

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

July 9th 2013

PRESENT: Commissioners Ray Burton, Mike Cryans and Martha Richards, Director Clough and Admin Assistant S. Tempelmeyer

Commissioner Cryans called the Meeting to order at 9:08 and began with the Pledge of Allegiance.

FM Kimball arrived and gave the following report:

- 1) We are milking 70 head of cattle and are now shipping 9,700 pounds of milk. The milk production has gone down because of the extreme heat and humidity we are enveloped in and have been for the last month. The price of milk is \$20.55 per hundredweight.
- 2) We have been unsuccessful in haying or chopping for the past two weeks because of the wet weather. We are constantly watching the weather report for a three day window of dry weather, but as it stands right now, there is nothing in the near future that looks like a three day window.
- 3) The Farm Stand opened on Monday July 8th. We had Zucchini, Summer Squash, Cucumbers, Lettuce, Spinach, Swiss Chard and Radishes to start the season with. As with everything else, the vegetable fields we have need some sun to warm the soil and dry things out.
- 4) We are taking bids on a new mixer wagon as the old mixer wagon has quit and we are borrowing one for the time being. We hope to have these bids very shortly.
- 5) We held a Twilight crop scouting meeting Monday evening the 8th. We had approximately twenty-five attendees. We served them hot dogs, hamburgers and Hatchland Milk.

Commissioner Burton had several questions regarding FM Kimball's report. FM Kimball answered the questions.

Commissioner Richards asked what happens when the grass cannot be cut due to the rain. FM Kimball stated that it matures, loses protein, starts to age and the value of it goes down.

9:19 Commissioner Richards 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, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted. 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 Richards “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.

9:47 Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion. All were in favor.

County Attorney Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
July, 2013
Report to the Commissioners**

(1) Statistics

We are once again seeing a jump in referrals. As noted earlier, the numbers may be slightly off as we transition from JD to Karpel software, but we believe these are an accurate reflection.

In 2013, from January 1, 2013 through July 1st, 2013, we opened 419 cases.

In 2012, from January 1, 2012 through July 1st, 2012, we opened 388 cases

In 2011, from January 1, 2012 through July 1st, 2011, we opened 413 cases

This is a significant increase. It is difficult to update you on each and every case. Some recent news: we received an opinion from the New Hampshire Sentence Review Board affirming the sentence of 20 – 40 years in State v. Carvell, a child sexual assault case.

(2) Victim Witness Department

Carin Kniskern, our victim witness coordinator, would like to attend an out of state, three day training sponsored by the National Organization for Victim’s Advocates in September in Columbus, Ohio. This is the preeminent training for victim’s advocates. The theme is ***Implementing the Tools of Our Trade to Build a Comforting Justice***. There are literally hundreds of workshops. It would be completely paid for by the grant for out of state travel

by the Office of the Attorney General. These monies must be used for advanced out of state travel/training opportunities.

Commissioner Richards moved approve out of state travel. Commissioner Burton seconded the motion and all were in favor.

(3) Thank you to maintenance (again)

We want to, once again, thank the maintenance department. This time it is for providing a more private eating area outside for county employees. A picnic table has been moved to the nursing home side of the building. My staff appreciates having a place outside to eat and take a break.

(4) The Child Advocacy Center



The CHaD ½ marathon and 5K is Oct. 20th.

Current service delivery (Grafton County only)

County	Month	#FI
Grafton	June	<u>19</u> (16 MH – 4 CAPP/6PCP)
	July to date	2 and (4 pending)

To confirm, MH means 16 of the children were referred for mental health counseling, 4 to the child abuse protection program and six to their primary care provider. We are extremely fortunate to have this program in Grafton County.

(5) Mental Health Court, Halls of Hope, ASSERT



Halls of Hope
Second Circuit Court, Lebanon Division



Alternative Sentencing Solutions for Education, Recovery and Treatment
Second Circuit Court, Littleton Division

I have contracts for all three community mental health treatment programs for your review and consideration. We are looking forward to the Plymouth mental health court being up and running shortly. When I met with the Chief in Littleton, he mentioned how pleased he was with the program and the results he is seeing in his community.

We finished our final grant report, and it was accepted. We are waiting to hear if we receive the supplemental grant in the fall.

