

GRAFTON COUNTY COMMISSIONERS' MEETING
 3855 Dartmouth College Hwy.
 North Haverhill, NH 03774
 Tuesday, March 1, 2011

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

OTHERS: Harold Brown.

Maintenance Supt. Oakes, Sheriff Dutile and Communications Director Andross arrived

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

Supt. Oakes was present for the opening of bids solicited for trash/recycle and fuel.
Trash/recycle bids were opened first.

Trash/recycle bids were to be broken out into 9 months for the existing complex and 3 months to include the Jail facility.

	9 months	3months	annual total
Pete's Rubbish Removal:	\$1275.	\$1600	\$16,275
CM Whitcher	\$1479.20	\$1479.20	\$17,750.40
Waste Management Opt. 1	\$1450	\$2070.	\$19,260
Waste Management Opt. 2	\$1242	\$1862	\$16,764
Casella	\$ 9,441	\$ 4,647	\$14,088

Supt. Oakes took the bids to look them over to be sure that everything was as specified.

#2 Fuels oil bids were open. Only two were received. Harris Energy had emailed and said they don't cover this area and Amenico, an alternative fuel company, had asked to bid and then said that the County would have to be retro fit in order to utilize the fuel and dropped out.

Irving Oil \$3.43725
 Dead River \$3.529

Because of the civil unrest in North Africa and the Middle East the price of fuel oil has become considerably higher than what was paid last year. The Commissioners discussed whether or not either bid should be accepted in the hopes that the prices will drop some. Amid this conversation Commissioner Ahern asked Commissioner Burton to take a message to Washington when he attended the NACo Conference and that was to drill for oil in this country.

Commissioner Ahern said that he was inclined to wait on the bid. Sheriff Dutile said that the State has locked in their gas price at \$3.57 a gallon for one year but the County does not have to purchase from the state pump if they can get a better price elsewhere.

There was much discussion as to what might be the best course of action and there was really no way to determine what might happen. If things were to stabilize over seas then perhaps they might get more fuel companies to bid at a later date.

Commissioner Burton moved to reject the bids for fuel oil for the County which was seconded by Commissioner Ahern. All were in favor.

Sheriff Dutile and Director Andross were addressing the Commissioners in request of a bid waiver for the installation of recording equipment for the Mobil Communications trailer. The Sheriff said they would like to be able to use the same equipment as was installed in the truck. Money was put into the budget from the Dispatch Capital Reserve for this equipment and they would like it to be compatible with what they already have. Amount for installation, equipment and training on equipment is \$7392.

Commissioner Burton asked where the trailer has been over the last month and Director Andross said that it hasn't been out much in the winter but last fall it was at the North Haverhill fairgrounds helping to look for a fugitive, it went to Waterville Valley looking for a missing person and to Colebrook for the factory explosion.

Commissioner Burton asked what the balance was on the capital reserve and Director Clough said it was roughly a little over \$200K.

Commissioner Ahern asked why there was a need to record events and Director Andross said they try to make it a habit to record everything that happens at public safety events. Commissioner Ahern questioned why they record the public and Sheriff Dutile clarified that by saying they only record the telephone and radio traffic and not actual people at the event.

Commissioner Ahern asked if there were any other manufacturers of this unit and Director Andross said not for the mobile units at this time. Commissioner Ahern reviewed the bid.

Commissioner Cryans asked if the Dispatch Center had been busy this winter and Director Andross said it wasn't too bad though there have been calls from some of the ski areas and some snow mobile accidents but nothing excessive.

Commissioner Ahern asked what the cost was to maintain the equipment, in particular the software and Director Andross replied the equipment is the whole story right now and he doesn't expect there to be anything necessary for the next two years.

Commissioner Burton asked about disclosure information as far as calls coming into the

Dispatch Center and Director Andross said that disclosure is decided upon by the municipality that the agreement is with and the Chief's decide what to release. Other than that the Center follows the Right to Know laws.

Commissioner Burton moved to approve the bid waiver for the installation of the recording equipment in the Mobile Communications trailer which was seconded by Commissioner Ahern. All were in favor.

