

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday November 27, 2012

PRESENT: Commissioners Cryans and Burton, Director Clough and Secretary Martino. Commissioner Omer C. Ahern Jr., participated by phone according to RSA 91-A:2 with the reason being that he was unable to drive due to eye surgery. Telephone participation was at his request. It was noted that all votes must be taken by a roll call.

OTHERS: Harold Brown (intermittently)

9:12 AM Commissioner Cryans opened the meeting which began with the Pledge of Allegiance.

Nominees for dedication to the Annual Report were present and included: Clara Koop, wife of nominee Dr. C. Everett Koop of Hanover who, due to illness, was unable to attend. Dr. Koop was nominated by Commissioner Cryans. Jan Kinder from North Haverhill was nominated by Commissioner Burton and Scott and Ellen King from Holderness were nominated by Commissioner Ahern. Ellen King could not attend as she is the Town Clerk and is busy this time of year, but Scott King was present.

Others present for the award were Lt. Chris Kendall, Brenda Paronto and Corrections Superintendent Glenn Libby.

Each nominee came forward and was presented with their personalized copy of the Annual Report and a brief presentation of their accolades was given by the Commissioners. The Annual Report can be seen online on the County website.

When the dedications were through and the recipients left, Director Clough phoned Commissioner Ahern who was then able to partake in the meeting.

Superintendent Glenn Libby gave his written report to the Board and then reviewed the items *(see attached).

Census is 106 in-house, 18 in Drug Court with 1 in custody and 5 inmates on the electronic monitoring.

Supt. Libby asked Commissioner Ahern if he had spoken to his sources regarding the purchase of the radio equipment the Jail had and Commissioner Ahern replied that one of the sources he spoke with said they couldn't use the equipment and he didn't get a chance to speak with the other yet.

Supt. Libby said he is working with the Farm staff to get them the proper training they need which will allow them to oversee the inmates for use on the Farm. He said that Corrections has provided numerous opportunities to receive the training, which is a minimum of 30 hours per year. As of yet the goal has not been reached and they need about 20 more hours a piece. Commissioner Cryans said that they have really only begun the process at this point and there is only five more weeks left in this year.

Supt. Libby said if they get to the end of the year and they don't have the required training they won't be getting any inmates for help. He stated that the requirements for training are part of the legal settlement agreement which stemmed from the loss of an inmate on the Farm some years ago. Supt. Libby said that it is his responsibility to ensure that these requirements are satisfied.

Supt. Libby said the two Farm hands have been willing to take the proper steps to be able to handle the inmates but the Farm Manager has been behind in the effort.

Commissioner Burton stressed the need for Corrections and the Farm to work together to get this resolved so that the Farm can receive the labor it needs to succeed. He said he would like the settlement agreement looked into to see if there is any leeway in the requirements. He also asked Director Clough to look into this and see that the 30 hour training requirements are met. He said he hoped it wouldn't take a motion from the Board to make this happen.

Supt. Libby said he was not going to sacrifice his obligations or compromise his duties because of the lack of cooperation from another department.

Commissioner Cryans said he would like to see Farm Manager Kimball warned that there are only five weeks until the end of the year in order to get his requirements taken care of and that the Board of Commissioners wants this to happen.

Supt. Libby informed the Board that there isn't a "problem" with inmate labor as may have been suggested and that things are getting done on the Farm, primarily through the help of the Correctional staff. He said he will continue to provide the training opportunities but said that he doesn't plan on holding the hands of the Farm help to make this happen. Director Clough said that the Farm staff has had eleven months to make this happen.

Commissioner Ahern said it is critically important that the Farm staff gets the proper training needed in order to be able to properly handle inmates. He said the Farm Manager is not doing the job he has been hired to do if he can't seem to get the training that is required. He added that Farm Manager knows what he is supposed to do and it is inexcusable that he's not complying with this. He said that he doesn't see the issue stemming from the Dept. of Corrections.

