

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday October 18, 2011

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

9:06 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance led by Farm Manager Kimball

Farm Manager Don Kimball began his report by saying they were milking 68 cows, shipping 8200#'s of milk for an average of 60#'s. Price of milk is \$22.17.

- Cow corn has been cut
- 1000 bales of hay have been cut on Howard's Island
- There are 30 (out of 80) rows of potatoes to be dug
- There are still some root crops available at the Farmstand
- 89 cow hooves were trimmed
- Pumpkin day was held on the 11th of October
- There are 45-50 piglets for sale
- The Farm is in the black right now

Commissioner Burton said he did a recent walk around the Farm and things looked good.

Commissioner Ahern asked about the price of grain and FM Kimball said it has gone up to about \$400 a ton. There has also been a rise in fuel as well.

Commissioner Cryans said that being in the black shows that when the price of milk is good, the Farm does well.

Human Service Administrator Nancy Bishop arrived. She said there would be no Molar Express services in the month of October or November and that they are working on dates for December.

HSA Bishop has prepared a "Code of Conduct" for the building for people from the outside who come in. This was done in part to address people who will be coming in to use the computers under Goodwill Industry.

Commissioner Burton asked if Director Clough would be reviewing the "Code of Conduct" and she said she would.

Commissioner Cryans asked if everyone had read the minutes from October 4, 2011 and if there were any changes or corrections. None were noted.

Commissioner Ahern moved to approve the minutes from October 4, 2011 as presented which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Director Clough asked the Commissioners to approve and sign the special appointment to the Attorney's office which was agreed upon by both the Commissioners and the Executive Committee at yesterday's meeting.

Commissioner Burton moved to approve the special appointment as agreed on which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the special appointment.

Director Clough informed the Commissioners that a penalty was levied on the County by the IRS because of a failure to make a tax deposit within a specific time limit. This happened at a time when the Payroll Coordinator was out on vacation and her job was being filled in by another. This was not an act of negligence. Commissioner Ahern said he thought this was a rather severe penalty for the County and thought it was wrong for the federal government to levy such a fine on another area of government since it is all taxpayer money. A letter had been written to the IRS explaining the situation but they were unsympathetic. Commissioner Cryans questioned whether there might be something else that could be done to eliminate or reduce the fine. Director Clough will pursue it further.

Assistant Maintenance Superintendent Richard Thompson arrived to give the Maintenance report. *(see attached)

There was a discussion about the replacement of windows that had their seals broken. R. Thompson said the County was given the windows to replace others but the labor was not covered under warranty.

There was a discussion about the alarm in the barn which has been giving them trouble in that it just seems to go off for no reason. They have not been able to determine what is causing the issue. Commissioner Burton suggested that they might need an alarm located by the compressors.

Corrections Superintendent Libby arrived with his report. *(see attached) There are 100 inmates in-house, 21 in Drug Court with 1 in custody and 9 out on electronic monitoring.

Supt. Libby is planning to meet with the Jail Study sub-committee on Friday and said he was concerned about the direction they are going in and feels they are trying to take away much of the statutory responsibility of the Board of Commissioners and to micro manage the operations of the County facility. He said he doesn't feel that Grafton County should

be compared to any other facility as this was designed as a Correctional Facility and not just a Jail. He said that he has given the Executive Committee the same information over and over and over again but they just don't seem to want to understand.

Commissioner Burton said that the responsibility of the Delegation is to approve the budget and Supt. Libby's responsibility is to the Board of Commissioners. He said if anyone asks Supt. Libby to go further than that, he would refer them to the Board. Supt. Libby said it needs to be made clear to the Delegation at some point that the Commissioners are the CEO's of the County and run the day to day operations. He said the NH Statutes are very clear on this matter. He said he reports to the Board of Commissioners and no one else.

Commissioner Ahern said he appreciates Supt. Libby's concerns and willingness to help educate the Delegation.

Commissioner Cryans said that at least the Executive Committee is asking Supt. Libby to come in to talk with them, which they didn't do at budget time. Commissioner Cryans said that Supt. Libby is strong willed and passionate and that he has all the confidence in the world that Supt. Libby runs a phenomenal House of Corrections. He said that the inmates are better off when they leave and credits Supt. Libby with all the programs provided. Supt. Libby said that at some point, the Executive Committee is just going to have to accept the information for what it is.

There will be a Corrections Academy Graduation on Friday November 11th at 1:00 PM in the Morrill Building in North Haverhill.

A request for bids for both a Secure Key Storage and Radios & Equipment was put out and bids were received. Commissioner Cryans opened the bids.

