

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday, April 12, 2011

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

OTHERS: Harold Brown (intermittently)

Commissioner Cryans opened the meeting at 9:06 AM with the Pledge of Allegiance

Farm Manager Kimball arrived with his report and Dairy Specialist Mike Lunak was in attendance.

The Farm is milking 74 cows, shipping 10,600 #'s of milk with an average of 71#'s.
Price of milk is \$20.50.

Some planting has been done in the greenhouse and spring work is underway.

Three litters of pigs have been born equaling 24 piglets.

A group of children came and visited the Farm last weekend and other animals had been brought in for them to see. This was a program put on through UNH.

Sheep shearing day will be held May 21st.

FM Kimball put together some information for the Commissioners regarding the cost of sawdust from Cersosimo and information about using shredded paper for bedding. Commissioner Cryans asked if FM Kimball had given this a thorough review and he said he had and added that he has had difficulties with Cersosimo and the sawdust, if hard wood, gives the cows mastitis. Commissioner Cryans said he appreciated the thoughtful approach to the information provided and said that if FM Kimball thinks he's done the best he can than he accepts that.

FM Kimball said he might be able to cut back on sawdust or perhaps mix it with other things such as dried corn or grass but he must be careful exactly what he puts under the cows.

M. Lunak said that it might be okay to put certain things under the heifers but he would be careful about putting certain things under the cows because of bacteria. He said there aren't many choices when it comes to sawdust and because of the configuration of the area here at the County, sand is not an option.

There was a discussion about the use of shredded paper and M. Lunak said it could be used but it does come with its own set of problems.

Commissioner Ahern thanked FM Kimball for his report and thoroughness and for putting together all the information.

FM Kimball said that he received a total over \$1500 for the sale of the two beef cows and said that he may want to get rid of more if the Commissioners are inclined to waive bid in the near future.

Commissioner Ahern said that he would like FM Kimball to find at least three or four competitive bidders for the purchase and he would feel more comfortable about that.

FM Kimball said that the pigs are pretty much all spoken for at this time and people will have to go onto a waiting list. He said that the plan was to sell them for \$75 but he feels that if he raised the price to \$100 he would still sell out. Commissioner Ahern asked if that price was in the Market Bulletin and he said it was.

Commissioner Burton said he would encourage the Farm to stay at market price.

Commissioner Ahern said that if the going price for piglets is \$100 then he feels the County should be selling them at that amount.

Commissioner Burton noted that that he has visited five Selectboards and has not heard anything negative about the County including the Farm.

Corrections Superintendent Libby arrived with his report *(see attached) saying that there are 95 inmates in-house, 18 in Drug Court and 6 on electronic monitoring.

Supt. Libby asked the Commissioners to approve the transfer of a state prisoner to the County facility temporarily as he will eventually be transferred out of state.

Commissioner Burton moved to approve the transfer which was seconded by Commissioner Ahern. All were in favor.

Supt. Libby brought up the possibility that they might not receive the Governor's Commission Grant in the amount of \$76K which is used for alcohol and drug treatment and wanted the Commissioners to consider whether or not they would fund that amount for a counselor if the grant doesn't come through.

- Nursing is now fully staffed.
- Three people have been promoted at the Jail and B. Minot has received the employee of the quarter.
- Out of the two bee hives, one has survived and is thriving while the other hive has lost its bees.
- The Jail will be providing four veterans to go to the Governor & Council Breakfast honoring veterans for County month.

Supt. Libby informed the Commissioners that the Sullivan County Superintendent of Corrections has said that he feels the protocol regarding the transferring of inmates is suitable and doesn't feel as though there is any need to change or receive approval by the Sullivan County Commissioners by putting in writing that they will accept all responsibility for medical expenses as Commissioner Ahern suggested.

Commissioner Cryans thanked Supt. Libby for the last tour of the new Jail and said that he will be there when the legislators tour next Monday. Supt. Libby said he is very pleased with the progress and that crunch time will be coming for the transition team.

Commissioner Ahern asked if there was some kind of report stating that the Commissioners toured the Jail according to their statutory obligations and Supt. Libby said he usually just sends a letter. Commissioner Ahern asked for a copy of the letter.

Commissioner Ahern voiced his concern with the choice of television that inmates were allowed to watch. He said that the first channel he noticed was VH1 where there were scantily clad ladies on the screen and the second he saw was a VHS tape and on the screen at the time was a prison setting which included a fight. He said those things can not be beneficial to the day to day operation of the facility and said he thought programs should be more guarded.

