

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday January 17, 2012

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

9:00 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance led by **Communications Director Tom Andross**

Director Andross was present to request approval for a \$17K grant from NH Homeland Security to update the UHF radio equipment in order to be able to continue to communicate with agencies in Vermont who are updating their equipment to digital. Vermont's changes will become effective by the end of 2012 and Director Andross wanted to get a start on the process in order to be ready.

Commissioner Ahern asked what the useful life of the equipment would be and Director Andross replied that he doesn't expect that it would have to be replaced during his time with the County. He said the technology is tried and true and the County has been using the same equipment for thirteen years now with no major issues. Commissioner Ahern asked what it cost to maintain and Director Andross said that these are mobile radios and maintenance can be done in-house relatively inexpensively if any cost at all.

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

The Commissioners signed the check registers.

Director Clough requested the Commissioners approve the submission of the NH Highway Safety grant from the Sheriff's Dept. for half of the cost for four in-car video systems which was approved in the current budget. This is the first part of a larger grant which will be carried over into the next budget. Grafton County's portion of this matching grant will be \$9,990 for the request of the four systems.

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

Director Clough presented six NH Retirement Group II Certification forms for the Commissioners signatures.

Director Clough gave the Commissioners the FY13 budget schedule.

Maintenance Superintendent Oakes arrived along with David VanHouten. Supt. Oakes presented his report to the Commissioners. *(see attached)

Supt. Oakes noted that there were a couple of issues with freeze ups over the weekend

but nothing of a serious nature.

In regard to the biomass project, Commissioner Ahern had emailed Supt. Oakes a number of questions he had, which were addressed by Supt. Oakes, who went on further to say that he would like to be able to take the project forward.

Commissioner Cryans agreed that it was time and applauded Supt. Oakes, Mr. VanHouten and the rest of the Alternative Energy Committee for their dedicated work on the project. He said he felt that all the questions had been answered to satisfaction and were answered thoughtfully coming from an educated point of view. Commissioner Burton agreed that it was time to move on and away from the need for oil.

Commissioner Ahern was hesitant, saying that he would like to have a group from Freedom Energy Logistics (FEL) come and discuss the possibility of creating electricity from the biomass plant, which was earlier rejected by the proposal from Barnwell who were hired as the engineers for the biomass project, along with Supt. Oakes and the Alternative Energy Committee.

Commissioner Cryans said he thought he had heard enough already and was ready to vote to move forward.

Commissioner Ahern asked for an additional week in order to have representatives from FEL come in and speak to the Board. Commissioner Burton said it probably couldn't hurt to just listen to them.

D. VanHouten said that he has been doing some research on grants for the project and noted that time is of the essence. Director Clough said that it was likely that the County would need to request funding from the Delegation which meant that it needed to be dealt with soon as it is coming up on budget time. She added that there may be money left over from the Jail project which, if approved by the Delegation, could be used for the biomass project, further reducing additional bonding costs. She said that they needed to move forward in order to have the proper presentations ready.

Commissioner Cryans said he would be willing to wait one week, at which time he said he would be ready to vote and stressed the need to move forward which the other two Commissioners agreed with.

Bids for the Automated Isolation Valve for the water tank were solicited and two were received and opened.

Horizon Engineering	\$18,120.02
Pathways	\$14,667.50

Supt. Oakes took the bids to review the specifications.

Commissioner Burton requested that when the plaque is made for the new Correctional Facility that it include the Construction Team, Director Clough, Supt. Libby and Supt. Oakes, in both name and title.

Register of Deeds Kelley Monahan arrive along with Attorney Margaret Seymour from Littleton. RD Monahan brought her report to the Commissioners and reviewed the information. *(see attached)

RD Monahan presented a written request to the Commissioners to allow the Registry of Deeds to close for business on December 24, 2012 with the staff using their earned time for that day, and to cease recording documents at 2:00 PM on the afternoon of December 31, 2012.

Commissioner Ahern moved to approve the request of the Register of Deeds as stated above which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton noted that the Commissioners took a walk-around tour of Deeds the last time they were here and RD Monahan said that she, Supt. Oakes and Director Clough had a discussion about the storage of documents and that a solution had come from that discussion.

RD Monahan informed the Commissioners that there is currently an issue of fraudulent liens being placed on the property of judges and law enforcement people which is being addressed by the Sheriff and the County Attorney.

Attorney Seymour addressed the Commissioners and said that she has a concern about foreclosures that have taken place which may not have had to. She said that in some instances, the people are being foreclosed upon by those who do not actually hold the note to the property. She said that she feel the State needs to look more closely at this issue and believes there may be an alternative to this process, which is to hold the attorney responsible for making sure the documents are valid.

