

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

April 19th, 2016

PRESENT: Commissioners Cryans, Lauer and Richards. CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: HSA Bishop, NHA Labore, HRD Cramer, Melissa Belanger, Atty. Saffo, Supt. Oakes.

Commissioner Cryans called the meeting to order at 9:00AM and began with the Pledge of Allegiance.

April 19, 2016

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- Recoveries

2.) Legislation:

- SB553 Medicaid Managed Care - They asked that there be a provision in there as to when counties decide to go into managed care. Commissioner Myers does not want that in the legislation. The Commissioners and HSA Bishop went on to discuss details from the meeting.

3.) Other:

- Social Services budget narrative.
- TLC Family Resource Center invite to two events : **Apr 20th** Center Open House from 4pm - 5:30pm (109 Pleasant St., Claremont)
Apr 26th showing of "Raising NH – The Early Years" at Stevens High School 6:30pm
- March of Dimes walk on Sunday April 24th – Team Grafton has 17 walkers
- Blood Drive Thursday May 5th 12pm – 6pm in UNH Conference Room – 14 people scheduled to date

Supt. Oakes arrived and gave the following report:

March 15 – April 18, 2016

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Safety Audit – An inspector from the Dept. of Labor (DOL) stopped by unannounced to perform a safety audit of the county's safety programs and to inspect all our buildings. The inspector completed his audit of the safety programs and inspected the nursing home. *He cited the county's safety program and several deficiencies in Maintenance, the Nursing Home and Farm areas. My department has addressed all the issues cited for the Maintenance Dept. My dept. corrected everything within a few days. As the point person for the county, I am waiting on feedback from the other departments as to how and when they corrected their cited discrepancies so I can respond back to the DOL no later than May 20th*

Window Warranty – Boyd Aluminum still has not honored our 10-year window warranty claim for the nursing home and Administration Building. They owe the county approximately \$7,500 worth of glass. Turned issue over to the County Attorney. She sent them a letter advising that her office will be initiating a small claims suit against them if they do not honor the warranty within a specified period. *In response to the letter Boyd Aluminum put a new person on our claim and has supposedly placed our glass order.*

Fire Damper Inspections – Completed 4-year damper inspection in the Dept. of Corrections and are in the process of doing the same thing in the Nursing Home and Administration Building.

Annual HVAC Preventative Maintenance (PM): North Country Mechanical completed the annual HVAC PM on the nursing home and Administration Building's equipment. Discrepancies are listed under each building below.

Cemetery – Huge pine tree blew down over the winter and damaged several stones...*cut up tree and deposited in woods along edge of cemetery*

COURTHOUSE

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

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Purchasing Dept. Storage Project – Completed converting all clean utility rooms on each unit into satellite purchasing dept. storage locations for medical supplies. Had to convert a couple of old housekeeping rooms into clean utility rooms to support the original project.

Fire Alarm Secondary Inspections – Alarmco completed the secondary tests of the nursing home fire alarm devices...*a couple of kitchen fire curtains had to be adjusted and retested*

HVAC - Walk-in Cooler condensing coil fan motor bad...*replaced motor*

HVAC - Walk-in Freezer condensing coil fan motor bearing failing...*replaced motor*

HVAC – Air Condensing Coil Unit (ACCU) 3 has bad compressor on one circuit and other compressor had Freon leak and lost all its Freon. *Ordered new compressor for one circuit and fixed leak on other and reserviced.*

HVAC – Room 201 heat stuck on due to bad zone valve...*replaced zone valve*

HVAC – Shaft seal leaking on Pump 4 (1 of 2 main hydronic pumps to 69 building heat).
Installed rebuild kit

HVAC - biomass boiler disable relays must be unwired every time to test low water cut outs on nursing home boilers... *Installed double throw switches so switch can be turned off instead of unwiring*

Kitchen – Bakery lower oven pilot assembly thermocouple failed (melted and cracked) causing pilot to not work...*replaced thermocouple*

