

Jail/Court Releases – Supt. Elliott stated that there was a horrible incident a couple of weeks ago where an inmate was court ordered released. After his release from the facility he was hitchhiking and when he was picked up by an elderly resident he threatened bodily harm to the resident who then pulled over into the Walmart parking lot where he was assaulted and had his car stolen. That same day the person was arrested and brought back to the DoC. Supt. Elliott stated that there are issues with Court/Jail releases but wanted to assure the Commissioners that when someone is released they do what they can to give rides if they are needed. He stated that the DoC releases 800-1000 people a year into the community. He explained that for this particular incident this inmate and another were being released around the same time. There was a cab called for those two (2) people to go to Lebanon. The cab came to pick them up but one of the gentlemen’s court paperwork was held up so he was delayed and the cab left without him. Supt. Elliott stated that when an inmate is being released it is the practice to ask if they have a ride home especially during the winter months. They allow free phone calls to make sure they have a ride when they are released and in addition they make courtesy rides in the winter as well. He stated that he wants the Commissioners aware that they are very proactive in making sure people have rides home once released. He stated that this is a horrible incident but it is not a common occurrence as it has happened once since they have been in the new facility. Commissioner Piper stated that she appreciates all the information and background from Supt. Elliott.

Unit Masonry Work – Supt. Elliott stated that in the F Unit there is a wall that holds two (2) TVs. He stated that over the years this wall has become loose. Supt. Oakes worked with a Mason to solve the problem and the wall has been fixed. He thanked the Maintenance Department for their work.

Supt. Elliott stated that on October 24th he had the American Civil Liberties Union in their DoC for a tour. Two (2) representatives came and met with Programs and Community Corrections. They were very impressed with what they do in the facility. He stated that St. Johnsbury DoC toured the DoC as well to get the logistics on what it takes to grow a garden.

Inmate Handbook Update – Supt. Elliott stated that they have updated the Inmate Handbook. He stated that all staff have been trained with the new handbook and it was implemented last week. He noted that the handbook is available to all inmates.

Commissioner Lauer asked if everyone had a chance to read the minutes from the November 14th meeting.

MOTION: Commissioner Morris moved to approve the minutes from the November 14th meeting pending receiving the updated report from the Register of Deeds. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”, Commissioner Piper “yes”, Commissioner Morris “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

The Commissioners signed check registers 24-25; 1069-1076.

CA Libby submitted the following 2020 Holiday Schedule for the Commissioners to review:

Grafton County
2020 Holiday Schedule

New Year's Day	Wednesday	January 1, 2020	
Martin Luther King Jr./Civil Rights Day	Monday	January 20, 2020	
President's Day	Monday	February 17, 2020	
Memorial Day	Monday	May 25, 2020	
Independence Day	Saturday	July 4, 2020	
Observed by Administrative Offices	Friday	July 3, 2020	*
Labor Day	Monday	September 7, 2020	
Columbus Day	Monday	October 12, 2020	
Election Day	Tuesday	November 3, 2020	**
Veterans' Day	Wednesday	November 11, 2020	
Thanksgiving	Thursday	November 26, 2020	
Day after Thanksgiving	Friday	November 27, 2020	***
Christmas Day	Friday	December 25, 2020	

*Administrative Offices Observation of Independence Day

24/7 Departments will observe actual holiday on 07/04/20

**Election Day is a Floating Holiday for all County Employees

***Day after Thanksgiving is a Floating Holiday for UE Bargaining Unit Members

MOTION: Commissioner Piper moved to approve the 2020 Holiday schedule as presented. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”, Commissioner Piper “yes”, Commissioner Morris “yes”. Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes.

CA Libby submitted a Certificate of Authority – VAWA for Commissioner Morris to sign.

IDN Funding – CA Libby stated that it seems that it is still very fluid. At the Executive Committee meeting at the beginning of the month, Merrimack County stated they would not pay based on Medicaid attributable lives. They voted to pay how they did last year, which was 30% of their additional proshare payment. She stated that Rockingham is unsure as well. She does not know where this leaves the rest of the counties. Commissioner Piper stated that if Grafton County pays the full amount they are picking up the other counties shares as well who do not pay. She would be hesitant to pay the amount first put forward with Medicaid attributable lives. Commissioner Morris stated that she thought the consensus two (2) months ago was where if they were in a position where one (1) county would not pay then the full \$10 million would not get paid back to the state. The state would take the hit versus the counties. Commissioner Lauer asked if there were any discussions about what would happen to the IDNs if their counties weren't to pay. Commissioner Piper stated that no one IDN would be short changed if a County

were not to pay, all money received will be spread evenly across all IDNs. Commissioner Piper asked when they need to have the amount approved by the Delegation. CA Libby stated that there does not appear to be a set deadline. She asked Commissioner Piper if they are supposed to be providing feedback on the MOU. Commissioner Piper stated that the deadline for comments and feedback on the MOU is Wednesday November 20th. The goal of the MOU is to find an amount and method for the County voluntary contribution and to establish new and consistent reporting. The Commissioners stated that they want clarification that there is not a December deadline for this funding as they may not be able to make that happen depending on convening the Delegation for meeting. The Commissioners stated that other than that they do not see anything concerning in the MOU.

