

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

Tuesday, October 30, 2012

PRESENT: Commissioners Cryans, Burton, Ahern, Executive Secretary Jeri Martino and Kristen Murray.

OTHERS: Harold Brown

9:02 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Commissioner Cryans welcomed **Sheriff Doug Dutile and Director of Communications Tom Andross**. Commissioner Cryans requested a hurricane Sandy update from Sheriff Dutile. Sheriff Dutile advised that Grafton County had suffered some power outages that he anticipated would be repaired in one to two days, but that overall Grafton County had been very fortunate. Commissioner Cryans asked Director Andross if the County had received more 911 calls than usual. Director Andross indicated that there were few more than normal for a storm. Commissioner Cryans thanked them for the update. Commissioner Burton inquired about water levels on the Pemigewasset and Director Andross indicated that the only warning he was aware of was in Woodstock, NH, but that they were within their normal flood levels. Commissioner Ahern stated that there was minimal damage in the Plymouth area with the exception of some down trees. Commissioner Ahern stated that he felt fortunate to live in New Hampshire, Grafton County in particular.

Sheriff Dutile informed the Commissioners that the Sheriff's Department had been awarded an EMPG grant through Homeland Security for the replacement of the Sheriff's Department mobile radio system. Director Andross presented to the Commissioners an award document from Homeland Security and Emergency Management. Director Andross advised that the grant was an Emergency Management Performance Grant (EMPG) which regularly invests in communications equipment and other response equipment. He advised that the EMPG program was a 50% program and that they fund half and that the County funds half of the project. Director Andross stated that knowing that the mobile radios needed to be replaced regardless of what funding was found, the Sheriff's Department budgeted the full expense of the project in their FY13 capital budget. Director Andross stated that he had the grant award document which required a signature by one Commissioner and the initials of all three.

Commissioner Ahern moved that the Grafton County Board of Commissioners accept the EMPG grant agreement for the mobile radio project as outlined in the agreement. Commissioner Burton seconded. All were in favor.

Sheriff Dutile distributed a request to the Commissioners. He informed the Commissioners that the state notification system was not up and running 100% and requested that the Commissioners continue to fund the Code Red system in the interim.

He advised that the state system would not cover the Vermont towns that Grafton County's Code Red currently assists. Sheriff Dutile outlined the usefulness of the Code Red system and recommended that the money saved on the mobile radio project by the EMPG grant be used to offset the added expense of maintaining the Code Red system for another year. Commissioner Ahern inquired about the possibility of a month to month payment. Sheriff Dutile advised that month to month was not an option and that they would like to sign an annual contract, the price of which would be lower than the previous year. Sheriff Dutile also stated that once the state system was up and running next year, they would look into a reduced contract with Code Red that could provide coverage to the Vermont towns currently receiving services from Grafton County. Commissioner Ahern asked for confirmation that there were sufficient existing funds in the Sheriff's capital budget to cover the full \$12,500 contracted expense of maintaining Code Red. Sheriff Dutile stated that the FY13 budget had included the total cost associated with replacing the mobile radios in the Sheriff's cruisers and that the EMPG grant contribution of 50% had left an uncommitted balance of approximately \$26,000 on the Sheriff's capital line. Sheriff Dutile confirmed that the Code Red contract had always been budgeted in the capital line and therefore there would be no need for inter-department transfers. Commissioner Burton asked what Director Andross and Sheriff Dutile believed the problem was at the state level. Sheriff Dutile stated that the state system was just not ready yet.

