

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday May 25, 2010

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

Farm Manager Kimball arrived with his report saying that they were milking 70 cows, shipping 9100#'s of milk for an average of 65#'s per cow. Price of milk is at \$15.74 but he believes that price will rise over the next few months according to Agrimark. Commissioner Richards asked if Agrimark was still paying the \$1 extra and FM Kimball said that only lasted one month.

FM Kimball said he is done chopping grass and is three weeks ahead of schedule. He said that he got 105 loads of grass as compared to 95 last year.

10 acres of corn will be planted on Howard Island this year for the first time and vegetables are now being planted. FM Kimball has 50#'s of soldier beans for planting. Piglets will be selling for a \$75 each.

Commissioner Burton asked if the guest book was still available at Howard's Island and FM Kimball said it was.

FM Kimball said that the Market Bulletin suggested that 200 farmers in VT could go under due to milk prices.

There was a discussion about inmate labor and FM Kimball said it's there but they are very young. Commissioner Burton said that he had been through the barns and everything looked clean and the herd looked good.

Commissioner Richards asked if the pigs are inoculated before being sold and FM Kimball said he gives them their shots and neuters them.

Register of Deeds Bill Sharp asked for a moment of the Commissioners time and said that he wanted to be able to use the money that was coming out of the surcharge account for FY11, for certain items in his budget that he had itemized, rather than having the whole amount that he requested being used to pay the lease on the computer. His reasoning is that if he was able to save money on things he itemized that he would not spend the full money from the surcharge account and it could go back into the surcharge account rather than having extra money from savings in his budget go to the general fund at the end of the fiscal year.

Director Clough said if the money goes to pay the computer lease, then it is being used for the purpose it was intended for, to use it as RD Sharp suggests, in her opinion, would misrepresent how the account was meant to be set up. She said the computer lease is a legitimate expense for the surcharge account.

Commissioner Cryans said that last evening the budget was presented to the public and now it goes to the Delegation as presented. He said he did not see any reason why it should be changed at this point.

Commissioner Cryans also said that he noted RD Sharp's displeasure with his salary as indicated by RD Sharp's announcement of such at the budget presentation. He said the salary had been voted on and there is no chance to increase it as indicated that RD Sharp was planning to do by stating that he was going to "add to it", and then donate money from it. Commissioner Cryans said he can certainly donate whatever he wanted but could not increase his salary from County money as suggested by RD Sharp.

RD Sharp said that he feels that he is being treated like a schnook and he was not treated fairly by the Delegation and that they did not do their due diligence in researching the salary nor make the proper comparisons, nor pay attention to the thousands of dollars that he has saved the County. He said that he felt that an \$815 increase was an insult and that not everyone was treated equally. Aside from that, he said his office continues to work responsibly.

Commissioner Burton asked if RD Sharp thought that any laws had been broken in the way that things had been done and RD Sharp replied that he did not.

Commissioner Burton asked Director Clough if the surcharge account is set up and is being expended as is required by State law and she replied that it was.

Commissioner Richards moved to approve the minutes from May 18, 2010 which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Two bids were received for grant administrator for the AHEAD CDBG grant and were opened.

Donna Lane	\$13,400
Eastern Construction Mgt. LLC.	\$17,250

Commissioner Richards moved to accept the bid from Donna Lane in the amount of \$13,400 lump sum which was seconded by Commissioner Burton. All were in favor.

An email was received from the Treasurer which stated that the appointment of Deputy Treasurer was coming due and she was recommending George Sykes III from Lebanon.

Director Clough stated that having a Deputy Treasurer that is close to the Complex is a huge benefit to the County but the recommendation is under the authority of the Treasurer.

Commissioner Richards asked if it was appropriate to ask the Treasurer whether she would consider someone close to the County. Director Clough thought it was and it was decided that they would try to call Treasurer Sievers. Commissioner Cryans phoned her and got a message and asked that she call back.

Commissioner Burton wanted to check the statutes to see who the final decision rests with. Having his book with him, he read that RSA 29:15 stated that the County Commissioners appoint the Deputy Treasurer with the recommendation of the Treasurer.

Commissioner Burton also felt that it is necessary to have a Deputy Treasurer who is close to the County, which he said had nothing to do with Mr. Sykes or his qualifications.