Commissioner Cryans asked if the letter that was sent out to the towns from the Dispatch Center was done so in an attempt to take over all the dispatch centers and Sheriff Dutile said in no way were they meant for that purpose.

Human Resource Director Simpson arrived with his report *(see attached), along with a chart which showed the turnover at the County as requested by Commissioner Ahern. HRD Simpson recognized his staff for a number of different projects that they had worked on and completed.

HRD Simpson was voted in as a corporate member at Cottage Hospital.

In looking at HRD Simpson's report, Commissioner Ahern asked him what kind of information the Union was looking for to which he replied that it had to do with benefits and the call out record.

Commissioner Ahern said he too would like to review the information that HRD Simpson was providing and he would also like to see that for all the employees on the complex as well and that going forward he would like to see a more comprehensive report.

Director Clough said that getting that information might take some work from Dept. Heads because with non-union employees the information isn't normally sent to payroll as a call out but a request for earned time.

Commissioner Ahern said he would like to be able to see if there are issues with people calling out and Director Clough said that there is an attendance policy that Dept. Heads follow and if there is an issue then it is addressed.

There was further discussion as to how earned time is reflected in payroll.

Commissioner Cryans asked if callouts are often because of sick children and NHA Bolander, who had arrived, said that was the predominant reason.

Commissioner Ahern said that he would like to see an information printout on salaried employees as well showing what they had for earned time and sick time and HRD Simpson said he could do that.

Nursing Home Administrator Bolander presented her report *(see attached) and said that the census is 134 noting in particular that the amount of private pay residents is considered "healthy".

Family Day is scheduled for May 7th this year and they will again be doing an ice cream social which seemed to have gone over very well last year.

The information dispute resolution is currently under review.

NHA Bolander presented a request for out of state travel for the Health Information Manager Robbins to attend a regional conference in Connecticut at a cost of \$450 plus travel. NHA Bolander said that HIM Robbins will receive 12 CEUs for attendance and needs 30 a year to keep her status. The Health Information Manager does all the coding for billing and needs to keep up on all the latest codes and changes, particularly with all the new federal changes.

Commissioner Burton moved to approve the out of state travel which was seconded by Commissioner Ahern.

Discussion:

Commissioner Ahern asked if the credits can be obtained by internet attendance and NHA Bolander said that one has to be present to attend the workshops and HIM Robbins needs to see the national speakers.

Commissioner Ahern said that there is a need to address the increasing cost of County government and to try to do things as differently as possible and that departments should be looking instead at online course. He said that he plans to vote against this request.

NHA Bolander said this has been budgeted and that HIM Robbins participation at the conference is a huge benefit to the Nursing Home and she feels it is critical that HIM Robbins be allow to attend.

When the vote came down Commissioners Cryans and Burton were in favor and Commissioner Ahern was opposed.

NHA Bolander presented the Commissioners with price quotes from five separate vendors for the purchase of 30 ROHO cushions. The cushions are used to put on wheel chairs to soften them for the resident. Costs were as follows:

Direct Supply	\$ 7,348.70
Sammons Preston Rolyan	\$ 8,949.16
Colonial Medical	\$ 9,641.96
Medline Industries	\$ 9,930.00
AlIMEd	\$10,315.19

Commissioner Ahern said he was not ready to vote on this without looking at the bid. Commissioner Cryans said that it sort of defeats the purpose since NHA Bolander has obtained five bids and she is asking for approval for the lowest.

Commissioner Ahern asked what was being used now and NHA Bolander said ROHO cushions but they are becoming flattened and uncomfortable and it is time for new ones. Price per cushion ranges from \$295-\$500 each and the money comes out of the supply line which is under expended right now.

Commissioner Ahern asked if there was anything else on the market that was similar and

NHA Bolander said there was not. Commissioner Cryans said that he trusted NHA Bolander's judgment and comes down on the side of agreeing to the purchase. Commissioner Ahern said they are an awful lot of money but having asked questions feels comfortable in agreeing.

Commissioner Burton moved to approve the purchase of ROHO cushions from Direct Supply in the amount of \$7,348.70 which was seconded by Commissioner Ahern. All were in favor.