Kitchen – Lower convection oven not heating evenly...*removed and cleaned burners, pilot assembly and orifices. Checked manifold pressure and found that to be too low and air adjustment off. Adjusted both and tested after reinstalling everything*

Kitchen - Walk-in Cooler door hinge broken...*replaced hinge*

Kitchen – Steam kettle burner motor failed...*replaced motor*

Electrical - Several outlets around exterior of building have heavily corroded boxes and failed sealants. *Replaced failed boxes and sealed*

Scale – Aluminum platform scale from Granite failed for broken welds...*took to EZ Steel and they welded all the broken welds*

ADMINISTRATIVE BUILDING

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

Insulation – Superior Spray Foam sprayed 2” of closed cell foam insulation on the bottom sides of the front and rear porch concrete decks to alleviate condensation buildup that is staining the ceiling tiles in the spaces below

HVAC – Fabricated and installed free-air cooling systems for two server rooms to lower electrical bill and to overcome AC cooling problems that occur during coldest months of year. Systems use cool outside air to cool spaces during colder weather vs. relying on dedicated air conditioning systems

Electrical - Several outlets around exterior of building have heavily corroded boxes and failed sealants. *Replaced failed boxes and sealed*

DEPT. OF CORRECTIONS

HVAC – Heat pump HP-H7 serving kitchen area has capacitor, fan motor and harness shorted out...*Trane replaced all the subject parts under warranty*

HVAC – Heat pump HP-B17 not heating employee locker rooms (suspect bad compressor)...*Trane replaced bad compressor under warranty*

HVAC – Heat pump WHP-C1 keeps locking out on circuit B...*Trane tech troubleshot to leaking reversing valve...ordered rebuild kit and will be back on site to repair 4/20*

HVAC – Heat pump WHP-D1 has low pressure alarm on both circuits which means it cannot heat nor cool at this point...*notified Trane*

Showers – 12 showers throughout facility have blistered and pock marked walls...*repaired and repainted all 12 showers with an epoxy paint*

Plumbing – Several electronic flush control circuit boards burned out prematurely...Determined Interstate Electric installed under-sized transformers for these systems. *Interstate Electric paid for damaged circuit boards and for replacement of transformers. We've replaced all 17 transformers and 3 circuit boards that needed replacement*

Glass – Inmates in Area E (women's house) broke a security window between the dayroom and recreation yard. Did not have spare in stock...*Ordered replacement glass.*

Electrical – GFCI outlet in kitchen shorted and caught fire due to moisture and loose connections...*replaced outlet and rewired that circuit plus two others that ran through the same box.*

Bunks – Added 10 bunks to Area D (Male minimum security) housing unit

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

PIG SLOP COOKING OPERATION – I've been working with the Farm Manager and Dead River to set the Farm up with a safer cooking operation for the pig slop. The Farm Manager and I met a few weeks ago with Dead River's lead service tech and Service Manager to discuss deficiencies and corrective actions. Yesterday we received a new Stock Pot Range that has the necessary gas safety devices and have called Dead River to hook everything.

Farm Road – The road to the back 40 acres is in rough shape. It needs ditching and installation of about four culverts and cleaning of several others to mitigate water runoff that has washed out

the road in several locations. Various spots need gravel and the whole road needs grading to remove large rocks and to smooth it out. The Farm Manager and I met with a local contractor yesterday to establish the scope of work and to firm up the cost of making these repairs. The Farm Manager has funding to do the work, so we hope to complete the needed work in the next 2-4 weeks.

Skid Steer - Bucket blade worn and Donnie requested chain hooks...*welded on new cutting edge and chain hooks*

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

¾ Ton Pickup – Walker Motors installed new air bag on driver’s side to adhere to air bag recall

TRAINING/OTHER

Life Safety Training – Craig Labore asked me to provide Melissa, his Administrator in-training, with some life safety facility life safety training. We’ve completed 6-hours so far and have another 3-hours remaining.

Fire Response Plan and Extinguisher Training – The dept. provided fire response plan and extinguisher classes, on different dates, to various employees throughout the complex.

HRD Cramer, NHA Labore and Melissa Belanger arrived and asked to go into nonpublic session.