<u>Secure Key Storage</u>	<u>Company</u>	<u>Bid</u>	
	Deister	\$17,172	
<u>Radios & Equip</u>	<u>Company</u>	<u>Bid</u>	
	Ossipee Mt. Elect	5 Watt Channel	\$23,588.72
		110	\$18,102.50
		45 Repeater	<u>\$ 9,351.55</u>
			\$51,042.77
	Pike Communications	5 Watt Channel	\$21,788
		110	\$19,189
		45 Repeater	<u>\$14,979</u>
			\$55,956.

Supt. Libby said he would like to take some time to review the bids submitted by the two companies for Radios & Equip but asked that the Commissioners accept the bid from Diester for the Secure Key Storage.

Commissioner Ahern moved to accept the bid from Diester in the amount of \$17,172 which was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Ahern asked what the budgeted amount was for this item and Supt. Libby replied that he thought it was around \$23K. He said he would still need to cost out training since it would be required to learn how to use the key box.

When the vote was taken, all were in favor.

Human Resource Director Mike Simpson arrived and Director Clough began by discussing the longevity comparisons that were sent to the Commissioners. She said they had come in under budget and HRD Simpson said he wanted to see the perfect attendance go away and longevity paid this year in exchange. There was some discussion

Commissioner Ahern moved to eliminate the perfect attendance affective January 1, 2012 which was seconded by Commissioner Burton.

DISCUSSION:

Commissioner Cryans said he would like to see the County keep both things and didn't really want to get rid of perfect attendance.

Director Clough said she was very concerned about this motion being made without talking to the Employee Council as this was a negotiated benefit. There was further discussion about this

Commissioner Ahern withdrew his motion and Commissioner Burton withdrew his second.

Commissioner Cryans said he would be willing to give up perfect attendance to unfreeze longevity this year. Commissioner Ahern said that having served as a member of the Delegation, he looks at things differently. He said that he did not want to go against the wishes of the Delegation but would hope that the employees would be able to understand what the people are going through and make this sacrifice.

Commissioner Cryans said in all fairness he is not willing to ask the employees to give something up and not get anything in return. He said he didn't think that \$7,000 was going to make a big difference in a \$35M budget and feels it's reasonable to make this compromise. Commissioner Burton said the employees are the most valuable asset we have at the County.

Director Clough said that Commissioner Ahern is asking one half of the employees to make the sacrifice since the County is already paying the Union more for their longevity. She said morale will be seriously affected and the Union will be strengthened. She said there is money in the budget and the Commissioners are fully within their authority to pay longevity regardless of what the Delegations "intentions" were. Director Clough said she would like to have some kind of consensus of the Board.

Commissioner Cryans said that there should be a negotiation to give up perfect attendance as of January 1, 2012 and that longevity would be unfrozen and paid this year. All three Commissioners were in agreement.

The Commissioners reviewed the job description for the position of Nursing Home Administrator and the recruitment plan was discussed. Commissioner Ahern said that he would like the Board of Commissioners to take this opportunity to make some changes in the compensation package and named some other things he might like to see changed. He said that if he was to be expected to vote on information like this that it needed to be brought to him sooner. Director Clough said it was just discussed between herself and the HR Director yesterday so there was really no time to do that.

HRD Simpson provided some information regarding comparative salaries of other Counties and in the private sector, which were comparable. Commissioner Cryans said he would like to make sure the County was able to get a well qualified Administrator, suggesting that salary had a lot to do with that.

Commissioner Ahern said it was inappropriate that this information was just brought to him today and he found it inexcusable. Director Clough said she has been out of the office as of late on a personal matter and this was the soonest it could be done. She said that they need to move fairly quickly in order to get someone new once NHA Bolander leaves.

Both Commissioner Burton and Cryans were okay with the posting of the job information.

Commissioner Burton said that there was a letter from the Lincoln Board of Selectman regarding Dispatch services that he felt needed to be addressed. Commissioner Burton said he is in favor leaving the Dispatch fees the way they are and Commissioner Ahern agreed with that.

Commissioner Burton moved to keep Dispatch fees as they are which was seconded by Commissioner Ahern. All were in favor.

Commissioner Burton asked Director Clough to respond to the letter from Lincoln and to let them know the vote of the Commissioners.

Commissioner Cryans was excused.

UNHCE Educator Deb Maes arrived and gave the Board a draft copy of the proposed reorganization of UNHCE and reviewed the changes in brief. Commissioner Burton

asked her if this would be rolled out at the NHACo Conference and she said that it would. Director Clough asked what this means for the staff at Grafton County and for the County office staff and D. Maes said that they were still not sure exactly what it meant but went over some possibilities which included the staff doing some regional work.

