

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday August 25, 2009

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

EXCUSED: Commissioner Richards

Commissioner Cryans opened the meeting at 9:20 AM after having a brief conversation with John Dankel, Assessment Team Leader for the Commission on Accreditation for Law Enforcement Agencies, who was on site along with Captain Paul Leavitt and Lieutenant Chad Morris to review the Sheriff's Department so that they can become accredited. This has been over a two year process that will soon be completed. Mr. Dankel stated that this Sheriff's Dept. had been incredibly prepared and he was quite pleased with the results. Mr. Dankel is a retired Police Chief who lives in Fairfax VA.

Maintenance Superintendent Oakes arrived with his report \*(see attached)

In discussing the water tank situation, Commissioner Burton requested that any MOA be reviewed by the appropriate legal council.

\*9:27 AM – Commissioner Burton moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section D). Commissioner Cryans seconded the motion. All were in favor.

\*9:36 AM– Commissioner Burton moved to come out of Executive Session and to permanently seal the Minutes from the Session. Commissioner Cryans seconded the motion. All were in favor. No motions were made and no actions were taken while in Executive Session.

Supt. Oakes said that a new part time Maintenance person has been hired and will be starting the beginning of September.

Supt. Oakes said that he had some issues with the credibility of Royal Electric and their not wanting to come back and check on an item that they may or may not have put in improperly. Royal said that too much time had passed and so far have been ignoring attempts by Supt. Oakes to respond to his request. Supt. Oakes said he would be very reluctant to use them in the future.

Commissioner Burton moved to approve the minutes from August 11, 2009, which was seconded by Commissioner Cryans. All were in favor.

Corrections Superintendent Libby arrived with his report \*(see attached).

Supt. Libby said that the Jail has been doing a lot of the pre-trial transports on their own recently and because of that, they may be forced to look into carrying firearms because of some of the high profile inmates.

The basement of the Jail is being renovated to accommodate the large influx of inmates. Supt. Libby said they just can't keep adding them to the common areas any longer.

There is an H1N1 plan being constructed in the event that the flu hits. Segregation at the current Jail is not possible.

There will be a GED graduation on September 16<sup>th</sup> and there are around ten expected participants.

Commissioner Burton asked if the transports are court ordered to which Supt. Libby said they were.

Commissioner Burton asked if there would be camera surveillance in the new basement area and Supt. replied that there would be.

Commissioner Burton requested that Supt. Libby give him a report on the cost per hour for the work that's being done in the town of Littleton.

There was a discussion about how everyone at the Jail is handling the extreme heat.

Commissioner Burton asked Supt. Libby for a report on the trash pickup on the State Roads.

Supt. Libby said that in the attempt to find some female officers, the resources of an agency in Vermont has been used. They have been able to find some possible candidates along with the help of interim HR Director K. Clough and Cpt. Lafond.

Grant writer Shelly Hadfield arrived for the public hearing for a CDBG grant application

10:10 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.

Commissioner Burton requested that public money be used to hire local craftsmen and that local materials be purchased. He said that he had heard that Coos County hired an out of state group because they were the low bidder on a job. S. Hadfield said that under the federal rules of the CDBG, they have to hire the lowest bidder, which is unfortunate

Commissioner Burton asked why there couldn't be an incubator project started between Littleton and Plymouth and S. Hadfield said she would speak to M. Scarano about that.

10:19 AM Commissioner Cryans Closed the Public Hearing

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The Housing and Community Development Plan was discussed: The HCDP 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 comments. After hearing none;

10:20 AM Commissioner Cryans Closed the Public Hearing

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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. After hearing none;

10:21 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 Cryans. All were in favor.

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

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

Commissioner Cryans signed the paperwork provided.

The Commissioners thanked Shelley Hadfield for coming.

The Commissioners signed the check registers.

The Nursing Home sent over an invitation asking if the Commissioners would like to attend the Quality of Life luncheon on September 29<sup>th</sup>, but the Commissioners will be holding their scheduled meeting in Enfield on that day.

Commissioner Cryans signed the close out paperwork for the Gile Project CDBG grant.

The Commissioners signed the MS-1 extension request form for the unincorporated town of Livermore.

The Commissioners signed the MS-1 form for the unincorporated town of Livermore.

An extension by the plaintiffs has been asked for in the Elected Official's Salary case and has been granted. Now the briefs are due September 28<sup>th</sup> by the plaintiff and September 29<sup>th</sup> from the County. There is no word as to when judgment might be.

