

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday July 13, 2010

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

OTHERS PRESENT: R. Clough and H. Brown

Commissioner Cryans opened the meeting at 9:12

Supt. Oakes arrived

The Commissioners began the morning with a conference call from Lew McCreery from the USDA Forest Service in W. Virginia, Rick DeMark from North Country RC&D in Laconia, Hillary Emick and Chris Recchia from BEREC, Tom Wilson from Wilson Engineering Services and Sara Smith from UNH.

The call was in regard to the proposed biomass project and the possibility of partial grants and loans for the project from USDA. The conversations also consisted of discussions regarding specific engineering of the project and various systems that would work with the County and its new Jail if that's what was decided. The conversation lasted approximately one hour and ended with the decision that the Commissioners needed to have more discussions as a Board prior to any decisions being made. Funding is a huge consideration since the County is already involved in funding for the Jail project.

Supt. Oakes presented his report to the Commissioners \*(see attached)

Corrections Superintendent Libby arrived.

Farm Manager Kimball arrived with his report.

H. Brown was recognized and complained to the Commissioners that there were vehicles owned by the County which did not have lettering on them and lettering should be added and it should be visible at a 100 foot distance so that citizens are able to know where the County vehicles are.

Commissioner Burton requested that within 30 days he would like have information on State laws regarding the identification of County vehicles, or County policies regarding such. Director Clough said there are no County policies that speak to that issue.

Farm Manager Kimball proceeded with his report stating that they were milking 66 cows, shipping 7400#'s for an average of 56#'s per cow. Price for milk is \$16.51.

FM Kimball said the heat has been hard on the cows.

The 2<sup>nd</sup> cut of hay is done.

The Farmstand opened on the 5<sup>th</sup> of July and is doing very well.

Corrections Superintendent Libby then gave his report \*(see attached)

There are 95 inmates in-house, 16 in Drug Court and 7 out on electronic monitoring. As of July 1<sup>st</sup> the Jail entered in to a contract with Dr. J. Eppolito for medical services. A part-time LPN was hired for nursing coverage.

A way was figured out at the Jail to be able to steam cook fresh vegetables so they will be using them there as the season progresses.

Supt. Libby has spoken to Strafford County's Administrator Ray Bower in regard to providing expert information as to the need for a Jail transition team, as requested by Rep. Ford at the last Executive Committee meeting.

The new security web camera for the Jail project will be going online soon and will be available for view by people who sign on. Commissioner Burton asked if the Night Watchmen will also be patrolling the area and Supt. Libby replied that they were.

Commissioner Burton asked if the pharmaceutical supplies for the Jail were put out to bid and Supt. Libby said no, but they did shop around for the lowest prices. He said that it's difficult to determine what the needs will be so it would be hard to get bid information.

Commissioner Burton asked about the opening of the Farmstand and Supt. Libby said that he didn't have any specific date at this time since it was difficult getting the dignitaries together on the same date. Commissioner Merrill will be coming to the County for the Barn Day event.

Commissioner Richards said that she would like to have a vegetable gift package presented to Commissioner Merrill.

Commissioner Richards moved to approve the minutes from July 6, 2010 which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Commissioner Cryans signed the Drug Court Case Manager Grant report.

Commissioner Cryans signed the Primex Membership agreement.

Director Clough presented the encumbrances to be carried over to FY2011 and discussed them with the Commissioners. Total amount of encumbrances is \$440,752.

Commissioner Richards said that she wanted further information on the IT encumbrances.

Commissioner Burton moved to approve the encumbrances to be carried over to FY2011 which was seconded by Commissioner Richards. All were in favor.

Director Clough reviewed the surplus balance projection stating that the number is fluid and the year has not closed yet. She said that \$130K more would be needed from the surplus to reduce the total tax increase from 2.7% to 1.99%.

Commissioner Cryans said that he would like to meet the Executive Committee's request by using more of the surplus rather than either cutting positions or eliminating the 2% COLA. Commissioner Cryans said he would be on vacation when the Executive Committee goes over the budget again and wanted to make sure his colleagues were all on the same page as far as the decisions made. Commissioners Burton and Richards agreed. Only Commissioner Richards would be at the meeting on the 22<sup>nd</sup> and Director Clough said it was important to show unanimous support for the decision made here today.

Commissioner Burton said that he mentioned a memo from a lawyer yesterday at the Executive Committee meeting which outlined the duties and responsibilities of the Executive Committee and he felt they should have a copy of it as it was paid for from public money. He said that in his opinion the Executive Committee is trying to micro manage the County.

Commissioner Burton said that on December 14<sup>th</sup> the NH House and Senate would be sworn in and he would like to have Attorney Liz Bailey review the responsibilities and duties of the Executive Committee so that they know where they stand legally. He said that it is important that the County has something to indicate who has authority over what so that everyone has a full understanding when it comes to the budget.

Commissioner Richards said she would like to publically thank everyone who has been so helpful with the Open Dairy Barn Event specifically mentioning Kris Vaughan from UNHCE who has been very creative with written and printed materials.

R. Clough was recognized and she said that Union negotiations have hit an impasse and that as the Union Representative, she would like the Commissioners to know that the Union is requesting to have a Union Shop at the County. She said this is a critical issue with members and would help resolve and complete negotiations. She said that the cost to the Bargaining Unit employees would be around \$5 a per pay period. Commissioner Cryans said that he would like to speak to the County negotiators first before making any statements.

Commissioner Cryans revisited the discussion of the Biomass project saying that the issue is huge and funding is key and needs further review.

Director Clough stated that according to the phone discussion, the USDA loan percentage is higher than what the County just received when bonding the Jail, and questioned why the County would consider a loan that creates mounds of paperwork and effort for a higher interest rate. She added that taking on an additional building project would put an enormous burden on Administrators, primarily she and Supt. Oakes, who are already carrying a huge workload with the Jail project. She said she didn't think it would be feasible at this time.

Commissioner Cryans said that his major concern is that the County is currently in the midst of a very difficult budget and if you look at it, the Jail has taken several years to get underway and so putting together another project is encumbering, particularly without a

lot of thought as to what the best solution is in terms of which specific type of product is best.

Commissioner Richards said she would still like to get some people in to see the Commissioners to discuss this further and Commissioner Burton agreed with that.

11:20 AM With no further business the meeting was adjourned and Commissioners Cryans and Richards toured the Jail project.

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jun 8 - 21, 2010

## COMPLEX

**Water Tank Memorandum of Agreement (MOA)** – I reminded Bob Fagnant that we are still waiting his commissioner's response to our latest iteration of the MOA. Called again 6/21/10...awaiting a response.

**Water Tank Automated Valve & Vault** – Foresite Engineering is currently drafting a cost estimate for this work

**Backflow Prevention Devices** – GCM inspected and tested all backflow prevention devices throughout our facilities. All passed test.

## COURTHOUSE

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

**Restrooms** – The cove base molding in many of the restrooms has years of wax buildup and look dingy...in the process of removing cove base molding, painting restroom walls and reinstalling new cove base molding. The following ones are in work: Courtroom 1, 2 and Probate chambers, Stenographer, Lawyers lounge and Deputy's area

**Telephone Room** – In process of installing suspended ceiling

**HVAC** – A mouse climbed into the radio room AC condensing unit and shorted out the circuit board...Replaced circuit board

**HVAC** – AC-1's 80-ton condensing unit has two compressors that will not come on when called. Unit only puts out 50-tons of cooling. GCM troubleshoot but could not find the cause. Called Northeast Mechanical to troubleshoot.

## NURSING HOME

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

**Lighting** – ballast shorted out in Activities and tripped circuit breaker...replaced bad ballast

**Electric Beds** – I/O controller, footboard controller and hand pendant failed on a couple of beds...replaced I/O controller on one bed. Awaiting FY11 budget approval before ordering remaining parts

**Laundry** – Constructed raised platform for laundry's new washer recently procured to wash mops

**HVAC** – HRU 1 lost 34 lbs of Freon due to leak. Called Northeast Mechanical to troubleshoot and repair.

**HVAC** – The evaporator in the ductless split AC unit in kitchen storeroom keeps freezing up solid. Troubleshot to low Freon most likely caused by leak in system. Called Northeast Mechanical to fix

**Fire Doors** – Latching mechanisms on door leading into Granite and door leaving Meadow were out of adjustment causing doors to hang up and not close properly...adjusted mechanism's on both doors and shimmed one on granite

## ADMINISTRATIVE BUILDING (1930)

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

**Deeds Porch** – In process of scrapping and painting porch area

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

**Plumbing** – Repaired leaking drainpipe below mop sink in janitor’s closet on 1<sup>st</sup> floor. Replaced ruined ceiling tile in extension conference room below.

### **JAIL**

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

**Kitchen** – Short on kitchen dry goods storage area...constructed new shelves

**Plumbing** – Inmates broke showerhead off wall in Dorm-South...Installed new showerhead

**Lighting** – Several ballasts and a battery backup failed in recreation room...replaced both

**Lighting** – Inmates shorted out light switches in two different cells...repaired both

**Restrooms** – Staff have broken several soap dispensers throughout...replaced five of them

**Medium Unit** – Inmates have complain of bunk lights being too bright and in some instances have broken light lens covers and bulbs...In the process of replacing all bunk lights with shaded light lenses to eliminate glare.

### **FARM**

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

**Dairy Barn** – Repaired two broken water lines and replaced burned out motor on large fan

### **MAINT/FARM BUILDING**

**Exterior** – Painted exterior door to woodshop

### **COMMUNITY CORRECTIONS**

**Generator** – C.G Electric completed the electrical portion of this job and Dead River completed most of theirs. Ran into a problem finding a rated hose to connect the propane to the generator carburetor due to its proximity to the exhaust manifold.

**HVAC** – Condensate pan on evaporator unit failed causing water to run into furnace and onto floor...replaced condensate pan

**HVAC** – Exhaust stack on left furnace is in poor condition due to corrosion. We replaced the bad sections.

**HVAC** – Main exhaust stack for both furnaces was completely corroded where it goes through the roof to the outside and was allowing water to leak into the building...ordered replacement parts...furnaces off and locked out until fixed

### **VEHICLES**

**¾ Ton** – Had truck undercoated with bar oil to help minimize corrosion

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

## Other

**Melink System Contract** – Completed executing contract and sent back to TRC

## Jail Project

**Permits** – Received letter from State Fire Marshall's Office approving building plan

**Site** – The following work has been completed and or is in work:

- Morrill Construction has completed most work required to excavate site to building slab level, including filling in of large ditch that runs east to west.
- In process of constructing swales around lower detention pond
- Installing water line from nursing home driveway toward jail site
- Awaiting submittal approvals for retaining wall, in-ground structures from main site down to pond and also work associated with neighbors
- Skillings has drilled 9 wells thus far

**Special Inspections & Testing** – S.W. Cole has had a tech on site for the last 2-weeks and he is doing a thorough job.

**July 13, 2010**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 95</b>	<b>Maximum: 25</b>
		<b>Medium 20</b>
		<b>Minimum north: 12</b>
		<b>Minimum south: 09</b>
		<b>WHOC: 15</b>
		<b>Max/Handicap: 01</b>
		<b>Lockblock/Seg: 13</b>
<b>Weekenders: 10</b>	<b>Out of facility: 48</b>	

**2. Community Corrections Report**

- a) **Drug Court – supervising (16)**
- b) **Electronic Monitoring – supervising (7)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – on site – haying**

**3. General:**

- a) **Update on inmate medical coverage/nursing**
- b) **Update on Farm stand**
- c) **Contacted Ray Bower from Strafford County regarding Rep. Ford’s request to have an expert corrections professional provide input on the jail transition process – update**

**4. Jail Project:**

- a) **Update on site security camera**
- b) **Tour**

**5. Reminders:**

- a) **I will be unable to attend the July 21, 2010 mtg at Alumni Hall regarding the closing of the Woodsville Learning Center – due to a hearing in Littleton**
- b) **I will be in Coos County assisting the Commissioners July 21, 2010 @ 4:30pm – Coos County Complex – West Stewartstown**
- c) **On July 19<sup>th</sup> @ 3pm Lt. Kendall will be giving a facility tour to Senate candidate Jeanne Forrester**