

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday January 3, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern Jr. and Raymond Burton, Director Clough and Secretary Martino.

OTHERS: H. Brown

9:00 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance led by **Register of Deeds, Kelley Monahan**

RD Monahan brought forth a request to the Commissioners that a committee be formed to explore solutions to the long term storage of historical paper records. She said that she has been trying to find solutions to the issue of protection, noting that there was leakage found, which she concluded contained salt, which corroded the metal on the newly restored historical books. It was fortunate, she said, that the interior of the books were not compromised. She said that she was not made aware of the leak from the Maintenance Dept. and stated that there needed to be better communications between departments and that she should have been informed of the leak so she could have contacted the restoration company for advice. She estimates the current damage could amount to a cost of \$30K. RD Monahan said that she didn't feel that the Maintenance Superintendent was being cooperative and that an incident report should have been written as an alert to the matter and as documentation for insurance.

Commissioner Ahern said he feels that there should be a plan of action in order to protect the records.

Commissioner Cryans said that he would like to have Director Clough on the committee should one be established and added that he would like to see RD Monahan and Supt. Oakes work out their differences and to have a discussion about storage.

Commissioner Ahern said he would hope there could be a remediation plan within a couple of weeks and that they need to act appropriately to protect the records.

Commissioner Cryans said he would like RD Monahan to follow up with the restoration company to see what further damage could occur from the incident.

Commissioner Cryans asked if everyone had read the minutes from December 20th and had any edits. Commissioners Cryans and Ahern had edits.

Commissioner Burton moved to approve the minutes as amended for December 20, 2011 which was seconded by Commissioner Ahern. All were in favor.

Human Resource Director Mike Simpson arrived with his report *(see attached). HRD Simpson reviewed the vacancy report, call out report and turnover report with the Commissioners.

HRD Simpson asked the Commissioners to approve the changes to the Employee Handbook. Commissioner Ahern said he would like to be able to read the existing and the changed documents in hard copy first before making a decision. The approval was rescheduled until the next meeting.

Commissioner Burton asked if everything was in order for the new Nursing Home Administrator and HRD Simpson said that it was all moving forward and C. Labore should be on board by the end of the month.

The Commissioners signed the check registers.

Director Clough asked the Commissioners to approve the 2012 Employee Holiday Schedule which closely follows the State's and is in accordance with the Employee Handbook and Collective Bargaining Agreement.

Commissioner Ahern asked how long the County had Election Day as a holiday and Director Clough said it has been over 21 years and is given on even years only.

Commissioner Burton moved to approve the Holiday Schedule which was seconded by Commissioner Ahern. All were in favor.

Director Clough informed the Commissioners that there would be a 90th birthday celebration at the Nursing Home on Profile on the 4th of January at 2:00 PM.

A new Deputy Sheriff, Aaron Roberts, was hired at the Sheriff's Department.

A request for the appointment of Assistant County Attorney John Bell was presented to the Commissioners from County Attorney Saffo.

Commissioner Burton moved to approve the appointment of John Bell by recommendation of the County Attorney which was seconded by Commissioner Ahern. All were in favor.

Director Clough informed the Commissioners that an approval for Educational Assistance from an employee at the Nursing Home was presented to her, which does not comply with the policy manual in that it was not presented by the proper time and that she did not issue approval of it. The Commissioners did not approve it either.

COMMISSIONER ISSUES:

Commissioner Burton said that redistricting has been discussed in Concord and it appears that what was proposed will face litigation via Rep. Mirski. He said that it will need to be resolved by the sixth of June, prior to filing for office.

Commissioner Burton attended a 100th birthday party for Betty Loudon and that Senator Forrester and Senator Bradley were in attendance.

Commissioner Ahern said there will be a meeting about the Veteran Homeless shelter on the 11th of January at 6:30 PM at the Common Man in Plymouth. He said they plan to partner with Soldier On.

Mark Scarano, Executive Director for Grafton County Economic Development, Shelley Hadfield, grant Administrator and Tara Hussy from Plymouth State University arrived for the CDBG public Hearing.

Shelley Hadfield, Grant writer, explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act, saying the grant would be used to provide training and technical assistance to primarily low and moderate income micro-entrepreneurs to support job creation and retention and develop programming for the new Enterprise Center. Handouts were available at the meeting.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. The maximum grant size is \$500,000. However, a community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. In addition, they may apply for micro-enterprise grants for the purpose of promoting small business. The CDFA will have a total of \$340,000 available in 2012 for microenterprise grants.

