

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday November 10, 2009

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

EXCUSED: Commissioner Ray Burton

OTHERS: H. Brown

Commissioner Cryans opened the meeting at 9:03 AM

Farm Manager Kimball arrived with his report saying that he was milking 71 cows, shipping 9000#'s for an average of 63#'s per animal. Price of milk is at \$13.63. FM Kimball said that Agrimark is kicking back \$1.00 per 100#'s of milk to the farmers for the month of September and he believes that may continue while the milk prices are low.

- Chopping is done and the crops are in.
- Potatoes are done now and there was a good crop though smaller than usual.
- The Farmstand is closed but there are no figures as of yet.
- FM Kimball, and Dale and Brenda Paronto attended a vegetable meeting in Rockingham.
- The cow's feet are being trimmed today.
- The "No Hunting" signs have been removed around the water tank area at the recommendation of the Sheriff.
- FM Kimball and D. Paronto will be visiting a potato farmer in VT next Tuesday to see how he operates.
- Seven pigs have littered leading to 45 piglets.
- Fall work is underway.

Commissioner Cryans asked about the health of the herd and FM Kimball said it is excellent.

Commissioner Richards asked FM Kimball about selling manure, the reduction of the herd and whether that cut down on the amount of work that needed to be done. She also questioned the feasibility of having a workshop on artificial insemination as recommended by the Farm Advisory committee. Commissioner Richards said that she would like to see some outreach to the community.

After answering Commissioner Richards's questions, FM Kimball said that he was very disappointed with some of the members of the Farm Advisory committee and what they had to say about him at a meeting with the Commissioners. Commissioner Richards suggested discussing it at the next Farm Advisory meeting which is slated for the 18th of November.

Corrections Superintendent Libby arrived along with T. Elliott, C. Larson, C. Kendall and R. Lafond from the Jail.

Commissioner Cryans welcomed everyone and noted that the Commissioners were presenting a special letter of commendation to Chris Larson who, on October 10, 2009, during a routine check on a Drug Court participant, found that person in the process of self mutilation. C. Larson then

was able to intervene and transport this person to the hospital. It was with quick wit and dedication that a serious tragedy was avoided. The Commissioners commended C. Larson and thanked him for all the good work he does with Drug Court.

Supt. Libby said that it was a good thing to commend C. Larson and noted that the officers in Drug Court commit a large amount of time to the program to make it work. Commissioner Cryans said that he does recognize the efforts made and that he quite often sees officers down in the Lebanon area checking on participants.

Supt. Libby said that today's census is 115 and presented the rest of his report *(see attached). The meal program in the Jail is scheduled to begin after their trial runs next week. The plan is to serve both breakfast and lunch but still receive one meal in the evening from the Nursing Home. Five of his officers have been Servesafe® trained and one person has been trained as a trainer. Supt. Libby wanted to publically thank Supt. Oakes and his staff for all the work that has been done to revamp the areas so that this could be realized.

There was a discussion about the Jail having been visited by the Dept. of Education and how the Jail will now be helped when it comes to the needs of Special Education.

*9:35 AM – Commissioner Richards moved to enter into non-public session for the purposes of discussing consideration or negotiation of pending claims or litigation according to RSA 91-A:3, II (e). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”, Commissioner Cryans “yes”, Commissioner Cryans stated that a majority of the board voted yes and that they would now go into non-public session.

*9:45 AM– Commissioner Cryans declared the meeting back in public session and would seal the minutes of that session. The Commissioners then moved on to the next order of business.

Commissioner Richards moved to approve the minutes from November 3, 2009, which was seconded by Commissioner Cryans. Edits were made. All were in favor.

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

A discussion was had about issues with the work that was done to the parking lots and Supt. Oakes expressed his disapproval of the company Sealtec who, he said, have not performed the work in a professional manner. He said the job shows poor quality workmanship and he is working to resolve the issue but feels that with the lack of cooperation of the owner, that may not be possible. As of right now, the County is holding back payment.

There was a discussion about needing a new truck for next budget year and Commissioner Richards said she would like to see Supt. Oakes looking at used vehicles.

The Commissioners signed the check registers.

Commissioner Richards motioned to concur with NHA Bolander's recommendation of suspending an employee for a period of two days, which was discussed in executive session in the Commissioners meeting last week. Commissioner Cryans seconded the motion. All were in favor.

Director Clough presented the Commissioners with their updated credit cards.