* 10:03 AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 10:27 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 739; 1166-1169; 1172 & 1173.

The Commissioners discussed their response letter to Chief Smith and edits that they wanted made.

Atty. Saffo arrived and gave the following report:

Office of the Grafton County Attorney
Lara Saffo, County Attorney
April 19th, 2016
Report to the Commissioners

The Mission of the Office of the Grafton County Attorney is to pursue justice and promote the safety and security of the County's citizens, thereby enhancing the quality of life in Grafton County. We will seek to achieve these goals by:

- **Striving for just disposition of criminal cases through timely, efficient and effective prosecution.**
- **Ensuring that victims and witnesses of crimes are treated with respect, courtesy, and sensitivity as they cooperate with criminal prosecutions.**
- **Improving the criminal justice system by identifying areas of need and working collaboratively with other criminal justice agencies and the community to improve the criminal justice system.**
- **Encouraging and promoting crime prevention and early intervention initiatives.**
- **Identifying, promoting and implementing new and innovative approaches to solving crime problems.**

(1) Statistics

I have attached a report from our computer system, Karpel, outlining referrals by agency and referral by type of crime. Please note that I consider this report to have a 5% error or margin. I am estimating the error of margin. Sometimes a case may be entered with the wrong crime type, or a case may qualify for more than one type of crime (why the referrals by type of crime is a larger number than referrals by agency). We also have a handful of "test" cases in the system, designed for us to try out modifications in Karpel.

(2) Grants

a. VAWA Grant

This Grant is for \$30,000 towards the cost of a prosecutor to handle in part domestic violence and sexual assault cases. The year for the grant is June 30th, 2016 – June 30, 2017.

b. VOCA Grant

This Grant is for \$50,000 towards our Victim Witness Program. It pays for some of the costs of a Victim Witness Coordinator and for a new program, in our case Circuit Court Prosecution services. We have received this grant.

c. Haverhill Area Substance Abuse and Prevention Coalition

SAMSHA Haverhill Area Drug Free Community Grant

Our contact is: Drew Brown
Substance Misuse Prevention Coordinator
North Country Health Consortium
Phone: 603-259-3704 x240
Fax 603-444-0945

We are waiting to hear if we received this grant.

d. AVAP grant

This grant has been submitted as well, to fund a criminal justice advocate for the circuit courts. We have receiving notification that we have been selected as a site. We are not working on finding an applicant interested in serving in Grafton County.

e. Sexual Assault Justice Initiative

This is a DOJ grant that we will benefit from. The hiring committee met to hire the full time adult sexual assault investigator.

(3) Space

Thank you for considering our request. We believe this will work well. We have started to move our library, and are looking for used bookshelves to finalize the organization of the material. We have set up one space, and are working on establishing a support person in the administrative area. We can't thank the hard work of IT and our maintenance division. They have been extremely supportive and helpful.

(4) Training

a. By prosecutors

We are co presenting at the Haverhill area CIT training, and the Plymouth Area Adult Sexual Assault for First Responders training.

We are working with the Innocence Project to provide training on Eyewitness Identification.

b. Attending

We have received a grant from the Department of Justice for two of our staff to attend the Karpel annual conference in St Louis in May. Alison Farina and Carin Sillars will be attending. We also had previously requested a scholarship for the cost of one registration and received that scholarship from Karpel, I believe in light of our hard work organizing the counties in NH and training other counties in the software.

We have numerous webinars that we are participating in, currently we are focusing on ICAC training available for free on line. ICAC is partially funding our attendance at the Cybercrime conference at the Massachusetts Attorney General's office.

(5) The Child Advocacy Center



I continue to work on providing space in the Plymouth Area - and am actively looking for a grant to give the seed money for a facility, as well as searching for ideas to provide this space and am open to all suggestions.

The CAC created Advisory Board subcommittees (Outreach/Education, Sustainability, Policies and Board Commitment). The board has created a Title IX policy to coordinate the investigation of sexual assaults that occur on school grounds/at school events as educational institutions have Title IX obligations to investigate such matters.