9:13AM Harold Brown arrived

Sheriff Dutile advised that the state system is only used for emergencies and that he and Director Andross are unsure what will fall into the category of Emergency as they have not seen any paperwork defining the guidelines. Sheriff Dutile informed the Commissioners that Grafton County's contract with Code Red will expire in December and that he felt the system would continue to be a necessity throughout the testing and implementation stages of the state's system. Commissioner Burton inquired about other towns with the Code Red system. Sheriff Dutile informed the Commissioner that the Town of Hanover splits the expense of Code Red with Grafton County and that the Town of Plymouth has its own. Sheriff Dutile advised that the school systems within Grafton County all have one. Commissioner Burton asked Sheriff Dutile and Director Andross if they envisioned everyone being on the state system (5) years from now. Sheriff Dutile stated that he would hope so, but that it would not handle schools. Commissioner Cryans inquired as to whether the Sheriff had spoken with ED Clough regarding the contract continuation and expense. Sheriff Dutile stated that he had discussed the EMPG grant with her prior, but not the current request. Commissioner Burton indicated he felt strongly that continuing the contract with Code Red was what we need to do to ensure the safety and security of the citizens that this impacts. Sheriff Dutile requested that the Commissioners approve the funding necessary to continue the use of the Code Red system. All (3) Commissioners were in favor of continuing the contract with Code Red. Commissioner Burton inquired about whether or not all the maps from 911 were housed at the state center. Director Andross advised that they were and that the state's mapping system is excellent. Commissioner Burton inquired as to whether paper maps were available and how often they were used at Grafton County. Director Andross advised that

paper maps are available, but they were only used when the system was down or in the mobile communications unit.

Sheriff Dutile announced that LT Chad Morris had been promoted to Captain effective Sunday, October 21<sup>st</sup> 2012 . He stated that he would not be filling the Lieutenant position, but would be adding a Sergeant position. Sheriff Dutile informed the Commissioners that as far as structure within the Sheriff's Department, moving forward there would be (1) Captain and (2) Sergeants. Commissioner Cryans stated that the Board of Commissioners would like to extend a hearty congratulations to Chad Morris for his promotion indicating that it was well deserved.

Commissioner Cryans asked if everyone had had a chance to read the minutes. Commissioner Ahern had some edits.

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

Secretary Martino informed the Commissioners that an educational assistance application had been received from a drug court employee; however, ED Clough advised that she was not going to sign it as the class started on September 22<sup>nd</sup> and the application was received on October 24<sup>th</sup>. Secretary Martino advised the Commissioners that the employee had submitted a prior application late and at the time ED Clough had informed the employee through e-mail correspondence that going forward all applications for consideration should be submitted prior to the start of the class. Commissioner Burton requested that the employee be asked to appear before the Commissioners to explain the tardiness, considering that there may have been extenuating circumstances. Secretary Martino advised that ED Clough had indicated in prior correspondence with the employee that if there were extenuating circumstances as to why they didn't submit the application in a timely manner, to let her know and to keep that provision in mind when submitting future applications. Commissioner Cryans stated that Commissioner Burton would like the individual to appear and that the next Commissioner meeting which wouldn't be until November 13<sup>th</sup>, reminding people that November 6<sup>th</sup> is Election Day and time to get out and vote.

Secretary Martino provided information regarding the lighting strike damage claims. Secretary Martino informed the Commissioners that of the \$69,030.71 in claims from the (2) lightning events, the County had received \$67,236.48 after the (2) \$1000 deductibles. Commissioner Ahern inquired if the insurance claim was with Primex. Secretary Martino confirmed that it was.

Secretary Martino presented the monthly report on the NACO prescription drug program. Secretary Martino informed the Commissioners that in the month of September the total NACO price savings was \$6,724.32 (33.39%), total utilizers of 145 and a program lifetime savings of \$565,870.93.

Secretary Martino informed Commissioners that she was contacted by a woman who was cleaning out a house in Bath and had found a Grafton County Gazetteer and asked if Grafton County would like to have that for our historical room. Secretary Martino informed the Commissioners that she gladly accepted it. Secretary Martino suggested that the copy be displayed in the historical room for people to view and that the re-bound copy be stored elsewhere. Secretary Martino presented the Commissioners with a letter of thanks to Mrs. Lois Sanborn for her contribution for their signature.

**Department of Corrections Superintendent Libby** reported the following population: (110) in-house, (49) in the F unit, (21) women, (20) in D unit, (19) in special management unit, (1) in intake, (38) out of the facility and (5) weekenders. Supt. Libby informed the Commissioners that in Community Corrections they were supervising (19) in Drug Court with one (1) in custody, in electronic monitoring they are supervising four (4) with no one on work release. He informed the Commissioners that Sergeant Larson and Operation Impact are in schools every day. Sergeant Webster and the Community Work program are down at the Haverhill Municipal Building to paint in preparation of Election Day.

