

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday October 12, 2010

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

OTHERS PRESENT: J. Chamberlain and H. Brown (briefly)

Commissioner Cryans opened the meeting at 9:08 AM

Farm Manager Kimball arrived with his report saying that he was milking 71, shipping 8700#'s for an average of 61#'s. Price of milk is \$18.05. Total herd count is 170.

The cows' hooves have been trimmed and most of the grass has been chopped.  
The Farm truck has been lettered.

50 acres of grass was lost on Howard's Island due to flooding from the rains. The island was completely underwater.

Soldier beans, potatoes and squash are still being picked and a killing frost arrived.

Tomorrow the children will be coming for Pumpkin Day and a couple more schools have been added to the day.

Commissioner Burton asked what the status of the machinery was and FM Kimball said most of the machinery was still in use so none of it was under cover yet. He said that he plans to put out RFPs for a new manure spreader. Commissioner Richards asked if he could possibly get a used one and FM Kimball said he didn't think so.

The chickens are producing about 120 eggs a day and are sold very quickly at the Farmstand which will be open for another two weeks or so. The health of the herd is good and piglets are being sold.

Commissioner Cryans asked if the buildings were in good shape and FM Kimball said they were.

Commissioner Richards moved to approve the minutes from October 5, 2010 which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

The Commissioner reviewed the DoC Superior Court Report.

Director Clough informed the Commissioners that she followed up with LGC regarding the lawsuit against the Sheriff's Dept that was presented at last week's meeting and was told that they were not sure if the County had coverage for this type of case and

recommended that we get our own counsel to file an appearance and if it is determined that there is coverage all legal fees will be reimbursed.

There has been no update on the lawsuit regarding the Elected Officials.

Director Clough discussed the Drug Court Clinical Evaluator with the Commissioners, saying that he was contracted through White Mountain Mental Health but has since decided to branch out on his own. He would like to remain with the Drug Court, Drug Court Coordinator B. Gasser is in favor of this. If a contract can be arranged the evaluator would remain with Grafton County, as a contractor, not an employee, at a reduced rate from what is being paid right now. Total yearly cost would be \$38,220 which is approximately \$10K less than what is being paid out now..

Drug Court currently receives 15 hours a week of evaluation time and there was a discussion as to how many hours of work would be involved in the contract.

Commissioner Burton said he would like to see an accounting of hours. Commissioner Richards agreed, saying she would like to see that written in the contract. Commissioner Cryans felt that since this person knows what it takes to do the job it wasn't necessary to put that in writing.

Director Clough had a meeting with DC Coordinator Gasser and it appeared that was all worked out and the work needed would get done. Commissioners Burton and Richards said they would still like to see a clarification of hours in the contract.

NACo is offering free marketing services to the County for promotion purposes. Director Clough will be having a conference call with them tomorrow regarding the details.

No Tax Anticipation money has been borrowed yet.

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

On November 6<sup>th</sup> and 7<sup>th</sup> asbestos abatement work will be going on at the Courthouse.

Commissioner Burton asked Supt. Oakes where the steel for the Jail project was coming from and he replied Canada.

Commissioner Burton asked Supt. Oakes if he was invited to any of the informational classes being held by NIC and he said he was and would be attending.

Bids for the used Maintenance truck and plow for sale were solicited and opened.

|                    |         |
|--------------------|---------|
| D. Cheney          | \$7600. |
| W. Chrimes         | \$6650. |
| Shaker Valley Auto | \$5861. |
| M. Olsen           | \$5500. |

Commissioner Richards moved to accept the high bid of \$7600 from D. Cheney which was seconded by Commissioner Burton. All were in favor.

Bids for a new Maintenance truck with plow were solicited from various dealers and opened.

|                |          |
|----------------|----------|
| Gateway Motors | \$35,964 |
|----------------|----------|

|                       |          |
|-----------------------|----------|
| Irwin Motors          | \$38,166 |
| Capitol City          | \$38,367 |
| Grappone Auto         | \$39,662 |
| Walker Motors         | \$39,782 |
| Littleton Chevrolet   | \$40,354 |
| Hillsboro Ford        | \$41,248 |
| Wells River Chevrolet | \$43,435 |

Supt. Oakes took the bids to check them and make sure they had all the items that were specified.

COMMISSIONER ISSUES:

Commissioners Burton and Richards attended the Transition Team meeting that was held by NIC on Monday at the Community Corrections building. Commissioner Cryans arrived but was only able to stay short while and wished to express his commitment to the process. Commissioner Richards said that there was a lot of important information that was discussed. She said she is very proud of the Transition Team and noted that Grafton County is well ahead of the curve in this area. NIC Team members came from S. Dakota and Oregon for this training which will continue through the week. This training is provided on-site at no cost to the County. Commissioner Richards said she looks forward to having future reports from the Grafton County team.

Commissioner Burton said that he was very impressed with the experience of the two NIC people and would like to see a signed letter from them to each employee who attended a lesson, that stated the time spent there and the lesson, which he thought could be beneficial to the employee in the future.

Commissioner Burton also said that he would approve of the Transition Team visiting any other Jails and that it be paid for by County and on County time.

Commissioners Burton and Cryans co-lectured a class at Dartmouth College for Professor Shaiko's class on County government. They said the class was very interested in the topic.

Commissioner Burton asked Director Clough to find and purchase a video that was recently made called "Lost in Laconia".

Nursing Home Administrator Bolander, arrived to give a report to the Commissioners.

Nursing Home census is 129 and NHA Bolander is asking that it be held down because of staffing. She said that she does not feel there is adequate staffing to take care of the residents and believes there will be a number of resignations because of fear for their licenses.

