

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday November 9, 2010

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

OTHERS: Omer Ahern, Rachel Clough, Harold Brown, John Gregg, Ed Ballam

9:05 AM Commissioner Cryans called the meeting to order and welcomed Bruce Labs from SAU 23, Paul MacMillan from SAU 35 and Mike Cosgriff from SAU 68, all Grafton County Superintendents. HR Director Mike Simpson and HR Generalist Karen Clough were also in attendance.

Supt. Labs thanked the Commissioners for their time and said that they had come as a group to meet with the Commissioners regarding working together to investigate the possibility of a combined health insurance group in the hopes of reining in the increasing costs of healthcare.

The Superintendents came to ask the Commissioners if they would be interested in combining their employees (SAU 23 would also including town municipalities) in order to try to get better rates on health insurance. Supt. Labs said that he feels that this is something that could grow in Grafton County, save money, while still offering good health benefits for employees. He said that health insurance costs are strapping the schools and it's important to try to find solutions to this.

Supt. Cosgriff said that health insurance is the second largest cost item in the budget after salaries. He said it also faces the highest increases, which he feels are not sustainable. He said that if there is a decision to be made that he would like to see it done. He also pointed out the importance of focusing on wellness right from the start and that the message should be wellness and prevention. He would like to see this happen within six months.

HRD Simpson said that he believes the County would be interested because it faces the same insurance increase issues. Last years change to an alternate company reduced cost from what they potentially could have been, but this year they will still face rising costs. Incorporating all the groups would be a consideration.

Supt. Cosgriff said that health savings accounts should also be considered.

Commissioner Cryans said that he knows that health insurance costs are not going to get any better and believes wholeheartedly in wellness as a lifestyle. He said that it won't be long before the cost of a health insurance will exceed the lowest paid employee's salary.

Commissioner Cryans said he will leave this with HRD Simpson and Director Clough to work on and review, though he's not real sure exactly what can be done noting that even adding another 600 people may not make a noticeable difference.

Supt. Labs said that he would at least like to begin the discussion and hope that possibly a partnership can be arranged.

Commissioner Burton said that something has to be done sooner or later and that the County needs to take some steps to thwart the high cost of health insurance.

Supt. Cosgriff thought that self insurance should be considered and that everyone should be brought to the table during this discussion such as employees, union's etcetera so that everything is out in the open from the start.

Commissioner Richards said that she feels this is a matter of necessity and that the wellness component is extremely important. She had wondered at one time about getting towns included with the County insurance. She brought up a number of questions that she thought needed to be considered when this topic goes to the table.

Before the Superintendents left Commissioner Burton wanted to mention that Mike Amsden, Bath Village School Principal, had received an award for being outstanding in his field.

Commissioner Cryans said that he would like to note encouragement for the physical education programs in all the SAU's.

Commissioner Burton said that he would like to have a report to the Commissioners on the topic of collaboration of health insurance once there have been some discussions by Administrators. Commissioner Cryans asked that the self insurance idea be thoroughly investigated as there have been opposing views on that subject.

Farm Manager Kimball arrived with his report saying that they were milking 75, shipping 9600#'s for an average of 64#'s. Price of milk is \$19.20 and is expected to top out there.

The Farmstand will be closing on Saturday and right now there are only potatoes and squash for sale. The stand will come in over revenue this year.

New England Agriculture out of Lyndonville, VT will be buying some bulk potatoes from the Farm and Hillsboro, Merrimack, Belknap and Sullivan County have all purchased potatoes and squash. There are still ten rows of potatoes in the ground.

Fall chores are being done

Commissioner Burton asked about the health of the herd and FM Kimball said they're doing well but had one recent problem with a heifer where the vet had to be called in. Everything turned out okay though.

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

Supt. Oakes said that Woodsville Water & Light will institute a 5% increase beginning this month. Their last increase of 8% was in January of this year. New rate will be \$3.88 per 1000 gallons.