RD Monahan has expressed concern for these foreclosures and the act of robo-signing to the Board at past meetings.

There was further discussion about this. Commissioner Burton said that he feels this is a serious situation that needs to be addressed at a federal level first. Commissioner Cryans said that it should be noted that there are legitimate foreclosures, which no one denied. Atty. Seymour said there would be a round table discussion about this and Commissioner Cryans asked that the Board be kept apprised of the outcome.

On another note, Director Clough informed the Board that there is no insurance coverage for damage done to the restored Deeds record books due to water seepage in the building. RD Monahan estimates the loss at approximately \$17K.

Human Resource Director Mike Simpson arrived to request approval of the Employee Manual. He called the manual a "live document" which can be changed as things change. Director Clough agreed that it was time to approve the manual and that there are employees receiving a policy manual with incorrect or missing information in it. Commissioner Burton asked if the manual follows all State and federal laws and requirements as of today and HRD Simpson said that the newly changed document does. Commissioner Burton asked if it meets all court laws and decisions and HRD Simpson replied that to the best of his knowledge it does.

Commissioner Cryans asked if the Union employees receive this manual and HRD Simpson said every employee does.

Commissioner Ahern said he felt there were still too many clerical errors and that he does

not feel comfortable with the document. He also stated that he would like to see some substantive changes in the manual. Commissioner Cryans said the manual could be approved and then a discussion could be had about those changes, adding that he would like to see the employees have the most current version of the policies.

Director Clough spoke about the process of the policies and how things are worked through, particularly in regard to benefits. She said that if there is a concern about substantive items, now would be the time to discuss them.

Commissioner Ahern stated that there has not been time available to really discuss any changes and that he is still opposed to approving the manual saying that the document is below the standards of what it should be.

Commissioner Burton moved to approve the policy manual as presented by the HR Director which was seconded by Commissioner Cryans. Commissioners Cryans and Burton were in favor while Commissioner Ahern was opposed.

12:00 PM the Commissioners recessed for lunch

12:40 PM the meeting was resumed

Deb Maes from UNHCE and Lisa Ford from UNHCE Nutrition Connection arrived. Lisa Ford gave the Commissioners a brief overview of how her programs are going in the County. She said there is a lot of work in the schools right now and she is also getting ready to plan for the garden which is outside at the Whole Village. Primary work is done with eligible clients who are in need and don't have the resources.

Commissioner Burton applauded the UNH staff for putting together the "Button up New Hampshire" workshop that was held this past weekend.

Supt. Oakes returned with a recommendation to the Commissioners on the automatic valve. He said that Horizon had added an additional element and that he called Pathways to see what they would charge for that element which was an additional \$400. He then recommended that the Commissioners accept the bid from Pathways in the amount of \$15,067.5 which was the lowest bid.

Commissioner Ahern asked how the bid was advertised and Supt. Oakes said it was put in as an advertisement in the area papers.

Commissioner Burton moved to accept the bid from Pathways which was seconded by Commissioner Ahern. All were in favor.

County Attorney Lara Saffo arrived with her report and then reviewed it along with some charts which gave an overview of individual crimes and the towns they occurred in. *(see attached)

1:05 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 would now go into non-public session.

1:17 PM– 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.

Commissioner Burton asked Atty. Saffo if their office can refuse cases from the State if they just don’t have time for them and she replied that she could but she would have to consider what saying no would mean. She said that right now the State is not taking on any of the white collar crime cases because they are too busy and the amount of paperwork for that kind of crime is incredible.

Commissioner Cryans asked if everyone had read the minutes and if there were any changes or edits. Commissioner Ahern had two edits.

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

Director Clough informed the Commissioners that the Medicaid rate as of January 1st has gone down \$1.03 to \$151.

Director Clough asked the Commissioners for direction regarding appropriation transfers that were under the limit set by the Delegation on transfers within a department and how they would like her to proceed with them. The Commissioners were fine with Director Clough just taking care of the transfers and keeping the Board apprised of those transfers. Commissioner Ahern said he would like to also see a report when the transfers are completed.

Director Clough asked the Commissioners if they would be in favor of using Melanson & Heath again this year as auditors. She said that they did present a three year bid last year but the County opted to take only one year to make sure it would work out. Director Clough said she was very comfortable using them and that using different auditors all the time can be very difficult. The Commissioners were fine with the choice.

Director Clough informed the Commissioners that there would be no Maintenance allocations in departments other than the Nursing Home in the next budget. She said this was by recommendation of the auditors and she feels it makes good sense.

COMMISSIONER ISSUES:

Commissioner Cryans said that ADi Mab, a company that Grafton County helped with a CDBG grant application, was sighted in Business Magazine as the best business to work

for. He said there are 61 employees and 56 of those are in New Hampshire.

