

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
Tuesday September 18, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern, Jr. and Ray Burton, Executive Director Clough and Kristen Murray

OTHERS: Harold Brown

9:08AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Commissioner Cryans asked for a moment of silence for Courtney Marshall the Belknap County Nursing Home Administrator who had passed away over the weekend.

**Human Services Director Nancy Bishop** distributed and reviewed her monthly Expense and Reimbursement reports (\*see attached). HS Director Bishop briefly discussed what had been billed so far and what had been paid towards those amounts.

HSD Bishop informed the Commissioners that she had attended the NH Association of Counties Executive Committee meeting at which there was a discussion regarding what we should and shouldn't pay regarding Long Term Care. The Committee voted to pay HCBC and Nursing Home charges only and that they would no longer pay Nursing Home audit charges. HS Director Bishop stated that it was approximately \$20K per year. Commissioner Burton asked if this money was paying salaries for state employees to work for the counties. HS Director Bishop stated that payment was for the Medicaid compliant Nursing Home audit and that it is paid half by the Federal Government and half by the County indicating that no state funds were being used to fund the audit. Commissioner Ahern asked if we have been paying the state audit right along. HS Director Bishop confirmed that we have. Commissioner Ahern asked if the State had been notified that we would not be paying this. HSD Bishop stated that the NHAC Executive Director Betsy Miller had contacted the Department of Health and Human Services to inform them what is happening. Commissioner Ahern stated that it sounds like this is the right thing to be done. HSD Bishop stated that it has been in discussion for a couple of years and that there is not statutory authority for them to charge this. HS Director Bishop stated that the charge was negotiated back in 1988 or 1989 when the legislature was thinking of increasing the surcharge for old age and disabled assistance. Commissioner Burton asked who has the final yes or no on this. HSD Bishop stated that it comes down to whether or not the State prove statutory regulations to charge the Counties. Commissioner Burton stated that the Association has taken the position of don't pay and speculates that it will result in adjudication at the Commissioner level followed by court and it could go on for years.

HSD Bishop stated that all (10) counties were trying to align by processing the payments the same. HSD Bishop stated that it was her understanding that no County was going to pay the audit charges from June forward so we did not pay the June audit charges. In

actuality (8) counties paid and (2) did not (Grafton and Hillsborough.) HS Director Bishop proposed that in order to better align Grafton with other Counties we pay the June audit fees. Commissioner Cryans asked what those fees totaled. HS Director Bishop stated that it was \$1,464. HS Director Bishop requested permission to pay noting that they had voted not to pay in June. Commissioner Burton stated that the charges appeared to be the result of an unfunded mandate. Commissioner Ahern stated that it doesn't hurt to be in the minority and that the Medicaid/Medicare system is currently undergoing an overhaul. Commissioner Ahern stated that he was reluctant to pay June at this point. Commissioner Ahern stated that we had a good defense in that it is an unfunded mandate and that just because we are being taken advantage of doesn't mean we should let that continue. Commissioner Burton concurred with Commissioner Ahern's opinion. HS Director Bishop stated that that was fine with her. Commissioner Cryans inquired if Hillsborough deducted for the entire fiscal year and if they were on the same fiscal year as us. HS Director Bishop confirmed that they did and that they are. Commissioner Ahern stated that it sounded like another layer of bureaucracy, the State trying to ferret out more money. Commissioner Ahern also stated that if the State can go back and recalculate things to make us owe, perhaps we should calculate what we have paid for the entire 2012 fiscal year. Commissioner Ahern suggested that the NHAC work out a coordinated plan that is best. HS Director Bishop stated the Legislative Committee would work towards that.

HS Director Bishop informed the Commissioners that Granite State Independent Living had been using the Commissioner Office work space in the basement.

HS Director Bishop stated that it was getting close to the time for Social Services applications and was looking for guidance from the Commissioners on how to proceed. HS Director Bishop informed the Commissioners that generally she sends them out in December. Commissioner Ahern stated that he would like to make sure that as part of the application process we request supplemental information, including salaries of the top level executives. Commissioner Ahern requested that we have a listing of their board of directors/trustees and a copy of their Certificate of Good Standing from the Secretary of State's office. Commissioner Ahern stated that he did not think it was necessary to have an independent third party reviewing the applications and that he thought that the Commissioners could do it saving the County the \$7500 - \$9500 it cost in FY12. Commissioner Burton was interested in seeing the agencies most recent audits. Commissioner Cryans stated that he believed Commissioner Burton had requested that Agencies submit the current number of employees and he would like to see that as well. Commissioner Cryans stated that he would like to know what percentage of overall revenue is funded by the County, because sometimes we think it is a large portion of the revenue but often it is actually small and essential. Commissioner Cryans informed HSD Bishop that that being said, she could go ahead and send out the applications. Commissioner Burton inquired what the usual pattern for applications was. HSD Bishop stated generally she advertises in the newspaper. Commissioner Ahern stated that he thought perhaps a philosophical policy discussion among the Commissioners regarding what the purpose of county government is would be a good idea. Commissioner Ahern expressed that he was concerned that every time the County takes a dollar out of a tax