There was a discussion about the updated DoC Policy Manual and how and when it will be approved. Commissioner Ahern said he would like to be able to approve the new policy before his tenure is up and believes there is a need for rules and regulations. He will try to make an appointment to meet with the Superintendent to review the policies. It was noted that the policy manual would need to be reviewed and approved in non-public session as it deals with security.

Harold Brown was recognized and said that any document that is voted on by the Board of Commissioners is considered a public document and the public has the right to review it.

Supt. Libby discussed the inmate release procedure which included providing the inmate with a list of resources, access to a free telephone call and at times protective clothing or a ride somewhere. He said there may be times when an inmate will say they have a ride but actually don't. This could result in that inmate walking on Route 10 or perhaps ending up at a local merchant. Supt. Libby said that the DoC does as much as they can

do to help inmates but need to remind people that once released, the inmate is then a private citizen in the community like anyone else.

Commissioner Ahern suggested that perhaps Supt. Libby could ask someone at the state facility what their release policy is.

Supt. Libby informed the Commissioners that there were four women from Coos County and one each male and female from the NH state facility, which were currently in the Grafton County Jail.

Commissioner Ahern wanted to discuss the procedures in handling inmates with diabetes and Supt. Libby said they could talk about it on Friday in further detail.

IT Manager Brent Ruggles arrived with his report and reviewed it with the Commissioners *(see attached)

Commissioner Burton moved to approve the minutes from the November 13, 2012 meeting which was seconded by Commissioner Cryans. A role call vote was taken. Commissioners Burton yes, Commissioner Cryans yes, while Commissioner Ahern abstained due to his inability to read the minutes

Commissioner Burton moved to approve the minutes from the November 15, 2012 meeting which was seconded by Commissioner Cryans. A role call vote was taken. Commissioners Burton yes, Commissioner Cryans yes, while Commissioner Ahern abstained due to his inability to read the minutes

Maintenance Superintendent Jim Oakes arrived with his report *(see attached). He said they were on schedule with the biomass project and that oversight on bills and invoices is ongoing.

In regard to the water valve project, Commissioner Ahern asked if Woodsville Water & Light was still turning the valve on a regular basis and Supt. Oakes said they were.

Supt. Oakes placed an advertisement for bids for surge protection for the Nursing Home and Biomass circuit panels and two were received.

Royal Electric:	\$10,630
Giguere Electric:	\$ 9,000

Supt. Oakes said he only received one call from another company out of Manchester who commented that the job was too far away. He recommended choosing Giguere Electric.

Commissioner Ahern moved to accept the bid from Giguere Electric which was seconded by Commissioner Burton. A role call vote was taken. Commissioners Burton yes, Commissioner Ahern yes and Commissioner Cryans yes.

Commissioner Ahern asked if all the propane storage tanks were underground and Supt. Oakes replied that 4 were and there was a small one at the Farm that was above ground.

Supt. Oakes had some paperwork with him that explained how the Kubota vehicle was acquired by the County.. He explained that the construction team was given authority for the Jail project and the vehicle was purchased by HP Cummings specifically for the project. The County was supposed to be paying a monthly rental fee for this. The County was to pay \$1,500 per month up to the purchase price of the vehicle. Dan Smith, Project Manager from HP Cummings inquired as to whether or not since the County had paid for the Kubota anyways through the Jail project did the County want to keep the vehicle after the project was finished. The Construction Team felt that financially since the County was paying for the vehicle either way it made good sense to keep the vehicle. Had they not kept the vehicle HP Cummings would have ended up with it. The total amount for the vehicle was \$20,560.

Supt. Oakes listed the ways that the vehicle is currently being used on the property daily by various departments.

Commissioner Ahern said he's concerned that there is now a new vehicle that wasn't initially requested while he still finds issue with getting a used Farm vehicle which is needed. He added that he was just concerned that there was a lack of process that should have taken place.

He said he should however read the paperwork Supt. Oakes was providing before going much further with this.