(6) SARTS

Tomorrow is the statewide SART conference

Haverhill Area SART

The Haverhill Area SART continues to meet regularly, has a list of stakeholders willing to be part of the team, has developed a mission statement and list of values, and presented its first training, on Adult Sexual Assaults.

Plymouth Area

The Plymouth Area SART also held a training on adult sexual assaults on March 16th, again with OGCA as a co presenter.



We are working on a review of adult sexual assault files.

We continue to participate in these invaluable initiatives. To learn more about SARTs please see <http://www.nsvrc.org/projects/sexual-assault-response-teams-sart-0>.

(7) CIT

May 23 through May 27th, the Haverhill Police Department is sponsoring a week long training for Crisis Intervention Training. This is an excellent example of yet another Grafton County agency receiving advanced training on assisting the mentally ill.

(8) Circuit Court

The Haverhill Police Department and the Office of the Grafton County Attorney will be interviewing for the new part time Haverhill Prosecutors position. Again, the salary will be covered by a contract with Haverhill. If other towns served by the Haverhill Circuit Court wish to hire this individual as well, we will consider the request, provided they can cover the salary.

The New Hampshire Department of Justice expects us to oversee any issues with prosecution in Grafton County, including circuit court prosecution. We are receiving increased requests for

assistance from Circuit Court prosecutors. This work is not reflected in our statistics, but is vital. Each month, our webpage, entitled the NH Prosecutors Network, provides more and more resources for Circuit Court prosecutors.

As explained earlier, this past year, a victim expressed reasonable concerns that my office was not aware of a new charge in circuit court. We have reviewed the costs associated with Karpel, and will be presenting this to the towns.

(9) New Court Initiative –Felonies First

As noted above, the OGCA continues to consider manners to ease us into this initiative, so hopefully we will not need as many additional employees as has been anticipated. Thank you for funding an intake coordinator. We now open files upon receipt, with no delay, so prosecutors can immediately begin their review. We have asking all law enforcement to send us a copy of all felony arrest complaints within 24 hours by e-mail, facsimile or hand deliver, whatever the agency finds easiest. We are receiving many complaints.

A very difficult transition for law enforcement will be preparing reports on an expedited basis when we have to file the charges. My concern is the only way to achieve this objective is overtime hours, which is not a fiscal option in many towns. We will be discussing this with the agencies.

In the future, potentially as soon as January 1, 2017, we will be responsible for filing the complaints on Monday morning for all matters arrested over the weekend. This is a significant change in our responsibilities.

(10) Areas of needed expertise

Prosecutors in Grafton County handle the following types of cases, to name a few:

- Drugs
- Domestic violence
- Child sexual assault
- Adult sexual assault
- Abuse of Elders
- Assaults – simple to first degree
- Cybercrime
- Failure to register as a sex offender
- Gang activity
- Negligent homicides
- Negligent homicides – DWI related / Driving Under the Influence, Serious bodily injury
- White collar crime – bank fraud, business fraud
- White collar crime – financial exploitation of family members/the elderly
- Computer fraud
- Property related offenses (bank checks/fraudulent use of a credit card/willful concealment)

Property related offenses – burglaries and robberies
And more . . .

The training that prosecutors need to address these issues is significant for each category, hence our desire to start specializing.

(11)The Skye System

IT has been working hard on the Skye system. We began using the equipment in the last trial, and are learning the new software. We will be presenting a training to over twenty agencies using this software.

This software has multiple uses that other departments may find of assistance, including the commissioners office. We are recommending that one license go to the Sheriff's Department for their use.

(12)Participation in Alternative Sentencing:

a. **Drug Court/Adult Diversion**

- i. We have developed policies and are now fine tuning. I will be meeting with the casemanager.
- ii. The Office of the Grafton County Attorney continues to participate in the weekly court sessions every Monday, and assist with protocol and form development. We continue to be willing to expand drug court to additional individuals provided we do not have to annul the offenses. We also are willing to expand when the State of New Hampshire provides a probation/parole officer, as the state does in other counties.