Director Clough asked when they might know something for sure and D. Maes said they are supposed to have a plan by the end of November and everything in place by the first of the year. She said that educators will have to go through the application process for positions and that family support programs are not being mentioned in the reorganizational plan.

Commissioner Burton said he was concerned about losing help with programming at the Jail with things like financing and family support. He said he intends to speak with John Pike at the Conference. Commissioner Ahern said he will make his statement at the UNH Advisory Council meeting.

D. Maes left

Director Clough mentioned the lawsuit that was going on in Belknap County between the Commissioners and the Register of Deeds. She told the Commissioners that she expects that the auditors will be recommending the same things to Grafton that they have in Belknap regarding the Deeds bank accounts. She noted that the impression she got from an email received from Register of Deeds Monahan that she would be opposing these changes also. She just wanted the Commissioners to be aware that this may happen.

COMMISSIONER ISSUES:

Commissioner Burton said he was unable to attend the homeless Veterans meeting in Plymouth but felt they should do what they can for that community. Commissioner Ahern said he did attend and said he feels the committee is bogged down and that four or five veterans have already left the planning group because the veterans were not the one's making decisions. Commissioner Ahern said he would like the County to consider providing some land to build some simple housing for veterans who said they would also like to have an agricultural component to their living.

12:20 PM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

Sep 13 – Oct 17, 2011

COMPLEX

Biomass District Heating System Design RFP – Bids opened and reviewed Tuesday, September 20th

Alarmco Fire Alarm – In to test all fire alarm systems in the Complex, two areas to work on the Community Corrections building dialer issues and the Dairy Barn panel that goes into trouble every now and again.

Tri-State Sprinkler – In to test buildings with sprinklers systems, all systems checked out OK.

COURTHOUSE

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

Generator Power – During an electrical brownout couple of weeks ago, one of the automatic transfer switches at the courthouse failed to function. We've troubleshot the problem and have been unable to duplicate the problem thus far. Ongoing troubleshooting is required. Update: Powers Generator Company in to analyze problem, were unable to duplicate the issue.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Repaired electric beds that failed to operate due to worn out electrical/mechanical components. Non of the components were covered by warranty

Windows – Found several fogged panes caused by breakage of their thermal seal...replaced with warranty replacement panes

Lights Activities Yard – Light bollards in the Activities Yard not working (1 out 18 worked) , removed ballast and 70 watt HPS lamp, rewired fixture and installed 14 watt CFL's.

Parking Lot Lights – Retrofitted 400 watt Metal Halide fixture with test 104 watt LED kit, Fixture did not put out enough light, ran test for 2 week period, removed test LED reinstall as original.

ADMINISTRATIVE BUILDING (1930)

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

Boiler Room Window – Window found open for make up air in boiler room, this is deemed as a security issue. Large security screen made for window.

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Alarm – Zones 8 and 9 in TROUBLE status and will not reset. Found broken wires in heat detectors in medium dorm unit bathroom

Plumbing – Cleared several clogs caused by inmates flushing foreign objects that shouldn't be flushed

FARM

Milk Parlor - Milk Inspector suggested that the entry door be changed from swinging in to swinging out. Claims less flies will enter parlor!

Milk Parlor – Irving Gas in to change out propane tanks, says present heater exhaust vent pipes needs to extend 6 feet above dairy barn eaves. Snow load would wipe vent pipe off. Had direct vented heater from temporary farm shop moved into its place.

MAINT/FARM BUILDING

Nothing to report

Community Correction - Fire alarm panel, dialer goes into trouble mode, ran new telephone line to basement.

VEHICLES & EQUIPMENT

Nothing to report

October 18, 2011

Commissioners Report

1. Population:	In-house: 100	Maximum: 25
		Medium 25
		Minimum north: 13
		Minimum south: 06
		WHOC: 20
		Max/Handicap: 02
		Lockblock/Seg: 09
Weekenders: 5	Out of facility: 34	

2. Community Corrections Report

- a) Drug Court – supervising (21) *1 in custody
- b) Electronic Monitoring – supervising (9)
- c) Daily Work Release – supervising (0)
- d) Operation Impact – Sgt Larson is conducting tours/presentations
- e) Community Work Program – On the County Complex – assisted in Plymouth – scheduled in Rumney

3. General

- a) RFP's
- b) Executive Committee - Subcommittee studying jail operations

4. Commissioner Items

- a) Commissioner Ahern – none
- b) Commissioner Burton – none
- c) Commissioner Cryans – none
- d) Are there any Commissioner concerns? - input sought

Upcoming events:

CO Academy Graduation – Friday November 11, 2011 @ 1pm – Morrill Building