With this in mind, Supt. Oakes recommended that the County explore developing their own water supply system which would follow the recommendation from the study presented by Horizon Engineering. Supt. Oakes proposed using the money for capital outlay which was placed there for the special valve for the water tank. Commissioner Cryans asked if the wells could be drilled this time of year and Supt. Oakes said he would find out. He said that despite that, he would like to have approval to begin the process.

Commissioner Burton said that he sees Grafton County having their own water system as the way of the future.

Supt. Oakes said that everything will still depend on finding a viable water flow and having no contaminants in the water, so it's not a given.

Commissioner Richards moved to allow Supt. Oakes to proceed in exploring the possibilities of creating a County water system which was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Cryans said that the exploration would need to stay in the amount of money that was available and that it would need to be done under the proper weather considerations.

When the vote came down, all were in favor.

Corrections Superintendent Libby arrived.

Supt. Oakes said that in regard to the generator that has been purchased through a grant, he would like to see Horse Meadow Senior Center take ownership of it since it has been installed on their property and they will receive the most benefits from having it. Supt. Oakes has provided HMSC with an annual estimate for operating and maintenance costs and Cottage Hospital has agreed to a yearly maintenance allowance. An MOA will need to be created.

Supt. Oakes gave an update on how the Jail project is progressing saying that things have slowed somewhat because of the weather. Both he and Supt. Libby agreed that there is a very professional group of workers on the site and both are pleased.

Commissioner Burton asked about inspections and Supt. Oakes said that most inspectors have been hired by the County to check on the quality of work but there are some inspectors from the state. All inspections are documented.

J. Gregg from the Valley News asked Supt. Oakes how much money he would need to proceed with the water project and he replied that between \$30 and \$40K will give the County the answer as to whether or not a water system is viable. \$72K has been set aside in capital funds so there is ample money.

H. Brown was recognized and said that he does not want any more taxpayer money spent on the water tank, particularly noting that there were mistakes made on the design and that the engineer should be held accountable for that.

There was a question from Mr. Brown regarding a vent in the tank cover and its size and the concern that it might blow off. Supt. Oakes said it was four feet and that it would not blow off.

H. Brown said that the contractors should bear the brunt of the cost of opening and closing the valve that raises and lowers the water level and that the County taxpayers should not be paying for that. Mr. Brown also noted other things he was displeased with saying too that the water tank was meant to fight fires for the barns only adding that nothing else on the complex would burn. Supt. Oakes disputed Mr. Brown's arguments.

Supt. Libby presented his report to the Commissioners. *(see attached) There are 90 inmates in-house, 20 in Drug Court and 4 on Electronic Monitoring.

Supt. Libby asked the Commissioners to review and sign the certificate of authority for an adult education grant.

Commissioner Richards moved to accept the resolution to enter into a contract with the Dept. of Education and approved that Supt. Libby be authorized to execute all documents which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton signed the paperwork for the contract.

Commissioner Cryans asked Supt. Libby to inform the attendees of how many GED graduates have gone through the DoC. Supt. Libby said that between 1999 and the present, 121 people have achieved their GED. 80 of those graduates have done so within the last two years and 26 have achieved recognition with the National Education Honor Society.

Supt. Libby continued with his report saying that he has hired an RN and is still continuing to interview for another.

As of October 26th, the Jail has gone to serving three meals a day in-house and will no longer be using the services of the Nursing Home for meals.

The 83rd NHAC Corrections Academy Graduation was held and now all the full-time staff at the Jail are fully certified. Commissioner Cryans was in attendance of the graduation.

Supt. Libby said that unbeknownst to him, NHAC has added an additional week and cost of uniforms to the process so that will be an unexpected cost to his budget, though he feels it should not be a problem.

Due to an in depth medical situation with one of the inmates who is currently at Dartmouth Hitchcock, the medical line has been severely reduced with a hospital stay costing over \$107K and physician fees of around \$10K. Another inmate was sent to

Cottage Hospital recently and Supt. Libby said to expect more fees. The budget line for ambulance fees has been over expended due to the number of trips.

