

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday February 23, 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 9:04 AM

Sheriff Dutile arrived for the opening of the cruiser bids. One cruiser for the Sheriff's Department would be purchased this year as opposed to three. Bids were received from the following:

Hillsboro Ford	\$21,010
Grappone Ford	\$21,473
Meredith Ford	\$21,199.92
Irwin Motors	\$21,399

Sheriff Dutile took the bids to review, making sure all the specified items were accounted for in the bid.

Commissioner Richards moved to approve the minutes from February 16, 2010, which was seconded by Commissioner Burton. Edits were made. All were in favor.

The Commissioners signed the check registers.

Sheriff Dutile recommended that the bid from Hillsboro Ford be accepted.

Commissioner Richards moved to accept the bid from Hillsboro Ford in the amount of \$21,010 for the purchase of one Crown Victoria Cruiser, which was seconded by Commissioner Burton. All were in favor.

Knowing that Captain Leavitt will begin his 50th year of public service in July with 20 of those years at the County in September, Commissioner Burton suggested that some kind of ceremony or event be held in his honor. Sheriff Dutile agreed that would be an excellent idea and said that he would gather all the historical information regarding his career. The Sheriff said that Cpt. Leavitt is invaluable to the Department and a wealth of information.

Farm Manager Kimball arrived with his report saying that he was milking 73 cows, shipping 10,000 #'s of milk for an average of 65#'s per cow. Price of milk is currently at \$17.43.

FM Kimball said that estimates are that the price of milk will be going down. Director Clough said that she had calculated the losses if the price of milk were to stay at \$17, which would be around \$100K

FM Kimball said that he has sold five bred heifers for \$1500 each and that he intends to sell more. That figure was included in Director Clough's figures.

FM Kimball attended the forum on the Farm last week and said it was well attended. Commissioners Richards and Burton also attended. The forum was arranged so that the public could offer their opinions as to the future of the Farm. This forum originated as a thought from Farm Advisory Committee and FM Kimball used it as one of the suggested events to be held on the Farm. The FAC is not scheduled to meet again until the 8th of April and FM Kimball said that he would like to see that happen sooner so that they can go over what happened there and make recommendations to the Commissioners. Deb Maes, facilitator of the meeting, will be putting together a report for the FAC when she returns from vacation. Some of the ideas that were brought up at the forum were discussed.

Commissioner Cryans said that he had a concern about the correct balance between reducing the herd and increasing the vegetable production and added that the reduction of milk will indeed reduce revenue. He asked about keeping the inmates busy if they reduce the herd and FM Kimball said there would still be animals to attend to.

Commissioner Burton said that a good healthy, well fed herd will produce a good revenue over what can be expected from crops. He said that there were a lot of good ideas at the meeting and plenty of enthusiasm, but also added that many of those ideas mentioned take money.

Commissioner Richards said that she was thrilled with the turnout and noted that local people came from both sides of the river who were interested in the Farm. People were very positive.

Both Commissioner Richards and Commissioner Burton thought it was important to consider implementing some of the ideas brought forth and look forward to the report from D. Maes.

The Retiree Drug Subsidy agreement was signed by Commissioner Cryans.

Director Clough informed the Commissioners that the oral argument on the Elected Officials salaries will be held on March 24th at 10:00 AM at the Supreme Court. At this time there has still been no decision on the Jail matter.

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

Supt. Libby prepared a PowerPoint presentation for the Commissioners to discuss the staffing of the new Jail. HRD Simpson was also present. The staffing plan that was presented included a total staff of 62 this includes two (2) Maintenance positions. This is an increase of 26 positions from the current staff at the jail. Supt. Libby detailed how the new staffing would operate the building and discussed the need for these positions.

Supt. Libby said that his fiscal year 2011 budget is going to include transition positions and he hoped that the Commissioners will support them. He gave an overview of the staffing needs and the transition staff in particular.

Commissioner Burton noted how difficult it is going to be to convince the public as well as the legislators that people are needed before they even have a desk to sit at. Supt. Libby said that educating people will be the key.

Commissioner Burton asked where the people would be working out of and Supt. Libby replied that he intended to use the Community Corrections building as a base. He noted that this would save money as the typical practice is to have an additional construction trailer brought in to have the transition team work out of.