A letter was received by the Sheriff's Dept., with a copy to the Commissioners, from the town of Alexandria who is requesting to opt out of their dispatch contract as of October 1<sup>st</sup> and will then contract with a less expensive agency. They are required to give the County a 90 day notice but would like a waiver on that. Sheriff Dutile did not have a problem with the request; however, Director Andross did not think that an exception should be made. The yearly contract with Alexandria is \$26K. Commissioner Cryans said he would like to wait until Commissioner Richards comes back before deciding as that is her district.

Director Clough informed the Commissioners that the upcoming vacancy at the County Attorney's Office has received one resume and only one other inquiry. Information is being sent to the Delegation.

Director Clough expressed her concern about the meeting next Monday with the Delegation saying that she won't have the draft audit figures and she's not comfortable with changing figures without that information. Commissioner Cryans said that he was concerned about adjusting this budget after all the work that was put into it and what it takes to pass a budget. He said this is a very good budget and changing it could be wrought with danger.

Director Clough said that applications were due on the 14<sup>th</sup> of August for the HR Director position and they were probably looking at 6 to 8 people to interview after the first week of September.

A draft of the legal opinion for the TAN's has been completed though Director Clough said there is still a decent amount of money left. She said it will probably be September before they draw down funds. There was a discussion about what time of year this has been done in the past.

Director Clough said that there was some discussion at the Farm Advisory Committee meeting last week as to role of the committee. Commissioner Richards had sent an email to her asking that C. Perkins and D. Ward attend a Commissioners meeting to discuss the things they would like to see done.

Commissioner Burton said that he had read the minutes and what they are suggesting costs time and money to do and welcomed a chance to speak with them in person.

The appeal that was filed with the Department of Energy was granted so now the County is eligible for an Energy Efficiency and Conservation Block Grant in the amount of \$378,500. Director Clough thought if the County received the grant they could get the architectural and engineering plans done for the biomass project.

11:20 AM being no further business the meeting adjourned

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Aug 4 - 24, 2009

## COMPLEX

### **Water Storage Tank**

- **MOA** – Bob Mann from NHDES sent me a copy of an e-mail (see attachment) he sent to Bob Fagnant with an attached Service Agreement between Pennichuck Water Works and one of its customers for system management and operation. In this e-mail he also suggests a couple of methods to address the disinfection byproduct issue at our tank. The 1<sup>st</sup> method mixing and the 2<sup>nd</sup> is adjusting the fill and draw. The 2<sup>nd</sup> method is not advisable since we will lose fire-fighting capacity. In a later e-mail, Bob Mann provided a point of contact in Berlin that recently added a mixing system to their tank to address a similar issue. I will contact this person to find out how effective this solution has been and find out the cost.
- **Disinfection Byproducts** – Bob Mann confirmed that they look at an average vs. one quarterly reading, thus that is the reason why they did not do anything yet about this potential issue. He reassured me that it is not unusual to see a spike in the warmer months of the year due to elevated chlorination of most systems.

**Sewage Metering** – Last Thursday John Benham from Pump System Inc was back on site August 20 to draft a materials list to make the necessary corrections to our metering system. He assured me he would be back Sep 3<sup>rd</sup> to make the corrections.

**Sewage lift station and grinder** – Continued to experience tripping of the pump circuit in the complex's main sewage pump station. Discovered a clog in a sensing line to one of the pump pressure switches that was causing the circuit breaker to trip. The problem has not reoccurred since cleaning the pressure switch.

**Pig Barn & Out Buildings** – Met with contractor and finalized plans for roof repairs. The contractor will deliver materials and equipment to the site tomorrow and begin work next Monday, August 31<sup>st</sup>. They should have no problem completing their work within 6-weeks. I was also able to get the contractor to drop almost \$5,000 off the additional work related to the corncrib.

**Geothermal Test Well** – Contractor had to redo thermal exchange test due to equipment failure. Awaiting final report

**Emergency Generators** – Milton Caterpillar technicians performed the annual PM inspections on all of the generators throughout the complex. The technician reported that the generators are well maintained and in good working order

**Fire Alarms** – Tri State Fire Protection inspected and tested all of the fire alarm systems throughout the complex. Most systems checked well. Any deficiencies are listed in this report under their respective buildings or areas

**Boom Lift** – Contractor completed annual ANSI inspection...everything checked fine

**New Maintenance Person** – I conducted numerous interviews and have selected a new person for the new part-time position. He will start work on Sep 2<sup>nd</sup>.

