

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday August 4, 2009

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

OTHERS: L. Kraus and H. Brown

Commissioner Richards opened the meeting at 9:08 AM

Maintenance Supt. Oakes arrived and gave the Commissioners a brief report *(see attached)

9:10 AM Commissioner Cryans arrived.

A discussion was held about the quality of water coming from Woodsville Water and Light and that samplings show that there are higher than normal levels of contaminants. Supt. Oakes felt there was a need for concern even though the DES has not taken any action at this time. The Commissioners thought that they should attend a meeting of WW&L Commissioners to voice their concerns. They asked Supt. Oakes to contact WW&L and ask that they be put on their agenda for a meeting.

Commissioner Burton asked Supt. Oakes if the complex had been affected at all by all the rain and he replied that everything was fine.

An RFP for Sprinkler Additions at the Nursing Home resulted in four bids:

FIRE SPRINKLER SERVICES
HAMPSHIRE FIRE PROTECTION
XCEL FIRE PROTECTION
IRON WORKS FIRE PROTECTION.

An RFP for Roofing of the Pig Barn resulted in three bids:

MC CONTRACTING
THE LAWTON CO, INC.
CONSTRUX

As there are varies scopes of work and prices Supt. Oakes will review the bids and return with a recommendation.

Nursing Home Administrator Bolander arrive and began by saying that the current census is 133.

Family Day will not be held this year but will be held next June with a two hour ice cream social. She said that it was decided not to have it until next year because of the amount of time it takes for preparation.

NHA Bolander presented a request for out of state travel for Dr. Defrahn to attend a conference in Vermont.

Commissioner Burton moved approval for the out of state travel which was seconded by Commissioner Richards. All were in favor.

NHA Bolander said that the grant for the generator for Horsemeadow Senior Center has been submitted.

*9:48 AM – Commissioner Richards moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section c). Commissioner Burton seconded the motion. All were in favor.

*9:49 AM– Commissioner Richards moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Burton seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

Commissioner Burton asked about the NACo Conference in Tennessee and NHA Bolander said that that she did not attend but that the focus was on the new administration and some of the potential changes and issues.

There was a discussion about the upcoming NHAC Conference and Commissioner Burton said that he would like to see some workshops for northern County employees where they could get credits for attending.

Commissioner Cryans asked if there were any new monies expected to come into the Nursing Home and NHA Bolander said that she understood that there is approximately \$14M that could be accessed from the State and distributed to all the County homes and is being looked into.

Commissioner Cryans informed NHA Bolander that there was a discussion at the last Executive Committee meeting about increasing the Nursing Home budget with money from the Bed Tax and Medicaid Pro Share to reduce taxes. He said it would require another vote from the full Delegation and in his opinion was not a good idea. NHA Bolander agreed with that.

Grant writer Shelly Hadfield and GCEDC Executive Director Mark Scarano arrived for the public hearing for a CDBG grant application

10:16 Commissioner Cryans Opened the Public Hearing

S. Hadfield explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

For the year 2009, there will be approximately \$4.5 million available for housing and public facilities projects, \$2.25 million for the first round in January, and the same for the second round in July. The same amount will be available for economic development. Economic development applications are submitted on a rolling basis until the funds are used up. Approximately \$500,000 is available for Emergency Grants and \$100,000 for Feasibility studies. Grafton County is eligible for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Feasibility Study funds are available for up to \$12,000 per year

S. Hadfield distributed a handout describing the proposed project.

The Grafton Economic Development Council (GCEDC) is requesting that the Grafton County Commissioners support an application for \$500,000 in Community Development Block Grant funds for Economic Development. The funds, less administrative costs, will be sub-granted to GCEDC. This project will provide GCEDC, a regional development corporation, with funds to retro-fit areas of the Dartmouth Regional Technology Incubator (DRTC) facility currently used by Mascoma Corp to allow for the expansion of Adimab and to allow the relocation of other businesses to the facility. GCEDC is a part owner of the facility along with North Country Council.

