

GRAFTON COUNTY COMMISSIONERS' MEETING

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

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

OTHERS PRESENT: H. Brown

Commissioner Cryans opened the meeting at 10:06 AM

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

The Commissioners signed the check registers.

The Commissioners signed an amended contract for the AHEAD CDBG grant.

An invoice was received from North Country Council for the 2010 dues in the amount of \$550. Commissioner Richards asked what the County received for the dues and it was noted that NCC did a County Master Plan but for a fee of \$20K. Director Clough said that they can be used as a resource if needed.

There will be a birthday celebration of a resident who will be turning 101 on December 30th at 2:00PM in the Activity Room.

A card of thanks was received from the family of C. Perkins for flowers that were sent by the County.

A letter was received from Northway Bank stating that they would not be bidding on the County's investment of taxes because of their excess liquidity position.

A letter was received from the NH Division of Historical Resources regarding Enfield's Historical District. As a matter of formality, the County is asked if there are any objections to its position, and there was not.

Director Clough stated that the lease with Probation and Parole will expire on June 30th of 2010 and a new lease will be negotiated.

The Commissioners signed a contract with the town of Groton, Vermont for Dispatch services.

Farm Manager Kimball and Supt. Libby arrived. FM Kimball gave his report first.

The Farm is milking 70 cows, shipping 9000#'s for an average of 60#'s. Price of milk is at \$16.37.

FM Kimball said there are around 200-300 turkeys in the field where the corn was planted for them and that he is still waiting on the payment check from the State. He said the planting is keeping the turkeys from coming up in the Farm area.

The Farmstand was decorated at the direction of Supt. Libby this year and FM Kimball noted how good it looked.

Commissioner Cryans asked FM Kimball what he thought the Farm loss might be this year and he said that he hoped it would be under \$100K. Director Clough said that was providing that everything goes well on the expense side of things.

Commissioner Richards asked about the cost of grain and if FM Kimball was still using a reduced blend, which he said he was. He added that the cost of grain has dropped some.

Commissioner Richards asked about raising beef cows and FM Kimball said that he could and that was the plan when the new Jail came on line.

Commissioner Richards asked how the pigs were priced and FM Kimball said that he goes by the Weekly Farm Bulletin.

Supt. Libby gave his report saying there were 98 inmates in-house, 20 people in the Drug Court, with 2 in custody and 9 people out on the electronic monitoring bracelet.

Supt. Libby said that they do a lot of activities in the Jail during the week of Christmas and listed some of the activities as poker, food eating contests, ping pong and caroling.

Commissioner Richards asked Supt. Libby if the inmates would be treated to a prime rib dinner on Christmas and he replied that the inmates would receive whatever the Nursing Home provided on that day.

The Jail is currently helping out at Horsemeadow Senior Center as they are much busier at this time.

Commissioner Burton asked about the Justice Center group and Supt. Libby said that they had made their initial report and that they are looking toward more probation and parole, more halfway houses and more treatment. He noted that Grafton County was very involved in the way they approach incarceration and said that the Justice Center may conclude that that's the way to go. He said that the State needs the moral courage to spend more money on programs.

Commissioner Burton commended Supt. Libby and Director Clough for their appearance and participation at the meeting of the Littleton Selectboard.

After a discussion regarding Supt. Libby's status, Commissioner Richards moved to terminate Supt. Libby's part time Employment Agreement and appointment as Superintendent of the Grafton County Department of Corrections as of December 31, 2009, which was seconded by Commissioner Burton. All were in favor.

Commissioner Richards then moved per RSA 30-B:3 to appoint Glenn Libby to be the full time Grafton County Corrections Superintendent effective January 1, 2010 until January 5, 2011, as

such Supt. Libby will be available to receive all benefits which full-time employees are eligible for. In addition it was noted that Supt. Libby will then have the option of joining the NH Retirement System as a Group II member, which was seconded by Commissioner Burton. All were in favor.

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

There was a discussion about SAU23 using some space in the Admin Building basement, which is being looked into. Commissioner Burton said that any unused space should be utilized.

Commissioner Cryans asked about the general conditions around the complex and Supt. Oakes said that everything was fine and so far there hasn't been too much in the way of bad weather to create any problems. He added that the new maintenance building has been a big help.

Register of Deeds Sharp came in and wanted to discuss the possibility of putting forth legislation to be able to take a preserved copy of one of the Deeds books out of the office and to be able to present it to the public for "show and tell" or as an informative presentation. Commissioner Cryans asked if it would be possible to simply create a separate book that was not authentic that could go out to the public. He said he thought that would make more sense and would present less of a danger to the real thing. RD Sharp said that was a good idea and he would check into it.