Supt. Libby agreed and said he would have someone go through the tapes and screen them for content. He said he would have to investigate further to see if program channels could be blocked. He said he would make the adjustments accordingly.

Commissioner Cryans asked if everyone had a chance to read the minutes from March 31st budget meeting and if anyone had any changes.

Commissioner Ahern moved to approve the minutes from March 31, 2011 which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from April 4th Commissioner meeting and if anyone had any changes. Commissioner Cryans made an edit.

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

Commissioner Ahern stated that in regard to the minutes from the 4th the last paragraph read: "*Commissioner Cryans said that he didn't think he needed to sit there while Commissioner Ahern read everything*" which he found embarrassing and asked if Commissioner Cryans had read everything. Commissioner Cryans said that he has been over those types of papers before and didn't think it was necessary, but did apologize to Commissioner Ahern for that comment. He added that the implication was that both Commissioner Cryans and Burton were rushing the meetings along and he did not feel that was true.

Commissioner Ahern said he felt at times it is true and that both Commissioner Cryans and Burton rush out to go other places. He said there is a multi-million dollar budget to deal with and he plans to read every document that comes through.

Commissioner Cryans said that perhaps they need to do a better job at making sure that information is prepared ahead of time so that it can be read beforehand.

The Commissioners signed the check registers.

A letter was received from HHS who rents a small office at the Courthouse (112 sf), and that on June 30th they will no longer be occupying that space. Director Clough said that \$1366 will have to be taken out of rent revenue.

The MS-5 Report of the 2010 revenue/expense from the unincorporated town of Livermore was received. The report is prepared by Coos County as they have a number of unincorporated towns and are more familiar with the reporting.

Commissioner Ahern moved to accept the MS-5 Report which was seconded by Commissioner Burton. All were in favor.

Maintenance Superintendent Oakes arrive with his report *(see attached) and an article from the Journal Opinion in which Woodsville Water & Light took issue with the County and the water tank, which he wanted to discuss with the Commissioners.

Supt. Oakes said that he feels the County should refute the article in the paper as it makes the County, and him in particular, look bad. He said that it contained downright lies and said that the bacterial issue was noticed by him and he told WW&L and they didn't even want to report it. He said he feels he's given his best to everything that he's done here on the County.

In regard to the valve he said the only reason that WW&L is exercising the gate valve is because he asked them to and because the County is paying them to do it. He said if the County didn't pay them they wouldn't do it.

Commissioner Burton said he feels that Supt. Oakes should respond and asked about the licenses that Supt. Oakes has, to which he replied that both he and his staff are licensed to maintain the tank according to DES standard.

Commissioner Cryans asked if Supt. Oakes had heard anything from WW&L regarding a meeting and Director Clough said that they have not responded to her request to a meeting. Commissioner Burton said that this is all the more reason to have a County water supply system.

Commissioner Ahern suggested that the furtherance of this discussion be done so in non-public session.

*10:10 AM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing the consideration or negotiation of pending claims or litigation according to RSA 91-A:3, II (e). 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 will now go into non-public session.

*10:40 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

Supt. Oakes briefly reviewed the Jail project. Commissioner Cryans thanked Supt. Oakes for all the detail that had been put into the Jail. Supt. Oakes will help tour the Executive Committee members on Monday.

Communications Director Tom Andross and Paul Hatch, Field Representative for NH Dept. of Safety Homeland Security and Emergency Management arrived to request approval for the submission of a grant through FEMA for the purchase of a uninterrupted power supply for the transmitter site. This is a 50/50 grant which requires a vote of the Commissioners. Total amount of grant is \$3682 with the County's portion being \$1841.

Commissioner Ahern asked what kind of backup they were looking at and Director Andross said that they will be adding battery backup to the radio units at Cannon Mt.

Commissioner Burton moved to accept the grant application in the amount of \$1841 which was seconded by Commissioner Ahern. All were in favor.

Edda Cantor from Goodwill Industries and Morgan Jamison from Goodwill Industries in Portland, Maine arrived to present a proposal to the Commissioners.

After giving a brief overview of some of the things that Goodwill Industries is involved with Ms. Cantor said that they have received a grant from the Federal Government and they are looking to set up an employment resource center which is intended to fill in the gaps of service for areas that may need service. She said that Grafton County is an area in need of this service.

What would be needed would be space, furniture in the space, internet service and a staff person to oversee the center. The grant pays for the computers, printers and the training of the staff member(s) to operate the site. The station would be open to the public to be able to come in and do job searches as well as workshops.

