

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday March 9, 2010

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

EXCUSED: Martha Richards

OTHERS PRESENT: H. Brown

Commissioner Cryans opened the meeting at 9:13 AM

Farm Manager Kimball arrived with his report saying that they were milking 77 cows, shipping 10,300#s for an average of 64#s per animal. Price of milk has gone down to \$16.19

FM Kimball is working on his budget and getting ready for spring by order the seed potatoes, which will be coming from Chappell's in Vermont. He has also ordered one ton of red potatoes from Peasley's, which is also in Vermont.

Vegetable seeds have been ordered from Agway along with 150 laying hens, which FM Kimball said he's planning to raise and sell the eggs. He's also planning on looking into raising rabbits which he wanted to discuss with the Farm Advisory committee

Director Clough informed FM Kimball that the Farm Advisory meeting would have to be changed from April 8<sup>th</sup> as the president of UNH will be coming up for County Conversations and none of the UNH people would be available.

Commissioner Cryans asked if the Farm staff was going to be able to handle additional livestock and FM Kimball replied that they could. Commissioner Cryans then asked if the chickens would be running free on the property and FM Kimball said that he was planning to keep them contained. Supt. Oakes, who was waiting to give his report, said that they could probably put chicken wire in the corn crib and keep them there, which FM Kimball thought was a good idea.

Commissioner Burton asked what a certified potato grower was and FM Kimball said that he wasn't sure but assumed that some sort of certification process was required.

Commissioner Burton asked what kind of chickens FM Kimball was purchasing and he said they were Rhode Island Reds.

Supt. Oakes gave his report \*(see attached)

There was a discussion about plans for spring and the clean up of the grounds. Supt. Oakes discussed the possibility of certain equipment for purchase out of money from Primex workman's compensation fund. Director Clough told Supt. Oakes that purchases would be discussed at the next Joint Loss Management meeting.

Commissioner Burton asked what that was and Director Clough said that the County has a Joint Loss Management committee which is mandated by an RSA from the Dept. of Labor, which

discussed safety issues at the County. The committee has approximately 14 people on it which are divided between Department Heads and Employees. There are rules as to how the committee operates. \$10K was awarded from Primex and the committee will decide how that money gets divided.

Commissioner Burton said that he would like to see that the Joint Loss committee deals with the money from Primex equally and fairly and that the Board be kept informed as to how the money is spent.

Commissioner Burton then asked Supt. Oakes to take a look around the complex and to think about the little things that could be done to enhance the property with money from the existing budget. Supt. Oakes said that he does that on a regular basis.

Commissioner Cryans thanked Supt. Oakes for sending them the five year fuel usage information. Supt. Oakes said the savings surprised him as well and credited that to the many fuel saving measures that have been put place.

Commissioner Burton moved to approve the minutes from March 2, 2010, which was seconded by Commissioner Cryans. All were in favor.

Commissioner Burton moved to approve the budget minutes from March 4, 2010, which was seconded by Commissioner Cryans. All were in favor.

Executive Director Clough updated the Commissioners on the poor attendance of the Treasurer over the last few months, saying that it was very frustrating that she doesn't show up when the checks needed to be signed, quite often not even letting anyone know she's not coming. There was further discussion about this.

Director Clough informed the Commissioners that the lawsuit against the State of NH, which Grafton County is a part of, has been filed regarding the reduction in amount of funds the State contributes to pensions in the NH Retirement System. This is a class action suit in which 233 municipalities are involved.

Director Clough said that the lease with the State regarding Courtroom and Administrative space in the Courthouse expires the 30<sup>th</sup> of June, though there is a two year extension clause which they would like to exercise which includes a 2% increase.

Commissioner Burton moved to approve the two year extension of the lease which was seconded by Commissioner Cryans. All were in favor.

The Commissioners signed the lease paperwork.

Director Clough presented a request for educational assistance for an employee would like to attend two different classes.

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

Director Clough informed Commissioner Burton that L. Bailey said he could be excused from the hearing on the 24<sup>th</sup> for the elected official's salaries.

Director Clough said there will be a GED graduation on the 31<sup>st</sup> of March at 10:00 AM

Director Clough received a letter from Supreme Court stating that they had had some issues with transcripts from several appeals and that although they don't believe there is anything incorrect in the transcript from the Jail lawsuit they are still going to have the transcript reviewed by the transcription company . The Court stated that if the County did not see any discrepancies in the transcript, they could inform the Court that a review by Rand would not need to be done; otherwise it would take weeks to complete the review. The Supreme Court would not take any action on the recent oral hearing until this was complete. Director Clough said that the legal team for the County will review the transcripts and if they do not see any discrepancies, they will inform the Court that no review is needed. The attorney for the Plaintiff's would most likely have to agree that a review did not need to be conducted.