Regarding parolees, if, like the other counties, we receive a probation/ parole officer for drug court I support expansion to include parolees. However, without this support I cannot recommend this level of expansion. I look forward to future meetings where the County stakeholders meet again, with commissioner involvement, to determine whether it is appropriate to expand our program.

b. **Mental Health Court**

Shelly Golden has authorized the OGCA to reach out to her early in the process, well before sentencing, to determine whether she can be of assistance with individuals who are mentally ill. This is welcome.

We have developed a flow chart for our staff.

c. **Justice Involved Veterans**

The statewide conference was a success and I am happy to report that Halls of Hope's Veterans Behavioral Health Track has opened. An excellent source of information about

Veterans Courts is at <http://www.justiceforvets.org/>. We look forward to the expansion of this initiative.

(13) Miscellaneous initiatives.

a. NH Prosecutors Network

This is up and running. I look forward to showing it to you.

b. Google Site for Chiefs

I hope to work on this initiative more in the near future.

c. PSU library

PSU has offered to provide library cards to members of law enforcement who wish to have a library card. The Office of the Grafton County Attorney will maintain a list to provide to PSU's library. Again, we greatly appreciate Plymouth State University's assistance in this initiative.

d. Intern Brochure

We have received numerous requests for students to intern. While we cannot accommodate all these requests, working with a PSU intern, we have developed a brochure of resources for students that we will post on line. Thank you to Lucas, our PSU intern, who wrote this brochure.

Commissioner Lauer approved out of state travel request for Alison Farina and Carin Sillars to attend the Karpel Annual conference in St. Louis in May. Commissioner Richards seconded the motion and all were in favor.

* 11:01 AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Lauer "yes" Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 11:38 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

* 11:38 AM - Commissioner Richards moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A:3, II (e) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 12:06 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from the April 12th and April 14th meetings. Commissioner Richards had a couple edits on each.

Commissioner Richards moved to approve the April 12th minutes as amended.
Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards moved to approve the April 14th budget minutes as amended.
Commissioner Lauer seconded the motion and all were in favor.

CA Libby reviewed the NACO Prescription Drug Report for March. She stated that they had prices savings of \$2,090.73 or 42.13% savings. They had a total of 51 utilizers and price savings to date of \$762,761.76

CA Libby submitted a CDFA – Authorization to Submit Claims – AHEAD/Orford Feasibility for all three (3) Commissioners to sign.

CA Libby submitted a CDFA Drawdown Request WREN 2015 Micro in the amount of \$25,000 for Commissioner Cryans to sign.

CA Libby submitted a CDFA Drawdown Request for GCSCC Sprinkler Project in the amount of \$685 for Commissioner Cryans to sign.

CA Libby submitted the Forest Patrol Agreement for the Sheriff’s Department for Commissioner Cryans to sign.

March Financial Reports:

CA Libby stated that on the revenue side of the Monthly variance report the revenue at the Nursing Home is up about \$25,000 to where we are supposed to be at this point. She stated that

part of the Sheriff's Department revenue is quarterly so next month's bills should show that back up.

CA Libby stated that on the expense side everything looks good. The only thing that she is concerned about is the Nursing department. In March they spent \$52,000 in travel nurses.

Prorated Report

CA Libby stated that they are over revenue by a slight margin and under expended just under \$900k. Expenses are still \$1 million over the revenue and the unassigned fund balance continues to show in the negative. She stated that there are multiple accounts that are over expended but the only substantial one is the \$38,000 in contracted nursing.

Commissioner Lauer and Commissioner Cryans both attended the Farm Bureau 100th Anniversary meeting in Monroe. Commissioner Cryans stated that he presented a proclamation from Grafton County. Reps. Rebecca Brown and Brad Bailey were also in attendance.

Commissioner Richards stated that she would like to start visiting the various departments more often.

CA Libby stated that next week's meeting will be held at the Department of Corrections.

Commissioner Richards stated that the Farm Advisory Committee met last week and decided to close the committee and only meet if they are called upon.

12:24 PM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk