

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday April 27, 2010

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

EXCUSED: Ray Burton

OTHERS: Harold Brown

Commissioner Cryans opened the meeting at 9:06 AM

Farm Manager Kimball arrived with his report saying that they were milking 74 cows, shipping 10,000#'s of milk for an average of 68#'s per cow. Price of milk is down to \$16.25

21 cows are pregnant and FM Kimball is planning on selling 8 heifers for revenue.

16 acres of new grass has been seeded and sweet corn and peas have been planted. Half of the seed potatoes have arrived and there is a sow that is ready to deliver any moment. Six more sows are ready to deliver soon and the Farm currently has around 70 piglets right now.

Commissioner Richards suggested that FM Kimball consider selling crops at the Co-op and he replied that they only plan to sell any additional crops that they are not able to sell or use here.

Commissioner Richards moved to approve the minutes from April 20, 2010 which was seconded by Commissioner Cryans. An edit was made. All were in favor.

Director Clough presented a request from NHA Bolander to travel out of state to Washoe County Nevada for the 2010 NACo Conference. Money has been budgeted for the trip.

Commissioner Richards moved to approve out of state travel for NHA Bolander to attend the 2010 NACo Conference in Nevada which was seconded by Commissioner Cryans. All were in favor.

Director Clough presented an updated contract with the State of New Hampshire's HHS for the Commissioners to approve and to accept the resolution and vote to enter into a contract with the State of NH, HHS as follows:

RESOLVED: That this County enters into a contract with the State of New Hampshire, acting through its Department of Health and Human Services, Division of Community Based Care Services.

RESOLVED: That the Executive Director is hereby authorized on behalf of this County to enter into said contract with the State and to execute any and all documents, agreements, and other instruments; and any amendments, revisions, or modifications thereto, as he/she may deem necessary, desirable, or appropriate. Julie L. Clough is the duly appointed Executive Director of the County.

Commissioner Richards moved to authorize the County to enter into a contract with HHS for the Commissioners grant funding which was seconded by Commissioner Cryans. All were in favor.

On April 6, 2010, the Board reviewed the lease agreement between the County and State of New Hampshire Probation/Parole for the leased space at the Courthouse. Commissioner Richards moved and Commissioner Cryans seconded to accept the lease agreement and authorized Commissioner Cryans to sign the paperwork. All voted in favor.

Director Clough reviewed a packet of information that will be going out to the Delegation regarding the meeting on the 17th of May to vote on the Elected Official's salaries. The Executive Committee will meet at 9:00 AM and the Delegation will meet at 10:00 AM that morning

The Commissioners received a copy of their recommended budget which will be sent out to the public after the 4th of May which follows the NH Statutes.

Supt. Libby arrived with his report stating there are 76 inmates in-house, 19 in Drug Court with 1 in custody and 10 out on electronic monitoring. *(see attached)

Supt. Libby presented an out of state travel request for three of his officers to attend a course at St. Michaels College in Vermont. They are taking a 12 week credited class in Effective Communications. The class is held every Thursday.

Commissioner Richards moved to approve the out of state travel for three Correctional Officers which was seconded by Commissioner Cryans. All were in favor.

Commissioner Richards asked about the course and Supt. Libby said that the three people taking the course are in the long range plans for the Jail and will need this Communication class. He said that he would hope that after taking the course, they will be able to train others.

Supt. Libby said that one of his nurses was in an accident and will be out for about a month and a half. He said that he will be trying to keep the overtime hours down.

There will be a Threshold's graduation on May 26th at 6:00 PM.

Supt. Libby thanked Commissioner Cryans for attending the Corrections graduation. He said they will probably be looking at a larger place to hold these graduations as they are becoming rather large.

Supt. Oakes arrived with his report *(see attached).

Supt. Oakes said that he worked with a counselor from Life Transitions who had someone who thought they might be interested in working in the Maintenance field. Supt. Oakes gave a tour of the facility and went over some of the details of the job. Supt. Oakes said he would be willing to work with more people in the future if they show interest.

12:04 PM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

April 27, 2010

Commissioners Report

- 1. Population:**

In-house:	76	Maximum:	20
		Medium	16
		Minimum north:	10
		Minimum south:	08
		WHOC:	12
		Max/Handicap:	00
		Lockblock/Seg:	10

Weekenders: 2 **Out of facility: 35**

- 2. Community Corrections Report**
 - a) **Drug Court – supervising (19) *1 in custody**
 - b) **Electronic Monitoring – supervising (10)**
 - c) **Daily Work Release – supervising (0)**
 - d) **Community Work Program – Bath – planting trees on the riverbank**

- 3. General:**
 - a) **Out of State training – request**
 - b) **Medical – Nursing OT**
 - c) **Governor Commission – Certificate of Vote**

- 4. Reminders:**
 - a) **Threshold Graduation May 26, 2010**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

April 13 - 26, 2010

COMPLEX

Water Tank

Inadequate Draw – Gate valve restriction testing still ongoing

Memorandum of Agreement (MOA) – As of 4/26/10, WW&L Commissioners still haven't responded to our latest draft of the MOA

Access Road - Sections of road are getting low spots and showing signs of water erosion in wheel tracks, especially on steep sections. Added 3/4 stone in low spots, graded road and compacted it

HVAC & Refrigeration Preventative Maintenance (PM) - North Country Mechanical completed the annual PM on all our HVAC and refrigeration equipment.