Adimab, Inc. will benefit from the additional fit-up of their leased space and a number of new tenants will also benefit. CDBG requires that for every \$20,000 granted, a minimum of 1 full-time job (or the equivalent) job must be created. The project will generate 25 new jobs of which over 61%, will be available to low and moderate income persons. We expect that the jobs will pay nearly 20% better than the current entry-level wage for similar jobs in the Lebanon-Hanover labor market area and come with employee benefits.

The project addresses long term goals stated in the Grafton County Housing and Community Development Plan including encouraging appropriate commercial growth and the use of state policies to stimulate economic growth; and, assisting regional economic development organizations, strengthening employment opportunities, and supporting economic development projects of regional impact through use of CDBG funds.

CDBG requires a minimum of a 1:1 match to the requested CDBG funds. The funds invested by Adimab and other businesses to expand their current leased space will be a match for the requested CDBG funds. The improvements equipment will be owned by GCEDC.

Commissioner Cryans asked for public comment.

H. Brown said that the County has no authority to handle grants and approval needs to go through the County Convention and in his opinion, this should be put on hold for now. Director Clough said that approval has been authorized by the Delegation already. Mr. Brown said that the Delegation has no authority to do that and this must be approved by

them with a public hearing. He asked that this be tabled until further investigation could be done.

Commissioner Burton asked M. Scarano what he had in mind for other areas of the County and he discussed other projects such as the Plymouth incubator, North County School to Work Program and the DRTC fund raising.

H. Brown said that he was going to look further into exactly what the laws were.

10:30 AM Commissioner Cryans Closed the Public Hearing

10:30 AM Commissioner Cryans opened the Public Hearing

The Housing and Community Development Plan was discussed: The HCDDP outlines long and short term goals in housing and community development for Grafton County. This plan has been adopted in the past. No changes have been made.

This project conforms with Grafton County's Housing and Community Development Plan's Goal of encouraging economic development.

Commissioner Cryans asked for public comment.

10:35 AM Commissioner Cryans Closed the Public Hearing

10:35 AM Commissioner Cryans opened the Public Hearing

Residential Antidisplacement and Relocation Assistance Plan

Although this project does not involve any displacement or relocation of persons (or businesses), if the County were to undertake a CDBG project which involved displacement or relocation they would follow this plan. The plan outlines the measures they would take to find comparable, suitable housing for persons (or businesses) displaced or relocated.

Commissioner Cryans asked for any public input.

H. Brown repeated his original comment by saying that this must go before the Delegation but noted that he personally does not have any problem with the project, but rather with the way it is being handled.

Director Clough found a copy of the RSA 29:8-a Anticipation of Federal or State Aid and the minutes from June 26, 2006 wherein the following motion was approved:

Rep. Gionet moved to authorized the Grafton County Commissioners to apply for, accept and expend grants of federal and/or state aid as per NH RSA 29:8-a, which was seconded by Rep. Sokol. Motion passed unanimously

This information did not fully satisfy Mr. Brown and he said that a similar case went to trial in Belknap County's Superior Court and that there are rules that need to be followed. Director Clough said that the process has gone on this way for a number of years and that

grants are then approved by CDFA (Community Development Finance Authority). Commissioner Burton said they also have to go through Governor and Council and are reviewed by the Attorney General's Office and have always been done this way.

10:42 AM Commissioner Cryans Closed the Public Hearing

Commissioner Burton moved to approve the submittal of the application and to authorize Director Clough to sign and submit the application, and upon approval of the CDBG application, authorize Director Clough to execute any documents which may be necessary to effectuate the CDBG contract, which was seconded by Commissioner Richards. All were in favor.

Commissioner Burton moved to adopt the Housing and Community Development Plan which was seconded by Commissioner Richards. All were in favor.

