

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday December 14, 2010

PRESENT: Commissioners Michael Cryans, Ray Burton and Martha Richards, Executive Director Clough and Secretary Martino

OTHERS: Omer Ahern and Harold Brown

9:12 AM Commissioner Cryans called the meeting to order.

Farm Manager Kimball arrived first with his report. They are milking 70 cows, shipping 10,000 #s of milk with an average of 72#s per cow. FM Kimball said he had 9 cows that produced over 100#s. Price of milk is \$19.20.

Grain has doubled in the last two months and the cost of diesel fuel has increased.

The Farmstand did very well this year with revenues at almost \$61K. FM Kimball said that he won't be doing soldier beans again as they are too time consuming and he doesn't have the proper equipment to harvest them.

Commissioner Richards asked if the Farm still had hay to sell and FM Kimball said they did and charged \$4 a bale for pickup and \$5 a bale for delivery.

Commissioner Burton noted that tomorrow there will be a busload of students coming from Rivendell Academy to visit the Jail and the County Attorney's Office, which came as a result of the Commissioners meeting at Rivendell a few weeks back.

FM Kimball said that the cows have recently been inoculated for a trio of potential diseases.

The hens are still producing and Hatchland has been purchasing 15-20 dozen eggs a week to sell at their store.

Superintendent Libby arrived with his regular report along with four other special reports. First off he began with the population report of 75 inmates in-house, 20 in Drug Court and 5 on electronic monitoring.

Supt. Libby discussed some hold ups with the Dept. of Education grant and said that he was going to try another route for education in the facility which was to work with the SAU 35 which would provide resources that would be paid for by the DoE.

O. Ahern asked about the average age of a GED student and Supt. Libby said he didn't have that calculation.

There was a discussion about getting an Individual Educational Plan (IEP) for inmates under the age of 21 and what was supposed to be provided for them by law. Supt. Libby said it doesn't always work that way.

Commissioner Cryans said there is a lot of attention given right now for people to get their GED's.

Supt. Libby said that he puts a lot of emphasis on making sure that inmates receive education if they want it and that the commitment at the Jail is exceptional and it makes a difference.

Commissioner Cryans said that it proves that those who go into the Jail want to do something more than just sit on their bunks all day. Supt. Libby said that now there are inmates who are studying to make the honor society.

Commissioner Richards asked if the other Counties do anything like this and Supt. Libby said that Rockingham has a pretty good program but overall Grafton County is ahead of the rest in that respect.

Commissioner Burton stated that any federal or state money received through a grant needs to go to the person who needs it rather than towards administration.

Supt. Libby informed the Commissioners that after the bid was awarded to Hillsborough Ford for the four-wheel drive Ford Explorer that was requested in the budget, word came back that Ford was no longer making the vehicle and was now manufacturing the Ford Expedition. Supt. Libby said he had been in contact with the dealership and between them and the Ford Corp., the agreement was to offer Corrections the Ford Expedition at the same bid amount.

The medicals bills from Dartmouth that were expected to be high have due to an inmate with complications came in far less than anticipated; however, there is a new inmate in the facility that will be requiring medical attention and those costs are unknown.

Supt. Libby went over the other reports that he brought with him which included:

- The Technical Assistance Report from NIC for the time they were at the County
- Farmstand Reports for FY10 & FY11
- Community Services Reports for FY10 & FY11

The Commissioners planned to go over to the Jail for a special event and Supt. Libby asked that they be sure to take a look at some of the food that was being prepared by D. Smith and B. Paronto as they had really put a special touch on things.

Commissioner Richards commended Supt. Libby for the job done on the reports he presented.

Maintenance Superintendent Oakes arrived with his report \*(see attached)  
The progress of the Jail project was discussed.

Commissioner Burton asked how many fire extinguishers were on the complex and Supt. Oakes replied 130.

Commissioner Burton asked what kind of documentation is done when there are change orders or a redo of something. Supt. Oakes said that those come to him electronically and he keeps a record.

Commissioner Burton asked about security on the site and Supt. Oakes said that most things were kept under lock and key and there haven't been any issues.

Commissioner Burton asked how many people were working on the project and Director Clough replied that there were about 80 and that she had seen many at Aldrich's and that some are staying at the Nootka Lodge, so they are spending money locally. She also said that there were local people hired for the jobs.

Commissioner Burton asked Supt. Oakes how often he visits the site and he replied that he visits daily and spends about an hour going over things. He said his Maintenance crew also visits. He noted that safety measures are taken very seriously at the site.

Commissioner Cryans asked if any of the delays that they have experienced will put them far behind the projected date of completion. Director Clough said that the delays are ones that were anticipated and she didn't think they would be too far off the target date.

Commissioner Richards moved to approve the minutes from December 7, 2010 which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Director Clough gave the Commissioners an update on the tax payments received from the towns. So far \$6,637,548 has been received with approx. \$11M to go. There will be no need to borrow any more TAN's money and the note will be paid back.