Director Clough gave the Commissioners a report done by D. Maes who facilitated the Farm forum that was held in February, to review at their leisure.

Director Clough informed the Commissioners that there was a change in the way that allocations from finance to the Nursing Home were calculated and she wanted them to know that her budget would likely see an increase because of that. She also noted that it should be a wash in the Nursing Home budget and it was important to see that.

#### COMMISSIONER ISSUES:

Commissioner Burton gave Director Clough a portfolio from Banwell Architects out of Lebanon to be placed on a list for County government and would like to see an acknowledgement letter sent to them.

Commissioner Cryans attended Drug Court in Littleton last Wednesday and said it was well attended by local police chiefs and County officers Attorney Saffo, Corrections Superintendent Libby, and B. Gasser and the Drug Court team. He said 19 participants were heard and most were doing well. There was media coverage there.

Commissioner Cryans attended a Mental Health Court wherein Atty. Saffo presented the same information that she presented to the Board last week. He informed her that financially there could be no fulltime position for a Mental Health Coordinator and that grant money would have to be looked at for that. There was also a discussion about office space at the County and Commissioner Cryans said that in a matching grant, it would be easier to come up with office space than money.

Commissioner Burton will be attending the roll out of a new medical process for catheters at New England Wire today.

Both Commissioners Cryans and Burton will be attending the annual meeting of the Conservation District in Lincoln on the 8<sup>th</sup> of April and attend the County Conversations at Horsemeadow Senior Center.

10:26 AM With no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Feb 23 – Mar 8, 2010

## COMPLEX

### **Water Tank Issues**

**Inadequate Draw** – Red Dufresne from Dufresne Group Consulting Engineers recommended throttling back Woodsville Water & Light's (WW&L) gate valve (isolation valve) that is located on their 8" main just before where our 12" main intersects this line. He suggests that by limiting the opening of this valve it should help improve water turnover within our tank (see attached e-mail). I've requested that Red make this suggestion to WW&L so that we can test his theory.

**MOA:** Submitted MOA to WW&L on February 2, 2010... WW&L commissioners have yet to respond

## COURTHOUSE

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

**Lighting Upgrade** – Removed T12 lighting from Superior Court vault and office spaces...replaced with energy efficient high performance T8 lighting. Also completed the Bailiff's break room

**Superior & Probate Court Seating** – Richard is in the process of refurbishing numerous chairs from these two locations with a plan of redistributing them to other locations within the courthouse where various other chairs need replacing.

## NURSING HOME

**Preventative Maintenance (PM)** – Performed various PM tasks throughout, to include painting on Meadow and Granite

**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.

**Sprinkler System** – The dry system covering the 1969 Building failed for buildup of muck and debris in approximately 40-feet of sprinkler main. NFPA suggests flooding loop 2-3 days prior to flushing. Hold to prevent freezing.

**Lighting** – Replaced numerous 2-lamp light ballasts and bulbs throughout.

**Plumbing** – Repaired numerous leaking faucets, drains and toilets. Also unclogged many drains and backed up toilets

**Electric Beds** – Performed numerous repairs on electric beds throughout

**Laundry** – A Travelers Insurance technician was on site to inspect the new air compressor we installed so that NH Dept of Safety can permit it

**Fire Alarm** – A Norris Inc. technician was on site to program the main fire panel to recall all elevators in the event of a general alarm. This feature better supports the nursing home fire plan and ensures people do not use the elevators in the event of a fire.

**Walls & Doors** – Completed numerous repairs to walls and door frames on Granite, to include repainting

## ADMINISTRATIVE BUILDING (1930)

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

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

## **JAIL**

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

**Kitchen** – Plumbed ice machine in new location to better support kitchen operations

**Back Flow Prevention Devices** – Completed test of sprinkler and domestic water devices. Both passed

## **FARM**

**South Shed** – Fabricated and installed windows in shed walls facing nursing home employee parking lot

**Sign** – In process of renovating sign

## **MAINT/FARM BUILDING**

Nothing to report

## **COMMUNITY CORRECTIONS**

**Furnace** – Smaller furnace that heats north section of building failed to light...replaced bad circuit card and cracked igniter

## **VEHICLES**

Nothing to report

## **Other**

Nothing to report