

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday, January 25, 2011

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

EXCUSED: Commissioner Ahern

OTHERS: Wayne Fortier and Harold Brown.

9:05 AM Commissioner Cryans opened the meeting and began with the Pledge of Allegiance.

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

The geophysics and test well were discussed and Supt. Oakes said he would like to wait until spring to explore it, though he could get the RFP's out sooner. Commissioner Cryans suggested waiting a month before putting out the RFP for the engineer.

Supt. Oakes reviewed the progress of the Jail project.

Commissioner Burton asked if there were any inmates who have applied to work privately on the Jail project and Supt. Oakes said there were not. Commissioner Burton voiced his continued opinion that as far as possible, local vendors, craftsman and suppliers be used for the project.

Commissioner Cryans asked if there have been any issues with employees slipping or falling due to the amount of snow we've had and Supt. Oakes said he hasn't heard a thing so far. Director Clough said they recently had a Joint Loss Committee meeting and that was not even brought up.

Commissioner Cryans asked about snow removal and Supt. Oakes said they're already done some and will need to do more at a later date.

H. Brown brought up an issue of a member of the Maintenance staff wearing a DoC jacket with badges on it and stated that he felt that the staff member should remove the badges as he is not a member of law enforcement and should not be represented as such. Supt. Oakes said if the Commissioners wanted the badges to come off he would instruct the staff member to do so. Commissioner Cryans said that they should be removed as the staff member is an employee in the Maintenance Dept.

Commissioner Burton said that between now and the first of July he would like to see an advisory committee established to bring forth recommendations as to what should be done with the old Jail building once it is vacant. He suggested that members of the public be invited if they wanted.

Supt. Oakes said that he knew that a couple of years ago there were two options brought to the Commissioners as to the costs to demolish the building and said that to keep the

building would involve much higher costs depending on the goal. He said they are doing all they can right now to keep up with it as is.

Commissioner Cryans said he is less attached to keeping the building and that the costs are important but it would be important to know what the plans would be for it. Director Clough said that the costs for upgrade or repair would need to be justified by the usage of the building.

Commissioner Burton said that he does not want this to have to include a costly feasibility study.

W. Fortier asked how old the newer part of the building was and Supt Oakes said it was built in 1989. W. Fortier said he would be willing to sit on the committee if they do end up establishing one.

Farm Manager Kimball arrived and gave the Commissioners his report. They are milking 70 cows, shipping 10,600#’s for an average of 75#’s. Price of milk is \$17.80.

Eight bred heifers were sold at \$1000 each, 18 piglets sold at \$75 each and 200 bales of hay at \$5 each.

Chicken productivity is on decline these months and the cold weather has been difficult to work in.

Commissioner Burton noted that David Keith was recognized as the Citizen of the Year by the Lower Cohase Chamber of Commerce at Lake Morey in Fairlee, VT., and Kim and Bob Gray, owners of 4Corners Farm were named Business of the Year.

H. Brown said that the County assets were sold without proper advertising and the County had again not followed the law according to RSA 28:8-a, saying that anything sold over \$300 had to be advertised for sale and the heifers were sold at \$1000.

Commissioner Burton asked Director Clough if she thought they were in compliance with the law and she said replied as far as she was aware.

Commissioner Burton asked that the Farm Manager be on the agenda when the Commissioners meet with their fellow Commissioners on the 13<sup>th</sup> of May.

Superintendent Libby arrived with his report \*(see attached)

There are 85 inmates in-house, 19 in Drug Court (1 in custody) and 7 out on electronic monitoring.

A Letter from JAG (Jobs for Americas Graduates) was received in honor of FTO D. Smith.

Supt. Libby and the Grafton County Dept. of Corrections received recognition from the National Committee for Employer Support of the Guard and Reserve (ESGR), which was the first one given in New Hampshire.

Erik Valentine has been named Employee of the Quarter

Supt. Libby said that he really appreciated Supt. Oakes attention to detail on the Jail project.

Commissioner Cryans commented on the last GED graduation and said it is always good to see all the family members there.

Commissioner Burton moved to approve the minutes from January 18, 2011, which was seconded by Commissioner Cryans. All were in favor.

