

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday, February 8, 2011

PRESENT: Commissioners Michael Cryans, Omer C. Ahern Jr. and Ray Burton,
Executive Director Clough and Secretary Martino.

OTHERS: Harold Brown

9:08AM Commissioner Cryans opened the meeting and asked FM Kimball to lead them in the Pledge of Allegiance.

FM Kimball presented the Commissioners with his report saying that they were milking 70 cows, shipping 11,400#'s for an average of 81 pounds. Price of milk is \$17.80 and FM Kimball was informed by Agrimark that milk may rise to \$20 or \$21 per hundred weight and remain there for a while.

Bids were sent out for a new manure spreader. Commissioner Ahern asked how much was budgeted for the spreader and FM Kimball replied \$26K. Commissioner Ahern asked about the possibility that Coos County may have a newer one to sell and FM Kimball stressed that his manure spreader and the feed wagon were very integral parts of the operation and having a new one precludes the problems of breakdowns. Commissioner Ahern suggested contacting the Farm Manager in Coos which FM Kimball said he would. There was a discussion as to which retailers were contacted for the spreader and Commissioner Ahern offered up a couple more names.

FM Kimball also prepared an inventory sheet of items on the Farm which included animals and farm equipment and an expense sheet of what is spent to operate the vegetable segment of the farm.

Commissioner Ahern asked FM Kimball how he would feel about getting a new root cellar which could perhaps be donated by the Farm Bureau or vendors etc and FM Kimball replied that he would be in favor of that but it would be a matter of location.

Commissioner Cryans asked if there was an ideal milk price and FM Kimball said that it was hard to say because when the price of milk changes, other items such as grain often do as well. He said that he can track that type of thing and will bring back the results.

Commissioner Burton noted that he had attended the Farm and Forest show in Manchester and said there were a number of new vendors. He brought some items back for the farm including some giant pumpkin seeds.

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

Supt. Oakes said that his crew has been very busy with snow removal and that snow rails were lost in two different areas of the roofs and they may lose more. He said he's not sure why they came off but improper installation is a possibility.

After going through his report Supt. Oakes gave a review of the Jail project. Commissioner Burton asked about permits and whether or not everything was up to date and proper and Supt. Oakes replied that it was.

Commissioner Cryans asked if Supt. Oakes was pleased with the progress and he replied that he was.

Director Clough said that there will be three months of operational costs in the FY12 budget as there are areas that will be operational in the Jail at that time which will be in use.

Supt. Oakes said he has been very impressed with the contractors that have been on the project and that they have been very proactive and take pride in their work and with their actions.

H. Brown asked if there were extra electrical wires that were pulled through for future use and Supt. Oakes said that they had run open conduit for that purpose but he didn't see any reason to spend money on copper that they may or may not need at this time.

Supt. Libby had arrived and Commissioner Ahern had asked to open a discussion about having a Clerk of the Works given that all three members of the Construction Team were present.

Commissioner Ahern prefaced his discussion by saying that he is not finding fault with the work that Supt. Oakes, Supt. Libby and Director Clough are doing. He said that a motion was made at the December 6th Delegation meeting in which they strongly recommended to the Commissioners that they hire a Clerk of the Works and that 13 members voted in favor of that motion. Director Clough said that it was a non binding motion however. Commissioner Cryans said that in December Executive Committee meeting in which Supt. Oakes spoke with the committee regard their role as overseers, the committee, and in particular, Chair Bulis, were more comfortable with the circumstances.

Commissioner Ahern continued on and said that the three administrators already have a lot of responsibilities and then questioned the liability of the project by having the three of them in charge. He asked them all one by one if they had experience on a project of this magnitude. Supt. Oakes said he had not, Supt. Libby said that he had been involved in the building of other correctional facilities and Director Clough said that she had worked very closely with the Nursing Home project.

Commissioner Ahern said that he did not feel it was fair to put the three administrators in the position of liability.

Supt. Libby said he didn't understand what the liability was and Commissioner Ahern said having three people responsible as opposed to one Clerk of the Works. He said that he felt that something could fall through the cracks if you have three people working on it.