Supt. Oakes arrived and gave the following report:

COMPLEX

Generators

- Nursing Home/Biomass generator - fuel analysis showed water in the fuel. *Powers Generator polished fuel to remove contaminants. Also had coolant leak from upper radiator section. Replaced bad hose between radiator and coolant reservoir.*
- Administration Building generator – Fuel lift pump primer not working...*replaced primer*
- Farm generator - Fuel tank gauge stuck at 1/2 full. Discovered when filling tank. *Removed gauge and straightened out linkage that had twisted. Reinstalled...check full when reinstalled.*

NH DES Visit – Upon my request, NH DES conducted a site visit to inspect the Administration Building fuel day-tank and to inspect all our Above Ground Storage Tanks (AST's). The purpose of requesting the visit for their engineer to show us specifically what needs to be done to run the emergency vent but to also inspect our AST's, which have never been inspected, to see if there are any outstanding issues needed to make them compliant. Overall, the inspection went quite well. However, we do have a couple of minor issues that need to be address to make our AST's 100% compliant. *We've corrected most but are waiting on back-ordered parts to complete*

COURTHOUSE

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

Furnace – Discovered several bad parts while doing annual PM work on furnace. *Installed parts and tuned furnace*

Stenographer's Office – 58x150" plate glass window cracked. *Temporarily stabilized window with tape and plywood. Placed order for new window through Granite State Glass (see attached quote). PRIMEX will pay all but our \$1,000 deductible.*

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – Hydronic pump 4 experienced a shaft seal leak...*rebuilt by installing shaft seal kit and new volute gasket.*

Elevator - Car hanging up on basement level 1' from landing but controller in machine room shows it on 2nd floor. Stanley Elevator technician found burnt contacts on door close relay. *Replaced relay.*

Laundry – Washer 1 not holding water. *Replaced bad drain valve.*

Sprinkler System

- Dry system air leak at 2" connection above purchasing. Also another leak 4" line in same system next to air handler HRU 3 in main attic. Both are temporarily repaired. *Hampshire Fire scheduled to replace bad sections at next scheduled on 11/26*
- Dry pendent heads in PT attic and porch due 10-year replacement...*replaced heads*
- Standard response head in 69 basement due 50-year replacement...*replaced head*

Kitchen/kitchenettes

- Dishwasher inoperable. Hobart replaced the table end switch to correct the problem.
- Dishwasher hot water booster temperature & pressure valve leaking...*replaced valve.*

ADMINISTRATIVE BUILDING

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

HVAC

- Hydronic pump 1 love joy coupling 5JE shredded and pump not pumping...*replaced coupling.*
- Zone valve in IT Office failed closed...*Replaced zone valve.*

Porches, Steps and Landings - *NICOM completed concrete repairs but the cold weather has prevented them from finishing the job.*

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen – Dishwater hot water booster failed...*replaced three burned out contactors*

HVAC

- Heat pump WHP-G1 had high pressure transducer Alarm...*ordered new one.*
- Variable air volume unit VAV-G15 actuator bad...*replaced actuator*

Area C – Segregation dayroom had wet ceiling tiles. Traced wetness to holes in roof membrane. *Patched roof.*

Area D – Shower Thermostatic group brass lug broken off in shower control handle...*replaced shower valve assembly*

Area D & E – Instant hot water heaters failed...*replaced hot water heaters*

Area F Dayroom – ½ wall that TV's are mounted to is loose. *Daryl Hamlett, a local mason, constructed concrete block buttresses on each end of the wall to stabilize it.*

Propane vaporizer – Will not stay lit...bad thermopile. *Replaced thermopile and gas valve.*

Fire Alarm – Duct detector M1-123 that is tied to Area D air handler was in TROUBLE mode. *Fixed loose wires in junction box.*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Farm Stand – The sills supporting the farm stand are completely rotted away and the floor is collapsing at the North end of the structure (see attached pictures). *In the spring, we will jack up the building, remove everything below the sill plate and pour a new concrete floor to set the building back down on.*

Pig Barn – Identified lack of safety handrail along granite wall near front entrance. *Fabricated and installed handrail.*

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Propane tank – Failed cathodic test. *Need to dig up and replace anodes*

VEHICLES & EQUIPMENT

OTHER

The Commissioners opened bids for the sale of one (1) 2016 Ford Police Interceptor Utility. Five (5) bids were received as follows:

Bay Ridge Motors - \$3,857.00

Yousef Dabbagh \$2,668.00

Bernard Dyer - \$4,011.99

Richard Woolsey \$3,666.00

Tracy Claus – 4,881.00

MOTION: Commissioner Morris moved to accept Tracy Claus' high bid of \$4,881.00. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer "yes", Commissioner Piper "yes", Commissioner Morris "yes". Commissioner Lauer stated that a majority of the board voted "yes" and the motion passes.

HR Director Clough arrived and requested to go into nonpublic session.

MOTION: * 10:01 AM Commissioner Morris moved to enter into non-public session for the purposes of 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 and matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (a) & (c) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

* 11:13 AM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion.

Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

MOTION: * 11:14 AM Commissioner Morris moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

* 11:23 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Morris moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

MOTION: * 11:24 AM Commissioner Piper moved to enter into non-public session for the purposes of Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (l) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 11:35 AM Commissioner Lauer declared the meeting back in public session.

MOTION: Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion. Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and the motion passes

11:35 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'MMorris', with a decorative flourish at the end.

Marcia Morris,
Clerk