

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday September 22, 2009

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

EXCUSED: Commissioner Ray Burton

Commissioner Cryans opened the meeting at 9:15 AM

The Commissioners signed the check registers.

A letter was received from the North Haverhill Fair Association thanking the Jail for the inmate crew that they sent down to provide help setting up and taking down the Fair, saying that they couldn't do it without them.

A letter was received from the town of Alexandria thanking the County for allowing them to opt out of the contract with Dispatch, saying that it was purely a matter of finances and that Grafton County has been very good to work with over the years.

Commissioner Cryans signed the sub-recipient agreement and beneficiary employment commitment agreement for AHEAD CDBG.

Director Clough said that she had not yet drafted the letter to the Littleton BOS and Commissioner Cryans said that what he would prefer to do, rather than send a point by point letter, is to attend one of their meetings and speak with them directly about the allegations that were made at their last meeting. He said he would also like the chance to tell them what positive things the County is doing as well.

Director Clough presented the Commissioners an invoice from a department and questioned paying it due to its purpose. The Commissioners reviewed the invoice and they too agreed that the invoice did not pertain to a County function and should be denied payment. Commissioner Cryans would inform that department personally.

Commissioner Richards moved to approve the minutes from September 15, 2009, which was seconded by Commissioner Burton. All were in favor.

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

There was a discussion about the water tank and the drafting of the MOA.

Commissioner Cryans asked Supt. Oakes what the overall conditions of the buildings at the County were and he replied that they are all in pretty good shape, except for the barns. He said that next year he would like to see the brick on the Admin. Building pointed. Commissioner Cryans said that he has heard many comments about how nice the property here looks.

Commissioner Richards asked about the ozone laundry system at the Nursing Home and how that was going and he said that he is still tracking the savings and they were well worth putting in. Commissioner Richards said that she would like to see a comparative heating report.

The subject of the sign for the Farm was brought up and Supt. Oakes said that he had located the old Commissioners' sign and that he thinks it can be refurbished. He said it was something that his crew could work on when the weather turns. Commissioner Richards said that she appreciated the efforts of the Maintenance Dept. in doing the work in-house.

COMMISSIONER ISSUES:

Commissioner Richards asked Director Clough if K. Clough could come up and give the Board an HR report.

Commissioner Richards verbally thanked Director Clough for all the work she has done on a very complex grant and noted that help was also given from BERC and D. Sassan but that Director Clough spent the most time on it.

Commissioner Cryans said that the Jail had a wonderful GED graduation and that 16 inmates achieved their GED though only 8 attended the graduation. Commissioner of Education, Virginia Barry was the commencement speaker. Commissioner Cryans thanked the staff and the volunteers who help to make these graduations the success they are.

GCEDC had their annual meeting and Virginia Barry was the featured speaker there as well. The business of the year award went to West Lebanon Feed and Supply with owners Curt and Sharon Jacques as owners.

Commissioner Cryans attended the Mental Health Court last Friday and said that Judge McLeod, working with West Central Behavioral Services is showing an interest in getting a MHC on the district court level.

10:18 AM – Commissioner Richards moved to enter into Executive Session as per RSA 91-A:3, Paragraph II, Section b). Commissioner Cryans seconded the motion. All were in favor.

*10:32 AM– Commissioner Richards 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.

The Commissioners went to the Jail for a tour and a report from Superintendent Libby. *(see attached)

Commissioner Richards noted that she wasn't aware that there were inmates housed in the basement of the Admin. Building. Supt. Libby said they had been for years now.

11:05 PM being no further business the meeting adjourned

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sep 8 - 21, 2009

COMPLEX

Water Storage Tank

- **MOA** – Richard and I have been working on a draft MOA that addresses the points and concerns of the county. It will be ready for the commissioner's and executive director's review within the next week or so.
- **Tank Water Mixer** – Pax Water Technologies, a contractor that specializes in water mixers for municipal tanks, provided a quote to install their mixing system in our tank (see attachment). It does not cover the cost for an electrician to run power from the vault to the tank and terminate connections. With this calculated into the cost, we would have to pay approximately \$35,000 for their system. In my opinion, this is way too much for this system.
 - In seeking a low cost alternative, we discovered that WW&L has been using a low cost mixing system at the North Haverhill tanks to prevent ice buildup during winter months. The system consists of 1/3 horsepower electric marine motor with a propeller that is suspended in the tank and controlled on and off by a thermostat. We could easily do something similar and set ours up on a timer so that it would run at various intervals through the day, year round. This could all be done at 10% of the cost of the Pax Water Technologies system.