Supt. Libby informed the Commissioners that the DoC had seventeen (17) old hand held radios that they were interested in getting a credit through the Sheriff's Department worth \$1,375. Supt. Libby requested that the Commissioners approve a bid waiver. The Sheriff's Department would give Corrections \$75 each for the portable radios, plus \$100 for the charger. The other option would be to put those items out to bid. Commissioner Ahern offered that in the Plymouth area there is a very active hand radio group that works with young people and that sometimes old equipment is hard to find parts for, and these radio's might help a hand radio group. There may be a better market or opportunity to share those radios or to at least consider moving forward. Commissioner Burton asked Supt. Libby if to the best of his knowledge was the buyer private or public. He indicated it would be a private company. Commissioner Burton stated that hand radio operators have a specific duty during disasters. Supt. Libby stated that he would be happy to contact anyone that the Commissioners suggest. Commissioner Ahern would be happy to get the information and offered his appreciation.

Supt. Libby informed the Commissioners of inmate transfer request. Supt. Libby stated that this inmate had been a pretrial inmate at Grafton County and that he had been sentenced to the New Hampshire State Prison. Supt. Libby requested the Commissioners approve the transfer of an inmate from the New Hampshire Department of Corrections to Grafton County DoC he advised that the State would reimburse the County any medical/dental expenses that he has.

Commissioner Ahern moved that the transfer be approved and Commissioner Burton seconded. All were in favor.

Supt. Libby reported that there were a number of salary lines overspent mostly as a result of scheduled and forced over-time. He advised that he did not expect the issue to resolve itself but that he is in the process of reviewing other lines, so that at the end of the fiscal

year the budget is not overspent. He further explained that he has had two unexpected resignations along with a couple of individuals out on FMLA which has and will continue to contribute to tight staffing. Commissioner Cryans inquired about the recent Academy graduation and whether he anticipated another class coming up. Supt. Libby informed the Commissioners that he anticipated the recent graduating class to be fulltime by middle of December. He informed the Commissioners that he had been speaking with Captain Lafond and LT Kendall about alternative ways to recruit employees and that one of the Commissioners; he thought it was Commissioner Ahern had suggested a job fair in the public lobby, so they have been researching that possibility. Supt. Libby expressed that the department received approximately 100 applications for one position but that not many people want to work in a job that works 365 days/ year, 24 hours a day, weekends and holidays. Commissioner Cryans expressed he thought that the department had had pretty good success with Lisbon/Littleton area. Commissioner Ahern inquired as to whether the department would be conducting exit interviews with the (2) individuals who had recently resigned. Supt. Libby expressed that exit interviews are conducted by HR and the content is not relayed to the department heads. Supt. Libby did state that informal interviews are conducted at the DoC to inquire and thank those employees leaving.

Supt. Libby advised the Commissioners that the wage chart differences between the Sheriff's Department and the Corrections Department is an issue for some of the Correctional Officers. Supt. Libby informed the Commissioners that he had requested a wage chart survey in preparation of the 2014 budget. Commissioner Burton stated that he was curious about the wage differences at other counties. Commissioner Cryans asked that Supt. Libby mention this to ED Clough.

Supt. Libby informed Commissioner Burton he had contacted Coos County to inform them that the farm had about (35) bags potatoes if they were interested but that the rest had been sold or set aside and that pretty soon all winter crops would be spoken for.

Commissioner Cryans offered commendations to the DoC for the recent Academy and GED graduations noting that Grafton County has the highest number of GED graduates in the state. Supt. Libby thanked the Commissioners for their participation in graduations as it means a lot to him and his staff. Commissioner Cryans indicated that the graduations were special moments for the Commissioners as well.

Commissioner Burton asked about Sgt Larson's visits to the schools. Supt. Libby explained what Sgt Larson discusses and his presentation. Commissioner Burton inquired as to whether this program was something that New Futures could fund. Supt. Libby expressed that attempts had been made without result.

Commissioner Burton asked if a list of surplus equipment from the old jail had been made and further inquired if the DoC was completely out of the old jail. Supt. Libby stated that no list had been made and that only some camera equipment, bunks and a radio antenna needed to be removed by Maintenance and brought to the new jail. Commissioner Burton stated that on Friday, November 30<sup>th</sup> at 2:00PM there would be a public discussion on what to do with the old Grafton County Jail.