Supt. Oakes said he didn't understand how they would be liable and if anything were to go wrong it would fall back on the contractor. He also stated that he thought a Clerk of the Works would be very expensive and Supt. Libby noted that if there was a Clerk of the Works, there wouldn't be any of the special inspectors. Commissioner Ahern asked how much was being spent in special inspectors, which Director Clough said might be close to \$300K. She said that some of those things would need to be done anyway.

Supt. Oakes said that ever if there were a Clerk of the Works, he would be over at the project all the time anyway because in the end, he and his staff will have to maintain it.

Commissioner Cryans said that in the beginning he and Commissioner Burton reviewed this very subject and the three administrators knew what they were taking on. He argued in favor of leaving things as there were. Commissioner Burton supported that opinion and said he is satisfied with the way things are going.

Commissioner Ahern reiterated his statement that he appreciated the work the three administrators were doing but remains uncomfortable that there is not a Clerk of the Works on the project and said that this is an experiment which is not in the best interest of the taxpayer adding that they may be spending a lot more money on the engineering outfits.

Supt. Oakes said that what he has been told as of late, is that Clerk of the Works are no longer an industry standard and many projects are being done without them.

Commissioner Ahern moved that Grafton County retain the services of a Clerk of the Works, even at this point in the project which was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Cryans thinks that making a specific motion without knowing the details would not be a prudent way to go.

Commissioner Burton said he plans to vote against the motion as it would be an added expense to the taxpayers.

Commissioner Ahern said he disagreed and stated that in his opinion it would be in the best interest of the taxpayers.

Commissioner Cryans said he could not vote for this without further information.

Commissioner Ahern asked if he were able to obtain more information would the other two Commissioners be willing to consider pursuing a Clerk of the Works. Commissioner Cryans said that no one has convinced him that the job is not being done properly.

Supt. Libby said that he doesn't feel one way or the other but knows there is a Delegation of 13 who are looking for any excuse to tear down County government and to say I told you so. He said that even with that it would not however diminish his drive for this project.

Commissioner Cryans said that he noticed that when Supt. Oakes gave his presentation to the Executive Committee it appeared they were more understanding of the knowledge and the passion for the project and that was the reason it was done this way and not to save money but because it was the best way.

Commissioner Ahern asked if he could have until next week to bring back more information on this and Commissioner Cryans said that the Board members are all equal and willing to listen to whatever is put forth.

Commissioner Burton said he would like to see this put to a vote so they can get on with their business. Commissioner Cryans said he couldn't vote today without having more information. He said that he feels like there were five people at the table who have worked hard to bring this project to the point it is today.

Commissioner Burton asked Commissioner Ahern what he could bring in that would change their minds and Commissioner Ahern replied that he would like to speak to another Clerk of the Works and have him look at the project and perhaps make a recommendation. He said he would like to bring this topic back next week and moved to withdraw his motion. Commissioner Burton then withdrew his second.

Commissioner Burton said he still feels the three administrators are the people to handle this project and commended Director Clough, Supt. Oakes and Supt. Libby for the work they're doing. Commissioner Cryans echoed that sentiment and said that they work heartily for the sake of the County and he is very proud of what the three of them have done.

Commissioner Ahern said that he is just trying to protect the taxpayers by making sure that the best practices in the industry are followed.

Commissioner Cryans said that each of them in their own way look out for the interests of the taxpayers.

Supt. Libby presented his report *(see attached) There are 81 inmates in custody, 19 in Drug Court with 1 in custody and 7 on the electronic monitoring.

The Community work program has inmates at the Patten Library in North Haverhill.

Supt. Libby informed the Commissioners that the team of four who were visiting Two Bridges Correctional facility in Maine had spent \$230 on the rooms and the only other costs would be gas and meals.

Supt. Libby thanked the Maintenance staff for the exemplary job they did in handling the water pipe break. He said that he didn't think Supt. Oakes receives enough credit for all he handles.

Commissioner Burton suggested that Supt. Libby emphasize to the people at the food bank that they should encourage other Counties to grow more food for New Hampshire.

Commissioner Ahern asked when the next Commissioner tour of the Jail was to take place and cited RSA 30-B:12 and Supt. Libby said that is at the convenience of the Board. Commissioner Ahern said he didn't want to miss the statutory requirements.

Commissioner Ahern asked Supt. Libby how he felt about getting a new root cellar as mentioned above and Supt. Libby replied that he didn't think the one they had was totally useless but he's not opposed to something else.