Commissioner Burton asked if the other counties who built Jails had transition teams and Supt. Libby said they had and they followed the guidelines of the NIC which is exactly what he was doing. Transition is a vital part of the process of building a new jail. It is recommended that the transition team be in place and start working as soon as there is a shovel in the ground.

Commissioner Cryans asked specifically about the position of Training Sergeant and Supt. Libby said he would look both internally and outside the County as well if needed.

Supt. Libby said that he went through a transition process when he was at Belknap but none of his staff has had to go through one yet. Supt. Libby wanted the Commissioners to know that he thought that SMRT and their consultants will tell the Commissioners that the staffing plan as presented is too low, but he feels that it will work.

There was further discussion about NIC training, what role HRD Simpson will play in hiring and more about staffing in general.

Commissioner Richards requested that an adequate number of female CO's be hired. Supt. Libby stated that at present, there are 6 or 7 on board.

Commissioner Cryans asked Supt. Libby how many people he is considering putting in his budget for FY11 and he replied three. The Commissioner then asked when others would start coming on board and Supt. Libby said that the bulk of people would start coming in FY12 and the current staff would be trained for the new facility.

Supt. Libby discussed the change of going to a "direct supervision" Jail saying that statistics show that there is a potential for a 50% loss of staff due to the change.

Commissioner Burton asked about "second chance" money and Supt. Libby said he hadn't looked into that but that he continues to up his request for funding from the Governor's Commission grant funds.

Supt. Libby presented a request to reclassify the current Captain position from a grade 14 on the technical scale to a grade 7 on the executive management scale and gave the reasons why stating that it was recommended by an independent consultant, duties and description support the reclassification and it will assist in retention. HRD Simpson said that he had researched this information and he agreed with the request of Supt. Libby.

Proposed cost of the reclassification is projected at \$336 for the remaining fiscal year and can be supported through the current budget.

Commissioner Cryans asked why this couldn't wait until the first of July and Supt. Libby said it could but he would be disappointed if it did, though he would understand.

Commissioner Burton said that it would be a "financial thank you" to do this and he doesn't see it as a large financial burden right now.

Supt. Libby stated that he's not doing this for the person currently occupying the position he is doing it for the position as all the documentation supports that the position should be a different grade.

Commissioner Cryans said that given the sacrifices that have been made he feels this should wait until the first of July.

Commissioner Richards agreed with Commissioner Cryans to wait until the first of the fiscal year and stated that she would support it then as it would be consistent to what's been going on in the County.

Commissioner Burton commended Supt. Libby for sticking up for his force.

Supt. Libby withdrew his request.

Supt. Libby then requested that a grade 10 certified Corrections Officer position be reclassified to a grade 11 Corrections Corporal position and gave some reasons. He stated the position of Corrections Corporal is to act as an assistant shift supervisor when a sergeant is absent. He said he currently has 4 teams each with a Sergeant position and only three have a corporal position. He stated that there is currently no one in this position as the position does not exist and that the cost to implement this change is less than \$350 this fiscal year and can be supported through the budget. Supt. Libby said that he thought it was fair to the staff to have a spot to be promoted to.

Commissioner Cryans asked if the position would be filled before July 1st and Supt. Libby replied that it would. Commissioner Cryans then asked that given the previous denial would Supt. Libby consider it hypocritical for him to agree with this one.

Supt. Libby said that he would consider it hypocritical given the some of the decisions that have been made at the request of some of the Administrators.

HRD Simpson said that it was only a change in the make up of the staff.

There was further discussion and clarification of this upgrade. Commissioner Richards didn't understand why it was necessary for Supt. Libby to even have to come to the Commissioners with this request and did not see it as similar to the previous request. Supt. Libby stated that he did not have the ability to reclassify positions only the Commissioners could do that.

Commissioner Burton moved to approve the request for reclassification as stated above which was seconded by Commissioner Richards. Commissioners Richards and Burton were in favor. Commissioner Cryans was opposed.

Supt. Libby continued with his report letting the Commissioners know that he would not be surprised if they received complaints regarding inmate visits as some changes have been made due to contraband entering the Jail during visits.

The NHAC Certification Board met and has recertified all the previous certified staff members.