Sewage System – Main sewer grinder electric motor bearings failing. Unit needed to be pulled anyway for annual maintenance of grinder head. GCM staff replaced bad motor and rebuilt grinder head with new cutting bar, teeth and seal

Sewage System – Small air pump that controls the Jail sewage lift station telemetry system failed. GCM staff replaced the pump

Exterior Lighting – Light on the Caterpillar generator enclosure was staying on 24/7. GCM replaced the photocell that controls the light

Grounds – GCM completed sweeping all the parking lots. They have been in the process of raking and mowing various areas throughout the complex in addition to mulching flower and shrub beds

COURTHOUSE

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

Fire Alarm – Booster panel batteries are old...replaced both batteries

HVAC – Discovered several shorted crankcase heaters on 80-ton and 50-ton condensing unit staged compressors. Replaced the ones on 80-ton unit. Ones for 50-ton unit are backordered. Also replaced a couple of bad relays on 80-ton condensing unit

Elevator – Elevator car intermittently hung up on certain floors and would not move. Found and replaced bad relay

Lobby – Courthouse received new X-ray scanner but new unit did not have an out-feed table. Fabricated table

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

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

Electric Beds – Performed numerous repairs on electric beds throughout

HVAC - Air conditioning condensing unit #5 requires low ambient controls to prevent from short cycling...North Country Mechanical installed fan cycling controls

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Hood – Ansul fire suppression system due semi-annual inspection. Tri-State Fire Protection completed inspection and everything looked good.

Kitchen Equipment – Steam kettle was spewing soot. A Dead River technician cleaned air intake screen, squirrel cage fan and adjusted air intake shutter to improve air and gas mixture

Kitchen Equipment – Profile dining room steam table had wet well that was heating. GCM staff found and repaired broken wire

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC - Air conditioning condensing units 1, 2, 3, 5 and 6 require low ambient controls to prevent from short cycling...North Country Mechanical installed fan cycling controls

HVAC – The chiller unit kept shutting down due to numerous temperature faults. North Country Mechanical discovered that units flow switch was corroded internally and was hanging up. GCM staff replaced the bad switch.

Elevator – Stanley Elevator technicians completed the 5-year load test and annual inspection. Although the technician said the elevator was safe to operate and that he would pass the elevator so the operating permit could be renewed, he cautioned that the elevator's governor has a cable drag feature that isn't working right, thus it should be replaced soon. I requested that Stanley Elevator provide a quote for the purchase and installation of this part.

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Panel – The PS6 power supply in main FCI fire panel putting out 44volts...should be about 27volts. GCM staff replaced the circuit board

Plumbing – Inmates broke the bathroom sink and drain in the basement holding area. GCM staff replaced the sink and drain

FARM

Stanchions – GCM staff continue to repair dilapidated stanchions throughout the calf area of the cow barn

Equipment – Farm truck tailgate cracked in numerous locations. GCM staff welded tailgate

Equipment – The farm manager requested GCM fabricate an apparatus to mount a chemical sprayer on their potato planter. GCM staff fabricated mount brackets but still need to mount the sprayer

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Generator – Have electric and gas quotes to hook up generator...on hold for engineering sign off since unit does not have UL stamp. In process of trying to get this done so town will sign building permit. Yeaton

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Associates has agreed to do the engineering review but won't be able to get to it for a couple weeks due to a work backlog.

Furnace: Unit closest to the door has a bad igniter...replaced igniter

VEHICLES

Nothing to report

Other

Life Transitions – A few weeks ago Tony York, a counselor from Life Transitions, a local organization that works with troubled or special-needs teens, called and asked if I would be willing to speak with a teenager he was working with from Oxbow High School who had expressed an interest in facility maintenance. The teen wanted to see just what facility maintenance entailed so he could decide if this was a field he was truly interested in. Last week I spent a couple hours speaking with the teen and counselor and gave them a tour of the inner workings of our facilities. Both the counselor and student were amazed at the amount of work and the breath of skills required to maintain a complex like ours. Both walked away with a greater appreciation and understanding of the facility maintenance field. As the counselor was leaving, he asked if he could bring a larger group in the future. I agreed that it would be okay.