Register of Deeds Monahan presented her report *(see attached) along with the revenue figures from the month of February which shows them to be in good shape. She said that revenue was up and that was due mostly to two large sales.

RD Monahan said that she is very concerned about having a water sprinkler in the basement above the records and plans to start looking at an alternative plan.

Deeds personnel are keeping a staff calendar for days off so that time is well documented.

RD Monahan requested permission for out of state travel to go to Illinois, May 18-20 for a Fidler Educational Seminar in which all expenses with the exception of travel to and from the airport will be paid for by Fidler.

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

There was a discussion about paying mileage to the Register for trips made back and forth to the bank in her own vehicle. RD Monahan has been keeping a record of mileage. She said that she just had a conversation with NHA Bolander who offered to have the Nursing Home courier take the money if needed. The courier is bonded. RD Monahan said she didn't see an issue with that. She is also looking into the check capture machine which would eliminate most of this issue.

Commissioner Cryans said that if anyone uses their personal vehicle to do County business then they should receive mileage.

Commissioner Ahern said that there should be County wide policy on the use of vehicles.

Commissioner Burton said that if RD Monahan felt comfortable using the courier than that would be fine but felt that if she used her own car she should be paid mileage.

Commissioner Burton then signed the travel reimbursement request from the Register of Deeds.

Commissioner Ahern said that if there is no policy in place regarding travel and vehicles then one should be established.

11:12 The Commissioners took a brief recess

11:17 The meeting was called back to order.

Maintenance Superintendent Oakes and Corrections Superintendent Libby arrived along

with Bill Kitchel and Brian Haas from **VIS Construction Consultants** out of Burlington Vermont, who were invited by Commissioner Ahern to discuss whether or not they could be of assistance to the County regarding the position of Clerk of the Works. Commissioner Ahern stated that this comes as a follow up to his request for Clerk of the Works for the Jail project.

Mr. Haas said he and Mr. Kitchel were there to provide information regarding services and not to say that that the Jail team (Director Clough, Supt. Libby and Supt. Oakes), were doing anything inadequately, but would like to ask some questions.

Mr. Haas stated that the company, to which he is the owner, had been in business for 25 years and acts as construction consultants and are generally called in because of the time, expertise and staffing they can provide. Their services are as owner's representatives and a number of aspects to construction projects are offered. He said that Mr. Kitchel is a well seasoned project manager.

Commissioner Cryans suggested having each team member go over what their role of the Jail project was. Commissioner Cryans said that to be fair, Commissioner Ahern was not at the table when the whole process started and noted that both he and Commissioner Burton have been with the project from the beginning.

Supt. Oakes said he has been involved from the beginning of the planning process though admitted that he has not been involved in a project quite this large before. He stated that this project has a number of different contractors and consultants and went over what each of them provided. He gave an extensive overview of what his responsibilities were and the meetings that are attended regarding the project.

Mr. Haas asked Supt. Oakes if he felt he could use help with either the new facility or at his described position and Supt. Oakes replied that he had a good staff that takes care of the general operation but said there were times when he could use more time on the Jail site.

Mr. Haas asked about whether or not communication with HP Cummings was good and Supt. Oakes replied that they were very proactive. He said that all members can tap into information from a server on the construction site

Supt. Libby stated that its been very helpful that the Construction Manger was on the project during the redesign. He then discussed the Transition Team and their role in the project.

It was noted that although each person has an individual portion they all work as a team to bring it all together. Supt. Oakes said that both SMRT and HPC are aware of the process and everything appears to be working smoothly.

Mr. Haas said that resolution of problems in an expedient manner is key.

Handling of finances was discussed and Director Clough said that was her main area of expertise and she went over some of the things she is involved with.

Mr. Haas asked if the contract had an audit clause saying that there are ways to bump up certain costs regarding wage rates for change orders. He suggested an audit process and if

there isn't one in the contract it might be a good thing to discuss with SMRT and Director Clough said she would follow up on that.

He also stressed the importance of keeping field reports and minutes of all meetings as well as progress reports as they can be the determining factor in dispute. Director Clough stated that very good records were kept.