Commissioner Cryans said that he knows George Sykes and feels he's well qualified and would probably vote for him but he wanted to make sure that he was available to the County as he does live quite a ways away. Commissioner Cryans said that he also admires current Deputy Treasurer Frank Stiegler as well.

Treasurer Sievers called in and was put on speaker phone. Commissioner Cryans asked if she had spoken with George Sykes and she said she had not, but he was recommended to her by K. Liot-Hill. Treasurer Sievers said that F. Stiegler said that he didn't want to take over the responsibilities and that G. Sykes was going to run for County Treasurer. Commissioner Cryans said he had heard just the opposite. He said that putting a name forth means the Commissioners will have to vote and they didn't want to do that until they knew for sure that the person being put forth was even interested in the position and being appointed for a year. Commissioner Cryans asked Treasurer Sievers to contact Mr. Sykes and find out for sure and then remake a recommendation for the Commissioner meeting next Tuesday. He asked that she present her recommendation in person before the Board and she replied that she would. Recommendation of the Deputy Treasurer needs to be made by the June 1<sup>st</sup> deadline.

Commissioner Burton asked that Treasurer Sievers present a written statement from the person she was recommending stating that they were willing to accept the position and assume the duties and responsibilities of the Deputy Treasurer according to New Hampshire State laws. Treasurer Sievers said she would have a signed statement.

The Commissioners signed a Certification of Municipalities regarding the lease for Probation/Parole at the Courthouse. Two resolutions were read.

**RESOLVED:** That this Municipality shall enter into a contract with the State of New Hampshire, acting by and through the Grafton County Commissioners providing for the performance of this Municipality of certain services as documented within the foregoing Lease, and that the official listed, Chairman of the Grafton County Commissioners, Michael J. Cryans, on behalf of the Municipality is authorized and directed to enter into the said lease contract with the State of New Hampshire, and that they are to take any and all such actions that may be deemed necessary, desirable of the appropriate in order to execute, seal, acknowledge and deliver any and all documents, agreements and all other instruments on behalf of this Municipality in order to accomplish the same.

**RESOLVED:** That the signing of the above authorized party or parties of this Municipality, when affixed to any instrument of document described in, or contemplated by, these resolutions shall be conclusive evidence of the authority of said parties to bind this Municipality, therefore:

Commissioner Richards moved to accept the resolutions which were seconded by Commissioner Burton. All were in favor.

The Commissioners received copies of a letter that was written by the Grafton County Conservation District stating their opposition to move to Orford. The letters were sent to State Senators and copied to the Commissioners.

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

Supt. Libby arrived.

Director Clough said that on June 11<sup>th</sup> there will be a meeting with all the Departments at the Courthouse including people from the State, to go over the work that is going to be done regarding the new Jail. She said the intention is to be proactive in letting people know what to expect since there will be quite a lot of activity in that area. She said that pre-building inspections will be done so that in the event there should be damage, it will be known whether or not it was pre-existing.

Supt. Libby and HP Cummings have been working with the neighbors in the area as well, to accommodate their needs, including fencing, shrubbery and a new driveway. They still need to meet with H. Hatch.

There was a discussion about whether or not there was a need for a Clerk of the Works for the Jail project. Supt. Oakes said that he believes that the trend is to have a full time Clerk but he has reviewed the responsibilities of Clerk and feels that he would be taking an active roll in that job anyway. He said that eventually, Maintenance will be taking ownership of the building and he feels they should be a large part of it. Supt. Oakes said there were a few things that he may not fully be comfortable with, but if HPC is willing to help with those things then he would feel comfortable taking on the rest, if not, then perhaps a part time Clerk may be warranted. Supt. Libby agreed by saying that Supt. Oakes has been part of the project from day one and has the County's best interest at hand.

It has always been Commissioner Burton's feeling that there be an independent Clerk who is working on behalf of the County, overseeing the project. He voiced concern about security and noted how often it happens on construction sights that materials go missing.

Commissioner Richards said that she has the utmost confidence in Supt. Oakes and his staff and asked about security.

Director Clough said there was never a plan to have the area watched 24/7 and it will have a construction fence around it. Supt. Libby said he plans to have the Night Watchmen pass it by on their rounds.