payers pocket that it is taking some of their freedom. Commissioner Ahern stated that he had difficulty funding agencies when the town and state already have. Commissioner Ahern offered that some organizations could do a lot more in terms of fund raising. Commissioner Burton stated that he represents all the people, and indicated that he would like the process to be public and that the Commissioners would have the final vote. Commissioner Cryans stated he felt that the County is part of the mosaic that keeps the agencies operating. Commissioner Cryans further stated that each person has their own constituency and it was his opinion that the County should open up the application process to determine the response and ultimately the Commissioners would make the final decisions. Commissioner Burton asked HS Director Bishop if the Lisbon daycare closed. HS Director Bishop stated that it did. Commissioner Cryans stated he felt that was unfortunate, as many people are struggling in the Lisbon area

### **Register of Deeds Kelley Monahan**

RD Monahan stated that revenue was looking good, foreclosures were down a bit and that real estate was moving in certain areas. Commissioner Cryans asked if that was continuing still. RD Monahan confirmed that it was. RD Monahan informed the Commissioners that on August 20<sup>th</sup> she attended a planning board meeting on subdivision and exhibit. RD Monahan informed the Commissioners that she had received a letter from Steve Hamilton the Director of Property and Appraisals for the NH Department of Revenue Administration regarding a memorandum of understanding for using Deeds data. It was expressed that the base operation out of UNH wasn't secure enough and that many departments had pulled out as a result. RD Monahan stated that the adjustment would save the department \$180k a year. RD Monahan also stated that they had scaled down what information the Department of Revenue Administration was getting to just what they need. RD Monahan informed the Commissioners that the Department of Revenue would be receiving a complete year of transfer data for equalization and that she was very satisfied with this result. Commissioner Ahern asked if the year of data was from October 2011 to October 2012, if it was for equalization of property values and if only one year was requested. RD Monahan stated that was correct.

RD Monahan informed the Commissioners that systems had been put in place to protect online fees and that sometime around January they would make the change. RD Monahan stated that Deeds currently has approximately (700) annual accounts and that the department had been losing revenue for unofficial documents as a result of convenience over security. Commissioner Cryans asked RD to confirm that the (700) accounts are now paying \$50 annually. RD Monahan confirmed that they were paying \$50 annually. RD Monahan stated that segregation has to happen at the account registration. Commissioner Ahern asked if she couldn't just put a disclaimer. RD Monahan stated that there is a disclaimer on the website.

Non-public Session per RSA 91-A:3 II (a)

9:55AM Commissioner Burton moved to enter into non-public Session as per RSA 91-A:3, II, Section (a) discussing the dismissal, promotion, or

compensation of any public employee or the disciplining of such employee  
Commissioner Ahern seconded the motion. This motion requires a roll call vote,  
Commissioner Cryans called the roll. Commissioner Ahern “yes”; Commissioner  
Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a  
majority of the board voted yes and would now go into non-public session.

Commissioner Ahern made a motion that the Grafton County Board of  
Commissioners seal the minutes of the just completed non public session.  
Seconded by Commissioner Burton. All in favor.