Maintenance Superintendent Oakes arrived with his report *(see attached)

There was a discussion about the Farm sign and that it needed to state "Tours by appointment". The sign will include the Farm number to call.

Supt. Oakes brought up the fact that the electrical rate from Woodsville Water & Light has increased 10% every year and that he expects the costs to be phenomenal when the Jail gets online. Commissioner Burton said that he would like to see a copy of the law that states that the County has to purchase electricity from WW&L and then he would like to get the legislature to change that law so that the County can look at some reasonable rates.

Supt. Oakes said that the County is stuck in a monopoly and WW& L doesn't have any reason to budge on that.

Director Clough said that the County has been approached by other brokers of electricity but because of the law, there's no way to accept anything else.

Commissioner Burton said he would like to take this cause on himself.

Commissioner Richards suggested that Supt. Oakes do some investigation and research on other companies so that when it is brought to the legislators there are some solid figures of savings.

Commissioner Cryans agreed that would be a good idea.

All three Commissioners signed the final drawdown request for the MicroCredit CDBG grant.

A letter was received from Seyfarth Shaw, Attorneys, regarding the Gile project and a loan modification agreement indicating that there still may be some issues with sales at the project. Commissioner Cryans said that he would stop over at some time and look around.

Director Clough received an email from B. Miller regarding having an NHAC working group for County Administrators and Commissioners. The group will discuss how the counties might play a role in the combination of HHS services and cost efficiencies. Commissioner Cryans said that he understood that HHS is facing some major cuts in the future and he thinks that more County people should attend. Commissioner Cryans would like to attend as does Director Clough.

NHAC and Governor & Council Breakfast will be held on Wednesday, April 28th at 8:00 at the Primex building.

Director Clough will be discussing County Day with Dept. heads tomorrow and will report back to the Commissioners.

Director Clough gave the Commissioners the January NACo Prescription Drug report saying that figures were down a bit in January to \$7198 which is over 25.28% savings with a total of 273 users.

COMMISSIONER ISSUES:

Commissioner Richards discussed some of the issues that were discussed at the Farm Forum.

The Conservation District's Annual meeting will be held in Lincoln on April 8th

Commissioner Burton will not be here on March 4th for the first budget meeting.

Commissioner Burton said that Cottage Hospital has a new Executive Director, Maria Ryan, and that he has taken the liberty of sending her a letter of welcome.

Commissioner Burton will be attending an informational on the roll out status of the new Jail in Berlin on Thursday.

Commissioner Cryans noted that Grafton County was listed as #1 as the healthiest county in the State which was done by a study at the University of Wisconsin.

Commissioner Cryans gave an update on the winter Olympians from this area saying that Bode Miller just won gold and is now the most decorated skier with a total of 5 medals. Hillary Knight, women's hockey from Dartmouth, is going for gold against Canada and Andrew Weibrecht also of Dartmouth came in 3rd in the super G, after Bode Miller's 2nd place win. Nick Alexander from Hanover competed in three jumping events. Commissioner Cryans said that this has been a pretty good winter Olympics for Grafton County.

12:05 PM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

February 23, 2010

Commissioners Report

1. Population:	In-house: 92	Maximum:	26
		Medium	23
		Minimum north:	17
		Minimum south:	11
		WHOC:	10
		Max/Handicap:	00
		Lockblock/Seg:	05
	Weekenders: 5	Out of facility: 37	

2. Community Corrections Report

- a) **Drug Court – supervising (20) *1 in custody**
- b) **Electronic Monitoring – supervising (7) – 2 more out today**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – Littleton Historical Society**

3. General:

- a) **New facility staffing plan – presentation**
- b) **FY11 Budget preparation/transition staffing - discussion**
- c) **Position (Captain) reclassification request – attached**
- d) **Position (Corporal) reclassification request – attached**
- e) **Governors Commission Grant re-application – attached**
- f) **NHAC Certification Board – report**
- g) **Inmate Visits changes – update**
- h) **Staff/inmate health Winter conditions - report**

4. Reminders:

- a) **NHAC Corrections Academy March 22nd through April 16th**

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jan 26 – Feb 22, 2010

COMPLEX

Water Tank Issues

Inadequate Draw – Waiting Dufresne & Associates' response in regard to accusation of inadequate draw. They've had ample time to monitor water turnover since rectifying the transducer issue.