We received a donation of an I-Pad from a church, the Olivet Baptist Church, in Lebanon New Hampshire. Pastor Joe Searbo is a member of the advisory board for Halls of Hope. This donation will greatly assist the mental health court coordinator, as she travels throughout Grafton County. I believe I should ask for permission to accept this donation. The total value for the I-Pad, case, pen etc. is \$649.00. In addition, a group is finalizing the bylaws for a 501© (3) that would serve all mental health courts in Grafton County, similar to the Friends of the Grafton County Drug Court. Shelly Golden has been asked by the New Hampshire Chiefs of Police, Secretary's Association to speak at their annual conference.

(6) Restorative Justice

The contract is almost complete. I would ask to be able to forward it to you this week and have a few minutes at your next meeting to review it with you.

(7) Justice Involved Veterans

As noted in earlier reports, the State of New Hampshire was provided funding to send a group of ten individuals to Bethesda to work with experts to discuss and design what is needed to improve services to Veterans involved in the criminal justice system in New Hampshire. A diverse group, representing many stakeholders, attended this event. They decided to create a statewide committee entitled "Justice Involved Veterans" also known as JIV. I am honored to be on that committee representing prosecution and the North Country. A prosecutor from Merrimack County is the other prosecution representative. Last meeting Major General William Reddel came to discuss his concerns. At a meeting on July 10, 2013, we will be meeting with Superior Court Judge Tina Nadeau.

(8) Circuit Court Prosecution

We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County. This is becoming more and more a time consuming part of our services, as current prosecutors seek guidance, or police departments seek assistance due to potential conflicts of interest.

(9) Sexual Assault Resource Teams

a. Upper Valley SART

We are working with the AG's office to develop an Upper Valley SART. The Upper Valley SART has met and drafted a mission statement: "To provide an effective, consistent and comprehensive response to adult sexual assault through improved services enhanced collaboration, and a victim-centered response to promote justice." In addition, they have formally chosen a name and identified participants and are holding regular meetings. They have scheduled training for local law enforcement and stakeholders and are currently designing a brochure to outline services for adult sexual assault survivors.

b. Plymouth Area SART

This continues to be one of the best, well organized SARTS in New Hampshire. We have completed our promotional activity, and recently members presented at the Attorney General's conference, along with our victim. PASART will be sharing its program with the Attorney General at the Campton Police Department on July 29, 2013.

(10)Human Trafficking Initiative

As difficult as it is to imagine, Human Trafficking does occur in New Hampshire and Grafton County. We are continuing to work with the enforcement committee to develop protocols for all members of law enforcement. We hope they will be available this fall. Atty. Saffo gave out a handout to the Commissioners that discusses the contract between Grafton County and Northern Human Services, White Mountain Mental Health for Mental Health Court.

David Wood and Olivia Bebeau from AHEAD arrived for the public hearing.

10:00AM Commissioner Cryans Opens Public Hearing on the Proposed Project

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority (CDFA). Up to \$500,000 annually is available for economic development, up to \$500,000 for public facility and housing projects, and up to \$500,000 for emergency activities. Up to \$12,000 is available per feasibility study grants. All projects must directly benefit a majority of low and moderate income persons.

The purpose of this hearing is a proposed application to the Community Development Finance Authority for up to \$500,000 in Community Development Block Grant funds in support of a statewide effort by the nonprofit organization AHEAD Inc. to replace substandard mobile homes with new, energy-efficient manufactured homes. The funds will be used to provide deferred second mortgages or other purchase assistance to low- and moderate-income households throughout New Hampshire wishing to replace their substandard homes.

This project conforms to Grafton County's Housing and Community Development Plan's Goal of: Encourage adequate, safe, sanitary, convenient and affordable housing for all age and income groups.

Commissioner Richards asked if a family would be forced to do this if they have a substandard home and asked for more information on the project. David Woods stated that this is a voluntary program no household will be forced to apply but they must be able to afford their mortgage payment if they choose to join the program. One of the requirements is that the pre 1976 unit will be destroyed so it can never be used again. As far as affordability, the new units will all be energy star. The price points they're trying to reach, each home to be significantly under \$100,000.

Commissioner Burton stated that there are more positive outcomes than negative. He asked how many potential homes does AHEAD have under its wing. D. Woods stated that AHEAD does not own any manufactured housing.

Commissioner Burton stated to watch out for contractors and to make sure that they all sign contracts stating what the job entails and their responsibilities.

Commissioner Burton states that he fully supports the project.