Sheriff Dutile and Communication Director Tom Andross arrived to request a bid waiver for mobile radio equipment. Sheriff Dutile said they would like to purchase the equipment from Ossipee Mountain as they have been the primary source of equipment all along and they provide excellent service. Sheriff Dutile said they did receive a grant for half of the cost and the rest of the funds will come from budgeted money.

Commissioner Ahern moved to approve the waiving of the bid which was seconded by Commissioner Burton. A roll call vote was taken. Commissioners Burton yes, Commissioner Ahern yes and Commissioner Cryans yes.

The Commissioners signed the check registers.

Director Clough said the County has received the "not to exceed" rates for the property liability which was capped at 7%. Increase is 7% amounting to \$184,762 for all property and liability.

Workman's Compensation "not to exceed" rates which are capped at 8% has increased, 8%. There was a premium holiday offset last year which resulted in a credit for next year and Director Clough said she didn't know exactly how that will factor into the budget because it is likely there may be another holiday offset this year too.

Director Clough explained that the rate increases are particular to the County whereas premium holiday is based on the total excess of money held by Primex and they're really not tied to one another.

NACo Prescription Drug Card savings for the month of October were \$6,832 or 26.69% savings. There were 162 users. Total savings for the life of the program (Sept. 2006) are \$572,703.61

Director Clough informed the Commissioners that she received a request from the UNHCE office asking to close their office on the 24th of December and that the two County employees would use their earned time for the day off. Commissioners' Office and Human Resources had the same request, same conditions. She said this request was approved for the Register of Deeds office already.

Commissioner Ahern moved to approve the request to close the offices on the 24th and that staff would use earned time which was seconded by Commissioner Burton. A roll call vote was taken. Commissioners Burton yes, Commissioner Ahern yes and Commissioner Cryans yes.

Director Clough informed the Commissioners that she had contacted the town of Rumney in regard to the Selectboard meeting with the Commissioners. The response was that the Selectboard meets in the evening and dates were given as to when the best time for the Commissioners to attend. Commissioners Burton and Ahern would all be available on the 10th of December for a meeting. Commissioner Burton asked if either the Sheriff or Director Andross would be attending and Director Clough said she would contact them to find out if one or the other could attend.

A letter was written to the Commissioners thanking them for the inmate labor that was made available to the town of Holderness in cleaning up the Trinity Churchyard Cemetery.

COMMISSIONER ISSUES:

Commissioner Burton said that there was an article in the Sunday Valley News which highlighted Betty Abbott whom he credited with helping to start the first Thresholds program at the Jail in Grafton County.

There will be a GCEDC informational meeting on December 4th at the new incubator project in Plymouth at 12:00 PM.

There will be a Soldier On meeting at the Common Man in Plymouth on November 29th beginning before 6:00 PM

Commissioner Burton said that he was contacted by former legislator and Attorney Brien Ward about a project concerning the growing poverty in upper Grafton County. Atty. Ward feels this is an issue. Commissioner Burton said he would do some follow up.

Commissioner Ahern said he received a call from a member of the Selectboard in Alexandria who said that he heard that the County would be taking the lion's share of tax

revenue should a wind project be built in that area. Director Clough said the County tax rate is set according to the town's property valuation and the budget needs of the County and nothing more, so that information is not true.

Commissioner Cryans attended the Drug Court graduation on the 19th of November for three graduates. He said the presentations from the three were the highlight of the event.

Commissioner Cryans attended LGC's 71st Annual Meeting and was told that they are pleased that Grafton County is back with them for health care coverage.

12:05 PM With no further business the meeting adjourned.