There was a discussion about the safety issue of inmates shoveling snow.

Human Resource Director Simpson arrived to go over the issue of health insurance. HRD Simpson said that at present, Grafton County has the third lowest insurance rates of all the Counties and the potential 20% increase is across the board.

HRD Simpson recommended that the Commissioners continue with Primex and to sign the contract with them so that the County can receive the \$3100 credit towards wellness. In his recommendation he plans to work with Primex, the Employee Council and Union, Dept. Heads and the Commissioners to design proposals and ways to lower the price increases for Grafton County.

Commissioner Ahern asked if there has been any discussion about having all ten Counties on the same insurance and HRD Simpson said not since he has been on board. Commissioner Ahern intimated that the County could negotiate with the insurance companies and Director Clough said there is no negotiating. She said the rates they set are the rates that are paid.

Commissioner Cryans said that some Counties are on a fiscal year and others on a calendar year and then at least one is self insured, so those are just some of the issues that would have to be addressed to have all the Counties insuring together.

Director Clough said that she wouldn't be surprised if somewhere down the road there was a move to get everyone on the same insurance but it wouldn't be the near future. She added that the only power that the County has regarding insurance is education about the use and abuse of benefits and the wellness program.

There was further discussion about the \$3100 and how that would be used to promote wellness. Commissioner Ahern was reluctant to make a decision simply because of that benefit and Director Clough asked what would be gained by not signing up now. She said there are simply no other options and although the amount is minimal it is still something.

Commissioner Ahern said that he felt that he didn't get the information in a timely manner and he thought that there might be some legislation coming out of Concord that could make a difference. Director Clough replied that she didn't know what other information could be provided to help in this decision. She felt that the administrators are paid to do their jobs and advise the Commissioners on decisions such as this and if the recommendations are continuously questioned it makes it difficult to continue making recommendations. Commissioner Ahern said he did not think that statement was fair and that he felt that he wanted to be able to ask questions. He said this is a tough issue and a lot of money is being spent on this and he feels the need to ask questions.

Director Clough said Commissioner Ahern certainly can ask all the questions he would like. It makes it difficult to move forward if decision making keeps getting pushed back by the Board and that it just makes sense to take advantage of the \$3100 since there are no other options.

HRD Simpson said that he would offer Commissioner Ahern any assistance he could to answer any questions that he might have about any issue.

Commissioner Cryans stated that there are very few competitors looking for business so the costs are not favorable.

Director Clough recommended keeping Primex as the vendor. She said no other changes have been decided upon regarding plans, co-pays, deductibles or anything else and said that it was a delicate balancing act.

Commissioner Burton moved to approve the recommendation to sign the contract with Primex as the health insurance carrier which was seconded by Commissioner Ahern. All were in favor.

The Commissioners then signed the contract.

Commissioner Burton moved to approve the minutes from February 1, 2011 which was seconded by Commissioner Cryans.

There was some discussion as to how the minutes should be moved and if there were changes or corrections if that should be done prior to moving the minutes.

Commissioner Cryans asked if there were any changes.

Commissioner Ahern made some modifications

Commissioner Burton then moved to approve the minutes as amended which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the check registers.

A resolution from Community Guaranty Savings Bank which reflected the name change of the County Treasurer was signed by Commissioner Burton.

The Commissioners reviewed the DoC Superior Court Report.

Director Clough informed the Commissioners of the February birthdays at the Nursing Home in the event they could attend.

A letter from the town of Hanover responding to the letter that was sent by the Dispatch Center was presented to the Commissioners for their perusal. Commissioner Cryans asked the other two Commissioners if they had any other correspondence from towns in their district regarding the Dispatch letter and they replied that they had not.

Director Clough informed the Commissioners that Martha Richards had asked both she and Supt. Oakes to sit in on a conference call regarding grants surrounding a possible biomass project.

Commissioner Burton stated that the sooner the County can get off of oil the better whether it be biomass or biodiesel. Commissioner Ahern asked if he could sit in on the conference call and Director Clough said of course.

Commissioner Ahern said that he thought that Dr. Farag could come and speak with the Board on the 22nd of February to discuss the prospects of biodiesel so the Commissioners marked that as a tentative date.

Director Clough presented the Commissioners with a renewal contract for the Dept. of Motor Vehicle space at the Courthouse. There was no increase in the amount.