MOA: Submitted MOA to WW&L on February 2, 2010...awaiting WW&L commissioners response.

Elevators – Stanley elevator technician completed quarterly inspections on all elevators at complex. All passed.

COURTHOUSE

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

Bathroom Sinks & Faucets – Replaced cracked sinks in stenographers and probate chamber restrooms. Replaced worn and corroded faucets in stenographers, probate chamber, jury deliberation room, cell #1 and booking room bathroom areas

ADA Parking – Fabricated weighted sign posts and mounted handicap parking signs in front of every handicap parking space per ADA requirement

Lighting Upgrade – Removed T12 lighting from Probate vault and office space and replaced with energy efficient HP T8 lighting

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout, to include painting on Meadow and Granite

Circuit Testing & Labeling – Still in the process of inspecting and testing every outlet in the nursing home to ensure they are properly wired and function correctly in accordance with NFPA requirements.

Sprinkler System – The dry system covering the 1969 Building failed for buildup of muck and debris in approximately 40-feet of sprinkler main. NFPA suggests flooding loop 2-3 days prior to flushing. Hold to prevent freezing.

Lighting – Replaced numerous 2-lamp light ballasts and bulbs throughout.

Installed numerous motion-sensored light switches throughout in areas where staff and residents forget to turn out the lights

Plumbing – Repaired numerous leaking faucets, drains and toilets. Also unclogged many drains and backed up toilets

Apollo tub on Meadow had leaking control valve...replaced valve

Century Tub on Maple would not keep temp...replaced thermostatic group

Electric Beds – Performed numerous repairs on electric beds throughout

PT – Fabricated and installed shelves in PT for storage of books and office equipment

Pumps – Replaced shaft seal and body gasket on leaking pump in 69 basement. Replaced worn coupling on pump in 03 basement

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Laundry – Lint system compressor crankshafts sheared...replaced and plumbed in new compressor and air lines

HVAC Issues – Unit failed to cool server room to set point...North Country Mechanical troubleshot to problem related to running during cold outside temp. Installed low-pressure bypass timer to help unit run build charge to run in cold temps.

Kitchen ductless split AC evaporator was squealing. Found bad bearings...replaced motor with spare on shelf. Installed new bearings on removed motor and stuck on shelf as spare

HRU #3 had leaking control valve...replaced valve

Kitchen Rollup Fire Door – Door had problem ascending...found worn beveled gears. Replaced worn gears

Kitchen Equipment – Dishwasher rinse solenoid valve assembly failed...replaced with new solenoid

Payphones – Removed payphones off Granite, Meadow and Maple to cut costs. Relocated payphone from Maple into Cafe

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Heating – The Belimo zone valves in rooms 255 and 256 were stuck wide open and wouldn't close...replaced both valves

Energy Efficiency Project – Due to lack of sufficient fin tube in various rooms throughout building, numerous rooms failed to come up to temp set point in a reasonable timeframe when operating time of day scheduling feature of the building's environmental management system (EMS). Thus, this energy efficiency feature of EMS couldn't be utilized until each room was retrofitted with more fin tube. Completed retrofit of last few rooms, completing several month project.

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen – Jail lacked sufficient shelving for dry goods storage...fabricated and installed shelves

Phones – Several non-contact visitation phones were inoperative for various reasons...troubleshot all the various problems and got six of them working

Sprinklers – Tri-state Fire Protection replaced 12 long-overdue recalled dry pendent sprinkler heads

Lighting – Upgraded staff bathroom lighting from T12 to energy efficient T8 when ballast failed

Laundry – Tub in washer started clanging from loose and missing hardware...recovered hardware and tightened everything

FARM

Stanchions – Welded several broken stanchions in the calf barn

Sign – Secured materials and started renovation process

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

MAINT/FARM BUILDING

Root Cellar – Designed and constructed air exchange system for root cellar to help extend life of vegetables in storage

COMMUNITY CORRECTIONS

Furnace – Smaller furnace that heats north section of building failed to light...replaced bad circuit card and cracked igniter

VEHICLES

Nothing to report

Other

Richard Thompson and I attended a continuing education seminar at Eastern Analytical Laboratory in Concord as part of fulfilling DES requirements for C1A Water Operator recertification.