There were discussion about who would benefit from the service which would include people in the Drug Court program and those in Jail. Much discussion centered on how the inmates could benefit from this and Ms. Cantor said that the program is not specifically for the Jail population but for the general public to use, which is why it can not be set up in the Jail facility.

Commissioner Burton suggested that it would be good for paroled clients too.

Ms. Cantor said it would need to be opened 15 hours a week and part of the component is identifying employees who could champion the program.

Initial training of personnel would be around two hours and then would require another thirteen hours for certification.

Commissioner Burton said he is in support of this program and Director Clough said that someone needs to be identified as the person who is willing to run the program.

Commissioner Burton moved to support the program and allow it to be operated out of the County facility which was seconded by Commissioner Ahern. All were in favor.

County Attorney Lara Saffo arrived with her report to the Commissioners *(see attached). Atty. Saffo said that the CA's Office is seriously focusing on the abuse of prescription medications saying that methadone is the number one problem and that cocaine has been replaced by oxycodone.

Atty. Saffo said that a number of pharmacies and doctors offices do not communicate with one another making it easy to get duplicate prescriptions. She said that there needs to be special software to eliminate that flaw in the system.

There was a discussion about the consolidation of the Court system and Atty. Saffo said that though she is not privy to such information, what she has heard is that Probate, District and Family Court will all be combined to be called Circuit Court. Family Court as we know it now will likely no longer exist. All Court personnel will have to reapply for their positions. She said this is supposed to happen July first. She also said there will only be one Clerk for all the Courts. She said she hadn't heard anything about Haverhill District Court.

Commissioner Ahern asked some questions about the investigator's position and Atty. Saffo said that the biggest use is in responding to defense statements. She said that many small towns don't have the expertise to do certain investigations and this position saves Attorney time. Commissioner Ahern said he is very concerned that a police officer is unable to answer questions and has to resort to asking an investigator. Attorney Saffo defended police officers and said they have so many other things that they have to be proficient in.

Director Clough gave the Commissioners a copy of the proposal to put a sprinkler system in the archival area of Deeds.

Director Clough put together the information regarding the tax impact of the new Jail over the next three fiscal years. This information will be sent to the Towns, the Delegation and will be put on the website. She is also working on a press release about the actual cost of the project. Commissioner Cryans said he thinks [it's](#) important to let people know what the original cost was and he also wanted to make it clear that the project is \$5M less and that the County will not be using that money.

COMMISSIONER ISSUES:

Commissioner Burton suggested that the barns be swept out and that there should be a list made of unused property.

Commissioner Ahern said he thinks the County should have an inventory of all County items.

Director Clough said that the Farm, Jail and computer items have been inventoried as well as fixed items such as vehicles. She said there is not a complete inventory of every item owned.

All three Commissioners attended the Grafton County Conservation District Annual Meeting at the Common Man in Plymouth and there were about 50-60 attendees.

12:45 PM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

April 12, 2011

Commissioners Report

1. Population:	In-house: 95	Maximum: 25
		Medium 24
		Minimum north: 10
		Minimum south: 04
		WHOC: 14
		Max/Handicap: 03
		Lockblock/Seg: 15
Weekenders: 7	Out of facility: 45	

2. Community Corrections Report

- a) **Drug Court – supervising (18) *1 in custody**
- b) **Electronic Monitoring – supervising (6)**
- c) **Daily Work Release – supervising (0)**
- d) **Operation Impact – working the schools – Hanover HS last week**
- e) **Community Work Program – Painting @ the Clifford Building (old Woodsville Armory)**

3. General

- a) **Transfer from NHSP – approval/signatures required**
- b) **FY12 Budget – Governor’s Commission funding**
- c) **Facility Operations – update**
 - 1) **Staffing – Nursing**
 - 2) **Promotions**
 - 3) **Employee of the Quarter**
- d) **Sheep Shearing Day – Saturday May 21, 2011**

4. Commissioner Items

- a) **Commissioner Burton – update on County bee’s**
- b) **Commissioner Burton – info request from Haverhill Select board**
- c) **Commissioner Ahern – f/u on Sullivan County transfer**

Upcoming events:

April 4 – May 6, 2011 – NHAC Corrections Academy – Police Standards and Training

April 13, 2011 – G & C Breakfast - Concord

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Mar 22 – Apr 11, 2011

COMPLEX

Exterior Lighting - Flag lights in front of nursing home won't turn off during daylight hours...replaced photo control

