

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday August 16, 2011

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

9:05 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Maintenance Superintendent Jim Oakes arrived with his report *(see attached), and discussed the RFP which he put out for the biomass project.

There was a discussion about the automatic valve for the water tank and Supt. Oakes said he wanted to get everyone on board with the set up and the project might not take place until the spring.

The new Jail should be fully enclosed very soon and Supt. Oakes said things are moving along quite quickly now. Commissioner Cryans said he would like to get over there for another tour soon.

Commissioner Burton asked if all permits and inspection are up to date and reports available if anyone should like to see them and Supt. Oakes said they were.

Commissioner Cryans asked how the shape of the complex was overall and Supt. Oakes replied that mechanically things are sound and his department is just working on cosmetic things right now.

Commissioner Cryans asked the other two Commissioners if they had read the minutes and had any edits. Commissioner Ahern made some edits.

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

The Commissioners signed the check registers.

Director Clough presented the Commissioners with the NACo Prescription Drug discount report for July saying there was an overall savings of \$8,372 for an average of \$16 or 33.23%. There were 209 utilizers.

Director Clough presented a certificate of vote, for the Commissioners signature, on the Governor's Commission Grant, along with two resolutions for adoption which she read aloud. The substance abuse councilor at the Jail is paid for out of these funds.

Commissioner Burton move adopt the resolutions which was seconded by Commissioner Ahern. All were in favor.

Commissioner Burton, as Clerk, signed the certificate of vote.

A letter was received from Tri-County Cap asking the Commissioner for their support in the request for a grant in the amount of \$50K to be used for housing. Commissioner Cryans said that for full disclosure, he sits on the Board of Tri-County Cap and would encourage either collective or individual support, saying that they do a number of very positive things for communities.

A letter was received from a citizen who had originally sent the Commissioners a letter regarding the reduction of senior citizen's discount at the Farm. The Commissioners had since reverted back to the full 20% discount and the citizen voiced her appreciation for their consideration.

An out of State travel request was presented by way of the Nursing Home for Dr. Defrahn to travel to VT to attend the Osteopathic Surgeon & Physician Conference on Sept. 17th - 19th. Cost for registration is \$300 and hotel and travel will be on top of that cost.

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

DISCUSSION:

Commissioner Ahern asked if this conference could be viewed over the internet or by webinar and Director Clough said she didn't know the answer to that. Commissioner Ahern suggested that this question should always be posed when anyone requests out of State travel.

Commissioner Cryans said he was inclined to wait on the vote until the answer to that question could be ascertained if that were Commissioner Ahern's preference.

Director Clough informed the Commissioners that the Personnel Committee will be at the County to meet with an employee for a public hearing on August 29th at 9:30 and suggested that since the Commissioners had made the original decision regarding the employee, one of them should be there for the hearing. Commissioner Ahern said that he could attend.

Director Clough informed the Commissioners that a 23 year Grafton County employee had recently passed away at the age of 42 and will be sadly missed at the County and particularly the Nursing Home.

Commissioner Cryans said it was a tragic loss for someone so young to pass and that on behalf of the Board of Commissioners they would like to offer support to the family.

The advertisement for the citizen request for participants on the committee to study the future of the current Jail building have gone out. Letters of interest are due on September 2nd.

COMMISSIONER ISSUES:

Commissioners Burton and Ahern attended a meeting at the Common Man in Plymouth last evening whose focus was creating a homeless shelter for Veterans. The leader of the meeting was the Director of the Pemi-Bridge House. Commissioner Burton said he feels this would be a good project which should be done.

Commissioner Ahern read from a statute which stated that the County is charged with taking care of the less fortunate and he feels an inventory should be taken of all the County assets to see if there are any available areas that would work for accommodations. He suggested that perhaps a piece of land could be chosen to build a homeless facility on.

Commissioner Burton has provided a copy of State owned property for the group in Plymouth.

Their next meeting is on September 19th at the Common Man in Plymouth.

Roberta Berner, Executive Director of the Grafton County Senior Citizen's Council arrived to request that Grafton County consider an additional allocation of \$100K for the Adult In-Home Care and Homemaker program to Title XX clients.

She said that in-home care has been a struggle for them and they are looking for additional funding or they may be forced to close or at the very least, charge clients between \$3 and \$7 an hour depending upon income, which would be a hardship on that community.