Mr. Haas said that in his opinion the Jail team is doing a very fine and thorough job according to what he's heard at this meeting. He said that the original concern was the passing of information but because of the shared file system and communication amongst one another in this team scenario it appears to all work. He said that it is best for the team to keep their antennae up as to pieces that might be missing but for all accounts the team is paying attention and doing well.

Commissioner Burton said first off that he was very impressed with the qualifications of VIS which were shown on their resume and it was obvious they were well experienced. He also said that he is just as impressed with the work that Supt. Oakes, Director Clough and Supt. Libby are doing. He asked Mr. Haas and Mr. Kitchel if they saw any rough edges or anything that is out of order and said that he would understand if they didn't feel comfortable speaking about it now.

Mr. Haas said that as much as they would like to be able to offer the County something it doesn't appear that they need anything. He said that he would happily be available however if something should come up where the County felt that they might need some assistance or if at some point the team felt overwhelmed.

Commissioner Cryans thanked Commissioner Ahern for bringing in the consultants from VIS and he said that he appreciated their candor.

Mr. Kitchel and Mr. Haas were thanked for time in coming in to speak with the Board.

Supt. Oakes stayed on to give his recommendation for the trash/recycle bids to the Commissioners, which was Casella Waste who currently holds the contract. They were they lowest bidder.

Commissioner Ahern moved to accept the bid from Casella Waste for the annual amount of \$14,088 which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton moved to approve the minutes from February 2, 2011 which was seconded by Commissioner Ahern. All were in favor.

The Grafton County Conservation District annual meeting will be on April 7, 2011 at the Common Man in Plymouth from 6:00 PM to 9:00 PM.

Director Clough asked the Commissioners if they were under the impression that they were approving paid time off for the County Attorney's staff when they agreed to allow them to close the office for a party. Director Clough said typically when a request like this comes in, unless it is specified then employees generally use their earned time and there was nothing specified in this request.

Commissioner Ahern said that he thought they should be using earned time and Commissioner Cryans agreed that earned time should be used.

A letter of appreciation was received from the Lebanon Police Department which thanked the County Attorney's office for all their help with cases and noted that they looked forward to the Mental Health Court.

A request for out of state travel was made by the Victim Witness Coordinator for a trip to Austin, Texas for Sexual Assault Response Team training from May 25th – 27th in which the registration cost is \$425, the room is \$104 per night and the flight is \$320. Money is in the budget for the trip.

The New Hampshire Charitable Foundation will hold its annual meeting on June 8th from 4:00 PM to 8:00 PM at the Radisson in Manchester.

Director Clough updated the Commissioners on the NACo Prescription Drug Plan for the month of January saying that the total savings were \$8059 or 27.53% and there were 222 users.

The MicroCredit 09 monitoring report was received, as was the close out agreement which was signed off on by Commissioner Cryans.

North Country Council will be holding their NCC Quarterly Representative Meeting on March 16, 2011 from 5:30 to 8:00 PM at the Littleton Senior Center.

MicroCredit 10 final payment request was received from CDFA which was signed by Commissioner Cryans and the accompanying warrant was signed by both Commissioner Cryans and Burton.

Commissioner Burton said he would like to have John Hamilton come in and update the Commissioners as to what is going on with MicroCredit these days.

Director Clough said that she had heard from D. Lane who informed her that CDFA is willing to release the lien on the Whole Village property if the Commissioner do so want that and if the United Way and Whole Village sign an MOA that states that United Way will continue to provide services to low to moderate income families.

Commissioner Ahern said that he was surprised to hear that the town Selectboard was unaware of the proposed sale.

Director Clough said she didn't know if Whole Village and the United Way are in agreement with the MOA so the Commissioners don't have to do anything until that becomes clear.

Director Clough said she is still waiting on information regarding the property liability with Primex but should have a better idea within a couple of weeks.

Information from a company who was interested in purchasing the Nursing Home should

it ever be decided to privatize it, was given to the Commissioners.

In regard to the out of state travel request from the Victim Witness Director, Commissioner Ahern said that he would think that there would be seminars online available and just because there is money in the budget they shouldn't have to spend it. Commissioner Cryans said that he would like to hear from C. Kniskern or Attorney Saffo first before making a decision.