### **Grafton County Attorney Lara Saffo:**

CA Saffo informed the Commissioners that she had received a new memorandum on synthetic drugs from the AG’s office. She stated that synthetic drugs are one of the biggest threats to the middle school, high school and college population. She stated they are hard to monitor and make illegal as they are continuously changing the chemical design. CA Saffo indicated that they are dangerously frightening as they have not been tested and you cannot regulate them by name so they are regulated by compound. CA Saffo advised that many are incense based products or THC and have not been identified yet, although they can test the product to determine it is dangerous. CA Saffo explained that drugs such as “bath salts” attack the Central Nervous system mimicking the effects of other stimulants such as LSD and Methamphetamines. She informed that local Emergency Departments have been reporting it and that there is a lot of activity in the news about bath salts. CA Saffo stated that up until recently these “salts” were legal and being sold as bath salts. She has heard frightening stories from Drug Court participants about the effects of such synthetic drugs and how they cannot be tested for. In fact, testing can be done, but it has to be done out of state. CA Saffo informed the Commissioners about a free website [www.ndci.org](http://www.ndci.org) that can educate people about these substances. Commissioner Ahern asked CA Saffo if she had been working with the folks over at CADY. CA Saffo responded that she was meeting with them next Monday and would be discussing the problem as well as providing educational resources. Commissioner Ahern asked CA Saffo if she had any advice for the parents in the Plymouth, Holderness area. CA Saffo’s suggestion was to be aware and listen to your kids, paying attention to conversations that discuss incense, K2 Spice and bath salts. CA Saffo suggested that people visit the site [www.ndci.org](http://www.ndci.org), it is administered by the National Drug Court Institute and offers a free webinar one Tuesday a month. Commissioner Burton asked CA Saffo what was being done by her office to reach all of the school nurses and guidance people who are apt to have a relationship with students that are potentials. CA Saffo advised that she had talked to Two Bridges and will be talking to CADY. She had also drafted a memo that identifies the concerns and is sending the information to Superintendents and Principals. She would also be happy to facilitate a replay of the webinar on [www.ndci.org](http://www.ndci.org) for students. She is encouraging schools to send a letter home to parents of high school and middle school students to inform them of the potential dangers. Commissioner Ahern suggested that CA Saffo contact Pemi-Youth Center as well because they deal with this age population. Commissioner Burton suggested contacting the Boys and Girls clubs.

10:20AM ED Clough is excused.

CA Saffo informed the Commissioners that she had recently attended the Halls of Hope Mental Health Court Commencement of accountability supervision rehabilitation.

CA Saffo informed the Commissioners that the Attorney's office renovations were progressing nicely and that they are thrilled to be making use of their new space.

CA Saffo introduced Melissa Fales to swear her in as Assistant Grafton County Attorney. CA Saffo swore in Melissa Fales as the Commissioners stood in observance. Meeting attendee Harold Brown expressed concern over the State Constitution not being mentioned in the affirmation. CA Saffo asked Melissa Fales to confirm that she was to uphold both the U.S. and State Constitutions. Ms. Fales confirmed. The Commissioners signed the Appointment.

### **Superintendent of Maintenance Jim Oakes**

Supt. Oakes presented the Maintenance Department report (\*see attached). Supt. Oakes informed them that a preconstruction meeting was held on site September 17<sup>th</sup> with MacMillin. Supt. Oakes stated that we have the bonds in hand and that the contract is being reviewed for subrogation and indemnity terms based on some recommendations from Primex. Supt. Oakes stated that as the bonding and insurance paperwork had been filed he had a discussion with ED Clough and they had agreed that it would be okay to proceed. Commissioner Ahern expressed concern that we do not have a contract in place and asked if Primex was advising us. Supt. Oakes explained that the focus had been on the insurance end as Primex is our insurer. Commissioner Ahern stated so we do not have a signed contract and they are commencing work. Commissioner Ahern continued stating that flies in the face of the entire legal system and that he could not believe that we were pursuing a multi-million dollar project without a signed contract. Commissioner Ahern commented that he was shocked and surprised, stating that this was not proper procedure. Commissioner Cryans asked if there was any idea when the contract would be signed. Supt. Oakes expressed that he did not know for sure and that he had last spoke with Primex last week. Commissioner Ahern stated that if they had started work without the contract then there was no incentive for them to finish up the other provisions in the contract. Commissioner Ahern stated that they (MacMillin) should not be setting foot on County property without a signed contract. Commissioner Burton asked Supt. Oakes if his signature was on anything with MacMillin and on what authority is the approval. Supt. Oakes stated that after discussing with ED Clough it was determined that as long as insurance and bonding was in place the project could commence. Supt. Oakes informed them that the contract was exactly the same as prior projects, minus the Primex amendments which are intended for protection above and beyond. Commissioner Burton expressed that he had a lot of faith in Supt. Oakes and was upset that the contract had not been signed. Supt. Oakes stated that the amount of the contract would not change and that it involved standard AIA documents 101 and 201 which unaltered are the contracts that have been used in the past. Commissioner Cryans asked Supt. Oakes to contact

MacMillin and get a signed contract as soon as possible. Commissioner Cryans stated that the contract needed to be signed to be safe and expressed that the Board of Commissioners wants the contract signed even if it delays the project. Commissioner Ahern stated that if something were to go wrong MacMillin is not bound by a thing until they sign the contract. Commissioner Burton stated that for the record Supt. Oakes will bring this to conclusion. Commissioner Ahern stated that nothing is to proceed until there is a completed and signed contract.