Commissioner Burton moved to adopt the Residential Antidisplacement and Relocation Assistance Plan, which was seconded by Commissioner Richards. All were in favor

The Commissioners thanked everyone for coming.

Executive Director Mark Scarano then stayed for the discussion with Pat Garvin, North County Council and Dick Henry from the Jordan Institute at the request of Commissioner Richards who asked them to come and discuss possible ways of funding the biomass project.

D. Henry talked about some possible scenarios for acquiring money which included grants, loans, bonds and municipal leasing.

Commissioner Cryans asked D. Henry if he saw any future opportunities coming along if in fact the County waits and D. Henry said that the people at the front of the line will do far better than those who wait. He said that there is not going to be as much money as people believe and he said that moving ahead would be a wise choice.

M. Scarano suggested that there needs to be someone at the County who works with fundraising and someone to look at all the funding options.

D. Henry said that he operates as a consultant and would be willing to help the County find a way to fund the biomass. No fee structure was discussed as there would need to be a more specific plan first.

Commissioner Cryans said that his first priority at this time was the Jail project suggesting that getting into this right now would not be a viable option.

The guests were thanked for coming.

Treasurer Sievers arrived to present recommendations to the Commissioners regarding the Tax Anticipation Notes. Treasurer Sievers said that Requests for bids were sent out to every bank in the County, but only four banks responded:

WOODSVILLE-	1.69% up to 4 million
MASCOMA-	2.11% up to 5 million
NORTHWAY-	2.75% up to 6 million
COMMUNITY GUARANTY-	3.5% up to 1 million

Treasurer Sievers proposed the following for the August 2009 Tax Anticipation Notes:

To accept the bids from Woodsville and Mascoma- setting up accounts at the offered amounts of four and five million dollars respectively. The money should first be taken from WGSB in order to take advantage of the low rate. The rest of the money needed will be borrowed from Mascoma Bank.

Director Clough informed the Commissioners that one of the requests needed to satisfy the legal opinion on the borrowing is that minutes need to be provided of the meeting where the Treasurer presented the TAN's request and was approved by the Executive Committee. The Treasurer was not present at the meeting where the TAN's were approved. Director Clough said that she thought that after reviewing figures, the motion could be made at the meeting of the 31st of August when the full Delegation is scheduled to meet, or they could try to put together a special Executive Committee meeting on the 14th of August.

Commissioner Cryans said that he would prefer not to push it to the last minute and asked that the August 14th meeting be scheduled.

Commissioner Burton moved to approve the Treasurer's proposed plan for Tax Anticipation Notes and authorized her to borrow these funds for TAN's, which was seconded by Commissioner Richards. All were in favor.

Commissioner Richards asked Treasurer Sievers to put this information on her website.

12:02 PM The Commissioners broke for lunch.

12:46 PM The Commissioners resumed their meeting. Commissioner Burton had not returned at this time.

The Commissioners signed the check registers.

Commissioner Cryans reviewed and signed the semi-annual report for AHEAD CDBG.

Commissioner Cryans signed a request for the release of funds as Environmental Officer for NCIC.

Commissioner Richards moved to accept the agreement between the County and the Department of Safety so that they may hold their motorcycle training here, which was seconded by Commissioner Cryans. All were in favor.

Commissioner Richard moved to approve authorizing Director Clough to sign paperwork agreements with Dept. of Safety, which was seconded by Commissioner Cryans. All were in favor.

Commissioner Cryans signed an ARRA grant acceptance in the amount of \$149,295 for a two year grant for a case manager for the Drug Court.

Commissioner Cryans signed an ARRA grant expenditure report for the Drug Court.

Director Clough said that she had filed an appeal for the Energy Conservation Grant and has received a case number and a phone call from someone in Washington requesting more information which she supplied.

An appeal has been filed in Superior Court regarding the Elected Official's salaries.

North County Council will have their annual meeting on October 8th at the Attitash Grande Hotel.

Grafton County Economic Development Council will hold their annual meeting on September 16th with details to follow.