UNH Forester Dave Falkenham arrived to discuss a firewood program that was presented by the state which suggested offering a public firewood sale using the County Farm as a distribution center. This would entail the County being responsible for cutting the logwood into firewood and then handling distribution to the public.

Commissioner Cryans said that he couldn't see how this program could be efficient for anyone and said that it wouldn't be possible for the County to handle the time and labor. Director Clough noted that the County was getting out of the firewood business because they couldn't handle the workload.

Forester Falkenham said that he realized that this would be laborious and it would not be a project that he would have time for either but that it was recommended that it be presented to the Commissioners.

Commissioner Cryans suggested that this project might be better suited to a Community Action Program which is set up to handle just these sorts of things. Commissioner Cryans said that the County is all in favor of helping people but 13-18 cords of wood (according to Forester Falkenham) would just not be reasonable to facilitate. He said that he would contact Tri County Cap and put Forester Falkenham in touch with them.

County Attorney Lara Saffo arrived.

*10:37 AM – Commissioner Richards moved to enter into non-public session for the purposes of discussing consideration or negotiation of pending claims or litigation according to RSA 91-A:3, II (e). Commissioner Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”, Commissioner Cryans “yes”, Commissioner Cryans stated that a majority of the board voted yes and that they would now go into non-public session.

*10:55 AM– Commissioner Cryans declared the meeting back in public session and would seal the minutes of that session. The Commissioners then continued on with their meeting.

The Commissioners discussed new hires at the Attorney's Office with Atty. Saffo. She mentioned seeing Atty. St. Hilaire and also talked about various Drug Court participants and her interaction with them.

Atty. Saffo said that they may be receiving a grant for equipment on behalf of Women Against Violence in the amount of \$3000., which they plan to use to purchase and upgrade equipment used in the Courtroom.

COMMISSIONER ISSUES:

Commissioner Richards said that she was at a meeting at Whole Village last evening where the discussion revolved around diminished funding and how they would remain open without that funding. She said they were reaching out to the communities for support.

Commissioner Richards viewed a webinar presented by the DOE on the innovation grant and said that it was difficult to access information. She said that she is still working on getting more funding for the biomass project.

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

Raymond S. Burton, Clerk

November 10, 2009

Commissioners Report

1. Award Presentation

- a) Letter of Commendation to Community Corrections Sergeant Christopher Larson**

2. Population:	In-house: 115	Maximum: 23
		Medium 33
		Minimum north: 20
		Minimum south: 19
		WHOC: 09
		Max/Handicap: 00
		Lockblock/Seg: 11
Weekenders: 4	Out of facility: 38	

3. Community Corrections Report

- a) Drug Court – supervising (19) *2 in custody**
- b) Electronic Monitoring – supervising (11)**
- c) Daily Work Release – supervising (0)**
- d) Community Work Program – cutting wood**

4. General:

- a) Commissioner Burton’s requested information**
 - 1) Inmate letter of complaint – reply attached**
 - 2) Community work detail info (Bath, Haverhill, Littleton) - attached**
 - 3) Community Corrections stats FY09 - attached**
- b) Inmate meals – discussion/schedule**

5. Reminders:

- a) Thresholds Graduation Thursday November 12, 2009 @ 6:15pm**
- b) GED Christmas Graduation December 16, 2009 @ 10am**

Grafton County Community Corrections
Statistics
FY 09

Drug Court

Supervisory personnel hours: 3842

Supervision Checks: 784

Total Mileage: 38,902

Total Number of Clients: 26

Total Number of Clients Terminated from Program: 9 (35%)

Urine tests collected: 741

Community Service

Inmate hours worked: 4221.5

Officer hours worked: 885

Total mileage: 5613

Locations: (14) towns

Bath School	Ashland Rec Center
Plymouth Library Graffiti Removal	North Haverhill Cemetary
Grafton County Barn	
Ashland-cleanup	
Franconia Heritage Museum	
North Haverhill Fair	
Littleton Town Trucks	
Hebron Fair	
Glenciff	
Wentworth Church	
Littleton Highway Department-Paint	
Department of Transportation NH Route 10-trash pick up	
Bristol Beach and cemetery cleanup	
Bath Cemetary	
Lebanon Dump Cleanup	
Plymouth Whole Family Resource	
Littleton Snow Removal	