Commissioner Burton thanked Supt. Libby for responding to Commissioner Brady.

Commissioner Ahern asked the Supt. how many current inmates are from outside of Grafton County. He stated that there are (4) or (5) Coos County females that we bill Coos \$40/per diem plus medical/dental/pharmacy reimbursement. Commissioner Ahern asked the Supt. how he was coming with the final compilation of rules and regulations for the new facility. He stated that he was still working on them. Commissioner Ahern stated that he just wanted to make sure that the Commissioners were not shirking their responsibilities as he was aware that by Statute the Commissioners must approve the final rules and regulations.

Commissioner Ahern informed the Supt. that he was pleased to have noticed a decline in purchases from Sysco and wondered if that food expense savings could possibly help offset the overspent salary lines. Supt. Libby commended Sergeant Smith for doing a fantastic Job. Commissioner Ahern expressed his opinion that inmates at the farm stand were polite and courteous and commended Supt. Libby, Sergeant Webster and John Fullerton for there work with the inmates.

Commissioner Ahern stated that at Plymouth State University (PSU) they have a criminal justice program and he was wondering about internship opportunities at the Jail. Supt. Libby remarked that in the past the DoC has coordinated internships with PSU, Springfield College and NHTI. Commissioner Ahern suggested that perhaps the Supt. could be a guest speaker.

Commissioner Ahern inquired about current openings for correction officers. Supt. Libby informed the Commissioners that there were part-time positions available. Commissioner Ahern asked if there was anything in an individual's history that might prevent them from obtaining a job as a correctional officer. Supt. Libby informed the Commissioners those individuals with Felony Convictions or who had served time for a misdemeanor should not apply, but that those with Class B misdemeanors who had not served time could apply and would be reviewed on a case by case basis.

Commissioner Ahern inquired about the possibility of doing another scheduled tour of the facility before the end of the year. Supt. Libby expressed that the Commissioners were welcome any day and that they would love to host another Commissioner's meeting. Commissioner Ahern and Cryans thanked Supt. Libby for his report.

Commissioner Burton asked for confirmation from the Supt. that when the farm is in need of inmate help, that it is provided. Supt. Libby expressed that his expectation was that when they provide the inmates that there is a certain level of required supervision. He further stated that if the Farm Manager cannot provide proper supervision then he is only given help that can be properly supervised.

**Superintendent of Maintenance Jim Oakes** presented a request for bid waver on surge protection for the generator side of the Caterpillar generator. Supt. Oakes informed that Commissioners that he had initially gone to Royal Electric for an estimate and they

provided a \$10,130 estimate. Supt. Oakes stated that he then received an estimate from Giguere Electric, who is the electrical contractor for the Biomass Plant, for \$9,000 and that for continuity sake the he would prefer to see Giguere do it. Supt. Oakes advised that there was enough money in the contingency from the biomass project to pay for it. Commissioner Ahern stated that he felt badly for Royal Electric, as they may not have known that the quote would be compared. Commissioner Ahern stated Royal Electric may have given a figure not knowing that the project might be bid out and had they known, they may have used a sharper pencil and the he was reluctant to vote on bid waiver. Commissioner Cryans informed Supt. Oakes that because a bid waiver requires a unanimous vote it cannot go forward and it must go out to bid. Commissioner Ahern inquired as to whether bidding would slow the process and Supt. Oakes confirmed that it would increase the time frame by approximately (4) weeks. Commissioner Burton asked Supt. Oakes if the biomass project was on schedule. He confirmed that it was and going well.

Commissioner Ahern asked for an update on the fire alarm system in new jail. Supt. Oakes stated that as far as the fire panel goes, Simplex had been back on site, had solved the grounding issues and as of today everything seemed to be working fine. Supt. Oakes stated that HP Cummings was working with Morrill Construction and Hampshire Fire Protection on the sprinklers and things were fine. Commissioner Ahern asked Supt. Oakes if the non-reimbursed part of the lightning strike insurance claims would have an adverse effect on the Maintenance budget. He stated that it would not. Commissioner Ahern thanked Supt. Oakes for his update.