Exterior Lighting – Throughout the complex there are a number of inefficient wall packs and site lights that we would like to upgrade to LED fixtures. We recently found a reasonably priced source for LED lighting and ordered one trial fixture to see if it would meet our needs. Using this LED fixture, last week we replaced a 175W metal halide wall pack fixture on the exterior of the Nursing Home with a 42 W LED one and are quite pleased with the result. We are in the process of trying to procure more LED fixtures for several other locations throughout the complex

Grounds – Started spring cleanup around complex...swept courthouse parking lot and raked a portion of grounds in front of the nursing home

Sprinklers – Tri-state Fire Protection completed the quarterly inspection of all sprinkler systems throughout the complex...all tested fine

Fire Alarms – Tri-State Fire Protection completed the 6-month secondary inspection of all fire alarms throughout the complex facilities. All tested fine. However, they did identify several backup batteries requiring replacement due to low amp hour readings. They also tested the elevator recall and shunt trip functions related to fire alarm activation. All checked good

Elevators – Stanley elevator completed their quarterly inspection of all elevators throughout the complex. All checked good

COURTHOUSE

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

HVAC – Boiler #2 kept going into misfire. Removed burner assembly and adjusted igniter probes

Lighting Upgrade – Completed installing new energy efficient T8 bulbs and ballasts in courtroom #2. The courthouse interior lighting upgrade project is now 100% complete.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Domestic Hot Water – The domestic hot water temperature in the 2003 Building will not stabilize and is subject to wide temperature swings following a 90-day cleaning of its small mixing valve...replaced the small mixing valve thermostatic group to correct the problem

HVAC – Kitchen storeroom condensing unit fan blade came apart and tore up condensing unit... replaced fan blade and hub. Condensor coils okay...not hit by fan blade

Elevator – 1969 Building elevator car and lobby trim at each floor worn and scratched from heavy use...painted all with durable oil-based paint

Electric Bed – Encountered numerous problems causing certain functions of the bed not to work. In most cases had to replace bad actuators, DJB controllers and actuator control boxes

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Windows – Identified numerous windows through out the facility that are fogged due to bad seal between thermal panes. Replaced several bad windows with warranty replacement windows

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 and ADA entrance, taking several roof slates with it. Also partially ripped rails off north entrance and tore up flashing in two locations. Secured exposed areas of roof and met with contractor to get repair estimate for insurance company. LGC approved quote...Robert Morgan & Co. will repair the roof and snow rails at the end of April

HVAC – Heat won't shutoff in Deeds service counter area...replaced MP521 zone controller to correct problem

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Phones – Jail East phone not working... replaced main box mounted conduit and wire from Control to phone

Doors – # 3 locking edge side of door dragging on floor... straightened door & welded brace to hold position

FARM

Dairy Barn – Repaired a few broken water lines and drinking bowls

Dairy Barn – Numerous stanchions broken and busted...welded some and replaced others

Pig Barn - Slop cooker has hole in it...welded on patch to fix it

Greenhouse - Split water line due to freezing...cut out bad section and soldered in new

MAINT/FARM BUILDING

Root Cellar – Added second makeup air fan, controls and perforated piping to completed modifications to improve airflow in root cellar

COMMUNITY CORRECTIONS

Generator – Completed hook up of automatic transfer switch. Just need to adjust generator frequencies to ensure smooth operation

Furnace – North Country Mechanical installed a new furnace to replace the one that had failed serving the back section of the building.

VEHICLES & EQUIPMENT

Sander – Unit failed to spread salt as designed...discovered spreader belt was worn...replaced belt

¾ ton & 1-ton Trucks – Both due oil and filter change...replaced filter and oil

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

¾ ton – truck – Windshield wiper and motor assembly failed...ordered warranty replacement through Walker Motors

Other

Jail Project

The following work has been completed since the last commissioner's report:

Area A

- Installed underground electrical conduit, underground piping, backfilled and compacted soils prior to slab on-grade placement in intake and booking areas
- Installed radiant floor heating pex tubing and manifolds in entry and lobby areas
- Poured concrete slabs on-grade in entry, lobby, control and property storage areas

Area B

- In process of installing sprinkler lines throughout
- In process of hanging heat pumps throughout, continuing to plumb geothermal and domestic water lines and continue to install ductwork
- Close to completing installation of doorframes, sheetrock and insulation throughout
- Majority of electrical is complete
- Installing sheetrock in elevated mechanical room

Area C

- Majority of cells, rooms and sally ports are constructed on 1st level
- In process of constructing tables and forming cap slab above NW segregation cells and the same for C mechanical room
- In process of constructing 2nd level maximum security cells in SE corner

Area D

- Majority of cells, rooms and sally ports are constructed on 1st level and elevated slab pour for 2nd level dorm areas
- Completed elevated slab pour for mezzanine between Area D and E