Electronic Monitoring

Total Inmates in Electronic Monitoring Program: 36

Supervision Checks: 487

Total Mileage: 21622

Urine Tests Collected: 427

Total Inmates in Work Release Programs: 6

Work Release Checks: 43

Operation Impact

Presentations/Tours at Correctional Facility: 27 Participants: 411

Presentations outside of Correctional Facility: 217 Participants: 5338

Inmates who have participated in the program: 21

Total Mileage: 12761

Institutions that have participated in Operation Impact: 53

Berlin High School	Littleton Boys and Girls Club	Wentworth School
Berlin JAG	Haverhill Youth Recreation	Russell Elementary
Tri County Services	Littleton Academy	Pemi-Baker Academy
Davenport School	Littleton Charter School	Plymouth Elementary
North Country Shelter	Littleton District Court	Ashland Elementary
Kennett High School	Littleton Police Dept.	Holderness Central
Groveton Jr. High	Lisbon School	Carroll Diversion
Groveton High	Landaff Blue School	Indian River School
Lancaster Elementary	Bath Village School	Mascoma High
Lancaster Charter School	Woodsville Elementary	Hanover High
Gilman VT Elementary	Woodsville High	Lebanon Dist. School
Whitefield Elementary	King Street School	Conn. River Academy
White Mtn. Regional	French Pond School	Mt. Prospect Academy
Hartford High	Blue Mtn. School	
Springfield VT High	Good Old Boys Club	
Upper Valley Diversion	NH Probation	
Colebrook Academy	Piermont School	
Stewartstown School	Haverhill Coop. School	
Pittsburgh School	Piermont School	
Weeks Health Conference	Becket School	

Miscellaneous

Medical transports: 70 Mileage: 5694

Substance Abuse Treatment, Interviews, etc. Transports 31 Mileage: 2910

**Community Service Hours provided to the Town of Bath
July 1, 2008 - present**

Site	# of days	# of Supervisor hours	# of inmate work hours	Miles traveled
Bath School Painting	2	13	52	32
Bath Cemetery Fence work	2	16	80	32
Bath Roadside cleanup - 185 bags	2	16	64	68
Bath Road sweeping	2	11	66	72
		56 @ \$16.50/hr = \$924	262 @ \$10.00/hr = \$2,620	204 @ .48/mile = \$98

Services provided to Town of Bath

\$3,642

**Community Service Hours provided to the Town of Haverhill
July 1, 2008 - present**

Site	# of days	# of Supervisor hours	# of inmate work hours	Miles traveled
North Haverhill Fair	1	8	56	12
North Haverhill Monument cleanup	1	2	6	4
Haverhill Roadside litter - 208 bags	2	16	64	34
Haverhill Roadside litter - 53 bags	1	6	24	13
Haverhill Cleanup - Nazarene	2	16	104	0
Haverhill Senior Center	1	8	56	0
Woodsville Cottage Hospital	3	24	144	18
Haverhill Senior Center	1	1.5	7.5	0
North Haverhill Fire hydrants	1	8	16	58
Haverhill Fire hydrants	1	8	16	2
North Haverhill Bridge - Rt 116	1	8	24	6
		105.5 @ \$16.50/hr = \$1,741	517.5 @ \$10.00/hr = \$5,175	147 @ .48/mile = \$71

Services provided to Town of Haverhill

\$6,987

**Community Service Hours provided to the Town of Littleton
January 1, 2008 - present**

Site	# of days	# of Supervisor hours	# of inmate work hours	Miles traveled
Littleton Recycling Center Painting	3	14	67	150
Littleton Fire Department Painting - rebuild wall			206	
Littleton Highway Department Demolition - rebuild wall - painting			248	
Littleton Highway Department Paint truck bodies/snow plows	14	104	184	700
Littleton Fire Department Shovel out fire hydrants	16	118	144	800
Littleton Police Department Prime/paint/stain	37	273	1328	1850
Littleton Opera House General clean-up	2	10	50	100
	72	515 @ \$16.50/hr = \$8,497	2227 @ \$10.00/hr = \$22,270	3600 @ .48/mile = \$1,728

Services provided to Town of Littleton

\$32,495

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Oct 20 – Nov 9, 2009

COMPLEX

Parking Lot Sealing & Striping – Seal-Tec Asphalt Coatings, Inc. still has not completed routing and sealing all the cracks in our parking lots and driveways per the contract specification. Additionally, much of the work they completed was poorly done. I've taken approximately 150 pictures and documented all the problems encountered thus far (see attachment). In an attempt to address the outstanding issues, the owner Scott Mason has been belligerent and uncooperative thus far. I have held payment pending their thorough completion of the contracted work.