A thank you letter was received from Bob Muh for the proclamation and kind words that were spoken at his retirement party. He also thanked Director Clough, Supt. Oakes and Richard Thompson for all they've done.

Director Clough said she had been in touch with Treasurer Sievers by email and had received the investment recommendation. Director Clough reviewed the banks that had put in their bids and the amount of interests. Some Grafton County banks declined to bid but Treasurer Sievers did solicit bids from banks out of the county. The recommendation from Treasurer Sievers included the bank in Portsmouth suggesting that \$1M be put in their trust account at .9%.

Director Clough thought it would be very difficult for anyone at the County to be dealing with a bank out of Portsmouth and Treasurer Sievers wouldn't be here to even set the account up. She suggested that an account be opened with Mascoma Saving's bank for a 6 month CD at .75% and to leave the rest of the money in Woodsville Guaranty Savings for incoming Treasurer Elliott to look at investing.

Commissioner Burton moved to invest \$3M in a 6 month CD at Mascoma Saving's Bank and to leave the balance of the money in Woodsville Guaranty Savings Bank, earning .6% until the new Treasurer takes office, which was seconded by Commissioner Richards. All were in favor.

Director Clough showed the Commissioners a printout of information that she will be giving the Executive Committee on Monday at their meeting, which outlines the budget process per the RSA's.

Director Clough reworked and reviewed the Grafton County Tax Impact regarding the Jail bond based on \$33M. She had broken this down into two different charts. One which divided this up 65% salary and benefits and 35% operational costs and shows an 18.32% increase which is for the Jail increases only and not any other County responsibilities. The second chart showed a 70% salary and benefits and 30% operational costs split. This information will be provided to the towns along with a letter of explanation.

Commissioner Cryans suggested that an invitation should be extended to people who would like to come and see the project. Director Clough said that spring would be a good time.

Director Clough said that the County has been served with a law suit against both the County Nursing Home and the Trinity Church which goes back to the 1990's regarding a sexual abuse case. Originally this case went to the Sullivan County Attorney's Office and they opted not to prosecute because of the person's age and condition. The plaintiff has since decided to pursue a civil case. LGC has been contacted for legal assistance.

Commissioner Burton said that he believes that the new Delegation needs to be properly informed of their responsibilities to the County and he would like to see the information that was provided by an attorney that was done a bit ago, given to them so they are aware of what both their responsibilities and those of the Commissioners are.

It was noted that the attorney that provided this information had stipulated that it was an attorney-client privileged document between he and the Commissioners. Commissioner Burton didn't understand why the County couldn't openly use that information as it was paid for with County money.

O. Ahern said that perhaps it is because there have been changes in the laws since then and some information may have changed.

Director Clough said she will check with the attorney and see about whether they could release that information.

Commissioner Richards asked if Commissioner Burton had taken the letter from NHA Bolander to Commissioner Toumpas and he said that NHA Bolander has asked him to not move so quickly on the issue at this time. Director Clough said that she was aware that one of the legislators was also involved with this.

11:22 AM Being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk





December 3, 2010

Mr. Glenn Libby  
Superintendent  
Grafton County Department of Corrections  
3685 Dartmouth College Highway  
No. Haverhill, NH 03774

Dear Mr. Libby,

On behalf of The New Hampshire Food Bank, I want to thank you for your very generous donations of 7500 pounds of potatoes in November. They came just in time to supplement our Thanksgiving distribution of 18,000 turkeys throughout the state.

As New Hampshire's only Food Bank, we have seen the increase in demand continue to rise with the challenging economy. The most recent hunger study that we did in concert with Feeding America showed that we are serving 28% more men, women and children than we were several years ago. We are now trying to meet the most basic needs of over 127,000 individuals annually (26,200 individuals each week) through our over 400 member agencies.

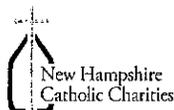
It is our desire to develop a partnership with the Grafton County Department of Corrections and to be a beneficiary for the excess of the wonderful produce that you grow. It would be our hope that we would have the opportunity to share your bounty with those in need throughout the state.

Thank you again for your generosity.

I hope that you have a wonderful holiday season.

Sincerely,

Melanie Gosselin  
Executive Director



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

November 23 – December 13, 2010

## COMPLEX

**Geophysics & Test Well** – I'm in the process of drafting an RFP and scope of work. I intend to put this out to bid by the end of this week.

**Fire Extinguishers** – VT Fire Extinguisher completed a variety of annual, 6-year and 12-year hydrostatic tests on extinguishers throughout the complex.