CDFA's stipulation of a single audit sub-recipient form was signed by Commissioner Cryans and Director Clough said it is scheduled for next week.

Director Clough presented the Commissioners with an updated 504 self evaluation plan for handicap accessibility for their approval. She said that the County policy manual will need to be updated with this information.

Commissioner Richards moved to accept the updated 504 plan which was seconded by Commissioner Cryans. All were in favor.

Director Clough informed the Commissioners that the auditors were here last week and she believes that everything went very well. She said that work is being done on how to handle the FMAP money and she is also checking with other Counties to see how they have budgeted and plan to use theirs.

Commissioner Burton returned.

Superintendent Oakes returned with his recommendations for the additional sprinkler work and the pig barn repair.

Fire Sprinkler Services bid alternate prices

FIRE SPRINKLER SERVICES	\$ 9,327.74
HAMPSHIRE FIRE PROTECTION	\$11,130.
XCEL FIRE PROTECTION	\$17,800.
IRON WORKS FIRE PROTECTION	\$13,400.

Superintendent Oakes recommended Hampshire Fire Protection as having the most comprehensive bid and that he has worked with them before in the past and feels confident with their work.

Commissioner Burton moved to accept Hampshire Fire Protection to do the additional sprinkler work which was seconded by Commissioner Richards. All were in favor.

Pig Barn Roof bids:

	<u>Main Scope</u>	<u>Additional Work</u>
MC CONTRACTING	\$128,500	did not specify
THE LAWTON CO, INC.	\$141,473.	\$12,973
CONSTRUX	\$159,800	\$20,200

After reviewing all the information as well as references, Supt. Oakes recommended The Lawton Co., who are out of Littleton.

Commissioner Burton moved to approve the bid from the Lawton Co., to replace the pig barn roof, which was seconded by Commissioner Richards. All were in favor.

There was a discussion about trying to coordinate the removal of asbestos shingles from the corn crib at the same time which Supt. Oakes will work on.

Commissioner Richard moved to approve the minutes from July 14, 2009, which was seconded by Commissioner Burton. Edits were made. All were in favor.

The Commissioners signed the application for reimbursement for the unincorporated town of Livermore.

A letter was received from Attorney St. Hilaire.

The Commissioners are considering developing a program for recognizing employees.

The Commissioners received an invitation to Hatchland Dairy Farm Open Barn, Saturday August 15th from 10:00 AM to 2:00 PM

Director Clough informed the Commissioners that internal interviews were held last Monday for the position of HR Director with a panel of three. Director Clough was present during the interview but did not participate. After the interviews, the panel recommended that the County look outside for an applicant. The advertisement will be coming out in the paper and the applications are due by the 14th of August to Director Clough who will now partake in the interview process.

Director Clough said that the County has been without an active HR Director since the 25th of May and that HR Assistant Karen Clough has since performed all the duties of the HR Director along with all her own. The County has a policy of compensating interim or acting positions and Director Clough recommended that a one time compensation bonus of \$500 be awarded to K. Clough, along with a salary increase of \$8.50 an hour, retroactive to July 1, 2009 for all hours worked and continuing until a new HR Director is hired. There was a brief discussion.

Commissioner Richards moved to approve the recommendation of the Executive Director and was seconded by Commissioner Burton. All were in favor.

Director Clough drafted a letter to the NH Retirement System suggesting that payments to the system are being made under protest of the State's reduction in their portion of contributions to the Retirement System and the increase in the liability passed onto the municipalities, including the County. She asked the Commissioners to sign this first one and then a copy will be made each time payments are sent. The Commissioners signed the letter of protest.

The Sheriff will be holding an on site meeting after completion of the accreditation that they have been working on for a couple of years and the agenda was made available to the Commissioners.

Director Clough said that the County has received the scheduling order for the Jail lawsuit and that the plaintiff's briefs are due first, which is in September then the County 45 days later. Oral arguments are then scheduled and then the Court will render a decision. This will likely put the Jail project on hold until next spring.