**Farm Manager Donnie Kimball** informed the Commissioners that he had found a truck at Westmoreland Auto and it was a one owner, cab and a half, 2005, clean truck with 135,088 miles. Commissioner Cryans asked FM Kimball how long he expected a vehicle like this last. He gave a ballpark figure of four to five years, elaborating that he maintains the vehicles and that they don't plow with them. Commissioner Burton inquired as to whether FM Kimball had made a diligent search in Grafton County. He stated that he had been to Walker Motors, Wells River Chevrolet and Notch Above Auto. Commissioner Ahern inquired if the vehicle was (2) or (4) wheel drive. FM Kimball stated it was (4) wheel. Commissioner Ahern stated that the truck the new Chevrolet is replacing is a 2002 with 55, 000 miles. Commissioner Ahern stated that he was purchasing a truck three years newer with 135,088 miles. Commissioner Ahern expressed his surprise that the 2002 truck had deteriorated so quickly.

Commissioner Burton made moved to approve the truck purchase from Westmoreland Auto and the motion was seconded by Commissioner Ahern.

Commissioner Ahern stated that he is troubled that in a little over a year that a truck that had been described as being in good shape, only needing an oil change and a new set of tires is the same truck that now needs replacement. Commissioner Ahern expressed that he was also concerned that FM Kimball had to go to Westmoreland Auto down in Cheshire County to find a vehicle. Commissioner Ahern stated that it was obvious that the Farm needed a new truck as the current one has a hole in the driver side floor, but he

was concerned that the Farm vehicles are being abused. Commissioner Ahern inquired if there were Correctional Officers driving the truck as well. FM Kimball stated that if there was a Correctional Officer doing night watchman than yes.

The vote was 2 – 1. Commissioners Burton and Cryans voted to approve the purchase and Commissioner Ahern against.

Commissioner Ahern also expressed concern that the farm was still buying sawdust for Coos County and paying an extra delivery charge and found it hard to believe that things were going as well with the farm as they should be.

FM Kimball stated that he had finished crops, and that last Friday he had finished 4<sup>th</sup> cut grass. Commissioner Burton asked who the contact person for buying potatoes was and FM Kimball advised it was Sergeant Webster.

Secretary Martino presented the Commissioners with a closeout certification for the Town and Country II (AHEAD) grant that needed Commissioner Cryans signature.

#### **COMMISSIONER ISSUES:**

Commissioner Burton stated that he would like to make an inquiry to Grafton County IT Department about making a CD of the Commissioners meeting available for all the Communities to access, stating that it should be sent within a reasonable amount of time. Commissioner Ahern stated that there was a process called Vimeo, that could be used to do so. Secretary Martino stated that she would speak with IT Manager Brent Ruggles.

Commissioner Burton spoke about the NHAC Conference where a number of Grafton County employees were honored. Commissioner Burton rated the NHAC convention a ten (10), stating that there was good attendance from various counties and that the Commissioners had been there in good force. Commissioner Burton offered commendations to NHAC Executive Director Betsy Miller and President David Sorensen and the Executive Committee. Grafton County will be the host County in 2013. Commissioner Burton requested that Commissioners' meetings be held throughout the complex at different locations and suggested the next meeting be held at Nursing Home.

Commissioner Ahern attended a Health Care film and symposium at Plymouth State on 10/17/12 and shared a brief overview. Commissioner Ahern also attended the 91st Corrections Academy Graduation. He also attended the Memorandum of Understanding signing with UNH President Mark Huddleston and the counties at the NHAC Annual Conference. Commissioner Ahern may need to attend the November 13<sup>th</sup> meeting by phone.

Commissioner Cryans added that Grafton County had all three Commissioners present for the signing of the UNH MOU with Dr. John Pike and President Mark Huddleston from UNH. He noted the following County employees who were recognized at the annual banquet: Sabra Carroll received the County Attorney of the Year Employee. Mary



Brooks received the Nursing Home Employee of the Year and Brent Ruggles received the IT Employee of the Year award. Commissioner Burton requested that photos of the MOU signing be provided to Grafton County news papers and that a photo of the NHAC award recipients be sent to papers in this region.

11:10 AM With no further business the meeting adjourned.

Respectfully,

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Raymond S. Burton, Clerk