Area E

- Majority of cells, rooms and sally ports are constructed on 1st level
- Completed elevated slab pour for 2nd floor cells and mezzanine connected to Area D

Area F

- Roof completed over rec yard, housing unit and mechanical room between E and F
- Finished plumbing roof drains
- Completed enclosing shower chases
- Installed steel chases between cells
- In process of mocking up ducting and plumbing in chase
- In process of installing electrical panels and wiring space

Area G

- Still in process constructing walls that define offices and space

Area H

- In process of plumbing, hanging ductwork and heat pumps

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

- In process of installing electrical equipment, switch gear, panels and wiring
- Completed majority of block walls defining spaces throughout

Area J

- No change

Safety – Nothing new to report

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

Quality Assurance – Continue to have issues with steel work...HP Cumming is on top of it though

Office of the Grafton County Attorney
Lara Saffo, County Attorney
April 12, 2011

(1) Case management. We continue to see an increase in the number of cases being handled by this office. More specifically, last year, from January 1, 2010 until April 12, 2010, we received 134 cases. This year, for the same time period, we received 205 cases, a significant increase. Please remember we already tie Belknap County for the highest case load per attorney in the State, based on last year's figures. Moreover, we represent 38 towns and one city, many more towns and cities than Belknap County, and cover a much larger geographical area than Belknap County. We are also seeing an increase in the complexity of cases being presented for our review.

(2) April's Jury Trials

As I mentioned earlier, we had over 90 cases scheduled for trial in April, with 23 different defense attorneys. The court ultimately had time to schedule nine cases for trial, four cases that charged aggravated felonious sexual assaults and related charges, one burglary, one fraud and false swearing, one simple assault and criminal threatening (DV related), one manufacturing marijuana, and simple assault on an officer and resisting arrest.

(3) Case Processing Software. The County Attorneys continue to review the bids that were received by Friday, March 18, 2011. A subcommittee includes office administrators and IT departments. After reviewing the bids, the County Attorneys opted to request additional figures to include a web based option. Also, since there are new county attorneys, the county attorney agreed to have the bidders demonstrate their software again. This will occur on April 26th, 2011. In order to comply with the time requirements of the grant, a decision will have to be made by the end of April. Once a final bid is selected, and final costs are estimated, I will report the proposed costs to you. Hopefully the process will result in a cost savings to Grafton County.

(4) Public Safety Initiatives

a. The New Hampshire Partnership for the Protection of Older Adults

There was a successful training for law enforcement on March 8 and 9th, 2011. Deputy County Attorney Melissa Pierce is part of the training team, and members of law enforcement in Grafton County attended the training. I have attached a handout entitled "About The NH Partnership for the Protection of Older Adults."

b. Child Advocacy Center at DHMC

From January 1, 2011 – March 30, 2011 the Grafton and Sullivan County Child Advocacy Center at DHMC conducted forty seven (47) forensic interviews of children from Grafton County. There were additional children from Sullivan County. Over 75% of the children received follow up mental health counseling. All these interviews were digitally recorded.

c. Plymouth Area Sexual Assault Resource Team

Our PASART brochure is complete, and ready for printing. Speare Memorial Hospital has covered the cost of the printing. Special thanks to Jennifer Frank from the Plymouth State University Police Department and Carin Kniskern of the Office of the Grafton County Attorney. On April 16, 2011 at 10:00am the Plymouth State University Police and the S.A.G.E. Center will again hold its annual "Walk-A-Mile in Her Shoes" with the proceeds going to the Plymouth Area Sexual Assault Resource Team & Voices Against Violence. The public is welcome to attend this event.

d. Grafton County Drug Court Sentencing Program

Our graduation will be held on Monday, May 9, 2011. We hope to have six participants commencing on that date, our largest graduation to date. As always, the Grafton County Commissioners and the public are invited.

e. Grafton County Mental Health Court

This week the Mental Health Court Coordinator and I have a telephone conference with the Council of State Government. We hope to obtain input on our Mental Health Court Plan, so we can formally move into the Implementation stage.

f. Lethality Assessment

Lethality Assessment training occurred at the Littleton Police Department. The next training will be at the Haverhill Police Department, in conjunction with The Support Center at Burch House.

(5) Technology training in Washington D.C.

Previously you approved our investigator to attend training in Washington. Due to an illness in his family, he could not attend the training. We will review other cost effective options.

As always, if you have any questions, please do not hesitate to contact me. In particular, if you have any questions about our budget, I welcome the opportunity to answer any questions.