The Commissioners discussed some upcoming dates.

- ★ Superintendent Oakes was able to get the Commissioners on the WW&L agenda for August 11th at 6:00 PM.
- ★ A tentative date has been scheduled for the next GED graduation on September 16th at 9:00 Am
- ★ Director Clough will be on vacation the week of August 17th so there will be no meeting of the Commissioners on Tuesday the 18th.
- ★ The Commissioners will hold their first on the road meeting at the Enfield Community Center in Enfield on September 29th beginning at 9:00 AM.

*2:00 PM – Commissioner Richards moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section a). Commissioner Burton seconded the motion. All were in favor.

*2:04 PM– Commissioner Richards moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Burton seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

COMMISSIONER ISSUES

Commissioner Richards asked about whether or not anyone secured a photo of B. Johnson and Commissioner Cryans said that he was able to get one from his wife.

Commissioner Burton motioned to name Courtroom #1 as “The William R. Johnson Courtroom”, which was seconded by Commissioner Richards. All were in favor.

Commissioner Burton made some recommendations as to who should be invited to the ceremony and Commissioner Cryans thought that October would be a good time. They would try to plan the event for the 13th of October.

Commissioner Richards will be on vacation from August 22nd thru September 7th.

Commissioner Burton recognized his intern, Luke Krause and thanked him for attending so many County government activities saying that he toured the whole complex, observed a Drug Court and will be attending a trial tomorrow. The Commissioners wished him the best of luck in his future.

Commissioner Burton said the County was well represented at the Haverhill Fair in both 4-H and with a sow and piglets from the Farm.

Commissioner Burton has attended Canaan and Rumney's Old Home Days.

Commissioner Cryans said he and Commissioner Burton attended the retirement party of Commissioner JD Colcord which he said was well attended.

Commissioner Cryans attended the last UNH Advisory meeting and said that Forester Dave Falkenham gave a wonderful presentation on forestry adding that 83% of Grafton County is forestland. Martha McLeod is now the chairman of that committee.

Commissioner Cryans attended the State Finance Committee meeting to go over the FMAP money and noted that there were several disagreements about the formulas used.

Commissioner Cryans said that he was on CATV last week discussing the County and Commissioner Burton was on the week before talking about the State.

Director Clough said that the ARRA money for the JAG grant for the Sheriff's Dept was approved and there is another one pending for the Jail.

2:30 PM being no further business the meeting adjourned

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jul 14 – Aug 4, 2009

COMPLEX

Water Storage Tank

1. *MOA – Status unchanged...* awaiting open discussion with WW&L commissioners and superintendent to begin working on MOA
2. *Water sampling* – WW&L water plant operator shared their latest quarterly disinfection byproducts sampling results that are representative of our tank's water
 - a. Halo acetic acids: Sample 73 ppm / Threshold 60 ppm
 - b. TTHM (Bromodichloromethane Bromoform Dibromomethane Chloroform) Sample 81 ppm / Threshold 80 ppm

The water plant operator stated that NHDES has the subject lab report but has not contacted WW&L about the sample results. In reply to my question why NHDES hasn't contacted them, He speculated that NHDES averages all four quarterly reports for a given period and if the average exceeds thresholds, they will take action.

Sewage Metering – Last Thursday John Benham from Pump System Inc double-checked the calibration between the signal converter and remote annunciator. He found a 0.68% variation between the two units. According to the remote annunciator manufacturer, a variance up to 1.5% is acceptable. The problem is that the variance is diverging, thus within a matter of few months, the acceptable threshold will be exceeded. To address my concern, John Benham agreed to remove the remote annunciator from the system and give us a credit on it. He will relocate the signal converter to an area where WW&L can easily read it, thus resolving the discrepancy. Currently, John is consulting with the signal converter manufacturer to determine the feasibility and availability of materials required to make this change. More to follow.