COMMISSIONER ISSUES:

Commissioner Burton said he feels the Board should take some action on the three biomass plants in the County in Alexandria, Bridgewater and Bethlehem regarding PSNH. Commissioner Ahern asked if there was any way that Commissioner Burton could speak with the governor and about allowing negotiations with PSNH. Commissioner Burton said that is really out of his realm.

Commissioner Burton will be attending the NACo Conference in Washington DC and will not be here on March 8th. He will not be able to make the meeting on April 26th.

Commissioner Ahern said that he is revisiting the manure spreader situation and he doesn't understand why the spreader is used 365 days a year. He said that he went out to the area and the set up to take the manure out is inefficient and he thinks the Board erred in deciding to buy a new spreader. He said this is more ammunition for those who want to get rid of the Farm.

Commissioner Cryans said that he has only heard of one person who vocalizes about getting rid of the Farm and Commissioner Burton said that even though the Farm doesn't make any money there is support for it in this area because of the strong support that Farm Manager Kimball has with other farmers.

There was a discussion about the possibility of having an inmate going out to the barn and carding the cows. Commissioner Ahern said that there isn't any reason why to have cows caked in manure.

1:38 PM Being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 March 1, 2011

1) **HR Activity Report** (2/14/11 to 2/28/11)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	3 Full-Time/1 Per Diem	2 RN/LPN/LNA

- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	2
Corrections	3
County Attorney	1

- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	14 (6 are intermittent)
Nursing Home – Non-Nursing	2 (2 are intermittent)

- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
RN/LPN (3 positions)	Corrections	Open to all applicants
LNA (2 positions)	Nursing	Open to all applicants
LNA	Nursing	Internal applicants only
Dietary Aide	Nursing Home	Internal applicants only

Summary – The critical vacancies are RNs/LPNs for the Department of Corrections. DOC is currently interviewing candidates. For the Nursing Home, staffing is looking fine with the only openings for LNAs and unbenefited part-time Dietary Aides.

2) **Benefits** – On February 22nd, Ken Baron (Social Security Administration) and Travis Lowe (Nationwide) were here to conduct in-services to our employees. 12 attended. Topics included: Group II pensions, 457b plan, when to contact Social Security when considering retirement, status of social security benefits, and planning ahead for retirement.

Human Services Director Nancy Bishop and I are working together on the “Prime 3” recognition. Once completed, that would generate additional discounts to our workers’ compensation and liability insurance premiums.

3) **Legal** – Norm O’Neil, HR Director at Belknap County, testified on behalf of the HR affiliate group on changes to RSA 28:10a to the Municipal and County Government Committee. Committee voted unanimously to the proposed changes under HB 594. The bill is expected to go to the full house during the first week of March.

4) **Nursing Home 2010 Turnover Report** – See attachment.

5) Internal HR Operations –

- Karen Clough completed detailed report on employees eligible to retiree in 2011 for the Executive Committee.
- Wanda Hubbard been working on several projects for the following departments: Nursing Home, Department of Corrections, Payroll, and fulfilling a Union request.
- I conducted HR orientation with Jaime Gadwah, Nursing Home's new Staff Development Director.
- I am finishing up the HR Budget and should be completed this week.

6) External Meetings – HR Affiliate met on 2/18. Many counties are currently working on updating their safety manuals. We also shared preliminary data on each counties health insurance renewal increases and compensation plans for 2011.

On 2/28, I attended Cottage Hospital's Annual Meeting where I was nominated and voted in as a corporate member.