Commissioner Cryans asked for public comments.

Register of Deeds Kelley Monahan stated to make sure the right away conflict is stated clearly in the contract. D. Woods stated that the homes will come with mortgages that have clear contracts.

10:19AM With no further questions Commissioner Cryans closed the Public Hearing

10:20 AM Commissioner Cryans opens the Public Hearing on the Residential Antidisplacement and Relocation Assistance Plan.

This project will include some voluntary relocation while substandard homes are demolished and new homes replace them. AHEAD will assist the households with moving, storage, utility hook-up and pet boarding costs. Temporary housing will be provided in either motels with kitchen facilities or apartments.

Commissioner Cryans asked for public comment. No members of the public were present to comment

10:20 AM Commissioner Cryans closes the Public Hearing.

10:21 AM Commissioner Cryans opens the Public Hearing on the Housing and Community Development Plan

No changes have been made to the existing Housing and Community Development Plan, except moving the goal of encourage adequate, safe, sanitary, convenient and affordable housing for all age and income group to under the 3 year plan as well (short term goal)

Commissioner Cryans asked for public comment. No members of the public were present to comment

10:20 AM Commissioner Cryans closed the Public Hearing

Commissioner Burton moved to vote to adopt the updated Housing and Community Development Plan. Commissioner Richards seconded the motion and all were in favor. The Commissioners signed the document.

Commissioner Burton moved to vote to adopt the Residential Antidisplacement and Relocation Assistance Plan. Commissioner Richards seconded the motion and all were in favor. Commissioner Cryans signed the document.

Commissioner Burton moved to vote to approve the submittal of the AHEAD application **and** vote to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract. Commissioner Richards seconded the motion and all were in favor. Commissioner Cryans signed the document.

Commissioner Burton stated that he wanted to express his appreciation to David Wood for hanging in there on assisted living quarters.

Commissioner Richards stated that she would like updates on the project as it moves forward.

Kelley Monahan arrived and gave the following report.

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
July 9, 2013**

June Revenue

County Revenue 6/2009	\$101,356.82	State Revenue 6/2009	\$592,480.32
County Revenue 6/2010	\$ 91,723.72	State Revenue 6/2010	\$626,525.44
County Revenue 6/2011	\$ 75,762.57	State Revenue 6/2011	\$520,156.80
County Revenue 6/2012	\$ 89,548.22	State Revenue 6/2012	\$677,853.12
County Revenue 6/2013	\$ 88,590.46	State Revenue 6/2013	\$803,862.46

Foreclosures 2009	86 year to date	Equipment Surcharge Balance	\$107,540.07	
	2010	115 year to date	CD	\$50,000.00
	2011	101 year to date	Bank of NH	\$57,540.07
	2012	102 year to date		
	2013	89 year to date	12 month actual revenue	\$986,818.96

12 month projected revenue \$950,000.00
(36,818.96)

1. The final two days of June falling on a weekend had an effect on our final revenue total. Had we received USPS, UPS and FedEx on the weekend rather than on Monday we would have added an additional \$20,000 to the FY13 Revenue total.
2. I do not think that the foreclosure number is reflective of a recovery. Ocwen and Nationstar have taken over almost a trillion dollars in servicing rights from the banks that were in compliance under the fifty state AG settlement. I think we have experienced a lull while this transfer has processed. Littleton had two foreclosures in the month of June.

Commissioner Cryans asked if everyone had a chance to read the minutes and if there were any edits. Commissioner Richards had several edits.

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

Supt. Oakes arrived and gave the following report:

June 18 – July 8, 2013

COMPLEX

Biomass District Heating System Project

Work completed since last meeting

- ✓ Completed repairs to concrete in various areas
- ✓ Completed some punch list items

Work scheduled for next few weeks

- ✓ Address system pressure problems
- ✓ Finish programming control points
- ✓ Finish testing and balancing of system
- ✓ Commission everything
- ✓ Deliver O&M manuals and As-builts
- ✓ Provide owner training
- ✓ Complete punch list

Old Jail Demolition Project

Work completed since last meeting

- ✓ Tore down 1930 section of building and part of connector

Work scheduled for next few weeks

- ✓ Resume interior demolition to separate brick, stone and mortar from steel and other debris

Potential issues

- ✓ Discovered what looks like cellulose wrap sandwiched between fascia, soffit and roof. Had The Scott Lawson Group sample it 7/9.

Administration Building Repointing & Repair Project (Project timeline: August 5th – October 25th)

I sent MAS-CON Corporation a Notice of Award and the Agreement for signature. I'm awaiting them back along with their certificate of insurance and bonds before issuing a Notice to Proceed. We are tentatively planning an earlier start date than August 5th.

Engineering Design of Automated Isolation Valve & Vault

Project is substantially complete and valve works well. Morrill Construction still owes us O&M manuals and As-built drawings. I've spoken to Jason a few times on this matter but they haven't completed the project. I'm holding his retainage until complete.

HVAC Preventative Maintenance (PM) – North Country Mechanical completed the remainder of annual PM inspections and we've repaired the vast majority of their findings. We have a couple of outstanding issues we are still working.

Main Sewage Grinder - Electric motor bearings starting to fail. Replaced motor

COURTHOUSE

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

ADA Work – Richard completed the last of the ADA compliance work the state requested be completed as a prerequisite for renewing their lease. This work involved removing permanent seating in courtrooms 1 and 2 to make remove for wheelchair seating.

Exterior – In the process of scraping, priming and painting various window frames around the building

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Replaced several electromechanical parts on beds to keep everything in service

Patient-lifts/Stands – Sent manufacturer an electrical control panel off of a lift for troubleshooting and repair. Installed temporary panel in its place. Received repaired controller and immediately installed it upon receipt

HVAC – Unit Ventilator - 1 in the Maple Dining Room had its coil freeze and burst. The water from the coil ruined a transformer and control circuit board. The cause of the failure was due to a bad aqua-stat that failed to shut down the unit's condenser when the temperature dropped beyond limits. We've soldered the coil, replaced the transformer, aqua-stat and circuit board. One of my staff is now reprogramming the circuit board.

HVAC – Unit Ventilator – 2 in the Profile Dining Room had its temperature sensor fail. We replaced the sensor

Refrigeration – The walk-in freezer condenser compressor was running during defrost mode when it should not have been. Determined the low-pressure control is bad. We replaced the low-pressure control

Sprinkler System - Air and water gauges due 5-year calibration or replacement. Replaced gauges

ADMINISTRATIVE BUILDING (1930)

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

HVAC – Chiller auxiliary contactor on circuit 1B is bad. Installed new contactor

HVAC – Chiller variable frequency drive left operator panel (keypad) CDR001115 is bad causing Ram error message...installed new operator panel

HVAC – AC condensing units ACCU 2, 3 and 5 had bad crankcase heaters. Replaced heaters. ACCU 2 and 5 had bad fan cycling switches. Replaced switches

Exterior Lighting – North parking lot very dark at night since killing power to old jail. We installed a 250W wall-pack light fixture on the North elevation of the Admin Building to better light the parking lot

Roof - 12-18 slates broke or fell off roof during winter. Installed new slate tiles

NEW JAIL

Sprinklers – Tri-State Fire Protection completed the annual inspection and test of the DOC sprinkler system. I provided HP Cummings with a few discrepancies noted during the inspection. Hampshire Fore to correct at next site visit.

Fire Alarm – Simplex and Interstate Electric corrected all but two discrepancies noted from last Alarmco test. Control Tech is drafting a change order to implement fix for last two remaining discrepancies

Geothermal - Need to program ERU loop reset schedule so heat pumps don't trip out in shoulder season switching between cooling and heating. Work in progress by Controls Technology Incorporated (CTI). *Unsure if CTI has yet tested changes*

HVAC – The DOC experienced air imbalance throughout building in various locations when associated air handlers go into economizer mode. Determined supply pressure is greater than exhaust at these times. CTI is in process of reprogramming all affected units. *There is a marked improvement in most areas of the building following the CTI program changes. There are still a few outstanding areas that need more attention*

HVAC - Snowmelt systems serving Area D and F air handlers missing sensors and not wired. Electrical contractor fixed but later discovered power supplies are also bad. Parts ordered

HVAC – One of four compressors on Heat pump WHP-H3 is bad. Granite State Plumbing & Heating needs to replace

HVAC - Trane needs to verify that all WHP type heat pumps are programmed to run below 42 degrees. Some are tripping out in the low 40-degree range

HCAV - Additional programming required to program air handling unit energy wheels to meet Trane sequence to allow defrosting. *I believe the programming is complete, but I'm unsure if it has been tested yet*