Commissioner Cryans stated that the budget was just passed in July and there would be a question as to where the money would come from. R. Berner said they are aware that Grafton County already supplies the Senior Centers with a lot of money.

Commissioner Burton said that in order to allocate any money they would have to go to through the Delegation and have a special meeting.

Commissioner Ahern asked if all avenues for sources of money had been explored and R. Berner said they had.

There was some further discussion and Commissioner Cryans said he was not able to offer an answer today but needed more time to think about this and talk it over amongst themselves as a Board as it is a huge issue.

Commissioner Burton suggested R. Berner speak directly to the Chairman and Vice Chair of the Delegation.

COMMISSIONER ISSUES:

Commissioner Burton said that he had met with Leslie Ramsey, Haverhill's Welfare

Administrator and discussed the amount of people that need help.

Commissioner Ahern asked if the County has ever considered a day care center for employees here at the County. Commissioner Cryans said it had been mentioned in the past but space is an issue as is the mix of people on site. Director Clough said that she has spoken to other Counties who have tried this and was warned against it because of some of the problems that come with it. She said there was a survey done some time back and employees didn't show a big interest in it.

Commissioner Burton said he would like to see another survey and see if things might have changed over time. Commissioner Ahern agreed saying this might meet the needs of some of the younger employees.

Director Clough said there are a lot of questions that need to be examined before something like this is considered.

Commissioner Cryans said he would like to see some ideas first before offering this out as a possibility.

There was some further discussion and the consensus was that Commissioners Ahern and Burton would like to see a survey but they would leave that up to Director Clough's discretion.

*10:55 AM Commissioner Burton 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 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.

*11:24 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.

Sec. Martino had called NHA Bolander to find out whether or not the conference that Dr. Defrahn requested to attend was online or not. NHA Bolander said that she did not think it was online and it was something that Dr. Defrahn needed to be there in person for as a hands on experience for credits.

When the vote was taken to approve out of state travel, all were in favor.

Director Clough asked if the Commissioners had a chance to review the videos that were prepared by CGI for the County and Commissioners Burton and Ahern had not had a chance to review them yet.

Commissioner Cryans has set a tentative date for his on the road meeting which will be in Lebanon on the 13th of September. A number of places will be visited once the meeting concludes.

11:26 AM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jul 19 – Aug 15, 2011

COMPLEX

Layer 3-Switch Project for the IT Dept – The maintenance dept installed several new dedicated 20-amp circuits off of various generator backed up circuit breaker panels to support the IT Dept's layer 3-switch project. Our new Master Electrician saved the county over \$1,200 by doing this work in-house vs. contracting it out

180-Day Backflow Prevention Device Inspection & Test – My staff inspected and tested all these devices throughout the complex. All passed inspection and test other than the one on the main water line into the courthouse. This device's 1st check valve failed to seal properly. We replaced the bad check valve and it passed.

Biomass District Heating System Design RFP – With the assistance of Wilson Engineering and key members of the Grafton County Alternative Energy Committee chaired by Martha Richardson, I submitted an advertisement soliciting qualifications and proposals from architectural and engineering firms to bid the design of a biomass district heating system, with a CHP option, to be sited here at Grafton county Complex. The pre-bid meetings for the project are scheduled for 3-days next week and qualification/proposal packages are due by 3 PM EST on Sep 16, 2011.

Automated Valve to Control Water Tank Volume – Prior to proceeding with an RFP for engineering services, I requested written support for this project from the Woodsville Water & Light Commissioner's and DES. Below are their responses.

"Woodsville Water & Light Commissioners are okay with the concept of installing the valve. Before giving final permission they would like it to be engineered by a qualified engineer chosen by Grafton County. Once the plans are ready we would have them reviewed by our engineer and the Woodsville Water & Light Commissioners."

"DES approves of the concept of installing a control valve as outlined in the October 2010 Horizons Engineering report. Design documents prepared by the engineer will need to be submitted for DWGB design review approval. I have a few general comments/questions that can wait until the engineer is on board" (See attached e-mail for details).