10:20 AM COMMISSIONER CRYANS OPENED THE PUBLIC HEARING

Hadfield explained that this proposal to be considered by the Commissioners is a microenterprise grant to be submitted by Grafton County Economic Development Council in partnership with Plymouth State University for up to \$200,000. The grant would be used to provide training and technical assistance to primarily low-moderate income micro-entrepreneurs to support job creation and retention and develop programming for a new Enterprise Center.

Commissioner Burton said he would hope that someone from the center would go into a local bank and see if there are any small loan applications that could be picked up and taken care of with this grant money.

It was noted that if the Center does not receive the full amount of the grant then the money would be spent on staffing. Commissioner Ahern asked if there would be any

money available for the entrepreneurs and M. Scarano said it would through the revolving loan fund.

COMMISSIONER CRYANS ASKED FOR PUBLIC COMMENTS.

Harold Brown asked how PSU was involved. T. Hussy said they will be helping to provide the services to the entrepreneurs with help from the SBI.

H. Brown asked if this grant has been approved by the Delegation and Director Clough said it was not. He then asked if it was in the budget and was told it was not. H. Brown said that the Commissioners lack jurisdiction to approve this grant and that one of these days this could be their downfall. He said they have no authority to raise money. He also opposed the interaction of PSU because of their gun policy.

Commissioner Burton said that he supports this grant request and that it does comply with State laws and that in so far as possible, interns be a part of this program and that they earn academic credits.

H. Brown asked Commissioner Burton what laws he was referring to and Commissioner Burton said he couldn't state the specific laws but that CDFR assigns administration of the CDBG grants and he believes that if the programs were not lawful they would go to court about it. H. Brown said they haven't gone to court because it hasn't been challenged yet. Commissioner Burton suggested Mr. Brown put his objection in writing and it will be addressed.

10:50 AM COMMISSIONER CRYANS CLOSED THE PUBLIC HEARING.

10: 50 AM COMMISSIONER CRYANS OPENED THE PUBLIC HEARING.

Shelley Hadfield explained that Housing and Community Development Plan must be reviewed and re-adopted every three years.

Commissioner Ahern asked whether or not there was a need to have a Master Plan as the County does not have one. S. Hadfield said that having a Master Plan is not a requisite for obtaining the loan.

COMMISSIONER CRYANS ASKED FOR PUBLIC COMMENTS. No comments were made.

10:53 AM COMMISSIONER CRYANS CLOSED THE PUBLIC HEARING.

10:53 AM COMMISSIONER CRYANS OPENED THE PUBLIC HEARING.

Shelley Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no

displacement as a result of this project. Under the certification section of the application, the County will certify that the Residential Antidisplacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

COMMISSIONER CRYANS ASKED FOR PUBLIC COMMENTS

H. Brown reiterated his point that this process has not been properly vetted and that the Commissioners have no jurisdiction. He said that the Commissioners should seek council on this. Commissioner Cryans said he has been through these grant processes for fifteen years now and suggested that if Mr. Brown feels he needs to challenge this then he should follow through with it. Mr. Brown said again that the Commissioners have no authority and noted there was a tremendous amount of work to challenge this issue and he doesn't have the time because of the bureaucracy.

11:06 AM COMMISSIONER CRYANS CLOSED THE PUBLIC HEARING.

Commissioner Ahern moved to support the submission of the Micro-Enterprise grant and to authorize the Chairman to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract, which was seconded by Commissioner Burton

DISCUSSION:

Commissioner Ahern said he felt it was manifestly unfair that documents be brought to the meetings which are expected to be voted upon at that meeting without having been thoroughly read. He said he did not feel he was given proper time to do this.

When the vote was taken, Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed

Commissioner Burton moved to re-adopt the Grafton County Housing and Community Development Plan as presented which was seconded by Commissioner Cryans. Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

Commissioner Burton moved to adopt the Grafton County Antidisplacement and Relocation Assistance Plan for this project, which was seconded by Commissioner Cryans. Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed

The public hearing was over and the three attendees left.

Maintenance Superintendent Oakes arrived along with Jules Chatot from Banwell Architects to go over the biomass analysis report. *(see attached)

Supt. Oakes said that the best option was to go with the heat option only and recommended that Banwell be authorized to move on to the design phase.

J. Chatot said that the cash flow analysis show that in northern New England there is a mature well developed wood market and the County should see an immediate return on the investment. It was speculated that there would be a savings of \$20K in the first year, \$35K in the second \$51K after that and so on. There would be a reduction of approximately 91K gallons of oil a year.