Supt. Libby said that the week that NIC spent at the County went very well and the Transition Team will be visiting other facilities for continued learning. They will also be inventorying all the items in the Jail prior to moving over to the new facility.

There will be a Thresholds Graduation on November 22nd at 6:00 PM with eight people graduating.

Supt. Libby wanted the Commissioners to know that he feels that SB500 has certain consequences that he objects to and will be following up on.

There have been a number of donations of potatoes due to the generous crop. A large donation will be going to the NH Food Bank.

Commissioner Richards asked what kind of concerns Supt. Libby had with SB500 and he replied that for one thing, it gives priority to State parolees at the treatment centers that the County generally uses, which mean they'll have no place to put them. Also, the State wants to put parolees in County Jails until certain paperwork is taken care of. He said that according to the law, Parole Officers can place people in County Jail for 5 days as a violation and that whole stipulation has not been fully clarified. He feels that legislation was passed before they fully understood all the ramifications or had enough money for it.

There will be a Drug Court Graduation on November 17th with Chief Justice Broderick as speaker.

Commissioner Cryans noted that a grant in the amount of \$227K was received for a new Mental Health Court and this will be put into place the beginning of next year.

Commissioner Richards said she was concerned about the use of space now that the Jail is serving three meals a day and Supt. Libby said they were managing.

Nursing Home Administrator Bolander arrived along with Director of Nursing Renee Shields, Food Service Manager Greg Noury, Staff Development Coordinator Linda Klein, Social Services Director Mary Tyler and Woodsville resident Liz Shelton.

NHA Bolander began by giving her report saying the census was 127. Trick or Treat Street went very well this year with approximately 600 children. Invitations for Thanksgiving are being arranged for the family members of residents.

NHA Bolander made a request to the Commissioners for a supplemental appropriation of \$150K in order to hire five full time LNA's and one 30 hour per week Dietary person. The actual amount needed to accomplish the staffing request is \$123K but she would like more to be able to improve the food products, get better supplies and to increase activities.

FSM Noury spoke and said that he doesn't have enough money to buy the proper cuts of meats or have fresh fruits.

Commissioner Richards questioned why the cost from Fitz Vogt was so high if the quality of food was lower and NHA Bolander said that the payments to Fitz Vogt go for the Food Service Director and a Dietician.

FSM Noury said that one of the complaints from residents is the wait time. He said that the food gets put out and because there isn't enough staff to take care of feeding everyone, some residents have to wait. NHA Bolander discussed the needs of some of the residents which may take precedence over feeding and if there's not someone to do both, feeding comes last.

Hearing all the issues and the depth of the impact, Commissioner Richards said that she felt that more money should be requested.

NHA Bolander said she would love to ask for more money but has been encouraged to ask for less.

Commissioner Burton asked if this money would take care of the deficiencies that were given by CMS and NHA Bolander said it will help and that the plan of correction has been accepted.

Commissioner Cryans asked what the plan is and NHA Bolander replied that it has to do with documentation which she said, would improve if the RN's don't have to do the work of the LNA's .

SSD Mary Tyler said that she takes care of the admissions and that the need to take people in is great. She said that Cottage Hosp. and various other agencies are having to find other places for people since NHA Bolander has dropped the census, which is a result of an overloaded staff.

SDC Linda Klein spoke and said that she feels that the residents are the ones who are suffering because the County is trying to keep a level spending budget.

Rachel Clough spoke out in support of the staff saying they have been working short for a while now and that the staff purchases items for the residents out of their own pockets because of cuts.

Commissioner Burton asked Director Clough what the procedure would be to make this additional appropriation and she went over the details, which included a public hearing and a vote from the full Delegation. She suggested the money be taken from the fund balance.

Commissioner Richards moved to recommend that \$200K in supplemental funds be appropriated to the Nursing Home which was seconded by Commissioner Burton.

DISCUSSION:

Director Clough said that the Commissioners need to remember that the full impact of what is being both taken out of the fund balance and added to the Nursing Home will be realized when the Nursing Home presents their budget next year.

Commissioner Cryans asked NHA Bolander if she can achieve what she needs with the \$150K which she originally requested and she replied that it would be a start. He then asked if she could achieve her goals with \$200K and she replied that it would be closer.

Commissioner Cryans made notice of the fact that the change in the legislative party was an indicator that the people were concerned about spending and he said that the request that was being asked for today is just a step and that approval would take a vote at the end of the month. He added that he would have hoped this could have been done for the original request of \$150K.

NHA Bolander said that in terms of the new legislators, she would be happy to spend some time educating them on the needs of the Nursing Home.

H. Brown was recognized and said that the County already had the money in their fund balance and didn't need approval from the Delegation to appropriate it. Director Clough disagreed with that and that there is a process that needs to be followed.

Liz Shelton wanted to voice the opinion that she also believes that there is a need for more staffing as she spends a lot of time with a family member at the Nursing Home and sees how very busy everyone is. She agreed with FSM Noury that many times they do have to wait for meals.

Commissioner Cryans said that he didn't want this discussion to take away from the fact that the Nursing Home is exemplary and often hears from people who praise it. He said that even though they will be adding more people they're still going to be busy at times.

Commissioner Richards asked if the bedsore issue had been resolved and NHA Bolander said it had.

When the vote came down, all were in favor.

Commissioner Burton commended NHA Bolander for her work at the NHAC conference as President. Commissioner Richards wanted to commend NHA Bolander and her staff for all their hard work and wished them well.

Commissioner Richards moved to approve the minutes from October 19, 2010 which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed the DoC Superior Court Report.

Commissioner Cryans reviewed and signed the paperwork for the Mental Health grant.

There will be a retirement party at the Courthouse on November 19th for Bob Muh.

The Commissioners signed the sponsorship letter for CGI to do a County video for the website.

Director Clough presented two educational assistance applications for staff at the Nursing Home.

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

Commissioner Cryans signed the request to release funds for the AHEAD grant which was a revision.

Director Clough presented an out of state travel request from Director Andross to travel to Alexandria, Virginia to attend an informational seminar on missing children on December 5-6. This will be at no cost to the County

Commissioner Burton moved to approve the out of state travel which was seconded by Commissioner Richards. All were in favor.

Commissioner Cryans signed the Drug Court Case Manager financial report.

The Connecticut Valley Snowmobile Club requested written permission to use the snowmobile access trails on the County property and asked that the Commissioners sign a one year contract.

Commissioner Burton moved to approve access for the CTVSC for a period of one year which was seconded by Commissioner Richards. All were in favor.

Commissioner Cryans asked about posting the area and Commissioner Burton said that the trails are already marked on the State map and are used every year.

Director Clough asked that the Commissioners give authorization to the Transition Team to use the credit card so they can secure a hotel room for their visit to Maine. Commissioner Cryans approved the authorization.

Commissioner Cryans signed the Audit representation letter.

Commissioner Cryans signed paperwork for the NCIC Broadband project.

Director Clough informed the Commissioners that \$1.4M of TAN's money has been borrowed out of the \$4.2M that was authorized. Tax bills have been sent out and payments are due in December 17th.