The Commissioners signed the check registers.

Director Clough updated the Commissioners on the NACo Prescription Drug Card program saying that in the month of December the average savings was \$14.74 or 29.20%. Total savings for the month was \$8581 and there were 231 users.

The revised Dispatch agreement with the town of Piermont was signed by the Piermont Selectboard for approval and was brought before the Commissioners for approval.

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

The Commissioners signed the agreement.

Director Clough presented three informational letters from the NH Resource and Development for State Owned Land in the towns of Warren, Lebanon and Littleton to the Commissioners in the event they had any concerns. None were noted.

Thursday at 1:30 PM Senator Jeb Bradley will be presenting information that he plans to present as future legislation regarding the NH Retirement System and NHACo Executive Director Betsy Miller asked for County representation. No specific details were given.

The budget preparation letter and schedule was presented to the Commissioners.

National County Government month is April this year and the theme is "Serving our Veteran Armed Forces and Families". Director Clough asked the Commissioners to consider what they would like to do and noted that after the open dairy barn day there is little money left in the budget for activities.

Commissioner Cryans briefly reviewed what happened at the Executive Committee meeting for Commissioner Burton.

Director Clough said that budget packets were sent to the Dept. Heads last Friday and Commissioner Cryans asked that Director Clough outline the monies that the County will not be receiving, increases to health insurance and retirement and any other increase such as the new hires at the Jail so they can be reviewed by the Commissioners ahead of time.

There was a discussion about the Northern Pass and the fact that there was just not enough factual information. W. Fortier asked if the Commissioners could speak with M. King from North Country Council and see if there is anything further he can tell them. Commissioners Burton and Cryans will call M. King after the meeting and report anything they find out to Rep. Ladd.

Commissioner Burton asked Director Clough if the County is allowed to know which employees are veterans and Director Clough said she would find that out. She said that it would be nice if veterans could be invited to the Governor's Breakfast that is held for County month.

10:40 AM Being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 11 - 24, 2011

## COMPLEX

**Geophysics & Test Well** – Based on yesterdays briefing to the Executive Committee, does the Board of Commissioners prefer I stay the course on performing the geophysical survey this spring or do you prefer I move ahead while snow is on the ground still?

**Snow Removal** – Have expended numerous man-hours removing snow on drives, parking lots and walkways.

## COURTHOUSE

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

**HVAC** – Boiler #2 goes into misfire frequently...found it running to rich...adjusted fuel pressure and air damper to correct problem

## NURSING HOME

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

**Kitchen Equipment** – Upper and lower steamer oven door seals cracked and allowing steam to vent around door...replaced door seals

**Kitchen Equipment** - Hot cart in Granite dining room has well that will not heat...replaced infinite switch

**Kitchen Equipment** – Grilling oven will not light...bad thermocouple...ordered part and will install when it arrives

**Kitchen Hood** – Tri-state Hood & Duct completed the semi annual inspection and cleaning of the kitchen hood ductwork. No discrepancies...all set for another 6-months

**Physical Therapy** – Hydroculator thermostat over-temp sensor bad...replaced thermostat over-temp sensor

**Resident Scales** – Scale worked intermittently...found loose electrical lead. Soldered lead

**Laundry** – Washer #1 failed to operate. Troubleshooting revealed a bad variable frequency drive (VFD). Daniels equipment Co. installed new VFD

**Lighting** – Replaced several burned out light ballast throughout the facility

**Electric Beds** – Since last report we spent \$800 more in parts to repair two additional beds

**HVAC** – Heat pump #3 leaks water around shaft seals...replaced shaft seals

## ADMINISTRATIVE BUILDING (1930)

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

## JAIL

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

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**Food Warming Cart** – Right element burned out...replaced element

**Domestic Water** – continued to have problems regulating water temperature...found bad o-rings in tempering valve that was cause for cold water bleeding over into hot side. Replaced o-rings to correct problem

**Door Lock** – Door #3 failed to open...found lock relay bracket broken and relay floating in wall...fabricated bracket assembly and reattached relay