## COURTHOUSE

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

**Dispatch Area** - Lockset to dispatch area will not work... removed and replaced latch and strike

**HVAC** – Boiler # 2 experienced repeated flame failures... Found electrode loose...gapped and retightened

**HVAC** - Motor burned up in heater by back door...removed and replaced electric motor

**Elevator** - Unit freezes up whenever anyone tries using the basement lobby button to recall the elevator. Stanley Elevator technician cleaned sticking latch and adjusted pickup roller assembly lock on hall door

## NURSING HOME

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

**Kitchen Equipment** – Upper convection oven will not light...troubleshoot to bad gas valve...ordered replacement...will install when it comes in

**Kitchen Equipment** - Hot cart in Meadow Dining room has well that will not heat...bad temp controller and indicator light... ordered replacement...will install when it comes in

**Resident Living Area** - Walls keep getting banged up around food warming cart in Granite Dining Room...fixed damage and installed FRP panels on lower section of walls to prevent reoccurrence

**Electric Beds** – Replaced an electric actuator on one bed that failed to go up or down on one end and ordered an I/O controller for another bed that failed to operate at all

**Lighting** – Replaced several burned out light ballast throughout the facility

**Melink System** – Completed RFP to TRC's satisfaction and posted it on State of NH Dept of Administrative Services "Bidding Opportunities" web site

## ADMINISTRATIVE BUILDING (1930)

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

**Windows** – Two windows in Registry of Deeds area were fogged due to failed edge seals...removed and replaced both windows with warranty replacement windows

**HVAC** - Belimo zone valve for baseboard heat in Room 109 was stuck closed...removed and replaced valve assembly

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**Phone System** – Three time clocks and all voicemail connected to this building's Comdial phone system, all failed to work. Our phone contractor troubleshot the problem to a loose connection in the phone system DX ring module and repaired the problem

## JAIL

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

**Heating System** – Pump #4 centrifugal switch came apart and damaged pump motor...replaced motor

**Elevator** - Due annual inspection for state certification...Stanley Elevator technician inspected and tested unit and found it in good working order

**Fire Alarm** - Panel in trouble mode for ground fault... Found and fixed short in loop caused by inmates damaging conduit in dorm south

**Plumbings** – Fixed various flushing and drain problems affecting urinals and showers

## FARM

**Dairy Barn** – Repaired a few broken water lines and replaced several broken stanchions in main barn

**Pig Barn** – Slop cooker has hole in it...welded on patch to fix it

## MAINT/FARM BUILDING

Nothing to report

## COMMUNITY CORRECTIONS

**Generator** – Still waiting on C.G Electric to install relay and hour meter and then test ATS

**Lighting** – We replaced one 500W halogen flagpole light fixture in front of the building with one 13W LED fixture. The energy savings will pay for the fixture within 1.5 years.

## VEHICLES & EQUIPMENT

**Sander** – Choke stuck open making sander motor hard to start...removed corrosion from linkage and lubed

## Other

Nothing to report

## Jail Project

### **Construction Management** (HP Cummings)

- Tenting and heating masonry and concrete slab pour areas
- Blocking roof edges, hatches and skylights
- Quality control of masonry and steel work

### **Sitework** (Morrill Construction)

- Backfilled underground plumbing and electrical in areas A and B and prepped for slab pours

## **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

- Installed catch basin to eliminate pooling by courthouse transformer and connected it to new storm drain. Also graded slopes in this same area to improve drainage
- Installed galvanized bollards around new hydrant at courthouse entrance drive
- Installed perimeter drain around J-connector and backfilled foundation walls inside and out
- Rear embankment retaining wall...retaining wall engineer is concerned about slope stabilization between northwest corner of facility down to meadow. Based on current data their current model shows a probability of slope shear in this area. Took borings and are awaiting feedback

### **Concrete** (S.D. Ireland)

- Completed 2<sup>nd</sup> floor slab pour on west side of area F and prepped East side of same area for pour scheduled for today or tomorrow
- Completed footings and foundation walls for J-connector

### **Electrical** (Interstate Electrical)

- Continuing to work underground conduits throughout and working hand-in-hand with Mas-Con and S.D. Ireland imbedding conduits in walls and slabs as they progress

### **Plumbing** (Granite State Plumbing & Heating)

- Continuing to work underground waste and storm drains throughout
- Installing cast iron drain pipe in area H, connecting roof drain scuppers to under-slab storm drains

### **Masonry** (Mas-Con)

- Completed constructing exterior walls in most of area H...can't complete until air handlers are installed
- In process of constructing walls in Areas G, E and D
- Set up to start constructing exterior walls in Area A and 2<sup>nd</sup> floor of Area F west side

### **Steel** (Norgate)

- Completed roofs in Areas H, G and most of A and B  
**Note** – Norgate is behind schedule due to manning and weather and has had some welding quality issues requiring rework

### **Roofers** (The IRC Group)

- Installing substrate, foam insulation, gypsum and TPO roofing in area H