## COURTHOUSE

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

## NURSING HOME

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

**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** – Hampshire Fire Protection is on site and has started the new work related to sprinkling the attached canopies. They will also be correcting all discrepancies we've noted. My staff is working with them to cut access hatches into the canopies to help install the new sprinkler equipment and help us at a later point when it comes time to inspect or repair them

**O<sup>2</sup> Room** – Converted a staff bathroom on Maple into an indoor O<sup>2</sup> storage room per Director of Nurses request

**GFI Outlets** – Discovered and replaced eight bad GFI outlets during circuit testing and labeling process

**Beds** – Replaced bad I/O controller, the main electronic device for raising and lower beds

**Resident Lift Stands** – Performed numerous repairs to various EZ-stand lifts

**Tubs** – Replaced worn belts and straps on tub lift chairs on Meadow and Granite

**Kitchen Equipment** – Discovered faulty power switch on steamer while performing quarterly de-liming of units...replaced bad switch

**Windows** – Replaced several fogged windows with warranty replacement windows

**Life Safety Equipment** – Replaced batteries in several emergency evacuation lights throughout nursing home due to low battery voltage and amp hours

**Plumbing** – Soldered leaking line in bathroom ceiling near receptionist

## 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

**Fire Alarm** – During testing of the fire alarm, a circuit board in one of the booster panels shorted out causing the strobes not to work on the 2<sup>nd</sup> floor of the building. Tri State Fire Protection replaced the board and resumed testing.

- Also found two bad strobes in main attic. Tri State Fire Protection replaced both strobes.
- Lastly, the contractor discovered that the duct smoke detectors tied to HRU 1 and 2 do not shut down those respective units upon activation. I notified Royal Electric of this discrepancy. They were supposed to send out a technician to look at the problem, but told me we would have to pay for this service because too much time had gone by since the renovation project in addition to saying they were sure they had tested it on final inspection and it was good. I questioned them because they had said the same when we discovered the same problem at the nursing home last year and the technician reluctantly said he might have missed it. Regardless of time, if the duct smokes weren't wired correctly to begin with, why should the county pay twice for the same service? A week has gone by and Royal Electric has not responded to my questioning. I will try to contact them again and try to resolve this issue. If not through them, I will do so through another contractor.

**Back Flow Test** – Completed inspection of back flow prevention devices...all checked good

## JAIL & COMMUNITY CORRECTIONS

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

**Basement Renovations** – we are in the process of turning a staff bathroom into full bath with shower. We are also setting up six (6) bunk beds to house up to 12 inmates in basement area

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

**Benches** – We are in the process of fabricating a couple of benches that can be anchored in the connector hallway for inmate seating.

**Fire Alarm** – Tri State Fire Protection failed the main fire panel at the jail. In their words, it was too finicky to reset after testing devices. If one held the reset switch too long, other circuits would activate. If quickly reset, this problem did not occur. In my opinion the main panel is fine, since all the devices in this system activated when set off and the fact that the panel resets, even though one must do so without holding the reset switch too long. We will continue to monitor the panel for degradation. If we start having problems resetting the system, I will look into replacing it.

### **FARM**

**Pig Barn** – completed constructing new shed for farm on back of 2-bay garage area. Awaiting new roof when the rest of the building gets done

**Skid Steer** – Welded hardened steel plates to sides of bucket to prevent further wear of bucket metal

**Hay Sled** – Performed numerous welding repairs to hay sled

**Corncrib** – Jacked up corncrib in a couple of locations to straighten structure before replacing roof



August 25, 2009

**Commissioners Report**

<b>1. Population:</b>	<b>In-house:</b>	<b>126</b>	<b>Maximum:</b>	<b>30</b>
			<b>Minimum dorm:</b>	<b>55</b>
			<b>Minimum south:</b>	<b>15</b>
			<b>WHOC:</b>	<b>12</b>
			<b>Max/Handicap:</b>	<b>00</b>
			<b>Lockblock/Seg:</b>	<b>14</b>

**Weekenders: 7**                      **Out of facility: 41**

**2. Community Corrections Report**

**a) Drug Court – supervising (17) \*0 in custody**

**1) Jennifer Stone has been transferred to the Drug Court as the Case Manager**

**b) Electronic Monitoring – supervising (12)**

**c) Daily Work Release – supervising (0)**

**d) Community Work Program – Work detail – Littleton**

**3. General:**

**a) Inmate walk away from NH Hospital**

**b) Pretrial inmate transports**

**c) Facility conditions - update**

**d) H1N1 planning - update**

**4. Reminders:**

**a) GED Graduation – Wednesday September 16, 2009 @ 9am**