I also posed the following question to WW&L Superintendent Bob Fagnant on 8/1/11, "Before I put an RFP on the street to solicit engineering services for this project, do you have any concerns, preferences or input relevant to the design and operation of the vault and butterfly valve?" His response was, "Jim, I will forward this on to Red Dufresne to see if he has any concerns and get them back to you if he does." To date I haven't received any feedback.

Hydrants – Completed 180-day flushing of fire hydrants throughout complex

COURTHOUSE

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

Jail Connectivity Work - Removed plate glass curtain wall separating Superior Court Office from corridor and completed construction of a new sheetrock wall in its place with a tempered glass side-light next to the door for natural light

Courtroom 2 – Several fabric panels fell off the wall. Reattached with adhesives

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Court Office Consolidation – Consolidated Probate, Family and District Court offices into Probate area and re-signed office as Circuit Court

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Repaired several electric beds that failed to operate due to worn out electrical/mechanical components. Non of the components were covered by warranty

Building Water Supply - Pressure reducing valve (PRV) to lower street pressure not working right...gauge shows 100 psi after PRV. Rebuilt valve using rebuild kit and adjusted water pressure to proper setting

Kitchen Hood Ductwork – Tri-state Hood & Duct completed the 180-day inspection and cleaning of the kitchen hood ductwork. No excessive buildup was detected

Service Elevator – The 2nd floor outer door kept cycling open and closed, not allowing the elevator to leave the floor. A Stanley Elevator technician made adjustments to a magnetic cam-sensing device on the door operator

Maglocks – The Activities Dept Head requested my dept reprogram the Activities Dept doors. In doing so we discovered that two of the maglocks would not respond to programming, thus we replaced them with updated models

Sprinkler System – The glycol sprinkler system installed by Hampshire Fire 1.5 years ago has several minor leaks. Hampshire Fire is scheduled to reseal the entire system, under warranty, on 8/15

PT Yard Fence – Many of the horizontal supports rotted causing vertical pickets to break loose. Replaced all horizontal supports with pressure-treated wood, pressure-washed entire fence and sealed with Thompson's Water Seal

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Deeds Porch Steps – Completed new stairs and railings to Deeds Porch area

2nd Floor Corridor – Several areas damaged by previous water leaks. Repaired damaged plaster, primed and painted once leaks were fixed

Porch Off Conference Room – Scrapped, primed and painted ceiling damaged by previous leak. In the process of doing same work to exterior

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler System – Found several small holes in 2 1/2" sprinkler line in dry system in west attic. Temporarily patched 7/18/11. Hampshire Fire replaced 6 1/2' section of pipe

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Suicide Watch Cell - Lock would not work...rebuilt lock and reinstalled

Fire Alarm - Alarm system in trouble and would not reset. Found contraband in medium unit heat detector and broken wire. Removed contraband and fixed broken wire. Reset system

Lock Block Section - Leak in cold water supply in pipe chase. Soldered in new elbow

Fed East Section - Cell #2 sink valves leaking...disassembled, greased, and reassembled valve assembly

Jail East Section - Cell #1 floor in toilet alcove sagging into pipe chase. Propped up with blocking

Control Center - Door button for door #8 broke in ½. Replaced button and tested door

Jail East Section - Toilet in cell #3 leaking due to floor failure in toilet alcove. Repaired floor and reattached toilet

Dorm North - Urinal not working well, 2nd one in from north side. Replaced flush valve

FARM

Barns – Exterior lights out over high bays at front of Dairy Barn and Pig Barn. Replaced light bulbs

Dairy Barn – Repaired several leaks in main section of barn

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Front Gable - Louver rotting in places and needed new paint job. Replaced rotted sections, primed, painted and reinstalled

VEHICLES & EQUIPMENT

Boom Lift – Alternator failed to charge battery...Replaced alternator. Also found battery had one bad cell and which limited charging. Replaced battery

¾ Ton Dodge – Driver's side mirror fell out of shroud and broke on ground. Discovered the mirror wasn't properly mounted when replaced last January. Walker Motors replaced mirror under warranty

Other

Boom Lift Training/Recertification – Contracted ANSI certified trainer to train new staff on operation and operator inspection in addition to recertifying remaining staff whose certifications expired

Jail Project

See schedule 7/18 through 8/8 for items completed (attached at back)

See schedule 8/8 through 8/29 for planned work (attached at back)