

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday January 5, 2010

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

OTHERS PRESENT: H. Brown

Commissioner Cryans opened the meeting at 9:10 AM

Nursing Home Administrator Eileen Bolander and County Attorney Lara Saffo arrived. NHA Bolander gave a brief report beginning with a census of 134.

There have been some serious computer issues at the Nursing Home which the IT Dept. has been working on diligently.

H1N1 vaccines are now available to all employees of the County and that information has been sent out to them.

\*9:11 AM – Commissioner Richards moved to enter into non-public session for the purposes of discussing consideration or negotiation of pending claims or litigation according to RSA 91-A:3, II (e). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”, Commissioner Burton “yes”, Commissioner Cryans “yes”, Commissioner Cryans stated that a majority of the board voted yes and that they would now go into non-public session.

\*9:55 AM– Commissioner Cryans declared the meeting back in public session and that they would seal the minutes of that session. The Commissioners then moved on to the next order of business.

The Commissioners signed the appointment for Assistant County Attorney Melissa Pierce who was hired back at the Attorney’s Office.

Human Resource Director Mike Simpson arrived with his report. At present there is one opening for an LPN and one fulltime RN opening.

- HRD Simpson met with both the Dental carrier and representative from AFLAC. HRD Simpson said that the County may be changing from AFLAC to another carrier and that those who are affected can either opt to change to the new carrier, or continue on with AFLAC as their carrier.
- HRD Simpson met with the Life Insurance carrier and feels that relationship is working well.
- HRD Simpson attended his first affiliate meeting in Concord and his first Legislative Executive Committee meeting here at the County.
- A final draft of the employee manual is under review and will then go to a labor lawyer for a final review.

Commissioner Burton asked who that lawyer is and HRD Simpson replied that it was Diane Wieland whose review would represent the County’s interests. Commissioner Burton asked if the

proposed changes would follow New Hampshire law and would stand up to adjudication, to which HRD Simpson said that all proper up-to-date regulations would be followed.

Commissioner Richards asked how often the policy manual should be updated and HRD Simpson said that standard practice dictates that it should be done annually. The last policy manual dates back to 2007.

Casey Gordon from the Dept. of Safety Division of Emergency Services 911 mapping office arrived to go over a map for the unincorporated town of Livermore. 911 is currently working on mapping the whole state.

There is currently only one physical building in Livermore and it is believed to be a summer home. Commissioner Burton asked what happens if a 911 call comes in from somewhere in Livermore. C. Gordon said that all new cell phones now have a phase II component which provides its longitude and latitude within a 300 foot radius, which is how that person can be found.

Commissioner Burton asked if the snowmobile trails were all marked now and C. Gordon said that he didn't know as he does not work in that area of 911.

Commissioner Cryans asked if not having a land line effects the 911 system and C. Gordon said that it does make things more complicated but it's up to the town to get an address on the person using a cell phone as their home phone.

C. Gordon asked the Commissioners to sign off on the acceptance of the map set for the unincorporated town of Livermore.

Commissioner Richards moved to accept the map set for the unincorporated town of Livermore which was seconded by Commissioner Burton. All were in favor. The Commissioners signed the letter of acceptance.

Commissioner Burton noted how impressed he was with what the 911 system has accomplished over the years. He suggested however, that they spend the money that's in their special fund and to not let that fund get too large, or they may lose it.

Commissioner Richards moved to approve the minutes from December 22, 2009, which was seconded by Commissioner Burton. An edit was made. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed the DoC Superior Court Report.

The Commissioners signed the authorization to submit payment for the AHEAD CDBG grant.

Director Clough reminded the Commissioners that the oral argument in the Jail lawsuit will be held this Thursday at the Superior Court in Concord.

The Commissioners signed a New Hampshire Retirement System position certification form for Supt. Libby.

Commissioner Cryans signed the ARRA monthly Drug Court Report.

Director Clough read a report on the monitoring visit for the Gile CDBG grant which took place last June. There were no findings and the grant has since been closed.

Director Clough informed the Commissioners that SMRT had sent out RFP's for Code Consultants for the new Jail project and five proposals were received as follows: (they are recommended budgets)

SFC ~ Manchester, NH	\$37,400
JCM ~ Pembroke, NH	\$30,150
FLS ~ Milford, NH	\$94,700
Bergeron ~ No. Conway,	\$61,615
JRT ~ Hopkinton, NH	\$57,225

Director Clough explained that a code consultant reviews the construction for all codes including fire, electrical etcetera. She stated that SMRT, HP Cummings and Supt. Oakes all reviewed the proposals and unanimously agreed that SFC would be the recommended choice. The cost of their design phase, which would be the first thing done, would be \$2600.