Parking Lot Sealing & Striping – Seal-Tec Asphalt Coatings, Inc. is scheduled to seal parking lot cracks and restripe the parking lots the 3rd week of October.

Sprinkler System Inspections – Tri-State Fire Protection completed various sprinkler system inspections in the Jail, Administration Building, Nursing Home and new Maint/Farm Building. All systems passed inspection, however they made a few recommended changes to improve a few of the systems.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout. Just completed cleaning both boilers prior to heating season.

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.

Kitchen Walls – Further investigation revealed moisture and mold problems in much of the walls surrounding the dishwashing area. My staff and I met with the nursing home administrator and dietary manager to discuss a corrective action. The last 2-weeks of October we plan to tear out the affected walls and replace them with new ones that are impervious to water to prevent reoccurrence of this issue.

Melink Intelihood System – I met with the Melink installer to review the work scope of this project. In doing so the installer said our hood heating and cooling systems may limit some of the efficiencies of the Melink system. His concerns are that the decreased airflow during non-cooking times may adversely affect the cooling system by freezing up the cooling coil and adversely affect the heating side by not providing adequate air flow required by the hood propane-fired hood air supply heating system. The installer is checking with Trane and Greenheck to see how low he can reduce air supply and exhaust without adversely affecting the AC and heating systems. If the cost savings will not pay for this system in a reasonable time, the installer will recommend not installing the system.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sprinkler Deficiencies – Hampshire Fire Protection finished correcting all the deficiencies in the 2003 Building and is currently awaiting more materials to finish the 1969 Building. They are also awaiting the new dry pendent heads required to complete the PT area.

Exterior Entrances – Power-washed, scrapped and repainted front entrances to nursing home

Windows – Replaced several fogged windows with warranty replacement windows

Plumbing – Toilet in room 417 rocks and feels unsecured. Replaced toilet flange

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Employee Entrance – We are in the process of scrapping and painting this entrance. Some of the trim is rotted and will require replacement too.

Extension Office Porch Entrance – We are in the process of replacing the pressure-treated stairs to the porch area. The existing stairs exhibit a lot of rot and needed replacement due to safety concerns

Chiller Unit – We've been having problems with the chiller unit off and on all summer. It periodically cuts out under load. When it does, all the fan coils in the offices blow warm air. Northeast Mechanical found a few things that we thought might have been the cause, however after fixing them, the problem persists. The unit can be reset on an as-needed basis, but we need to find the route problem so that the unit operates automatically, without manually having to reset it.

JAIL & COMMUNITY CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Basement Housing Area – John completed the basement renovations so that the jail could house additional inmates in the common area.

Basement Laundry – C.G. Electric completed running power to one of the bathrooms so that a washer and dryer can be installed in that location for the inmates to do their own laundry. John is in the process of completing the plumbing connections for the washer and setting up a lint collection system.

FARM

Pig Barn & Out Buildings – The Lawton Co. and their subcontractor, Palmeiri Roofing, have completely removed all asbestos shingles and other roofing materials from the pig barn, generator sheds and corncrib. This week they should begin installing the metal roof and flashing on all structures. The job is still on schedule.

VEHICLES

Plow Repairs – We are in the process of refurbishing one of our snowplows. Dennis is adding a back-drag feature to it also to better clear the snow to the pavement when back-dragging tight areas.

September 22, 2009

Commissioners Report

1. Population:	In-house: 136	Maximum: 25
		Medium 47
		Minimum north: 18
		Minimum south: 17
		WHOC: 11
		Max/Handicap: 02
		Lockblock/Seg: 16
Weekenders: 3	Out of facility: 33	

2. Community Corrections Report

- a) **Drug Court – supervising (19) *0 in custody**
- b) **Electronic Monitoring – supervising (12)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – Work detail – Warren**

3. Tour

4. Reminders:

- a) **Thresholds starts October 5th – Graduation Thursday November 12, 2009**
TBD