Supt. Oakes returned and recommended that the Commissioners accept the bid from Gateway Motors in the amount of \$35,964.

Commissioner Burton moved to approve the bid of \$35,964 from Gateway Motors for a new Maintenance vehicle and plow which was seconded by Commissioner Richards. All were in favor.

The Commissioners returned their attention to NHA Bolander who had a letter prepared for the Board which she said she would be copying to the Delegation. NHA Bolander is requesting that more staff be hired at the Nursing Home. Commissioner Cryans asked what she thought was needed and she replied that she would like to have 4-6 more LNA's and 4 more in Dietary all at a cost of between \$30K and \$40K with benefits. He asked what that would do for the Nursing Home and she said that it would help them to become compliant. NHA Bolander said there was a lot of concern from the staff as to their being able to take proper care of the residents. There was some discussion.

A discussion also ensued about coverage for Dr. Defran. Director Clough asked what kind of expenses they were incurring from using substitute physician help. NHA Bolander said she would have to investigate that further.

Commissioner Richards asked where money would come from for additional staff and Director Clough said that if more money was needed than was budgeted, it would have to come from the taxpayers via a special meeting of the Delegation. She said that has never happened in the past.

There was a discussion as to what would happen if things were not brought into compliance, which could lead to additional fines, no new admissions and no LNA classes could be held.

NHA Bolander said that she had to get some figures together as to the possible cost of what was being asked for and Director Clough said that she would help in any way she could.

NHA Bolander said she would like to speak with the Commissioners in executive session.

\*11:04 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.

\*11:25 AM- Commissioner Cryans declared the meeting back in public session and to seal the minutes of that session.

11:25 PM Being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sep 28 – Oct 11, 2010

## COMPLEX

**Boilers & Pressure Vessels** – Travelers Insurance Co. inspected all boilers and pressure vessels throughout the complex, a prerequisite to renewing operating permits through the State of NH Dept of Safety. All passed inspection

## COURTHOUSE

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

**Asbestos Abatement** – Scheduled abatement of back corridor and Probate Court Judge's conference room for weekend of Nov 6<sup>th</sup> and 7<sup>th</sup>

**Courtroom 2** - Fabric panels falling off wall due to glue drying up. Reattached panels

## NURSING HOME

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

**Fire Alarm** – The duct smoke detectors for HVAC 1 and HRU 2 did not work or did not work fast enough. Royal Electric troubleshot the two devices and found them bad. They replaced both.

**Fire Alarm** – System trouble...loop 1 ground fault. Royal Electric troubleshot problem to shorts to ground in four devices

**Domestic Hot Water** – Water temperatures in the 69 Building is varying too much...found bad thermostatic group in mixing valve...ordered part...still awaiting part

## ADMINISTRATIVE BUILDING (1930)

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

**South Entrance** – Steps were cracked and crumbling. Poured new steps and reinstalled columns. We still need to sandblast, paint and reinstall handrails. We currently are scrapping and painting the entrance overhang and columns

**Roof leaks** – Porch roof off commissioner's conference room has four leaks. Sealed all suspect locations and fixed 3 out 4 leaks. Still need to find last leak location.

**Roof leaks** – Discovered water leaking in through old ventilation shaft by elevator shaft. Having Still Knockin' fabricating sheet metal cap to fix problem.

## JAIL

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

**Fire Alarm** – Tri-State Fire Protection cited several fixed heat detectors throughout for being outdated per NFPA 72 despite that they still worked. They also cited two bad smoke detectors and one horn strobe that did not work. Replaced all devices that failed test

**Laundry** – Washing machine pump failed in basement housing area washer. Replaced pump

# 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** – Numerous windows cracked and broken...in process of replacing them with plexi-glass

**Dairy Barn** – Hired Robco, a local contractor with a boom crane, to install new cow weathervane on South cupola

**Farm Stand Area** – Had Morrill construction install two yard drains near farm stand to help drain rain water buildup around structure

## MAINT/FARM BUILDING

Nothing to report

## COMMUNITY CORRECTIONS

**Generator** – State Fire Marshall's Office and Local fire Chief approved installation of generator. Having issues of over-voltage and transferring issues...C.G. Electric had to order a part.

## VEHICLES

**New Truck Bid** – Review and select bid

**1-ton Truck Sale** – Review and select bid

## Other

**C1A Water Operator Training** – Dennis McLam is currently attending a C1A Water Operator training course at DES in Concord. He goes for his certification on Oct 14<sup>th</sup>

**Fundamental Principles of Small Ground Water System Operations** – Richard and I both attended this 1-day seminar in Lebanon for continuing education

## Jail Project

### **Sitework** (Morrill Construction)

- Installed much of forced sewer main and in-ground structures
- Excavated and backfilled various interior footings and underground conduit and storm & waste drains.
- Completed neighbor's privacy fence and most of plantings. Will plant hemlocks in the spring.
- Backfilled and compacted area over wellfield

### **Geothermal Wells** (Skillings & Sons)

- Completed circuiting and pressure testing all the wells.

### **Concrete** (S.D. Ireland)

- Continuing to work interior footings throughout
- Poured slabs in recreation yards and prepped areas E and F for slabs

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

### **Electrical** (Interstate Electrical)

- Continuing to work underground conduits throughout Installed temp service into building and working on permanent service connections from building to pole

### **Plumbing** (Granite State Plumbing & Heating)

- Continuing to work underground waste and storm drains throughout

### **Masonry & Steel**

- Block arrived on site and mason contractor will begin erecting block walls the 2<sup>nd</sup> week of Oct in Area F
- The steel contractor will begin erecting structural steel the 3rd week of Oct in Area H

### **Embankment Erosion** (Foresite Engineering)

- Morrill construction will begin work starting today