Commissioner Burton moved to approve the contract for renewal which was seconded by Commissioner Ahern. All were in favor. Commissioner Cryans signed the renewed contract.

Next Tuesday Commissioner Cryans, Executive Director Clough and Supt. Libby will have two (2) telephonic meetings with Moody's and Standard & Poor's for the bond rating for the second bond issue. The plan is to have the bond opening in early April with funds available in mid April.

Commissioner Cryans signed the monthly Drug Court Report.

Director Clough said that she was removing former Commissioner Richards from the County credit card and asked Commissioner Ahern if he would like to become a signer on it. He declined the offer.

Director Clough will be presenting the Commissioners with the new Primex proposal for property liability once she finishes going over it.

There was a discussion about removing a lien that the County has on the Whole Village property as the result of a CDBG loan project that was done through the County 15 years ago. D. Lane will be speaking with CDFA about it first before any decisions will be made. Commissioner Cryans said the property is in Commissioner Ahern's district so he would like to have him weigh in on it when the time comes. Commissioner Ahern said that he would want to see the loan documentation before making any decisions and he also noted concern that the programs that would be proposed in the future would be covering the citizens of Grafton County.

COMMISSIONER ISSUES:

Commissioner Burton said he would be attending an Upper Valley Tea Party meeting on the 26th to discuss County issues.

There was a discussion about updating the Commissioners brochure and Commissioner Ahern had agreed to have some information added to it.

Commissioner Burton attended the NHACo meeting last Friday and he and Commissioner Maglaras made a presentation and brought back some information. Commissioner Cryans who was also in attendance thanked Commissioner Burton for the presentation saying it was very informative.

Commissioner Burton said he spoke with Cheshire County Administrator Wozmak and he said that they were considering closing their farm and that they do not use inmate labor there.

Commissioner Burton said he would be revising the Farm Bill resolution to be presented at the NACO conference in Washington DC.

Commissioner Cryans said that there is a new Lebanon City Manager, Gregory Lewis from Lockport, NY who is replacing interim Manager Len Jarvey.

*12:32 PM - Commissioner Ahern 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 Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and will now go into non-public session.

*12:38 M- Commissioner Cryans declared the meeting back in public session and to seal the minutes of that session. The Commissioners then moved on to the next item of business

*12:38 PM - Commissioner Burton 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 (c). Commissioner Ahern seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner

Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and will now go into non-public session.

*12:42 PM– Commissioner Cryans declared the meeting back in public session and to seal the minutes of that session.

12:42 PM Being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 25 – February 7, 2011

COMPLEX

Snow Removal – The frequency and amount of snowfall in the last 2-weeks has been very challenging. We've spent countless man-hours shoveling; snow blowing, clearing roofs, plowing and relocating large piles of snow to make room for future snowfalls. Although snow weary, my staff continue to do a fantastic job keeping the complex open and accessible

Elevators – Stanley Elevator technician completed quarterly inspection of all complex elevators

Parking Lot Lights – Light out by nursing home generator shed...replaced bulb from boom-lift

COURTHOUSE

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

Elevator – 1st floor outer door clutch assembly broke...replaced clutch but elevator will not work. Called Stanley Elevator

Lighting Upgrade – Removed old T12 bulbs and ballast from Probate Courtroom and installed new energy efficient T8 bulbs and ballasts

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen Appliance – Grilling oven will not light...replaced bad thermocouple

Kitchen Appliance – Upper Garland bakery oven intermittently will not light. Gas appliance contractor troubleshoot to bad thermocouple...contractor ordered part and will install it when it arrives

Kitchen Sink – Staff snapped faucet off sink by ice machine...temp fixed and ordered new replacement

Stand Lift - Model 898 Stand lift works intermittently...EZ Way is sending a new control box

Elevators – The service and main elevator door belts were worn. Stanley Elevator technician replaced them

Lighting – Replaced several burned out light ballast throughout the facility

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Snow Rails & Roof – The shedding snow off the roof completely tore off the snow rails over the south entrance, taking several roof slates with it. I've asked Julie to open an insurance claim and call out an adjuster

HVAC - Boiler feed pressure regulating valve sticking. Ordered rebuild kit and rebuilt valve

Emergency Egress Lights - Emergency egress batteries low and alarm beeping...replaced batteries

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – Someone left storeroom window open, causing section of fin-tube in kitchen storeroom to freeze and burst causing major loss of boiler system water. Cut out bad section of fin-tube and soldered in new section. Reservised boiler water and resumed normal operation.