There was a discussion about putting the biomass in the old Jail building and Mr. Chatot said it was looked at and though the building is sound, it is not the right height nor is there easy access for delivery. He added that the location of the building would mean that additional piping would be costly to send to the southern end of the Complex.

Existing fuel systems will be kept in place as a backup for times when the biomass is being serviced.

Supt. Oakes said he would like approval for Banwell to proceed with the actual design of the project in which the money will come out of the approved grant.

Commissioner Ahern said he would not be able to vote on Supt. Oakes' request until he has had a chance to read the documents.

A discussion ensued about whether or not it would be detrimental to wait and it was decided that the Board would hold the vote until the next meeting on the 17th.

The Board thanked Mr. Chatot and Supt. Oakes for all the effort they have put into this project and Commissioner Cryans said this will be a good opportunity for those in the wood industry and will alter the way the County heats.

LGC Executive Director Maura Carroll and Deputy Director of Member Services Merelise O'Connor arrived to talk about the organization. M. Carroll began by saying that not everything that is printed in the papers is correct. She said that LGC is quite solvent, is conducting business daily and they are not selling securities, which are illegal for them to purchase. She said that LGC is also being very cooperative in offering information

Commissioner Cryans said that he served on the LGC Board for a number of years and felt it was a great experience and that LGC brought in some of the most gifted experts when looking at costs.

Commissioner Burton touted their annual conference for offering all the seminars that they do.

M. Carroll said they are always available to answer questions and people should feel free to call any time they feel the need.

M. O'Connor said she appreciates the County allowing LGC to work through this event.

Sheriff Dutile arrived to inform the Commissioners of an error that was mistakenly made when putting the cruisers purchase out to bid. Sheriff Dutile said that he was under the impression that the vehicles did not have an option of heated mirrors but when the bids came back in some dealers included heated mirrors while others did not which resulted in not all dealers using the same information to bid. His recommendation was to send the bids out again, this time noting there would be no need for heated mirrors. Director Clough asked why they couldn't just subtract the cost of the heated mirrors from the dealers who added them and Commissioner Cryans said he thought it would be fairer to rebid the whole thing.

Commissioner Ahern moved to reconsider the vote that awarded the cruiser bid to Grappone Ford which was seconded by Commissioner Burton. All were in favor.

Commissioner Ahern moved to reject all cruiser bids that were opened on December 13, 2011 which was seconded by Commissioner Burton. All were in favor.

Commissioner Ahern moved to re-bid the purchase of three cruisers for the Sheriff's Department which was seconded by Commissioner Burton. All were in favor.

Director Clough informed the Commissioners that the grand opening and ribbon cutting for the new Correctional Facility will be on Sunday May 6, 2012 with the time to be announced. She said that there will be events on the 4th and 5th of May for Correctional employees, invited guests and their families.

Director Clough said that budget pack information will be going out to Departments by the 20th of this month and she wanted to know if the Commissioners had any specific instructions. Commissioner Cryans said that he guessed the question would be whether to use the performance audit as a template for what should be done, particularly the increase of staff. Director Clough said that the performance audit suggested that the budget come to the Commissioners through the Executive Director and she said that hadn't been discussed at this point either. Commissioner Burton said that he didn't see the Delegation approving more staff and feels comfortable with the way things have been done in the past. He said he likes to hear directly from the Department Heads regarding their requests.

Commissioner Ahern said that based on the performance audit the County may consider some restructuring but this might not be the time to do this. He said he is not inclined to see more staff resulting in higher taxes and hopes that the Dept. Heads will do their best to reduce their budgets.

Commissioner Cryans said that the Commissioners were not the ones who requested the performance audit as it was requested by the Delegation and so he's not saying that it is the document by which the Dept. Heads should go by but if they feel they need more staff and they make a good argument then it will need to be considered. Final approval of the budget is always up to the Delegation in the end however.

There was further discussion on this topic.

Commissioner Burton asked Director Clough how she felt about how the Dept. Heads should present their budget and she agreed that they should meet with the Commissioners.

Director Clough said she is working on health insurance which will likely increase and Commissioner Burton said he is in favor of keeping employee benefits the same, as they are the ones who make the County run.

Commissioner Ahern thought that perhaps Director Clough could look into some Department restructuring and that maybe a central purchasing and a finance officer could be considered jobs that existing employees could take on so as to not have a budget increase. Commissioner Cryans said central purchasing would be a big job and it would have to be done by someone who isn't already doing something. He suggested that these things may have to be considered after this budget rather than now. Commissioner Ahern said that he thought that the Delegation ought to be aware that the Commissioners are giving consideration to the information provided in the performance audit.