HVAC - Room A145B temp doesn't get above 66 degrees even though reheat coil RHT-A4 is putting out 92.9 degrees. GSP&H and CTI troubleshooting

HVAC – ERU-F1 air handler energy wheel power light doesn't work. Contractor ordered replacement

HVAC – Variable air volume unit VAV-G12 for rooms G108 and G109 to not get above 64 degrees. GSP&H and CTI troubleshooting

HVAC – Heat pump HP-10 serving maintenance area is not heating properly due to improper air balance. Contractors troubleshooting

HVAC – Heat pump WHP-C1 Sounds bad, possible low refrigerant. Notified GSP&H

HVAC - Staff bathroom area B109 won't come up to temp. Notified contractor

HVAC – Heat pumps B-6 and B7 can't adjust temperature. Notified contractor

HVAC – Heat pump ERU-F1 Supply bearings are getting noisy. Notified GSP&H

HVAC – Several water to air heat pumps shut down in alarm and rooms became hot. Discovered most of them were not leveled properly causing condensate to back up and shut down unit on safety. Had to fix each unit's leveling so condensate water would drain from units to prevent reoccurrence

Plumbing – Numerous stainless steel pins behind each inmate toilet installed to prevent flushing foreign objects below grade are missing. Installed threaded rod as a temp measure. Notified GSP&H

Lighting – Several exit lights throughout aren't working. Interstate Electrical replaced a number of circuit boards in some and battery packs in others. *Three have failed since. Notified HP Cummings*

Lighting – Inmates in Area D are prying night light covers off in sleeping areas. Ordered more secure fixture covers to remedy problem. *Parts due to delivered...awaiting installation*

Bunks – Captain Lafond has requested we add more bunks to Areas C and D due to increased populations in these areas. All have been fabricated and installed other than bunk ladders.

Siding - Exterior siding falling off under South side window of J-Connector. Contractor fixed

FARM

Dairy Barn – Inmates breaking into office. Need to install security screen on window and lock mechanism to prevent picking lock. Work completed. Also gave Farm secure room in Admin Building to secure vet supplies

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Drug Court Building

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

OTHER

Maintenance Position – I hired Rick Colbeth to replace John Tumosa. Rick is the lead propane and boiler technician for Dead River. He will be starting work at the county 7/22

Director Clough gave the Commissioners a CDBG Agreement for the Micro Enterprise Grant and Commissioner Cryans and Commissioner Burton signed it.

Director Clough gave the Commissioners CDBG Paperwork regarding the MicroEnterprise Grant and they signed it.

Director Clough presented the Commissioners with the financial management plan for the CDBG to be adopted. Commissioner Richards moved to adopt the Financial Management Plan for the CDBG. Commissioner Burton seconded the motion and all were in favor.

Director Clough presented the Commissioners with the Code of Ethics for the CDBG to be adopted. Commissioner Richards moved to adopt the Code of Ethics for the CDBG. Commissioner Burton seconded the motion and all were in favor.

Director Clough stated that the Commissioners needed to do an official appointment of the New HR Director until January 2015. Commissioner Burton moved to Appoint Donna Cramer as the new HR Director. Commissioner Richards seconded the motion and all were in favor. Commissioner Cryans signed the payroll change notice.

Director Clough discusses FY13 Request Encumbrances with the Commissioners.

Commissioner Issues:

Commissioners discussed the draft letter to Gov. Hassan on the Northern Pass Project.
Commissioner Richards will work on another draft to present to the Board.

Commissioner Richards stated that she received a brochure on the new Family Therapy program that DoC will be starting.

Commissioner Burton signed a letter and will hand deliver to the Attorney General regarding Governor and Council and whether or not they have a say in a project like the Northern Pass that wants to bring something over or under a State Highway.

Commissioner Burton stated he attended the Littleton and Bath Board of Selectmen meetings and handed out the new Grafton County brochures. He stated he had a copy of the budget with him if anyone was interested.

Commissioner Burton will be attending more Board of Selectmen meetings other towns.

Commissioner Burton stated that the Commissioners should be receiving an email notice with information regarding the District Health Council meetings.

The Commissioners and Director Clough discussed the department head job descriptions and who they are to report too.

12:09 PM With no further business the meeting adjourned.

Respectfully Submitted,

Raymond S. Burton, Clerk