Respectfully,

Raymond S. Burton, Clerk

November 26, 2012

Commissioners Report

1. Population:	In-house	106	F Unit	42
			E Unit	21
			D Unit	20
			C Unit	21
			Intake	02

Weekenders: 06 Out of Facility: 42

2. Community Corrections Report:

- a) Drug Court – supervising (18) * 1 in custody
- b) Electronic Monitoring – supervising (5)
- c) Daily Work Release – supervising (0)
- d) Operation Impact – Sgt Larson – last week in Hanover/Linwood – facility tour this week with Lebanon Middle School.
Then OPI will be limited – Sgt Larson will be assigned to duties in facility for 6-10 weeks to cover FMLA's
- e) Community Work Program: Sgt Webster – On the complex.

3. General:

- a) Re-visit - Surplus radio equipment
- b) Farm personnel required training – notices given/opportunities provided
- c) Policy review/approval process - discussion
- d) Inmate release procedures - discussion

4. Personnel:

- a) 3 out on FMLA (2 Sgt's 1 Cpl) +1 scheduled to go out anytime
- b) Under staffing/forced OT continue

5. Commissioner Items:

- a) Commissioner Ahern – Out of County in-house census
- b) Commissioner Burton – *Inmate release procedures
- c) Commissioner Cryans – none

Are there any Commissioner concerns?? Input sought.

Upcoming events:



GRAFTON COUNTY

Department of Information Technology

603-787-2043
603-787-2656 Fax

3855 Dartmouth College Highway
North Haverhill, NH 03774
bruggles@co.grafton.nh.us

Grafton County Department of Information Technology

Monthly Summary Report
November 27th, 2012

AO – Attorneys Office

- Replace Monitor for office manager to allow her to view Karpel for demo
- Install Sharp Multifunction Copier and adjust software and install printer drives on users systems
- Move scanner from the courthouse basement to AO administrative office system.
- Desktop Scanner for user getting error? Documents getting scanned but error message on every scan. Destination folder had been changed. Corrected destination folder in software.
- Converted CDA to MP3 file. Two copies made for them. Both did play but Office manager asked to verify it had all the audio needed.
- Install software and setup 8 laptops for training in EOC for new case management software – Karpel.
- Ordered 9 replacement new monitors and 3 PC replacement systems.
- Installed Adobe Acrobat X Professional on 4 scanning systems.

CC – Community Corrections

CE – Cooperative Extension

CO – Commissioners Office

- Purchase, configure and deploy 4 new desktop PC's
- Purchase, configure and deploy new laptop for Executive Director

DC – Drug Court

- Perform Maintenance on PC System.

DOC – Department of Corrections

- Setup new user network and email accounts

HR – Human Resources

-

IT – Department of Information Technology

- Met October 1st deadline and completed replacement of 40 PC systems at Nursing Home.
- Completed successful domain migration of all Nursing Homes Systems to new domain.
- Got Barry out for a much deserved week of Vacation!!
- Coordinate with AO office manager and work with Karpel software vendor in preparation for new software at Attorneys Office.
- Currently installing 12 new wireless touchscreen computer systems at Nursing Home for LNA's





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- Securing and removing hard drives from retired PC systems.
- Purchase and install additional hard drives to increase storage in County Email Server.
- Work with Executive Director on MOU for UNH BTOP project
- Work with Maintenance Superintendent and outside contractors on fiber optic and networking for new Biomass facility
- Training on new video camera, successfully uploaded last weeks commissioners meeting to Pemi Baker TV station.
- Fine tuning new campus firewall system.
- Working with vendors on completing SO pc systems to new network domain, targeted completion my xmas.

MHC – Mental Health Court

- Replace laptop for MHC Councilor

MT – Maintenance

- Setup secured remote access for contractors to access HVAC system at new DoC.
- Setup new user accounts and basic training

RD – Registrar of Deeds

- Review issue with faulty laptop power supply connector, advised to have laptop sent out for repair at Profile Technologies in Littleton New Hampshire.