Dorm South - Bathroom exhaust fan bearings worn out and fan no longer works...replaced fan

Staff Bathroom - Toilet will not flush...replaced tank valve assembly

FARM

Dairy Barn – Repaired a few broken water lines and replaced several broken stanchions in main barn

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Generator – Awaiting C.G Electric to finish fixing automatic transfer switch

Plumbing - Kitchen sink drain wouldn't drain...found drain line frozen in mechanical room. Wrapped drainpipe with heat tape to thaw out and also installed insulation

VEHICLES & EQUIPMENT

¾ Ton truck – Replaced cutting blade on plow

Other

Nothing to report

Jail Project

Construction Management (HP Cummings)

- Daily project oversight
- Tenting and heating various areas for masonry work and concrete slab pours
- Blocking roof edges, hatches and skylights
- Quality control of masonry and steel work
- Snow removal

Sitework (Morrill Construction)

- **Area H & G:** Continue backfilling underground plumbing and electrical to prep for slab pour

Concrete (S.D. Ireland)

- **Area C:** In process of forming elevated slab above segregation cells
- **Area D:** In process of forming elevated slab above 1st floor dorm rooms
- **Area F:** Formed and poured elevated slab above 2nd floor east cells
- **Area H:** Formed and poured washer isolation slab, cooler, freezer and dry-goods storage slabs and dining room slab

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Electrical (Interstate Electrical)

- **Areas G & H:** Completed most underground conduits in H and in process of working underground conduits in G
- **Throughout:** Working hand-in-hand with Mas-Con and S.D. Ireland imbedding conduits in walls and slabs as they progress
- **LED Lighting:** Putting together pricing for energy efficient LED lighting for site lighting and high bay fixtures used in fresh air courts

Plumbing (Granite State Plumbing & Heating)

- **Throughout:** In process of hanging pipe hangers and piping for geothermal and domestic water systems.
- **Area H:** Installing regular and trench floor drains throughout kitchen, dining room and laundry

Masonry (Mas-Con)

- **Area B:** Constructed walls that make up contact visitation family rooms
- **Area C:** Constructed segregation cell areas
- **Area D:** Completed 1st floor cell and chase areas
- **Area E:** Constructed walls in elevated slab mechanical room between Areas E & F
- **Area F:** Constructed walls on elevated slab above 2nd floor west cell areas and in process of prepping to do east side
- **Area H:** Completed constructing walls along west side of corridor that leads from Control towards trash chute. Constructed maintenance office and bathroom walls

Fire Proofing Contractor

- **Area B:** In process of fireproofing steel throughout

Sheetrock Contractor

- **Area B:** In process of installing metal studs to form outer walls on west and north sides

Steel (Norgate)

- **Areas B and H:** Awaiting SMRT's approval on recommended fixes in various locations

Roofers (The IRC Group)

- **Area A:** Completed approximately ¼ of this area. Snow keeps hampering this effort

Injuries – No new ones to report

Schedule – Still 2-3 weeks behind on schedule. Weather continues to be the greatest factor

Quality Assurance – Nothing new to report at this time

February 8, 2011

Commissioners Report

1. Population:	In-house: 81	Maximum: 18
		Medium 22
		Minimum north: 11
		Minimum south: 10
		WHOC: 10
		Max/Handicap: 02
		Lockblock/Seg: 08
Weekenders: 8	Out of facility: 45	

2. Community Corrections Report

- a) **Drug Court – supervising (19) *1 in custody**
- b) **Electronic Monitoring – supervising (7)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – Patten Library – North Haverhill**

3. General:

- a) **Direct Supervision Training @ Two Bridges Regional Facility - update**
- b) **Facility maintenance - update**

Upcoming events:

Friday March 4, 2011 @ 6pm – I'll be speaking at the Lyme Congregational Church's Men's Group – regarding jail programming – guest of Earl Strout

March 9, 2011 – Myself and Sgt. Paronto will be meeting with Cheryl Powers and Melanie Gosselin – Director of the NH Food Bank to discuss vegetable donations and inmate training projects