Commissioner Cryans noted that Julia Fifield of Orford, 106 years old, was shown in a picture voting in the recent NH primaries.

Commissioner Cryans noted that the Union Leader posted that the unemployment rate in Grafton County was at 3.6% and that Littleton is upbeat for the coming year.

Commissioner Cryans excused himself for another appointment.

Commissioner Burton voiced a reminder of the Jail disposition meeting which will be held next Tuesday at 1:00 PM in the UNH Conference room.

Commissioner Burton said that Governor Lynch has appointed two people to the PUC and the Executive Council will be holding hearings on the 8th and 9th of February in Laconia and Twin Mountain respectively.

Commissioner Ahern brought in packets from Soldier On and noted that he feels they would be a great partnership for the Veterans in the Plymouth area.

There will be a meeting today with the Farm Manager, Commissioner Ahern, H. Bryant and Agricultural Engineer Stan Weeks, to talk about a root cellar for the County.

Commissioner Ahern attended an energy conference on the 5th of January that was sponsored by UNH.

Commissioner Burton asked Director Clough to look at a list of activities that will be at the NH Farm and Forest show and said that he would encourage the Farm Manager to attend.

2:05 PM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Dec 20 – Jan 16, 2011

COMPLEX

Biomass District Heating System – Banwell recommends a heat only system with connectivity to the Administration Building, Nursing Home, Courthouse and New Jail (page 8).

Project Cost: \$3,033,810 (Opinion of Probable Cost – page 11)

Assumed Bond: 4.5% / Term: 25-years (Appendix F)

Cash Flow Analysis: \$20,008 1st year and \$3,894,093 over 25-year period (Appendix F)

- Are there any feasibility study questions? If not, than I request approval to move into schematic design of the heat only option
- Update on grants and other financing possibilities

Engineering Design of Automated Isolation Valve & Vault – I met with engineers from Horizons Engineering and Pathways Consulting, LLC. Both firms indicated they would submit proposals for this project.

- Open and review bids and select firm

Elevators – Stanley Elevator completed the quarterly inspection and testing of all elevators throughout the complex. All tested well.

COURTHOUSE

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

Custom Window Treatments – Repaired several wooden window treatments that had birch trim falling off

Electrical – Installed new electrical and data circuits in Circuit Court reception area to support computer services for customers

County Attorney Office – Working with County Attorney to determine feasibility of various options to facilitate expanding office space and determine associated costs...more to follow

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Made several repairs to electric beds

Lighting – Replaced several burned out lighting ballasts throughout

Life Safety – Discovered 52 locations throughout where smoke detectors were less than 3-feet from an air supply or air return, a violation of NFPA 72. Completed corrections.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Kitchen Hood – Tri-state Duct & Hood completed the 6-month inspection and cleaning of the hood ductwork in accordance with NFPA 96

Nurse's Stations – Trimmed out all four stations with oak to enhance appearance by covering chipped laminate edges

Laundry – Dryer basket trunion cracked causing drum to rotate out of round and rub against housing. Disassembled and welded trunion arm plate to trunion spindle.

ADMINISTRATIVE BUILDING (1930)

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

Boiler Room – Day tank that feeds boilers would not fill with oil in auto-fill mode. Discovered bad relay on circuit board. Changed circuit board.

OLD JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Dairy Barn – Repaired a few broken water lines to water bowls

Dairy Barn - Replaced broken stanchions

Dairy Barn – Welded cracked hose reel

Dairy Barn – One of the bulk tank compressors would not operate due to low freon. North Country Mechanical fixed source of freon leak and reserviced compressor

MAINT/FARM BUILDING

Nothing significant to report

Community Correction

HVAC – The building's secondary propane regulator froze up over the weekend, blocking flow to the furnaces. As a result pipes froze and burst in the basement.

VEHICLES & EQUIPMENT

Nothing significant to report

OTHER

My lead custodian has been out on workman's comp for 2.5 months. She just came back to work on limited PT basis and won't be back FT (100% capable) for another 2-3

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

months. In the interim I've hired Wayne Mitchell, a PT baliff at the courthouse, to help cover her workload so the other three custodians can take some time off if desired

New Jail

Schedule – Inside is approximately 85 –90% complete and outside is approximately 95% complete. Overall, the project is still on schedule.