NH – Nursing Home

- Replaced printer on Profile unit.
- Install of new system for Kitchen Staff
- Removal of old PC systems from NH offices
- Setup users on the updated NH staff laptop so they could view webinars etc
- Set users for direct IP printing
- Readjust backup jobs for SQL Server
- Setup default user profile for Restorative Department.
- Adjust firewall access for HIM pc systems.
- Joined Kitchen Managers PC to new domain
- Server Printer in Activities

SO – Sheriff's Office\Dispatch

- Setup and configure new network\email accounts for SO
- Maintenance performed on console 4 in dispatch



MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Oct 16 – Nov 26, 2012

COMPLEX

Biomass District Heating System

Work completed since last meeting

- ✓ Underground work is 95% complete and most areas were repaved last week
- ✓ Stubbed biomass hydronic lines and data conduits into Admin Building tunnel, nursing home boiler room, side of courthouse and DOC vehicle sallyport
- ✓ Footings and foundations 100% complete
- ✓ Stubbed water into footprint of building
- ✓ Sealed and insulated foundation and then backfilled

Work scheduled for next few weeks

- ✓ Install underground conduits and plumbing in prep for mechanical room slab pour
- ✓ Stub hydronic lines, electrical and data conduits and sump drain through foundation walls
- ✓ Tie in biomass hydronic lines into existing boiler systems starting with nursing home 11/27
- ✓ Start framing around 1st week of December
- ✓ Boiler package delivery 12/13

Engineering Design of Automated Isolation Valve & Vault

Building and site are approximately 97% complete. Woodsville Water & Light hooked up power yesterday.

Work remaining

- ✓ Install main entry door
- ✓ Install SCADA telemetry equipment and test

Generator Surge Protection – Ran advertisement in the Valley News advertising surge protection work for nursing home and biomass building circuit panels. Need to open bids and select contractor.

Underground Storage Tanks (UST) & Monitoring Systems – Advanced Environmental Services completed our annual inspection and test of all our fuel UST and respective monitoring systems. All systems tested good with exception of Courthouse system. It is not registering fuel usage. Beardsley Inc. is on site today to fix this issue.

Kitchen Hood Fire Suppression Systems – VT Fire Extinguisher completed the 6-month kitchen hood fire suppression system inspections in the nursing home and jail. Both systems passed inspection

COURTHOUSE

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

County Attorney Office (CA) Expansion Project – Conference room area work is 99% complete and main office side is 90% complete.

Dispatch Center – Completed relocation of four dispatcher stations to improve sharing of common assets and improve interoperability

Courtroom 2 – The adhesives that hold decorative panels on the walls around the jury area have dried up and a few panels have fallen. No one has been hurt. Area temporarily closed. Have last 3-days of this week scheduled to remove all panels in this area to repair and reinstall them.

State Modifications – Continue to coordinate state requested modification work:

Superior and Circuit Court Service Counters – New ADA service counters are completely installed and awaiting the new glass curtain walls.

Water Fountain – The fountain by the sheriff's office died. We purchased a new one and installed it

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

In-ground Grease Trap – Plastic cover buried under ground collapsed while biomass contractors were compacting in area of grease trap, creating sinkhole. Coned off area and waiting for contractor to dig out and expose top of tank so we can fix it. Called New England Basin Cleaners to pump sand from trap.

Bakery Oven – Upper oven will not light. Ordered oven safety valve retro kit. Installed kit and fixed problem.

Patient Lifts – Actuators on four patient lifts have excessively worn actuator clevises. Replaced actuator assemblies

Patient Care Kiosks – In process of running dedicated circuits to power 12 new kiosks (3 per resident living area) that will be used in lieu of PDA's for recording resident health information. Completed work on Granite and Maple thus far. Meadow and Profile still in work

Sprinkler System – Discovered 14 locations within the nursing home that had severely corroded sprinkler lines and couplings. Had Hampshire Fire Protection fix all 14 locations.