Director Clough said that as long as RD Sharp was present, she would like to go over the audit findings. She said that the auditors said that Deeds was sighted in FY08 for not having passwords for their computer system and have not made the requested changes since then. They need to password protect their computer system. A response from RD Sharp to the auditors prior to today stated that he didn't think there was any need to password the system, that they (passwords) would only "muck up" an already efficient system.

RD Sharp said that the registry is locked up at night and any changes are done right in front of the customer. He said that cash register is locked at the end of the day.

Commissioner Cryans asked RD Sharp why he is adverse to passwords. RD Sharp replied that what the auditors are suggesting may happen, can never happen. Commissioner Cryans asked again why passwords can't be used.

Director Clough said that the auditors suggested that *not* using passwords leaves the door open to fraud.

Commissioner Cryans said that the County pays the auditors a lot of money to go over everything and if they say that passwords should be set up, then they should be accommodated.

RD Sharp said that he would take care of it as soon as possible.

Director Clough presented a request for educational assistance from an employee in Activities who is working toward her bachelor's degree.

Commissioner Burton moved to approve the educational assistance which was seconded by Commissioner Richards. All were in favor.

Director Clough presented a letter from the auditors which stated that the County has represented all that was requested and needed.

COMMISSIONER ISSUES:

Commissioner Burton made note of a hat that he was sent from someone stationed in Afghanistan and was wearing that day.

Commissioner Burton attended a Rivers Reach ceremony and luncheon which was put on for the loss of Chris Gray which was hosted by Annie Crowley.

Commissioner Burton attended a DoT luncheon yesterday in North Haverhill.

Commissioner Burton asked Director Clough where the County stood in terms of working with SMRT and she said that everyone is in a holding pattern right now.

11:42 AM With no further business the meeting was adjourned

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Dec 8, 2009 ~ Dec 21, 2009

COMPLEX

Water Tank Issues

Water Samples – still waiting on non-routine samples results for those samples taken directly from the tank

Forced Draw down: Requested approval from WW&L to do forced draw downs of the tank using the isolation valve on route 10...awaiting response

MOA: Is there any update on the status of the MOA ?

Guardrail – F.R. Lafayette installed 100 feet of guardrail, connecting the existing guardrail behind the maintenance/farm shops to a new section at the end of the concrete segmental wall behind the jail. The completion of this greatly minimizes the hazard of one of my staff or anyone else from slipping and falling over the wall, especially during winter weather.

Boiler Nitrates – Nitrate levels in the nursing home and Admin Building boilers are at the correct concentration following servicing of both systems

Fire Extinguisher Maintenance – Still waiting on Tri-State to return our extinguishers removed off site for 6-year and hydrostatic tests

Sprinklers – Tri-State Fire Protection completed the quarterly inspections and tests of systems installed in the Nursing Home, Jail, Admin Building and new Maint Building. All passed inspection and test.

COURTHOUSE

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

Bathrooms – Installed more new faucets in public bathrooms

Lighting – Upgraded various T12 lights in Probate office areas to high performance T8 lights

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.

Electric Beds – Performed various repairs on numerous electric beds

Server Room AC – Fabricated and installed guard to protect fragile Freon lines in high traffic area in HVAC room

Building Management System – Tracer Summit's comm.5 database residing in BCU #1 became corrupted and would not allow staff to make programming changes to the system. A Trane technician had to purge the database and reload it.

HVAC – The supply fan in Heat Recovery Unit # 3 failed...R² electric motor

HVAC – Replaced failed pressure gauges on a couple hot water pumps in boiler room

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Laundry – The main shaft assembly that holds the drum centered in dryer #1 loosened up in its bearing mounts and back out, causing the drum to rub. Adjusted drum and secured in place.

Plumbing – Repaired numerous leaks in large domestic water lines in basements and In-service bathroom...lack of ball valves prohibited isolation of leaks, thus had to schedule water outages to drain lines so they could be repaired

Sprinkler System – Installed drain accelerators dry system tamper switch to facilitate quicker resetting of system following testing

Tubs – The hot water to the Century bathing tubs on Maple and Profile would not temper correctly...rebuilt mixing valves

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Building Management System – Tracer Summit's comm.5 database residing in BCU #2 became corrupted and would not allow staff to make programming changes to the system. A Trane technician had to purge the database and reload it.

HVAC – Replaced failed pressure gauges on a couple hot water pumps in boiler room

JAIL & COMMUNITY CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Lights – Replaced numerous ballasts throughout

Plumbing – Removed numerous blockages in sewer pipes caused by inmates

MAINT/FARM BUILDING

Nothing to report

FARM

Nothing to report

COMMUNITY CORRECTIONS

Nothing to report

VEHICLES

Nothing to report

OTHER

SAU23 has requested sqft cost for possible lease of Admin Building space