12:05 PM Being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

November 9, 2010

Commissioners Report

1. Population:	In-house: 90	Maximum: 17
		Medium 25
		Minimum north: 14
		Minimum south: 12
		WHOC: 12
		Max/Handicap: 03
		Lockblock/Seg: 07
Weekenders: 5	Out of facility: 39	

2. Community Corrections Report

- a) Drug Court – supervising (20)
- b) Electronic Monitoring – supervising (4)
- c) Daily Work Release – supervising (0)
- d) Community Work Program – Delivery of potatoes

3. General:

- a) Department of Education Grant – update
 - 1) Certificate of Authority
- b) Nursing positions – update
- c) Inmate meals – update
- d) Surprise inspections
 - 1) Board of Health
 - 2) Board of Plumbing
 - 3) Board of Pharmacy
- e) NHAC Corrections Academy – update
 - 1) Additional week (5th)
 - 2) Academy uniforms

4. FY11 Budget issues

- a) Inmate medical
- b) Ambulance service

5. New Facility/Transition Team

- a) NIC conducted training October 11-14th - update
- b) Conducting tours of other facilities
- c) Inventory of all property

6. Reminders:

- a) Threshold graduation Monday November 22, 2010 @ 6pm

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Oct 12 – Nov 8, 2010

COMPLEX

Water Rate Increase – Woodsville Water & Light (WW&L) will increase our water rate 5% (\$0.19 per 1,000-gallons) effective the November 2010 billing (see attached notice). Their last increase was an 8% increase in January 2010. Current rate is \$3.69 per 1,000-gallons / new rate will be \$3.88 per 1,000-gallons. This does not account for the monthly base charge which is predicated on meter sizes, ranging from \$10.78 for a ¾" meter to \$86.25 for a 2" meter.

Horizons Engineering Study – I propose that the county follow the recommendation of the Horizon Engineering Water System Study and explore the possibilities of developing our own independent ground-water system. This involves two processes. One, we must hire an engineering firm to perform geophysics analysis to target potential well sites and to oversee test drilling of one or more locations to determine if water of adequate quantity and quality is available that will meet county needs. Secondly, we must hire a well drilling contractor to drill the test and monitoring wells and then perform pump and quality tests. I propose that we use the funds in capital outlay account 01-9200-981 earmarked for the automatic water valve.

Water Tank – This past summer we experienced a couple lightening strikes that knocked out the water tank's SCADA system transducer, thus eliminating our ability to monitor tank levels electronically. A few weeks ago we installed a surge protector in the SCADA panel that should prevent future lightening strike losses

Elevators – Stanley Elevator completed the quarterly inspections on all complex elevators and the annual ones on the two elevators in the nursing home 2003 building...all checked good

Storm Drains – New England Basin Cleaners cleaned out the storm drain (catch basins) sumps throughout the complex

Fire Hydrants – This past week we flushed all the fire hydrants throughout the complex

Underground Fuel Tanks – Advanced Environmental completed the annual inspection and test of our three underground fuel tanks and monitoring systems. All checked good

Embankment Erosion by Silage Bunkers – Morrill construction has completed 90% of the work. Still have to finish work in swale EE and a few areas outside it.

COURTHOUSE

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

Asbestos Abatement – Suspended abatement of back corridor and Probate Court Judge's conference room for the time being

Fire Alarm – Replaced fixed temp heat detector in rear storage due to device age per NFPA guidance even though it tested good

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Heating System – HVAC-1 (air handler for Activities) freezestat trips prematurely causing unit to perform un-commanded shutdown...found chaffed thermal loop...replaced freezestat

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

Heating System – Unit Ventilator #1 serving Maple Unit dining room failed to put out heat...found electric valve actuator that controls hot water had failed...replaced actuator

Heating System – Heat didn't work in resident room 311...found Belimo zone valve stuck closed and inoperable...replaced zone valve

Heating System – PT exercise room was too hot...heat would not shut off...found & replaced bad Macon control valve

Laundry – Drain motor and temperature probe on washer #1 failed...replaced both parts

Electric Beds – Several beds failed to operate properly due to a variety of problems...reprogrammed some and replaced parts on others

Grease Trap – Boudrault Septic Cleaners cleaned out the nursing home's in-ground grease trap

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

South Entrance – Steps were cracked and crumbling. Poured new steps and reinstalled columns. Sandblasted and primed handrails. Scrapped and painted the entrance overhang and columns.