Commissioner's Report

Date: 3/01/11

Census: 134

Medicare: 5

Medicaid: 102

Private: 27

Other: 0

Admissions: YTD: 15

Discharges: YTD: 3

Deaths: YTD: 6

Projects:

Budget development

QIS (Quality Indicator Survey) Prep

MDS audit group formation

HIPAA/ICD 10 50/10 prep

Family Day: May 7, 2011: Nursing Home Week

Outstanding Issues:

Informal Dispute Resolution

Legal issues

Employee request

Competitive bid

**Registry of Deeds
Grafton County New Hampshire
Summary February 2011**

February

- The Budget has been my priority this month, as I am new to this position, I am examining every aspect.
 -
 - Revenue is up see Attachment #1. Foreclosure remains level with 14, exactly the same as February 2010.
 -
 - The staff and I have reviewed and revised the job descriptions.
 -
 - I have met with Carol Elliott to discuss the RD Surcharge/Equipment account and the maturity of the CD that is part of that account. Beth Wyman and I also consulted on this and have determined that the rates were so low that it would be best to transfer the balance of the CD that matured on 2/9/11 of 62,334.74 to the Money Market in order for the entire amount to be liquid and available for use in July. What is not spent could then be possibly put into a new CD in July for a year if the rates recover. This timing would more efficient for our fiscal planning. The balance is approximately \$114,604.87. I do not have the exact number to date as C. Elliott has sole access to that information on a daily basis.
 -
 - I have completed a cost analysis of driving to the bank daily vs Woodsville Savings check processing system /Merchant Capture. This system was examined by the staff and the former RD and was not feasible at that time 7/10, as the cost would be \$50 per month for processing and at that time we were handling a much greater volume of cash. The cash has significantly dropped off in the months since this was first examined. There was also an accounting drawback that we have negotiated with WGB. They will now accommodate our request to be billed annually for this service. As we have determined, there is an actual cost involved in the RD or Deputy RD using personal vehicles for County business. See attachment #2. It is my conclusion that it would be cost effective to proceed with the contract with WGB for check processing and I will include this proposal in my FY 11-12 Budget Request. We are now also enrolled in E-statements. We will still need to go physically go to the bank with cash, just not on a daily basis.
 -
 - Mary DeRosia has taken responsibility for compiling our RD Accounts Email distribution list. 127 accounts responded to our request for email addresses. 11 town offices have responded. It is my intent to use this list to inform our account holders & towns of possible changes to procedures. I will be following up with the towns by USPS that have not responded. My long term goal is to offer a better dialogue with individual town planning boards ultimately saving time and money for everyone.
-
- On 2/18/11 I attended a meeting with NH Register of Deeds Association and the Surveyors Association. The NH

**Registry of Deeds
Grafton County New Hampshire
Summary February 2011**

State Archivist was also in attendance. We discussed the various challenges that we face as we all seek to incorporate new technology and balance the need to insure security and protect the older records and methods. This is a rapidly evolving situation. We all agreed that E- filing is on the horizon. We meet again 3/3/11. I have asked my Deputy Register to join me, as she is a valuable team member. I presented the new revenue concept that I had mentioned in my January report to the Commissioners. It was well received by the Surveyor's Association Chair and I will make a more formal presentation on 3/3/11 to the NH RD Association.

- On 2/4/11 Paul Roth announced the Fidler Educational Seminar will take place in Rock Island, Illinois on May 18-20. Considering that our contract with Conner & Conner/ Fidler expires on July 1 2012 the other NH RDs and I agree that it would have been a good idea for me to attend this year. This trip was not budgeted and I declined.

- On 2/15/11 Paul Roth contacted me stating that the Fidler people have offered to cover my airfare, hotel conference costs and meals. With this, the only expense to the County would be my mileage to and from Manchester Airport and parking. That mileage would be \$202.10. That money is available in our travel line of budget. I request permission from the Commissioners to make this trip.

-
- I have been researching alternatives to our water sprinkler system in our basement storage area for our oldest paper records. It is this type of costly project/equipment that the Surcharge/Equipment Fund was designed for, a savings account for the Deeds office to accommodate modernization of equipment. I have a meeting 3/8/11 at 8:00 am with a firm that Belknap County used in 2010 and was very pleased with. I have invited Head of Maintenance Jim Oakes to join us.

-
- I have been staying informed on developments with Northern Pass. I plan to attend the Lincoln and Plymouth scoping hearings on 3/16/11 & 3/18/11.

-

-

Respectfully Submitted
Kelley J. Monahan Register of Deeds
Grafton County, New Hampshire
March 1, 2011