

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
December 18, 2018

PRESENT: Commissioners Lauer, Ahern & Piper, County Administrator Libby and Admin. Asst. Norcross.

OTHERS PRESENT: Maintenance Supt. Jim Oakes, Human Services Administrator Nancy Bishop, Alternative Sentencing Director Renee DePalo, Treasurer Karen Liot Hill

Commissioner Lauer called the meeting to order at 11:00am and began with the Pledge of Allegiance.

The Commissioners took a tour of the Deeds Archive Room to look at the water intrusion issues that were discussed at last week's meeting.

Supt. Oakes arrived and gave the following report:

COMPLEX

Fire Extinguisher Maintenance – VT Fire Extinguisher completed the annual inspections and tests of the county's 180 extinguishers. I miscalculated the number of extinguishers requiring 6-year maintenance and 12-year hydrostatic test in FY19, thus I will be over budget on these items since there is no putting them off until next year.

Utility Power – Experiencing high/fluctuating voltage on one of 3-phase power legs to complex. Woodsville Water & Light adjusted their voltage regulator at their substation in Woodsville. This corrected the issue for a short duration and resumed to be a problem again yesterday. Woodsville is troubleshooting the problem now and may have to replace the regulator.

Generators – Powers Generator had concerns about the age of the 140 kilowatt (KW) generator serving the barns, Maint. / Farm shop and main sewage pump station and the large load on the 6.5KW generator serving the Alternative Sentencing Building. Since hearing their concern, I had Royal electric do a load analysis of both generators. The purpose of the analysis is to determine the size of replacement units.

- a. Load analysis results 140 KW (389 amp capacity)
 - i. 3-phase current load is imbalanced (72/60/41 amps respectively). Need to move circuits among legs to find close balance
 - ii. Operates in a 70 amp Root Means Squared (RMS) average or 26 KW range
 - iii. Experienced frequent in-rush current spikes in the 450 amp range. Royal Electric is installing soft starters on our 15-HP sewage pump motors to mitigate the in-rush current loads
 - iv. Recommended replacement generator size: 50 KW. This puts existing load above 30% minimum load requirement to preclude annual load banking and allows capacity for future expansion.

- b. Load analysis results 6.5 KW (27 amp capacity)
 - i. Single phase load is imbalanced. Need to move circuits among legs to find close balance
 - ii. Operates in 8 amp RMS average, thus once load imbalance is addressed, this generator should be able to handle its current load without having to go to a larger generator

Supt. Oakes stated that in doing the analysis of these generators to determine the size of replacement units they are looking to make sure these generators have at least a 30% load to make sure they are not having to load bank anything but want to make sure that there is some room in case there is any expansion in the future. He stated that they revealed some things about the use of these generators that they did not know about the way the current is used. With regards to the large generator, the biggest single item on that generator is the 15 hp sewer pumps for the main pump station and they are causing rush currents which result in startup surges. He stated that there is extra money left over from the sewage project. He is going to put in soft starts on those sewage pumps. That will eliminate the in rush current and allow them to purchase a smaller generator when the time comes.

Supt. Oakes stated that he had come to the Commissioners several months ago advocating that they do a feasibility study of the generators on the complex by an electrical engineer. The large generator at the DoC is underutilized. He stated that he is not sure what would be required to take some loads from other buildings and put it on that generator. He stated that if that is possible they could get the usage up to the 30% and not have to pay for the load banking which costs \$5,000 a year. He stated that the existing generator that services the Courthouse only services Dispatch, boilers, pumps and some emergency lights. Only a small portion of the building is on the generator so if power goes out for an extended period, only Dispatch would be able to work. He stated that he would advocate putting the entire Courthouse on that DoC generator if it is doable. He stated the cost of the feasibility study was roughly \$4,000. He stated that before they go and replace any generator he would advocate that they have this feasibility study done and figure out what is the best route to take as they could save money in the long run. Supt. Oakes stated that he had received the \$4,000 quote from Lee Carroll. He was an Electrical Engineer who the county has used on past projects at the complex.

The Commissioners all agree that the feasibility study is prudent and they should do it now so going into the next budget they will know what they need to do. They stated that there are extra funds in the Maintenance budget to cover the cost of this study.

MOTION: Commissioner Ahern moved to engage Lee Carroll to do a feasibility study on the generator study in an amount not to exceed \$4,999.00. Commissioner Piper seconded the motion and all were in favor.

COURTHOUSE

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

Plumbing – Dielectric union in ceiling loose and leaked water on ceiling in basement corridor. Had to cut access into hard ceiling to access it and fix it. In process of repairing ceiling and installing a permanent hatch access point

HVAC - Building Automation System (BAS) JACE controller (global controller), which is the main brain of the BAS that allows us to interface with the local controls, which are essentially the limbs and hands of the building's HVAC systems, stopped communicating. Since most daily operating programming reside on the local controls, the building has stayed running, but we can't see, send or receive data from the local controls to make changes. We purchased a refurbished JACE and sent it to Controls Technology Incorporated (CTI) to have it programmed. It should be ready for pickup in a few days.

HVAC – Biomass 2-way valve actuator failed. Upgraded to newer actuator due to original part obsolescence. Could not see if new valve is operating correctly until new JACE is installed.

Fire Alarm – Horn strobe in Circuit court offices failed to work upon test. Discovered it had been improperly wired when restoring the area after the ceiling abatement project last year. Fixed wiring and it tested properly

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Laundry – Washer 2 rinse valve not opening when it should (intermittent problem). Ordered new valve

Laundry – Washer 1 temperature sensor erratic...ordered new one

Laundry – Dryer 2 intermittently heating...cut out section of burned wires and rewired to correct problem

Kitchen – Walk-in cooler evaporator fan froze up creating a burnt electrical smell. Replaced motor

Electromechanical Bed – Actuator on bed wouldn't operate...installed warranty replacement

Electromechanical Bed – Footboard control failed to operate. Installed spare one to correct problem and ordered a warranty replacement

Lighting – Upgraded 24/7 emergency lighting in 03 basement and laundry stairwell to LED lights

HVAC – PT Office hot due to failure of thermostat failure...replaced thermostat

HVAC – Meadow radiant floor heat (zone 5) running hot...had to disassemble and clean tempering valve

ADMINISTRATIVE BUILDING

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

Generator – During monthly auto test, the generator experienced low/erratic voltage causing building to lose power during test and knocked out servers that provide communications throughout the complex. Powers Generator Tech troubleshot the problem and determined the issue was caused by a potentiometer. Cleaned and exercised potentiometer to restore correct voltage and ran generator under load and found voltage much more stable.

Plumbing – In process of plumbing in three frost-free hose bibs at different locations of building exterior to support exterior water needs during summer months

Lighting – Completed upgraded of 24/7 emergency lighting throughout building to LED lights

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Lighting – Exterior wall pack fixture mounted to building near areas D&E was full of rain water due to bad seal. Fixture is no good...I ordered a replacement

Lighting – Completed LED light upgrade in kitchen areas

HVAC – Heat pump WHP-A1 experienced a phase motor failure. Cannibalized one from WHP-B1, a heat pump that is used for cooling only and installed in WHP-A1 to fix problem. Ordered a new one for WHP-B1.

HVAC – Unit heater UH-A3 stopped working...replaced aqua stat

Laundry – RH dryer won't run (intermittent problem). Performed a series of part swaps with LH dryer to see if problem would move to LH dryer. Thus far it has not happened yet. Troubleshooting has been hindered because staff keep resetting the faulty dryer before we have a chance to view fault codes. Troubleshooting is ongoing.

Plumbing - Water leaking out of wall base in C110 shower area. Pulled shower panel and repaired leaking pipe joints and reassembled

Plumbing – 1,000-gallon domestic hot water tank feed pipe leaking at joint...Fixed solder joint and refilled tank

Elevator – Elevator door intermittently hanging up on courthouse 1st floor level. Stanley elevator technician checked electric eye safe edge that detects movement in door opening.

Elevator was working properly when tech arrived. He made several checks and could not find anything conclusive for the cause. Cleaned surface as a preventative measure and suggested changing part at next scheduled interval.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Dairy Barn - South section of Barn, West high drive area beams and bracing smashed by sawdust delivery truck. I solicited repair quotes from two sources. Both are extremely busy, so it took time to get them here on site to assess the damage. As soon as I receive their quotes I will provide them to Nancy Bishop who will contact the sawdust delivery company with the quotes, so we can get their insurance company's approval to make the necessary repairs.

Dairy Barn - Milk line vacuum pump motor bearings seized...Lyons installed new bearings

Grain Silo – Auger motor died...replaced motor

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Windows – Staff complained windows are drafty...installed plastic window kits over windows in all office areas

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

¾ Ton Plow Truck – Oil pressure sending unit failed...Fadden Automotive replaced sending unit

OTHER

Human Services Administrator Nancy Bishop arrived and gave the following report: (*see attached)

HSA Bishop stated that they have received five social services (5) applications so far. She stated that Twin Pines did not complete their salary survey and she was told they don't feel as though they should have to give any more information. HSA Bishop stated that they are supposed to

provide a breakdown of all the positions within the agency, what their currently salary is, proposed salary and Full Time Equivalent. There are sixteen (16) staff members that have been grouped together into one. She stated that NANA has also grouped all of their positions together so she has requested the breakdown as well.

Alternative Sentencing Director Renee DePalo arrived and gave the following report: (*see attached)

AS Director DePalo had submitted a memo requesting the Commissioners' approval of the Adult Diversion Procedures and the Alternative Sentencing Brochure. She explained that the Alternative Sentencing Brochure is used to provide a general outline of programs offered to referral agencies and the potential participants. Currently they have a separate brochure for each program under Alternative Sentencing.

Adult Diversion procedures have not been updated since 2015; program fees as well as additional fees have not increased with the ever-changing times. The procedures were also not fully in line with what the program has evolved into over the years. She had presented the Commissioners with the list of requested changes to the brochure. Program Fees were increased to \$500 from \$475; Positive drug tests were increased to \$20.00 from \$10.00 and Missed appointment/course fees were increased from \$20.00 to \$25.00. Commissioner Ahern asked why not increase the charge to \$50 for positive drug tests. He also asked if there is an opportunity to increase the missed appointment fees. AS Director DePalo stated that it has always been outlined that if you do not call ahead within eight (8) hours you will be charged for missing the appointment. She stated that she has done research around the state on what other programs are charging. She stated that most programs are at \$650 for program fees. The concern was that these other programs are in a lower poverty area. She is open to increasing it further as she wants to eventually match what the other programs are charging but she was fearful that if they make too large of a jump that it could cause concerns from the prosecutors and the participants on not being able to pay. There is an option for a sliding scale fee as well which a part of their BDAS grant. Commissioner Lauer stated that the failed drug tests are completely avoidable and feels they can increase that a bit more to \$25.00. Commissioner Piper asked what AS Director DePalo's rational was behind doubling the failed drug test fees. AS Director DePalo stated that she felt \$10 was not enough. People need to be held accountable and if they fail twice they are out of the program. Commissioner Piper stated that she trusts the expertise AS Director DePalo brings to the position and was pleased that she took into account the fact of being in a poverty area when she made her decisions. Commissioner Piper though that doubling the fee from \$10.00 to \$20.00 was sufficient. After further discussion the Commissioners agreed on \$25. AS Director DePalo stated that she will be looking to increase these fees further next year.

Commissioner Ahern questioned the removal of the diploma or GED requirement. AS Director DePalo stated that she never wants to say that they cannot take someone into a program because they do not have a diploma or GED. She stated that they cannot force them to go to school but they can support them and offer assistance if a participant decides to go to school.

The Commissioners discussed a few other edits to be made to the brochure.

MOTION: Commissioner Piper moved to approve the proposed changes to the Adult Diversion Procedures and the Alternative Sentencing Brochure as amended. Commissioner Ahern seconded the motion and all were in favor.

Treasurer Hill arrived and gave the following recommendation letter on the investment of Tax Funds.

December 17, 2018

TO: Grafton County Commissioners
FROM: Karen Liot Hill, Treasurer
SUBJECT: Investment Proposal for 2019

Commissioners:

Investment letters were sent to all banks that have a branch located within Grafton County (see attached list of banks that were invited to bid.) These letters were sent out on December 6, 2018 with bids due back by the close of business on Friday, December 14, 2018.

We received proposals from six (6) banks. I have attached a spreadsheet that details the banks that responded. This spreadsheet shows the various different investment options that were provided by the different financial institutions.

Based on the investment proposals that were received and the practice of spreading funds out across the Commissioner districts, I am recommending the following investment plan for 2019:

Woodsville Guaranty Savings Bank – Insured Cash Sweep – 2.75% - All funds remaining in the County’s possession after the investments below are made. This would be approximately \$

Mascoma Savings Bank – 26 Week CDARS – 2.65% - \$2,000,000

Northway Bank – 6 Month CD – 2.30% - \$500,000

TD Bank – Money Market – 2.15% - \$500,000

MOTION: Commissioner Ahern moved to accept the Treasurer’s recommendation as presented. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the December 11th meeting. All three (3) Commissioners had a couple edits.

MOTION: Commissioner Ahern moved to approve the minutes as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 1083-1085.

Review Social Service Consultant RFP – CA Libby and the Commissioners reviewed and discussed the proposed Social Service Consultant RFP. The Commissioners made a few changes and were all in agreement to send it to the papers and post it on the county's website.

MOTION: Commissioner Piper moved to approve the Social Service Consultant RFP as amended. Commissioner Ahern seconded the motion and all were in favor.

TAN & Tax Collections Update – CA Libby stated that they have collected tax bills from all towns except for the town of Lyme. She stated that they will contact the Town of Lyme at the end of the week if they have not received their tax payment. She stated that they borrowed \$5,300,000 and accumulated \$26,932.56 in interest. She explained that they only budgeted \$20,000 for interest and they are going to be just under \$7,000 over expended. She noted that they budgeted that number based on a lower rate than what they ended up getting.

Out-of-State Travel Expense Request – CA Libby stated that B. White filled out the expense report requesting a total reimbursement of \$751.82 for his trip to Pennsylvania to receive an award for the Farm. She stated that there is money within the salary and benefit lines with the change in the Farm Manager. The process has been explained to him so this doesn't happen again in the future.

MOTION: Commissioner Piper moved to approve the reimbursement request for out of state travel expenses. Commissioner Ahern seconded for discussion purposes.

Discussion: Commissioner Ahern stated that B. White is an excellent herdsman and has brought extra money into the county. He asked if there is any policy to recognize an outstanding employee and make some appropriate gesture to recognize the outstanding contribution. CA Libby stated that they do not have a policy or program for that. She stated that would be precedent setting and they have many amazing employees that contribute a lot to this county. She stated that if this is a program that they would like to set up they will need to set up criteria and budget for it. Commissioner Lauer stated that she is in favor of approving this request for multiple reasons. She stated that there is a very good probability that B. White did not know about this award until the last minute and the transition of a new farm manager also added to the confusion.

The Commissioners voted on the motion and all were in favor.

MS 1 – Livermore – CA Libby submitted a summary of inventory valuation for all three (3) Commissioners to sign.

November Financial Reports

Monthly Variance Report

- CA Libby stated that the Nursing Home is up almost \$150,000 in revenue and their Medicaid rate for January 1st is increasing \$2.99. That will bring in unanticipated revenue. They continue to be above census projections on the Medicare side as well.
- The Department of Corrections is showing that they are behind due to the BDAS grant but they have increased their billing for that grant which will help that line improve.
- CA Libby stated that the Alternative Sentencing revenue is behind. She stated that AS Director DePalo is on top of the insurance and is working to get things in line to start billing for services.
- CA Libby stated that November was a three (3) payroll month which sometimes skews the numbers. There is nothing of concern to her at this point.

ProRated Report

- CA Libby stated that they are slightly over revenue and under expended by \$600,000 and they are looking at an unassigned fund balance at the end of November of \$2.6 million.

Over Expended Accounts

- CA Libby stated that the mileage line in the Alternative Sentencing department is over expended but AS Director DePalo is looking into that and looking into ways to reduce travel.
- Custom Cropping in the Farm is over expended but FM Knapton is looking into that as well.

Bid Waiver Request – CA Libby stated that she received a bid waiver request this morning from Sheriff Dutile and she thought since the next meeting will be after there is a new Sheriff and a new Commissioner that this current board may want to look at this request. She stated that this bid waiver request is for Phase II of the Mutualink Interoperable Dispatch Communication System. The project is collaboration with the North Country Interoperability Consortium and will install equipment at the Berlin, Lincoln and Plymouth Dispatch Centers. The equipment will interface with the Phase I equipment that is operational at the Grafton County Dispatch center as well as Hanover and Lebanon. The cost of the equipment and support is \$139,299.21 and is fully funded under the Homeland Security Grant. The Commissioners stated that they are comfortable moving forward with the bid waiver.

MOTION: Commissioner Piper moved to waive bid on the purchase of the Mutualink Interoperable Dispatch Communication System Phase II. Commissioner Ahern seconded the motion and all were in favor.

Commissioner Issues:

Commissioner Ahern stated that he will be attending a meeting of the Baker River Watershed Conservation Committee at the Rumney Public Library. They will be electing new officers.

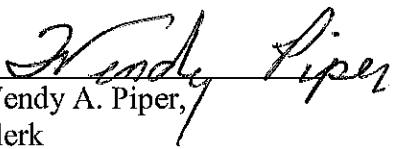
Commissioner Piper stated that tomorrow Tom Tamborello, President of the NHAC, is calling a meeting of the Officers after the Rockingham meeting last week. She stated that there is a significant change regarding management expected and the specifics of the transition will be discussed at the Officer's Meeting.

Commissioner Lauer stated that the Bath Zoning Board is holding a meeting for a variance to allow a cell phone tower to be put in Bath.

Commissioner Lauer stated that it has been an absolute pleasure to work with both of her fellow Commissioners. They made a good team.

12:15 PM With no further business the meeting adjourned.

Respectfully Submitted,


Wendy A. Piper,
Clerk

Alternative Sentencing

Commissioners Report December 2018

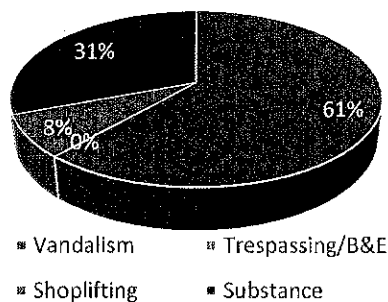
Director's Report: These first few weeks have been busy with meeting people, reviewing policies and procedures for all programs and learning staff specific duties. Thus far I have worked to accomplish important tasks that required immediate attention. I completed applications for NH Healthy Families and Well Sense so MLADC is able to bill for services rendered, worked with staff to decrease travel time in order to decrease mileage budget, updated Adult Diversion forms and created an Alternative Sentencing brochure. There are many things to be done with this program and programs to explore.

Juvenile Restorative Justice

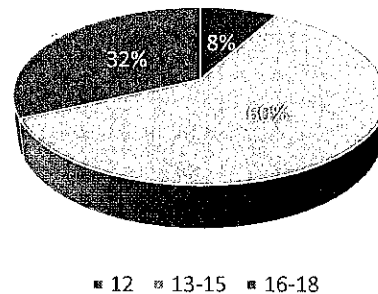
Grafton County Juvenile Restorative Justice Program is to promote community-based alternatives to the formal court process that; promote positive youth development, safer communities, integrates restorative justice practices, intervenes at the earliest possible opportunity and promotes reduction in juvenile crime and recidivism