## FARM

**Dairy Barn** – Repaired a few broken water lines and replaced several broken stanchions in main barn

## MAINT/FARM BUILDING

Nothing to report

## COMMUNITY CORRECTIONS

**Generator** – Awaiting C.G Electric to finish fixing automatic transfer switch

## VEHICLES & EQUIPMENT

**¾ Ton truck** – While plowing, an employee struck driver side mirror on post while backing up causing mirror to break...replaced mirror

## Other

Nothing to report

## Jail Project

### **Construction Management** (HP Cummings)

- Daily project oversight
- Tenting and heating various areas for masonry work and concrete slab pours
- Blocking roof edges, hatches and skylights
- Quality control of masonry and steel work

### **Sitework** (Morrill Construction)

- **Area H & G:** In process of backfilling underground plumbing and electrical to prep for slab pour

### **Concrete** (S.D. Ireland)

- **Area B:** Formed and poured elevated mechanical room slab
- **Area E:** Formed and poured elevated mechanical room slab between Area E and F
- **Area F:** Formed and poured elevated slab above 2<sup>nd</sup> floor west cells and in process of forming elevated slab above 2<sup>nd</sup> floor east cells
- **Area H:** Formed and poured slab on grade in most of middle area

### **Electrical** (Interstate Electrical)

- **Areas G & H:** Completed underground conduits in H and in process of working underground conduits in G
- **Throughout:** Working hand-in-hand with Mas-Con and S.D. Ireland imbedding conduits in walls and slabs as they progress

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

- **Courthouse:** Completed power metering of courthouse electrical services to determine if adequate capacity is available on existing circuits and generator to accept connector elevator power and other connector circuits. Waiting on final report.
- **LED Lighting:** Putting together pricing for energy efficient LED lighting for site lighting and high bay fixtures used in fresh air courts

### **Plumbing** (Granite State Plumbing & Heating)

- **Areas A, B, G and H:** Installed majority of cast iron drain pipe connecting roof drain scuppers to under-slab storm drains. In process of hanging pipe hangers and piping for geothermal and domestic water systems. Also installed grease traps in kitchen area of Area H

### **Masonry** (Mas-Con)

- **Area B:** Constructed firewall that runs through Area B, south wall between area A and B, and walls that surround sub-mechanical room and vault
- **Area C:** Constructed segregation cell areas
- **Area D:** Completed 1<sup>st</sup> floor cell and chase areas
- **Area E:** Prepping to construct walls in elevated slab mechanical room between Areas E & F
- **Area F:** Constructed suspended wall between recreation yard and housing unit common space and prepping to construct walls on elevated slab above 2<sup>nd</sup> floor cell areas
- **Area H:** In process of constructing walls around corridor that leads from Control towards trash chute

### **Steel** (Norgate)

- **Areas B and H:** Completed most of quality issues

### **Roofers** (The IRC Group)

- **Off site for last few weeks**

**Injuries** – No new ones to report

**Schedule** – Still 2-3 weeks behind on schedule. Weather has been the greatest factor

**Quality Assurance** – Although Mas-con has shown improvement they continue to have a few quality issues. HP Cummings told Mas-con that two repeat offenders were no longer allowed on the job. We've made clear to HP Cummings that we support their actions and want all remaining employees to know that if they fail to follow the spec they will be asked to leave the job site as well and not come back. Mas-con has corrected all deficiencies brought to their attention.

**January 25, 2011**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 85</b>	<b>Maximum: 18</b>
		<b>Medium 20</b>
		<b>Minimum north: 12</b>
		<b>Minimum south: 12</b>
		<b>WHOC: 12</b>
		<b>Max/Handicap: 02</b>
		<b>Lockblock/Seg: 09</b>
<b>Weekenders: 9</b>	<b>Out of facility: 45</b>	

**2. Community Corrections Report**

- a) **Drug Court – supervising (19) \*1 in custody**
- b) **Electronic Monitoring – supervising (7)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – Winter chores on the complex**

**3. General:**

- a) **ESGR Award – 1<sup>st</sup> in NH submitted by a service member’s spouse - attached**
- b) **JAG Letter – FTO Devon Smith recognition – attached**
- c) **Employee of the Quarter – FTO Erik Valentine**