Sewage lift station and grinder – Pump circuit breaker tripped causing sewage to backup into grinder pit and subsequently into 2003 building basement. Reset breakers and pumped system down. Cleaned up mess in nursing home basement. Had to replace grinder motor since it was under water for a few hours.

Elevators – Stanley Elevator technician performed the quarterly inspection on all elevators throughout the complex. All checked good.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout

Plumbing – Unclogged plugged drain lines and fixed leaking sink basins

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Laundry Ozone Testing – Testing is complete (see attached test results). Based on 3-months testing results, the installed ozone system has reduced hot water use on an average of 36%. This is projected to save the county between 17 and 23 gallons of #2 fuel oil a day. At today's contract price of \$2.17 per gallon, it should save the county between \$13,000 and \$18,000 per year on oil. To close the deal, I am awaiting documentation from Daniels Equipment Co. on OSHA approved ozone awareness training, a 3-year fixed price preventative maintenance (PM) contract for (\$1,200 per year) and a written guaranty not to exceed a 4% escalation rate on future PM contracts beyond the 3-year fixed price.

Circuit Testing & Labeling – Still in the process of inspecting and testing every outlet in the nursing home to ensure they are properly wired and function correctly in accordance with NFPA requirements.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sprinklers – A recent inspection of the nursing home sprinkler system revealed that approximately 43 sprinkler heads (see attached list) are installed incorrectly. Most of them are in violation of NFPA 13, where it states that any sprinkler diffuser within 1 foot of an obstruction must be equal to the lowest part of the obstruction. Most of ours that are in violation are higher than the obstruction. There are four dry pendant sprinkler heads that are too short in the attic space above PT and are covered by insulation. I brought these issues to the attention of HP Cummings and Hampshire Fire Protection, the CM and installation contractor for the nursing home addition and renovation. Hampshire Fire Protection has promised to fix all discrepancies at no cost to the county within the next couple of weeks.

Kitchen – While repairing damage to the ½ wall at the hall-to-kitchen dishwashing pass through, we discovered a lot of moisture and mold in the subject wall. We removed the section of the hallway side of the wall and disposed of it. The dish room side was treated with a strong bleach mixture to kill the mold. Once dry, we temporarily closed the hallway side of the wall. My concern is that there may be a similar condition in adjacent walls. After survey, we will have to open up any suspect sections to see how prolific this problem is. If the problem is throughout, we will likely have to remove the walls in this area and replace them with a masonry construction to prevent reoccurrence.

The walls currently constructed are according to print, gypsum board covered by a plastic FRP panel. Where the floor transitions to the wall, the construction is a bull-nose quarry tile adhered directly to the gypsum board. The FRP panel overlays the gypsum board on the wall and extends down to abut the top of the bull-nose quarry tile. However, there is nothing there to seal this transition, thus water is easily wicked into this space. This was a poor selection of materials for use around the dishwashing area, an area laden with water and other liquids. When kitchen staff cleans the floor in the dishwashing area, they use a garden hose to wash food debris from under the dishwashing intake table and into the floor drains.

Floor Tiles – Numerous floor tiles throughout were cracked and broken, particularly in the 2003 elevators. Replaced tiles in most areas. M&M Flooring installed vinyl sheet good flooring in the service elevator.

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Heating – In process of adding more fine tube to various offices that were slow to warm up due to insufficient fin tube initially installed

Tracer Summit – System that controls HVAC system has lost communications with 2nd floor and attic level units. Discovered poor wire connections to repeater. Reconnected and fixed problem

JAIL & COMMUNITY CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Recreation Yard & Security Lights – CG Electric installed (2) new lights in recreation yard and one on north elevation of 1988 Addition.

FARM

Dairy Barn – We are in the process of repairing degradation of barn on backside. Also in process of closing in and clapboarding shed on south elevation.

Pig Barn – Still in process of constructing new shed for farm on back of 2-bay garage area