Program	Active Participants	New Participants	Completed	Victim Involvement
CADY	9	2	2	0
UVC	7	5	1	0
GCJRJ	TRANSITIONING	8	0	0
TOTALS	16	15	3	0

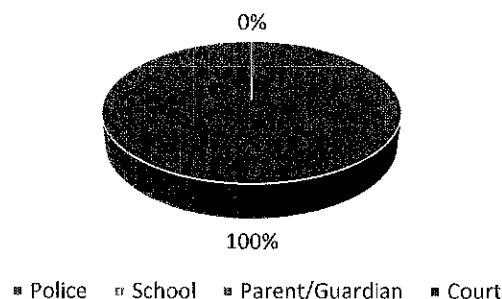
Charges



Ages



Referral Source



Alternative Sentencing Commissioners Report December 2018

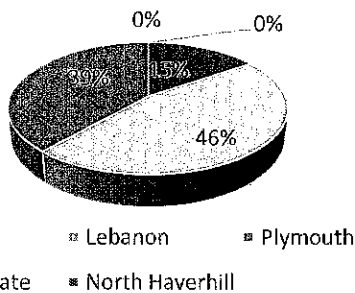
CADY is in the process of transitioning to the participants over to the new Alternative Sentencing Director. Two participants were able to complete prior to CADY transitioning. The Director has begun correcting and/or creating a program handbook, policies and procedures to encompass all aspects of the Juvenile Restorative Justice Program.

Adult Diversion Program

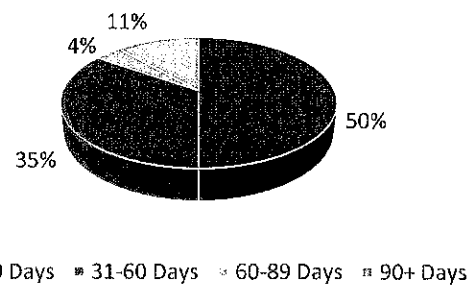
Grafton County Adult Diversion Program is to hold an eligible offender accountable while providing the resources, skills, and education to reduce the risk of committing crimes in the future. This program is an alternative to prosecution and offers a defendant a chance to avoid criminal conviction and other punitive sanctions including fines, probation and incarceration.

Active Participants	New Participants	Graduated	Fees	Prospective Participants
26	1	0	\$610	6

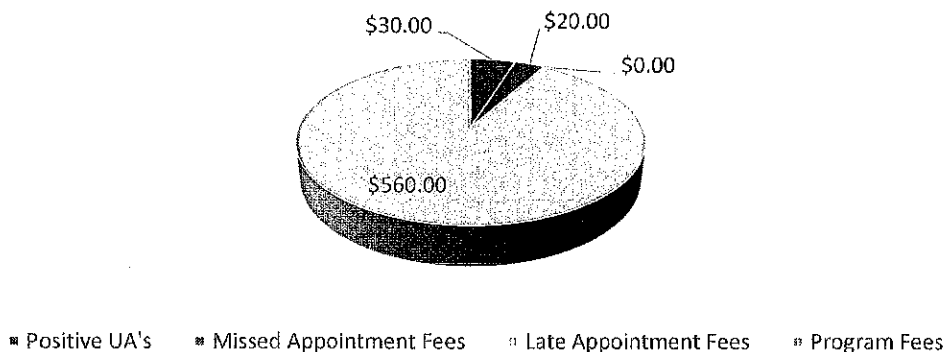
Geographics



Plea to Acceptance



Amount



Director and staff worked together to update current forms that are completed by participants and staff. This allowed for verbiage to be updated and molded to the program as well as an easier and more understandable read. It has been decided that we will not be looking to add a