Water Tank

Mixing Equipment: NHDES has approved our plan to install Kasco Marine mixing equipment in the water tank to help eliminate water stratification and reduce disinfection byproducts. The equipment is ordered and should be arriving sometime this week.

Disinfection Byproducts: Woodsville Water & Light's October disinfection byproducts test showed a reduction from tests taken in August. Keep in mind the NHDES is only concerned about the yearly average since it is normal for the TTHM and HAA5 levels to be higher during the warmer summer months.

TTHM Threshold: 80 ppm / August: 84.2 ppm / October: 64.7 ppm / Yearly Average: 54.5 ppm
HAA5 Threshold: 60 ppm / August: 73.0 ppm / October: 48.0 ppm / Yearly Average: 45.5 ppm

MOA: Last week I completed my department's version of the MOA. I submitted it to Julie and requested that you, the commissioners, and an attorney review it before sending it to Woodsville Water & Light.

Water Sampling: NHDES has asked us to start sampling our water for free chlorine (chlorine residual) whenever we sample for bacteria each month. I ordered and received a new test kit that will allow us to accomplish this.

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.

Kitchen Walls – Yesterday, my staff finished up all the work associated with replacing all the mold-laden walls surrounding the kitchen dish room. Keeping the dishwashing area going during the entire project was a huge challenge for both dietary and maintenance staff. The workers from both departments should be commended for completing their respective jobs without complaint, in such an adverse condition. This project took approximately 300-manhours and cost \$2,900 in materials to complete.

Sprinkler Deficiencies – Hampshire Fire Protection had to come back and reseal a number of joints that were leaking in the new glycol loop system serving the 1969 Building canopies.

Windows – Replaced numerous fogged windows throughout using warranty replacement windows

EZ Lifts and Stands – Completed numerous repairs to a few of the subject lifts and stands

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Heating System

Zone Valves: The Belimo zone valve in the main conference room failed partially open...replaced valve.

Fin Tube: Added more fin tube to front conference room to improve time it takes for room to heat up. This will enable us to expand time-of-day scheduling of the HVAC system to help save fuel dollars

JAIL & COMMUNITY CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Domestic Hot Water – Main pump leaking bearings failed...replaced bearings

Kitchen Project - In the past week we've relocated the ice machine and re-plumbed it in its new location. John is in the process of converting a space off the dining room into a dishwashing area. He installed a new pot sink and is currently plumbing it in. John also replaced numerous standard receptacles in the kitchen and pot sink area with GFI receptacles. C.G. Electric is scheduled to upgrade the existing panel to a 3-phase panel to accommodate all the new kitchen appliances the jail purchased for their kitchen.

Hallway Benches – John completed the fabrication of two benches with handcuff links. Once painted, he installed both in the connector. The jail intends to turn this area into the processing waiting area to relief pressure on Control.

Recalled Sprinkler Heads – Tri-State Fire Protection will be here this week to measure 12 sprinkler pendants that must be replaced due to a possibility of not working in the event of a fire. The company that manufactured them was unable to fund a recall of them before going out of business.

Medical Record Security – John fabricated special locking systems for all cabinets storing inmate medical records. The new locking mechanisms allow the cabinets to be doubly locked to meet federal and state requirements

Sewage Grinder Assembly – Removed sewage grinder assembly due to pending bearing failure. Replaced assembly with built-up spare and are in the process of rebuilding one that was pulled.

MAINT/FARM BUILDING

Nothing to report

FARM

Farm Stand – Turned off water and blew out water line to prevent freezing during winter months.

Dairy Barn – Replaced broken section of water line in main cow barn

COMMUNITY CORRECTIONS

Phones – Installed new phone in conference room

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

VEHICLES

Plow Repairs – Dennis completed refurbishing the plow for the 1-ton truck

1-ton truck – This past week we had to replace both rear shocks due leaks. Walker Motors has also been troubleshooting a recurring brake problem on this truck for the past several weeks. Late last week they verified the ABS computer is bad and that it will cost \$600 to replace it. In lieu of replacing it, I had them disconnect the system, and we are running the truck without ABS. The truck is fine to use on short trips around the complex. Hopefully we won't have anymore unexpected repairs the remainder of this fiscal year.

¾ ton truck – Had Walker Motors do a drain and flush on the transmission. Next week the truck is scheduled for bodywork at Northland Auto to fix rust forming on the doors, rocker panels and right side cab.