Commissioner Cryans asked if the company knew that the bulk of the work was predicated on the approval of the Jail project and Director Clough said that they did and that the design phase would be the first cost.

Commissioner Richards moved to accept the proposal from SFC, with the authorization of the design phase only, in the amount of \$2600, which will then only continue pending a positive outcome from the Jail lawsuit, which was seconded by Commissioner Burton.

#### DISCUSSION

Commissioner Burton asked who SFC would report to and Director Clough said that they are being paid by the County but working closely with SMRT, the Clerk of the Works and Supt. Oakes.

Commissioner Richards said that she would like to see the approved paperwork when the job is complete so that the County knows it has been properly permitted.

Commissioner Burton asked about the appropriate insurance documents from SFC and Director Clough said Supt. Oakes generally sets up the scope of work documents and required paperwork needed and she was sure those would be included. She said that SFC are the group that did Wal-Mart and are currently working with the Haverhill SAU.

When the vote came down, all were in favor.

Director Clough said that after reviewing figures she estimates that the County will need to bond \$35M for the new Jail project. She said there are other items related to the jail and wanted the Commissioners to decide whether or not those things should be included in the bonding. She also asked that the Commissioners think about the Jail in terms of the upcoming budget and said that if they do bond \$35M, then \$1.4M would have to be added for the first payment.

Director Clough said that it was brought to her attention that the Employee Council was having difficulty with their membership and that it might be due in part to the fact that they don't feel as though they are given an adequate opportunity to go over their requests, such as the Union does. She said that she thought that working with them in a similar way as the Union negotiations, would

create a better process and the Employee Council could be more engaged. This will also eliminate the back and forth with the Commissioners because most of the negotiating would be done prior to that with a panel.

Commissioner Burton thought the idea was a good one. Commissioner Cryans said that his ultimate goal again this year will be to preserve as many jobs as possible. He said that maybe the Employee Council didn't feel as though they got everything they asked for last year but times were difficult and will be that way again this year. Director Clough said that she didn't know if they felt that way but in her opinion, the process needed to be changed.

Commissioner Richards echoed the sentiments of Commissioner Cryans and said that keeping jobs was important and that she intends to do the best possible job on the budget.

Director Clough said that the County will be looking different insurance options this year and as far as the budget goes, she would like to use a 10% increase for accounting purposes rather than the 20% increase quoted by LGC.

Commissioner Richards asked if there were any specific hardships that were felt by the Departments this past year because of the level funding. Director Clough said that the only feedback that she had received was from the Nursing Home, although everyone had to make sacrifices. Commissioner Richards said that it *is* important the Nursing Home is a safe and proper place to live although they may not be able to have as many events as they might like to.

Director Clough asked the Commissioners if they had any particular thoughts on what the Dept. Heads should be told in terms of their budgets

Commissioner Cryans said that there are things that will definitely have to be looked at because the County is looking as some large changes that will affect the budget. Director Clough said that it is not likely that the Jail will be able to come in level funded because Supt. Libby is going to be adding a transitional staff as the Jail project proceeds.

Budget meetings are tentatively scheduled for the 4<sup>th</sup>, 11<sup>th</sup> and 18<sup>th</sup> of March.

Commissioner Cryans said that the general message to Dept. Heads should be that this is going to be another tough year and that everyone should do the best they can with that in mind.

Director Clough reviewed her thoughts about Probation's lease at the Courthouse and said that she was contacted by the State who asked that increases be done in years two and four. She said she was considering a 2% increase in those two years which would cover the increases to maintenance and other expenses. The Commissioners agreed with that recommendation.

Union negotiations begin next Wednesday.

#### COMMISSIONER ISSUES:

Commissioner Burton attended a meeting of the Good Ole' Boys where Sheriff Dutile briefed everyone on where the Jail project stood, along with information about CodeRed, the Mobil Unit and answered other questions. Commissioner Burton updated everyone on the legal costs of the Jail litigation. He said there were some questions about the investment of funds by the Treasurer.

Commissioner Burton attended the 101<sup>st</sup> birthday of a resident at the Nursing Home and said there was a full house.

Commissioner Cryans was a guest on WTSL on Saturday and both he and Commissioner Burton were guests on WNTK on Sunday.

11:45 AM With no further business the meeting was adjourned.

---

Raymond S. Burton, Clerk