Alternative Sentencing Commissioners Report December 2018

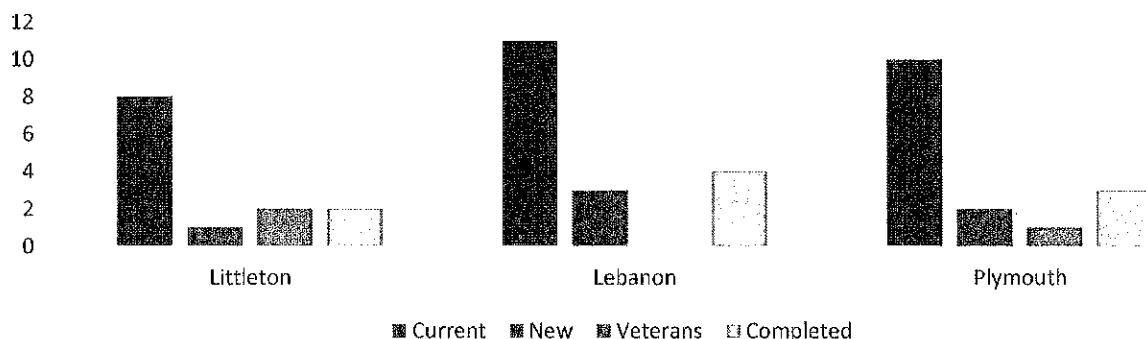
2nd case manager at this time, the hopes being within the upcoming year the program grows and we will need a new case manager for the next budget year.

Mental Health Court

Grafton County Mental Health Court seeks to provide an effective and meaningful alternative to the traditional criminal justice system for individuals with a mental health illness. Our goal is to promote prompt intervention, education, treatment and recovery in order to improve the quality of the individual's life, reduce recidivism and improve community safety

Location	Active Participants	New Participants	Veteran Participants	Prospective Participants	Completed
ASSERT Littleton	8	1	2	5	2
HOH Lebanon	11	3	0		4
PMHC Plymouth	10	2	1		3
TOTALS	29	5	3		9

Data by Catchment Area



Overall GCMHC is healthy, although we have been told by the Lebanon Circuit Court Clerk that we will not be given any court time in 2019 for Halls of Hope/Lebanon MHC participants to meet monthly with a judge. This situation is not ideal, and it is not best practices for participants to go without meeting with a judge at least monthly. In lieu of monthly court sessions, participants meet individually with the Halls of Hope Team members for status reviews. Normally, Halls of Hope participants meet monthly (a half hour a month) with a judge in court, gain support from members of the Advocates for Grafton County MHC, and receive important incentives, graduation ceremonies and sanctions in court. Since we do not have court session currently, and it looks as if we won't during 2019 in Lebanon, the MHC Coordinator is working with the Advocates to find a large enough donated space to meet monthly so that the Team can meet with all participants at once and Advocates members can present, just like being in court. We've been missing the structure of court and the benefits it brings when we're all together. We will continue to express our concerns about loss of court time in Lebanon to our contacts in the

Judicial Branch in Concord, NH, and continue to gain support from the other NH MHC's, some programs are also experiencing loss of court time.

Alternative Sentencing

Commissioners Report December 2018

We will soon be releasing another MHC newsletter featuring an interview with a Plymouth MHC veteran participant that completed the program over six months ago, and wanted to share his story with the intent of giving back to the MHC and also in hopes to inspire others that are struggling with mental illness and substance use disorders. We are fortunate, we get to hear from this particular veteran frequently, and from so many other graduates and family members of graduates after leaving the MHCs. It feels like we're hitting our goal of providing continued support beyond MHC, which is very important to us and to sustained health of every participant and family we support.

Drug Court

The drug court has been progressing as usual. The program has been praising positive things the participants do on a more consistent basis. The current team does communicate very well. Issues get addressed quickly. Two participants commenced in October, and two more are due this month. All four made changes in their lives along the way and cited being in Drug Court and the support the staff provided as part of that. North County Consortium is taking this program over fully as of January 1, 2019.

Budget Report

Alternative Sentencing is within budget on all aspects except travel in which we are over budget for the year at this time. In reviewing the budget there are changes that can be made with the upcoming fiscal year but this is a major area of concern.

When budgeting begins for the next fiscal year we will be assessing the need for a 2nd case manager and confirming the need for a full time administrative assistant. At this time the needs are being evaluated.