Highlights – Kitchen 99% complete, flooring 85% complete, finishes throughout 85% complete, electronic security 80% complete, HVAC startup 75% complete, Security fencing 95% complete, Site lighting 100% complete, Commissioning in progress (heat pumps, boilers, hydronics and air flow)

My Dept's Prep for Occupation – My staff are busy observing equipment startups, conducting routine inspections and inventorying and tagging equipment for our preventative maintenance program

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 3, 2012

Biomass District Heating System

Banwell Architects has completed its biomass feasibility study of the complex and makes the following comments and recommendations:

1. Delay of the feasibility study will not delay the overall project timeline (page 1)
2. Banwell does not recommend using the old jail for a biomass plant due cost and chip delivery challenges (page 6)
3. Banwell recommends a heat only system with connectivity to the Administration Building, Nursing Home, Courthouse and New Jail (page 8).
 - a. Project Cost: \$3,033,810 (Opinion of Probable Cost – page 11)
 - b. Assumed Bond: 4.5% / Term: 25-years (Appendix F)
 - c. Cash Flow Analysis: \$20,008 1st year and \$3,894,093 over 25-year period (Appendix F)

Maintenance Superintendent's comments and recommendations:

1. Wilson Engineering provided good feedback that was helpful in evaluating and selecting a variety of options that will enhance functionality, lower capital cost and help reduce operational costs. Examples (thermal storage, pex piping, etc)
2. Wilson Engineering and Banwell did not come to the same conclusion on CHP. The biggest difference was based on the capital and R&M costs associated with purchasing and maintaining this equipment, particularly the turbine.
3. Unrelated to the study but of significant consideration is that Woodsville Water & Light's electrical engineer had some concerns about connectivity of the CHP system to their power grid. Based on preliminary conversations with Bob Fagnant, their engineer wasn't comfortable with certain features of the proposed design and some of his suggestions would have only added cost to the CHP option.
4. BERC came to same conclusion as Banwell...recommended heat only option
5. Considerations related to Banwell's Opinion of Probable Cost
 - a. Project related costs that are not estimated:
 - i. Construction testing
 - ii. Clerk of Works
 - iii. Builders Risk
 - iv. Hazardous Material Abatement
 - b. Professional Services
 - i. Grant is covering majority of A&E services
 - ii. Potential to drop portion of \$9,000 from A&E cost for geotechnical

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

- iii. Commissioning cost built into A&E with option to 3rd party perform it
- c. Although summer load for domestic hot water is not factored into equation, there is a big potential to improve fuel costs savings by being able to run the plant in summer months provided it does not thermally imbalance the geothermal well field. Have to wait and see how field behaves over next year to determine.
- d. I recommend that we authorize Banwell to proceed into the design phase to design a heat only option biomass system with connectivity to the Administration Building, Nursing Home, Courthouse and New Jail

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
January 17, 2012**

December Revenue

County Revenue 12/2009	\$84,729.49	State Revenue 12/2009	\$674,292.48
County Revenue 12/2010	\$108,231.15	State Revenue 12/2010	\$907,050.24
County Revenue 12/2011	\$76,078.91	State Revenue 12/2011	\$489,713.28

Foreclosures 2008 175 year total			
2009 183 year total		FY11 ytd	\$521,502.84
2010 206 year total		FY12 ytd	\$462,049.31
2011 211 year total			(59,453.53)ytd

December/January Action

1. A point of consideration in reviewing the revenue comparison is the single sale in Hanover which contributed \$86,520.00 to the December 2010 county revenue total.
2. I have met with Superintendent Jim Oakes and Executive Director Clough and we have worked out a very positive and cost effective plan to redistribute the records of the Grafton County Registry of Deeds. Many factors are involved in determining the best solution for the Different types of records to be protected. A tentative date to begin this process is 1/24/12.
3. I have finalized the contract with Fidlar. It was examined by the contract review attorney with Primex. This was reviewed at no cost to the county. There was only one recommendation from Primex and that language was removed on 1/13/12. Fidlar management has been very cooperative throughout this long process. I forwarded all recent correspondence to Commissioner Ahern on 1/13/12. I request your approval of this contract for my signature as soon as possible.
4. On 12/29/12I met with Paul Roth from Fidlar and IT Director Ruggles to discuss the software transition.
5. Attached is a formal request to adjust the Registry of Deed calendar to close for Monday 12/24/12. On Friday 12/30/11 we received a flurry of last minute recordings. Due to the nature of end of year business, we will stop accepting recordings at 2:00pm on 12/31/12. Both of these changes will be added to our web site. I will be sending out a letter to the towns and accounts as soon as the Fidlar contract is signed regarding these minor changes and addressing the software upgrade and office/record redesign. The Conner & Conner screen will still be available to the public.
6. Attorney Margaret Seymour, Town of Littleton Select Board Member, and I have been finalizing our plans for a roundtable discussion on the foreclosure crisis in attempt to identify specific legislative changes that could better protect NH homeowners and avoid unnecessary foreclosures that negatively impact property values in the state.

Respectfully Submitted
Kelley J. Monahan /Register
1/17/2012