formed and poured new sidewalk in front of courthouse

**Note** – During a Louis Berger Group engineering site visit, the engineer discovered soils from outside the permitted area flowing into swale EE down by the lower pond area, ruining the previously completed work. Investigation

## **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

revealed heavy erosion in three embankment areas above the site that are the source of the soils. A few years ago Foresite Engineering surveyed and mapped this area so we could formulate a plan to fix drainage problems in and

around the silage bunkers and reestablish the middle road to the meadow in addition to addressing storm runoff in the subject areas. When SMRT determined that the south road to the meadow could be saved, we shelved the plan to restore the middle access road in addition to any associated drainage. We constructed a new silage bunker, paved the aprons and corrected the drainage in the subject area. The remaining funds were turned back into the general fund. On Monday August 6<sup>th</sup> I called a meeting with Foresite Engineering and Morrill Construction (MC) to assess the erosion. I requested a proposal from Shannon to design a fix for the erosion and plan to address source storm water run off (see attachment). Due to time constraints associated with the scheduled pond work (mid-Sep), I would like to use MC on a T&M basis to complete what needs to be done. This work must be completed before the damage to swale EE can be fixed or any further work is done to the lower pond area.

**Geothermal Well Field** - Skillings & Sons completed the following:

- Drilled 51 of the 77 wells required thus far
  - 44 are operational and 7 have been abandoned
    - 5 of the 7 never received casing due to cave in of materials within the boring
    - 2 of the 7 Skillings lost the casings and could not retrieve them

*Note* – Due to most wells having more overburden than test well, SMRT requested a 48-hour conductivity test of well # 43, the well with the most overburden. S.W. Cole began performing the test Monday, August 9th. The results of the test may indicate the need to drill additional wells.

**Concrete Work** - S.D. Ireland completed the following:

- Framed footings and installed rebar in building areas H, G and F
- Poured concrete footings in building areas H and G
- Formed walls for foundation walls in building area H and are scheduled to pour the afternoon of 8/9/10