Commissioner Cryans said they have the benefit of having the Sheriff's Dept. right there. In regard to the Clerk, Commissioner Cryans said that he feels confident that Supt. Oakes is fully competent when it comes to the job but he would feel more comfortable that there be a part time Clerk as it would not be fair to have the people that were hired to do the construction be the eyes and the ears for the County. It would be like the "fox guarding the henhouse".

Supt. Libby suggested that perhaps an outside consultant with an engineering degree and no ties to either SMRT or HPC be contracted for times when Supt. Oakes does not feel at ease with certain things.

Director Clough said there are already proposed contracts with outside engineers for specific tasks so this would be similar.

Commissioner Burton expressed his concern that bidding for things is carefully watched in that these tough times companies may bid low and then cut corners just to get the job. He also said he would like to see a progression of photos taken as the job goes on and that there be a specific office for the main construction company so people know where to go.

Supt. Oakes asked the Commissioners what their preference would be regarding a Clerk and Commissioner Cryans said that he would suggest that Supt. Oakes and his staff be relied upon for the task but when there is something that is outside their scope of understanding, a consultant outside of HPC and SMRT be hired.

Commissioner Burton moved to act and agree with Commissioner Cryans aforementioned suggestion which was seconded by Commissioner Richards. All were in favor.

Regarding security, Supt. Oakes suggested that cameras could be installed if they were really worried about security. Commissioner Cryans said that he would be fine with light motion sensors being used saying that would be a better deterrent. Commissioner Burton said that cameras should be part of the project.

Supt. Libby gave his report \*(see attached)  
There are 82 inmates in-house, 15 in Drug Court and 7 out on electronic monitoring.

Supt. Libby said that he contacted Coos County to find out why they weren't sending any female inmates to Grafton County and had a conversation with the County Administrator/Acting Corrections Superintendent Sue Collins and was told that she was contacted by a Grafton County legislator who gave her a hard time regarding the "great deal" they get when they send female inmates to Grafton County and indicated that that "great deal" was going to go away. Coos County decided at that time to look at their options and have been sending their females to Carroll County at no cost. Supt. Libby said he would like to set up a meeting with the Coos County Commissioners and the Administrator of Coos County to discuss this further because he feels that even a reduced rate at Grafton County is better than having an empty bed, particularly when the new Jail comes on line.

The Commissioners were in favor of meeting with them and agreed to travel to Coos if that's what was decided. Commissioner Burton suggested June 30<sup>th</sup>. Supt. Libby will check with Sue Collins on the date.

Supt. Libby asked permission to hire some part time nursing staff as his full time person has not returned from FMLA. He said that his overtime is running too high and he doesn't want to risk the nurses burning out. They would be used on something similar to a per diem basis. Director Clough asked how they would be paid. Supt. Libby said he was working on that. Commissioner Cryans wanted a better idea of how they would be paid. Supt. Libby said that he's looking at money from overtime hours right now.

Commissioner Burton motioned to allow Supt. Libby to hire part time nursing staff which was seconded by Commissioner Richards. All were in favor.

Supt. Libby said that he is working with a doctor at Cottage Hospital for inmate medical care and he's still working to get some kind of partnership going. He said he didn't have any definite budget figures yet.

Supt. Libby said that there are new federal restrictions on inmates painting over lead based paints which need to be expressed to those agencies in the community who might need painting done as a work detail. Commissioner Cryans said that he had given Supt. Oakes an article on lead paint that he might ask to see.

Supt. Libby said he has someone coming to look at the Jail for a biohazard/decontamination and to give recommendations.

There will be a Thresholds graduation on May 26<sup>th</sup> at 6:00 PM and a GED graduation on June 9<sup>th</sup> at 10:00 AM. The new Jail groundbreaking ceremony will be on June 10<sup>th</sup> at 10:00 AM.

It was noted that anywhere from 200 to 250 people could be employed on the Jail project over a two year period once construction begins.

Director Clough presented a request from the County Attorney's Office to have an office retreat day on Friday the 28<sup>th</sup> of May offsite, which would require the office being closed. The Commissioners approved the request.

The Commissioners signed a drawdown request, warrant and closeout request for the AHEAD CDBG grant.

The Commissioners reviewed and signed a revision/amendment form for AHEAD CDBG grant and the transfer of money in the amount of \$2599 from one area to another.

Commissioner Cryans reviewed and signed a resolution to enter Primex's Health 1% discount program.

**BE IT RESOLVED:** To hereby accept the offer of the NH Public Risk Management Exchange (PRIMEX) to reduce their proposed rates by 1% through participation in the Primex Health ExTRA Program, and to be contractually bound to all of the terms and conditions of Primex risk management pool membership during the term of the Primex Health ExTRA Discount Program. The coverage provided by Primex Health in each year of membership shall be as then set forth in the Coverage Documents of Primex.

Commissioner Richards moved to accept the resolution which was seconded by Commissioner Burton. All were in favor.

Commissioner Richards said that it was impressive to see all the hours that Primex has made available to accommodate the employees of the County noting that some were held in the middle of the night. Director Clough said she too is pleased with what she has seen so far.

Director Clough updated the Commissioners on the NACo Prescription Drug program saying the month of April savings were \$7060 with an average savings of \$10.95 or 25.1% and there were 278 users.

Builders risk insurance will become effective on June 1, 2010 and was bid out by Poulos Insurance with the winner being Peerless. The cost will be \$24,026 a year for two years.

There was a brief description about the ground breaking for the Jail.

Director Clough said that she emailed Treasurer Sievers last Wednesday regarding her recommendations for investments for the money from the Jail bonds. Director Clough asked her to send out the information to banks for bids. There was some discussion as to how this will be done.

COMMISSIONER ISSUES:

Commissioners Burton and Cryans attended the Tree Farm Audit with Forester Falkenham and they were presented with a new sign showing the certification. Commissioner Burton suggested the sign be displayed in the Commissioners Conference Room.

Service pins were given out to employees at the Nursing Home last week and Commissioner Burton had pictures of the event.

On Friday at 10:00 AM, Commissioner Burton will be conducting an informational meeting at the Lebanon City Hall with the Dept. of Transportation.

Commissioner Burton said that he was involved in the issue of the proposed closing of the Woodsville branch of the White Mountain Community College and said that there is just not enough money to keep that branch open. He asked Director Clough to get him the number of participants from the County who have taken classes there in the last two years. Director Clough said that she could only provide information of those who had requested tuition assistance; otherwise she would not have that information.

Commissioner Burton said that he plans to make a “fuss” about the fact that the Conservation District is being moved out of their building in Woodsville.

Commissioner Cryans was asked by someone from the Federal Government who was part of the Tree Farm audit, if the County had planned to sell off any of the land, to which Commissioner Cryans replied no.

There were six graduates of the Drug Court on the 19<sup>th</sup> and the Attorney General attended. The graduation made the editorial in the Valley News who proclaimed that the State should also be looking at these kinds of progressive programs.

The Grafton County budget as approved by the Commissioners was presented last night and was attended by four legislative representatives and Department heads along with a few members of the public.

Financial Advisor Dick Ranaghan arrived for the opening of the bond bids for the Jail. He had all the information from his computer printed out for the Commissioners to review. Six bids were received for the \$17.5M bonds

Morgan Keegan & Co., Inc	3.38%
Robert W. Baird & Co., Inc.	3.53%
Roosevelt & Cross, Inc.	3.54%
Janney Montgomery Scott,. Inc.	3.63%
FirstSouthwest	3.73%
Banc of America Merrill Lynch	3.74%

Mr. Ranaghan’s recommendation was to go with Morgan Keegan at a percentage rate of 3.38

Commissioner Burton asked for some information on them and D. Ranaghan said that they are a large investment bank firm with an office in NY. This particular bid comes from their TN office.

What they do is buy and then resell the bonds for profit. Mr. Ranaghan said he has done a number of transactions with Morgan Keegan. He said all the firms who bid have a national presence and are regulated by the SEC and overseen by the municipal ruling board.

Commissioner Burton asked if they are under any legal suits and Mr. Ranaghan said most likely yes, as are many of the firms these days, but that doesn't mean that they're held up by the Feds.

Commissioner Cryans asked how this interest rate compares and D. Ranaghan said that it is a very good rate which was attained through many variables, one that the County has a good rating.

Commissioner Richards moved to accept the bid for the \$17.5M in bonds from Morgan Keegan & Co., Inc, which was seconded by Commissioner Burton. All were in favor.

The Commissioners thanked Dick Ranaghan for all his work and efforts saying this has been a long time coming. Mr. Ranaghan wanted to note that when rates are being looked at by a firm, management is taken into account which in this case bode well. D. Ranaghan said that he has enjoyed working with the County.

Commissioner Richards said she would like to see some press out on this nice low interest rate.

\*11:55 AM - Commissioner Richards then moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and we will now go into non-public session.

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\*12:05 P1M– Commissioner Cryans declared the meeting back in public session and to seal the minutes of that session.

12:06 PM With no further business the meeting was adjourned.

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Raymond S. Burton, Clerk



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 11 - 24, 2010

## COMPLEX

### **Water Tank**

**Inadequate Draw** – Engineer reviewed latest data and is satisfied tank turnover is satisfactory

**Memorandum of Agreement (MOA)** – I reminded Bob Fagnant that we are still waiting his commissioner's response to our latest iteration of the MOA. He said he would put it on their agenda for their next meeting.

## COURTHOUSE

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

**Court Rooms 1 & 2:** Relocated a few outlets in courtrooms to eliminate the use of extension cords in problem areas

## 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

**Fire Alarm** – Getting trouble signal and circuit one open light...replaced bad batteries in NAC panel

**HRU # 1** - Unit cycles back and forth between cooling and heating frequently. Discharge air temperature varies widely, sometimes exceeding 100 degrees F. Unit goes full bore one-way or the other and does not do moderate swings. Trane programmed MP581 to give operator capability to set discharge air temp limit and made so changes are more moderate. Eliminated frequent cycling issue

## ADMINISTRATIVE BUILDING (1930)

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

**Variable Frequency Drive** - VFD for heating system pumps in alarm. Tried resetting but it kicks off line. Replaced bad circuit board

**Steps** - Concrete pad at bottom of stairs by extension porch needs concrete patch to fill voids...patched area

## JAIL

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

**Dorm South (Minimum Security)** - Need to install louvers over windows to limit visibility of inmates that are harassing passersby...fabricated and installed louvers

## FARM

**Dairy Barn** – Continued replacing clapboards in back northeast corner and replacing stanchions in calf barn

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

## MAINT/FARM BUILDING

Nothing to report

## COMMUNITY CORRECTIONS

**Generator** – Engineer provided a letter approving installation of generator in lieu of UL listing. Will resume job once Town Building Inspector completes his inspection.

## VEHICLES

Nothing to report

## Other

**Melink System Contract** – We received the subject contract late last week. Once I've completed reviewing it, we will start moving forward to complete this project per the grant contract requirements

**USDA Site Visit** – Lew McCreery and Tom Wilson from USDA performed a site visit of the complex and its buildings to determine the feasibility and cost effectiveness of possibly funding a biomass plant at Grafton County.

**Blue Print Class** – Dennis McLam, Chris Blake and I attended a blue print reading class in Franklin, NH last week

May 25, 2010

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 82</b>	<b>Maximum: 15</b>
		<b>Medium 17</b>
		<b>Minimum north: 14</b>
		<b>Minimum south: 10</b>
		<b>WHOC: 16</b>
		<b>Max/Handicap: 00</b>
		<b>Lockblock/Seg: 10</b>
<b>Weekenders: 1</b>	<b>Out of facility: 38</b>	

**2. Community Corrections Report**

- a) **Drug Court – supervising (15) \*1 in custody**
- b) **Electronic Monitoring – supervising (7)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – Bristol – Town Beach cleanup**

**3. Request for non-public session to discuss**

- a) **Coos County female inmates – discussion/request**
- b) **Request to hire part time nurse**
- c) **Update on inmate medical coverage**
- d) **Work details – fed paint restrictions**
- e) **Biohazard inspection of facility/decontamination – update**
- f) **Jail project neighbors - update**

**4. Reminders:**

- a) **Threshold Graduation May 26, 2010**
- b) **GED Graduation June 9, 2010 @ 10am**
- c) **Groundbreaking Ceremony June 10, 2010 @ 10am**