Supt. Oakes informed the Commissioners that they would be opening the Biomass Commissioning bids today and that he would be back next Tuesday with his recommendations. Supt. Oakes informed the Commissioners that The Scott Lawson Group had been through the courthouse boiler room and that he would be receiving a proposal to abate the asbestos.

Supt. Oakes proceeded with his report informing the Commissioners that the Automated isolation valve project had been delayed due to the backorder of the SCADA system that speaks with the monitoring system, but that the roof on the building was installed yesterday. Commissioner Cryans asked if that was the building on route 10. Supt. Oakes confirmed that it was. Commissioner Ahern asked how much the project was costing. Supt. Oakes stated approximately \$128k.

Supt. Oakes informed the Commissioners that The Scott Lawson Group had been onsite at the old jail yesterday and had informed him that the floor tiles and pipes had asbestos as well as some of the caulking around the windows. Supt. Oakes stated that Scott Edwards and Chris McAllister from Woodsville High School had picked up jail blueprints to start drafting proposed building changes. Supt. Oakes informed the Commissioners that Jay Wolter from Beckett School had been here a few weeks ago and said he would contact Commissioner Burton if he was interested, but Supt. Oakes had heard nothing. Commissioner Burton stated that as of today there was no message from Jay Wolter. Commissioner Burton stated that the next Old Jail Committee meeting is to be held Friday, November 30<sup>th</sup>.

Supt. Oakes informed the Commissioners he had met with Royal Electric and had discussed surge protection equipment for the Nursing Homes generator. Supt. Oakes stated that the suggested device would also protect circuits in the new Biomass plant. He had suggested to ED Clough that they use some Biomass money to install it since it would protect that as well. The cost will be approximately \$2500. Supt. Oakes expressed that the last lightning event incurred a cost of over \$57k. Commissioner Ahern asked if there was any need to provide further protection for the Nursing Home building. Supt. Oakes stated that it would protect the generator and circuits within Nursing Home and that it was his understanding it will protect everything. Commissioner Ahern stated that he was inquiring more about the potential fire threats from a lightning strike. Supt. Oakes responded that from that perspective he would have to talk to someone else and would look into it. Commissioner Cryans asked when the surge protector could be installed. Commissioner Ahern suggested it be done immediately. Supt. Oakes advised that the best and most financially conscience time to install would be during the Biomass

project. Commissioner Cryans stated that if they can do it right away he would rather do it immediately to be safe and spend the extra money down the road to include the Biomass Plant. Commissioner Ahern also suggested that Supt. Oakes act on it right away.

10:53AM ED Clough returned to the meeting

Supt. Oakes informed the Commissioners that the County Attorney's office project is moving along. Supt. Oakes also informed the Commissioner that H.P. Cummings is half way through the Sheriffs department renovations associated with the new Jail.

Supt. Oakes informed the Commissioners that a large plate glass window had cracked and was replaced in a Jury Deliberation room. Commissioner Ahern asked what caused the jury deliberation room glass to crack. Supt. Oakes stated that those windows all have an interior wooden structure to cut down on solar gain and it was his opinion that the space between got hot and stressed during the summer causing the crack. Supt. Oakes stated that it was not uncommon.

Supt. Oakes reported that at the new Jail, maintenance continues to work on a multitude of issues. He reviewed the items with the Commissioners.

Supt. Oakes informed the Commissioners that he had placed the order for the sign identifying the Drug Court building that Bob Gasser had requested. ED Clough advised Supt. Oakes that the Commissioners had decided not to purchase the sign. Commissioner Ahern asked how much was spent on the sign. Supt. Oakes stated \$80. Commissioner Cryans stated there was nothing to be done about it, and it was not Supt. Oakes fault. Supt. Oakes state he would contact the company and if they could stop the sign then he would. Commissioner Ahern stated that it was not that Supt. Oakes did anything wrong, rather, Drug Court is given too much leeway.

The Commissioners opened the bids for the Biomass Commissioning Agent. They were opened as follows:

1. Marlow Hill Building Commissioning LLC - \$18,900 No alternate
2. Rist Frost Shumway engineering - \$17,500 alternate of \$2,000
3. CX associates - \$29,975 includes alternate of \$775
4. TA engineering - \$55,729
5. John F Penney Consulting Services - \$32,000

Commissioner Cryans asked Supt. Oakes if he would have a recommendation next week Supt. Oakes stated that he would.

**Sheriff Doug Dutile and Director of Communications Thomas Andross**

Sheriff Dutile presented the Commissioners with a letter from Trans Canada donating a boat, motor, and trailer to Sheriff's Department (\*see attached).