Electric Beds – Replaced shorted wand on electric bed and a couple of striped actuators on other beds

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Emergency Egress Lights – All six egress light systems were found to be inoperable from 7/23 lightning strike. Replaced, transformers, circuit boards and batteries to fix all six lights

HVAC – Replaced squealing bearings in in-line booster fan with HRU 2 ductwork

HVAC – Replaced a few Belimo zone valves in various locations to fix No-heat issues

ADMINISTRATIVE BUILDING (1930)

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

HVAC – Server room AC stopped working. Troubleshoot problem to bad condenser compressor possibly caused by failed crankcase heater. Installed new compressor. Awaiting crankcase heater. Using portable unit as stop-gap measure

HVAC – Heat not working in room 242. Replaced Belimo zone valve

Emergency Egress Lights – Replaced batteries in two different fixtures

NEW JAIL

Fire Alarm - "Loop 4 open isolator circuit trouble" causing 43 abnormal outputs at Control panel for duct smokes that don't work. Troubleshoot to burned 24vdc power supply on circuit card 566-074. Simplex replaced circuit card. While in process they found circuit to duct smokes had hard ground fault. Interstate Electrical troubleshoot problem to a pinched fire alarm wire. Interstate Electric and Simplex returned to site several times and repaired numerous grounding issues in system.

Sprinkler System - Actual flow pressures were well below posted pressure calculations required to operate sprinkler system. Hampshire Fire Protection technician discovered he had improperly plumbed gauges, which was cause for faulty readings. Replumbed and fixed problem

Sprinkler System – Inspector test ports on two of the three dry sprinkler systems were installed too close to the testing location. Hampshire Fire Protection technician installed new ones at furthest point in each system to rectify problem

Geothermal System - Glycol feed not working in auto position for boiler make up. Intermittent pressure switch. Notified HP Cummings

HVAC – Contractors continue to work Multistack heat pump issues. Many of the heat pumps keep tripping off line in alarm and some have experienced compressor failure and refrigerant leaks. The contractors repaired the units that had the failed compressor and refrigerant leaks and have tried some new programming schemes to make these units work better. Multistack heat pump issues persist.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

HVAC – Contractor shorted out motor and contactors that drive energy wheel in air handler AHU-H1. Notified HP Cummings...still awaiting contractor to fix

HVAC - Boiler 1 out on high limit alarm 10/11. Back in alarm on the evening shift for low water cut out. Reset system 10/11 AM. Reset system, verified glycol feed system is in auto and checked system pressure (at 5 psi) 10/11 PM. GSP&H in process of further troubleshooting problem.

HVAC - Air handler supply fan bearings are grinding. Contractor replaced bearings.

Air Balancing – When the air handlers go into economizer mode the building becomes too pressurized causing doors to open or close hard. The contractors are still troubleshooting this issue

Exit Lighting – Numerous exit lights throughout aren't working. Interstate Electrical repaired many. Still have a few to fix. Technician on site again today to fix remaining fixtures

FARM

Dairy Barn - Fire Alarm Line 2 Communication Trouble. Alarmco removed dialer and NAC panel and replaced with new integrated panel

Dairy Barn - North cupola east side has slats missing from lower portion and hardware cloth came unstapled and fell into cupola allowing pigeons into space. Reattached hardware cloth and reinstalled slats

Dairy Barn – Inmates broke office window. Replaced with Plexiglas window

Dairy Barn – Farm help damaged fire alarm Protecto-wire system when power washing interior of main barn area. Spliced in new section

MAINT/FARM BUILDING

Nothing significant to report

Drug Court Building

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Sander – Replaced carburetor linkage and spinner assembly

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

OTHER

Radio Repeater – Ossipee Mountain Electronics, Inc. installed our repeater equipment last week and the Sheriff's Dept reprogrammed all our radios. Radio communications are the best they've ever been (loud and clear)!

New Custodian – I hired a new custodian to take Bill Morin's place. We had 80 applicants of which I interviewed 10%. The new custodian's name is Joyce Holdenbeck and was working at Dartmouth Hitchcock as a custodian there. She began work at the county on 11/19/12