1:20 PM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Grafton County Human Resources Report
 Mike Simpson, Human Resources Director
 January 3, 2012

1) **HR Activity Report** (11/1/11 to 12/31/11)

- *New Hires*

<u>Department</u>	<u>#</u>	<u>Position(s)</u>
Nursing Home	13 (10 FT +3 PD)	LNA, RN/LPN, Env. Serv.
Corrections	11 (10 PT + 1 FT)	COs, RN, Nightwatch
County Attorney	1 (1 FT)	Ass't County Attorney
- *Separations*

<u>Departments</u>	<u>#</u>
Nursing Home	11
Corrections	4
Sheriff's Department	3
- *Leave of Absences*

<u>Department</u>	<u>#</u>
Nursing Home – Nursing	11 (6 are intermittent)
Nursing Home – Non-Nursing	4 (2 are intermittent)
Non-Nursing Home	4 (3 is intermittent)
- *Current Openings*

<u>Positions</u>	<u>Department</u>	<u>Status</u>
File Clerk	County Attorney	Open to all
LNA (1 FT openings)	Nursing Home	Internal applicants only

Summary – Our vacancy rate is less than 1% as most of our openings have been filled.

2) **Call Out report** – See handout

3) **Turnover** – See handout

4) **Employee Handbook**

I am recommending we approve the changes for Grafton County's Employee Handbook.

5) **Internal/External Meetings and Conferences** –

- Nov 8/ Dec 6 – HRD chaired Grafton County Wellness Committee meetings
- November 11/Dec 20 – HRD attended the Corrections Academy graduations
- Nov 16/ Dec 14– HRD chaired Grafton County Comp + Benefits meetings
- November 29th – HRD participated with Primex conducting class on Harassment to the Correction's Academy
- December 12th – HRD attended Grafton County's Delegation meeting
- December 14th – HRD attended Eileen Bolander's retirement party
- January 1, 2012 – HRD became a member of the Son's of the American Legion

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

January 3, 2012

Biomass District Heating System

Banwell Architects has completed its biomass feasibility study of the complex and makes the following comments and recommendations:

1. Delay of the feasibility study will not delay the overall project timeline (page 1)
2. Banwell does not recommend using the old jail for a biomass plant due cost and chip delivery challenges (page 6)
3. Banwell recommends a heat only system with connectivity to the Administration Building, Nursing Home, Courthouse and New Jail (page 8).
 - a. Project Cost: \$3,033,810 (Opinion of Probable Cost – page 11)
 - b. Assumed Bond: 4.5% / Term: 25-years (Appendix F)
 - c. Cash Flow Analysis: \$20,008 1st year and \$3,894,093 over 25-year period (Appendix F)

Maintenance Superintendent's comments and recommendations:

1. Wilson Engineering provided good feedback that was helpful in evaluating and selecting a variety of options that will enhance functionality, lower capital cost and help reduce operational costs. Examples (thermal storage, pex piping, etc)
2. Wilson Engineering and Banwell did not come to the same conclusion on CHP. The biggest difference was based on the capital and R&M costs associated with purchasing and maintaining this equipment, particularly the turbine.
3. Unrelated to the study but of significant consideration is that Woodsville Water & Light's electrical engineer had some concerns about connectivity of the CHP system to their power grid. Based on preliminary conversations with Bob Fagnant, their engineer wasn't comfortable with certain features of the proposed design and some of his suggestions would have only added cost to the CHP option.
4. BERC came to same conclusion as Banwell...recommended heat only option
5. Considerations related to Banwell's Opinion of Probable Cost
 - a. Project related costs that are not estimated:
 - i. Construction testing
 - ii. Clerk of Works
 - iii. Builders Risk
 - iv. Hazardous Material Abatement
 - b. Professional Services
 - i. Grant is covering majority of A&E services
 - ii. Potential to drop portion of \$9,000 from A&E cost for geotechnical

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

- iii. Commissioning cost built into A&E with option to 3rd party perform it
- c. Although summer load for domestic hot water is not factored into equation, there is a big potential to improve fuel costs savings by being able to run the plant in summer months provided it does not thermally imbalance the geothermal well field. Have to wait and see how field behaves over next year to determine.
- d. I recommend that we authorize Banwell to proceed into the design phase to design a heat only option biomass system with connectivity to the Administration Building, Nursing Home, Courthouse and New Jail