Sheriff Dutile informed the Commissioners that Trans Canada owns several dams within Grafton County and that Grafton County has a contract for Sheriff services on those dams within Grafton County. Sheriff Dutile advised the Commissioners that the Sheriff's Department has been using the boat this summer to get to islands within the Moore Dam Reservoir and that should we accept the donation the boat would be used at sites outside of Moore dam. Commissioner Cryans asked if there was a place to store it. Sheriff Dutile stated it could be stored behind the Sheriff's department during the summer months and that one of the Sheriff's deputies had offered to store and maintain it during the winter. Commissioner Cryans asked what the value of the boat was. Sheriff Dutile approximated it at \$7500. Commissioner Burton asked if the boat had radio compatibility. Sheriff Dutile advised that it did not but that officers use the portables. Commissioner Ahern asked Sheriff Dutile if he knew how much our insurance would go up as a result of the addition. ED Clough advised that it would not. Commissioner Ahern asked if the Deputy offering to store the boat during winter months had requested a fee. Sheriff Dutile stated that there would be no fee for winter storage

Commissioner Burton moved to accept the donation and it was seconded by Commissioner Ahern. All were in favor.

Director of Communications Tom Andross informed the Commissioners about a potential issue regarding the Code Red system. DC Andross reminded the Commissioners that the Code Red system had been cut from the FY13 budget since there was supposed to be a State system available on or around the time Dispatch's Code Red System contract was up. DC Andross expressed concern that the State system may not be up and running by the time the Code Red contract runs out and there will be no emergency notification system during the gap time. DC Andross advised the Commissioners that on Sept 6<sup>th</sup> he spoke to 911 Director Cheney who informed him that the State wide system was still undergoing testing at a few agencies and that it was not working fully across the State. DC Andross also informed the Commissioners that it was unknown how much access outside agencies would have. DC Andross also informed the Commissioners that any VT dispatch clients would not be served by the State system. DC Andross informed the Commissioners that Director Cheney had stated that emergency agencies would get as much access as they can but will not be able to share information in a non-emergency situation. DC Andross expressed concerns regarding what might be sacrificed in terms of services. Sheriff Dutile stated that the Code Red system had been used increasingly since their initial contract in 2008. Commissioner Ahern inquired about the annual cost of the Code Red system. Sheriff Dutile advised that it was a \$17500 annual subscription. Commissioner Cryans stated that so the question is what do we do for a stop gap between the two systems. Commission Cryans inquired about our obligations to Vermont. DC Andross stated it has never been listed as a contract service to Vermont. They discussed this further. Commissioner Cryans asked if we could continue a contract with Code Red

incrementally. DC Andross stated that he was unsure but would look into the possibility of retaining Code Red monthly.

Sheriff asked ED Clough if he could notify Trans Canada regarding the acceptance of the gift from them. ED Clough asked if it was necessary to put anything in writing. Sheriff Dutile stated he would find out and let ED Clough know.

Commissioner Cryans asked if everyone had read the minutes and if there were any changes or edits. Commissioner Ahern had edits.

Commissioner Burton moved to approve the minutes as amended which was seconded by Commissioner Ahern. All were in favor.

ED Clough informed the Commissioners that in 2009, when Grafton County joined the UVLSRPC, the board was allowed to make an appointment to their Board of Directors and that they had appointed Ken Morley as their representative. Mr. Morley's term was a three year term and he is requesting that the board reappoint him to an additional 3 year term.

Commissioner Cryans made a motion to reappoint and Commissioner Burton seconded.

#### DISCUSSION:

Commissioner Ahern asked if the County had received any reports from him as to what he does for UVLSRPC. Commissioner Ahern stated that he doesn't know if he is doing a good job representing the people of Grafton County. Commissioner Cryans stated that he knows Ken Morley and has seen him at the annual meeting. Commissioner Cryans expressed that he knows that Mr. Morley is there and active and is confident he is interested. Commissioner Ahern stated he thought the appointment should be offered to other folks that might be interested in it. Commissioner Cryans stated that he had contacted Mr. Morley (3) years ago for initial appointment.

Harold Brown, meeting attendee stated he thought the Commissioners should divorce themselves from any regional board, that the planning boards have gone too far and they are not American, that they are an invasion of privacy rights and that Commissioners should not fund or get involved. Mr. Brown stated that planning boards are the 9<sup>th</sup> flag of communism and if you are for them you are not for freedom. Commissioner Cryans stated that he was for freedom and for reappointing Ken Morley.

The vote was approved (2) to (1). Commissioner Ahern opposed.

ED Clough advised the Commissioners that Tuesday, October 23<sup>rd</sup> 4:30pm is the North Country Council Annual Meeting. Commissioner Burton stated he will attend.