Roof leaks – Discovered water leaking in through old ventilation shaft by elevator shaft. Had Still Knockin' fabricate sheet metal cap to fix problem. Installed and sealed new cap on abandoned north and south vents

Heating System – Discovered heating system water pump #1 leaking around shaft seal...replaced shaft seal and body gasket

Heating System – Heat didn't work in Julie's office (room 213)...found Belimo zone valve stuck closed and inoperable...replaced zone valve

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Heating System – Discovered heating system water pump #2 leaking around shaft seal...replaced shaft seal and body gasket

Heating System – Discovered heating system water pump #1 had shorted contacts...replaced contacts

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 – Repaired several water lines knocked loose by the cows

Feed Mixer Wagon – Welded several plates to cover holes in mixer wagon

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Generator – Adjusted governor to calibrate voltage... C.G. Electric is awaiting a relay from their distributor... once received, they will install it and the hour meter

Exterior – Pressure-washed vinyl siding

VEHICLES

New Truck Bid – Review and select bid

1-ton Truck Sale – Review and select bid

Other

C1A Water Operator Training – Dennis McLam completed C1A Operator training and is now certified

New Truck & Plow – Gateway Ford delivered our new 1-ton truck and plow. I had the Foto Factory install Grafton County Complex graphics on it. We also installed the sander and controls for winter operation.

Horsemeadow Senior Center Generator – The senior center is having a new standby generator installed so that their facility can be used as an evacuation site by Cottage Hospital and the Grafton County Nursing Home in the event of a major disaster requiring evacuation of either facility. In a recent meeting with all parties involved, I advocated that the senior center take ownership of the generator since they will receive the greatest benefit of having standby power to meet their own needs during power outages. I also provided them an annual cost estimate for operating and maintenance costs, so they know what to budget each year. Cottage Hospital has agreed to provide them \$1,000 per year towards operating expense. I agreed to have my department perform routine inspections of this new generator and coordinate annual inspections with a contractor on the senior center's behalf. All of this needs to be put into an MOA

Jail Project

Sitework (Morrill Construction)

- Working lower pond and swales
- Graded parking lot, north and south entrances in prep for paving
- Dug numerous footings and piers in addition to backfilling various internal sections of building in prep for concrete slabs
- Excavated area for J-connector to courthouse
- Rear embankment retaining wall... retaining wall engineer is concerned about slope stabilization between northwest corner of facility down to meadow. Based on current data their current model shows a probability of slope shear in this area. To validate if an actual problem exists the geotechnical engineer has recommended doing a few borings of certain areas so they can rerun the model. Without doing this, they won't know whether it is a real problem or if it is a data problem.
- Paving scheduled for Wed Nov 10 (2-day process)

Concrete (S.D. Ireland)

- Completed interior footings and piers in areas A, B and C
- Completed slab pours of area D, E and F... will complete Area C Fri Nov 12 if electricians complete their work in this area
- Getting Ready to form 2nd floor slabs in area F

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

- Formed footings for J-connector and installed rebar...scheduled to pour today

Electrical (Interstate Electrical)

- Continuing to work underground conduits throughout, particularly in areas D and C

Plumbing (Granite State Plumbing & Heating)

- Continuing to work underground waste and storm drains throughout

Masonry (Mas-Con)

- Constructed walls and installed doors and windows in Area F cells and recreation yard

Steel (Norgate)

- Constructed structural steel and roof in Area H
- Will be back on site next week to work in Area G

Thanksgiving Hours:

The Woodsville Water & Light Department Office will be closed on
Thursday, November 25th and Friday, November 26, 2010.
Normal office hours will resume on Monday, November 29, 2010.

Thank you

Woodsville Water & Light Department

ATTENTION WATER CUSTOMERS

New Water Rate:

The Woodsville Water & Light Commissioners have voted to implement a 5% increase on the per thousand gallon charges effective with your next water bill. This increase will be \$.19 per thousand gallons.

Woodsville Water & Light Department