The Commissioners reviewed the Superior Court Report. Commissioner Ahern stated that when they had recently visited the jail he found that many of the inmates were from

Massachusetts and Vermont. Commissioner Ahern expressed his concern that people from other states are coming to Grafton County and committing crimes. Commissioner Ahern asked ED Clough if the Superintendent could prepare a report indicating the inmate's residency. ED Clough suggested she contact the Superintendent to find out. Commissioner Ahern asked if anyone had an objection to him asking the Superintendent for that information. Commissioners' Cryans and Burton had no objections.

ED Clough presented the Commissioners with the order for the Tax Anticipation Note for their approval and signature. She informed the Commissioners that the TAN stated that the Treasurer is authorized to borrow a sum of up to 5 million dollars that had been approved by the Delegation at their June meeting. ED Clough advised the Commissioners that it looked like it would come from Woodsville Guaranty Savings Bank.

Commissioner Ahern moved to approve the TAN it was seconded by Commissioner Burton. All in favor.

ED Clough advised the Commissioners that the Conservation Fall Harvest tour was on Friday, October 12<sup>th</sup> at 9:30am and it would start on Lyme Kiln road. All three Commissioners will attend

October 22<sup>nd</sup>. Commissioners' Cryans and Burton will be at the NHAC conference. There will be no Commissioners meeting that day. October 30<sup>th</sup>. ED Clough will not be in attendance she is taking a class. November 6<sup>th</sup> is Election Day and there will be no meeting that day as well.

Commissioner Cryans stated that he thought the Board should vote on the MOU with UNH.

Commissioner Ahern moved to approve the MOU between UNH and Grafton County as presented and as discussed at the August 21<sup>st</sup> meeting. Seconded by Commissioner Burton. All in favor.

Commissioner Burton informed the board that he had received a letter from NH Electric Cooperative that stated in the future they would hope that they would be asked to participate in conversations pertaining to their operations before the Board takes a position. Commissioner Ahern stated that he did have some input from them.

Commissioner Ahern informed the Board that when he arrived to view the farm truck that was being replaced at the time previously discussed, it was unavailable and he was informed that the used truck intended for purchase had been sold.

In reviewing last week's minutes Commissioner Ahern noticed that HR Director Simpson advised that he had been appointed to the Haverhill Planning Board. Commissioner Ahern inquired if the time a county employee spends on a Board can be considered County time i.e. comp time. ED Clough advised that there is not a practice or

understanding at Grafton County that this has anything to do with employee functions, it is independent of his role with the County.

Commissioner Ahern stated that last year he attended a conference on Labor Law. He stated that the conference is being held again on Thursday, October 18<sup>th</sup> and he would like to attend in the capacity of Grafton County Commissioner. Commissioner Cryans advised Commissioner Ahern that he should go ahead and go. Commissioner Burton stated that the information he receives there could be beneficial in something he does after January's Board change.

Commissioner Cryans informed the Board that Commissioner Burton was on the front page of the Valley News in his 1975 vehicle going over the Shaker Bridge in Enfield, NH. Commissioner Burton stated he was there along with Commissioner Cryans and Representatives Paul Mirski and Charles Townsend for the dedication of the Bridge. He had in his car passengers Donald Crate and his wife Evelyn Crate. Commissioner Cryans stated that it added a nice highlight to the Shaker Bridge.

12:40 PM Commissioner Ahern moved to enter into non-public session as per RSA 91-A:3, II, Section (a) discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee Commissioner Ahern seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

1:54 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

1:55 PM With no further business the meeting adjourned.

Respectfully,

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Raymond S. Burton, Clerk

September 18, 2012

## HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Expenses to Date Report
- Reimbursement report
- June Nursing Home Rate Setting payment
- NHAC vote RE: State Bill payments

2.) Goodwill Industries Workforce Program

- Granite State Independent Living Program

3.) Other

- Social Services FY14 Application Process

Monthly Meetings & Workshops:

- 9/4/12 - Attended Wellness Meeting
- 9/6/12 - Attended Health Initiative Meeting
- 9/7/12 - Attended NHAC Meeting
- 9/14/12 - Attended NCHC Board Meeting

**Grafton County Registry of Deeds  
Kelley J. Monahan Register  
Report to Commissioners  
September 14, 2012**

**August Revenue**

County Revenue 8/2009	\$79,119.71	State Revenue 8/2009	\$451,161.32
County Revenue 8/2010	\$82,306.17	State Revenue 8/2010	\$561,433.92
County Revenue 8/2011	\$92,307.85	State Revenue 8/2011	\$665,294.40
County Revenue 8/2012	\$91,223.74	State Revenue 8/2012	\$599,279.09

**Foreclosures**

2009 121 year to date  
2010 151 year to date  
2011 146 year to date  
2012 131 year to date

1. On 8/20/12 I attended the Orford Planning Board meeting to clarify the definition of subdivision and exhibit. This case will be heard in Grafton County Superior court on 10/3/12
2. On 8/23/12 I attended the Plymouth Planning Board hearing on the old Lowe's proposed development.
3. We have completed negotiations and finalized cooperation with New Hampshire Department of Revenue Administration. This was a long negotiation, as the original "memo of understanding" that the former Register had signed before leaving office was open, and unacceptable. During the last legislative cycle the NHDRA lost 40% of funding. This cooperation will immediately save the department \$180,000.00 per year, as they will no longer be paying a third party vendor for tax stamp data that will be electronically communicated every evening from the county registers. Third party, private companies still seek to provided the equalization data for the municipalities for a fee, it is my belief that is in the best interest of fairness to the people of the State of New Hampshire that our own Department of Revenue be the entity that is charged with the equalization of property. There will be no transfer of images and the level of confidentiality will fall under the laws governing the DRA per RSA 21-J.
4. We have had unprecedented admissions from the public on the abuse of our system in obtaining copies without paying for them. The current system of account access was ill conceived and the charge account system was implemented without being staffed. A review of our policies is underway, now that the transfer of data to our new software company is almost complete. I will be bringing a formal presentation to next month's meeting. I must achieve a balance between convenience for the professional user and security involving protection of the data base and revenue.

**Respectfully Submitted,  
Kelley J. Monahan  
Register of Deeds Grafton County  
September 14, 2012**



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Aug 28 – Sep 17, 2012

## COMPLEX

### **Biomass District Heating System**

- General Construction Package
  - ❑ Held preconstruction meeting September 5<sup>th</sup>
  - ❑ Received insurances
  - ❑ Received preliminary schedule (see attachment)
  - ❑ Construction meetings begin tomorrow 9/19 and reoccur every Wednesday
  - ❑ All permits in place
  - ❑ Awaiting bonding
  - ❑ Contract still in negotiation (subrogation and indemnity main points)
  - ❑ Will send Notice to Proceed upon receipt of bonds
  - ❑ MacMillin on site 9/17 to perform survey and layout
- Construction Materials Testing & Special Inspections
  - ❑/ Signed contract and issued Notice to Proceed
- Commissioning
  - ❑/ Need to open and review proposals. I will need a week to review and then provide a recommendation to you next Tuesday, Sep 25<sup>th</sup>.
- Asbestos Abatement
  - ❑ The Scott Lawson Group is drafting a proposal to abate the asbestos in the courthouse boiler room that is wrapped on the boiler pipes and mixing tank. I'm looking to schedule this work ASAP so that it doesn't hold up MacMillin's mechanical subcontractor that is making the biomass connection to the courthouse boiler system

**Engineering Design of Automated Isolation Valve & Vault** – Work progressing on building. Should be installing roof this week and exterior door. SCADA system interface package backordered 3-4 weeks...will delay completion of project

### **Old Jail Disposition**

- ❑/ Hazardous Material Survey – The Scott Lawson Group took various material samples throughout the facility on Sep 5<sup>th</sup>. Thus far they have confirmed the presence asbestos in a short section of pipe insulation, caulking around window frames in old sections and floor tiles in old section. We are still awaiting paint chip sampling results to determine lead levels.
- ❑/ Woodsville H.S. – Mr Edwards and Scott McCallister picked up jail blueprints so that Scott can start drafting proposed changes to the building
- ❑/ Beckett School – Jay Wolter and his staff toured the facility a few weeks ago. He said he would be in contact with Commissioner Burton if he is interested in doing something with the building

**Lightening Protection** – I met with Brennon Mellan from Royal Electric to determine what it will take to better protect the generator and nursing home electrical equipment from future lightening strikes. Received proposal (see attachment) for surge protection equipment that is

## MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

easily mounted in service main within generator enclosure. Device would also protect circuits to new biomass plant as well. Julie and I have discussed the proposal and feel it would be prudent to accept the proposal and get this work done ASAP, paying for it with funds from the biomass project.

**Generators** – Powers Generator Service was on site the last week of August and completed the annual preventative maintenance on all our generators. All were in sound operational condition. Had to replace the block heater in the courthouse one.

**Backflow Prevention** – Performed backflow tests on all backflow devices throughout complex other than in new jail (not due yet). All passed.

**Parking Lot Maintenance** – Painted stripes and handicap spots throughout all parking lots except new jail and courthouse areas (they didn't need it)

### COURTHOUSE

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

**County Attorney Office (CA) Expansion Project** – We are about 4/5 towards completing renovation of conference room to turn it into office space. Should complete in about 1-week and then begin construction of two offices within footprint of existing offices where cubicles are located. Estimate total project completion by Nov 15<sup>th</sup>.

**Sheriff Dept Cell Renovations** – HP Cummings is about ½ way complete in their renovation to make this area into file storage

**State Modifications** – Continue to coordinate state requested modification work:

Superior and Circuit Court Service Counters – Construct new service counters that incorporate ADA height requirements and new glass curtain walls that follow new counter contours. Will install counters Oct 17-19<sup>th</sup>. Glass curtain walls to follow shortly after.

Courtroom Doors – Install automatic door openers on doors leading into courtroom 1, courtroom 2 and circuit courtroom...job complete!

Courtroom 1 – Install handrails up ramp into courtroom

Jury Deliberation Room – Large plate glass window cracked...Mayo's Glass ordered replacement glazing. Will install when it comes in.

### NURSING HOME

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

## MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**Electric Beds** – Replaced a few actuators and actuator controllers to repair beds

**HVAC** – Rebuilt domestic water pump seals to fix leak

**Life Safety Survey** – Received deficiency free survey

### ADMINISTRATIVE BUILDING (1930)

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

**Tunnel Work** – Removed sections of copper water line, unused conduits and removed camera to make room for new biomass connection

### NEW JAIL

**Main Electrical breaker** – During loss of utility power the MDP main breaker tends to trip frequently requiring manual reset each time. Should not be happening so power can transition from generator back to utility following power outage. Interstate Electrical and Cummins technicians troubleshot the problem on 8/10. Cummins generator tech found one sync option disabled. Enabled it. Determined main breaker and generator breakers need to be calibrated 8/10. Interstate calibrated but did not completely fix issue. Removed under voltage release cartridge from MDP circuit breaker and raised settings on the Disc-ST breaker and tested system. Fixed problem that was causing breaker to trip, which was cause for manual reset to transition power from generator back to utility

**Generator Power** - Internal breaker within disconnect to generator MDP ATS switch has sensitivity set to low and was cause for tripping during generator test. This prevented this ATS from working during generator operation, thus there was no MDP power from utility or generator. Interstate Electrical calibrated the breaker to fix the problem.

**Plumbing** – We've Experienced domestic water system pressure loss throughout building during various operational periods. Not sure of cause. Contractor has ordered a new pressure relief valve (PRV) for the water main where it enters the building. As an interim solution the contractor raised the pressure at the PRV, which has caused some water lines to burst off the backs of some inmate toilets. We've fixed these issues as they have occurred.

**Door Controls** – Numerous doors throughout the building either show open when closed or show closed when open. My staff and a couple of vendors have implemented various fixes to address these issues.

**Fire Alarm** - "Loop 4 open isolator circuit trouble" causing 43 abnormal outputs at Control panel for duct smokes that don't work. Troubleshot to burned 24vdc power supply on circuit card 566-074. Simplex replaced circuit card. While in process they found circuit to duct smokes had hard ground fault. Notified HP Cummings to schedule Interstate Electrical to troubleshoot and fix

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

**Heat Pumps** – Trane, GSP&H and Controls Technology continue to work heat pump issues. Many of the heat pumps keep tripping off line in alarm and some have experienced compressor failure and refrigerant leaks. All contractors continue to work towards a fix for these various problems

**Air Handler** – Contractor shorted out motor and contactors that drive energy wheel in AHU-H1. Notified HP Cummings...awaiting contractor to fix

**Air Balancing** – When the air handlers go into economizer mode the building becomes too pressurized causing doors to open or close hard. The contractors are troubleshooting this issue

**Roof Leak** – Water coming into Area E recreation yard from roof (may be bad seam). Notified HP Cummings

**Officer Work Stations** – Moldings and toe kicks coming off workstations in Areas D and F. Notified HP Cummings...awaiting contractor to fix

### **FARM**

**Fire Alarm** - Line 2 Communication Trouble. Line 1 still works fine. Alarmco is in the process of troubleshooting.

**Potato Digger** – Welded broken sprockets

**Dump Truck** – Welded steel plates over holes in dump body

### **MAINT/FARM BUILDING**

Nothing significant to report

### **Drug Court Building**

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

**Signage** – Ordered new 2' x 3' Grafton County Drug Court sign from NH Correctional Industries. Will hang on Building once it arrives

### **VEHICLES & EQUIPMENT**

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