

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday June 21, 2011

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

9:02 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance led by Supt. Oakes.

Maintenance Supt. Jim Oakes presented the Commissioners with his report *(see attached).

There was a discussion about the electric beds at the Nursing Home and the continuing issues with them breaking. Supt. Oakes said that a lot of money is being spent on replacing the parts and man hours to fix them.

Supt. Oakes said there has been a rash of inmates flushing linens down the toilets which has become extremely time consuming to deal with. He said inmates will not be able to do this in the new Jail because of the way it is set up and monitored.

Commissioner Cryans said he would like to take another tour of the new Jail and Supt. Oakes said it would be a good idea as a lot of things have changed. Commissioner Burton asked about permits, inspections and payments to vendors and whether everything was being kept up on and Supt. Oakes said everything was in order. Commissioner Burton said he too thought another tour would be good and thanked Supt. Oakes, Director Clough and Supt. Libby for keeping the project going.

Sealed bids for propane were solicited and four were received. The Commissioners opened the bids.

Irving Oil	\$2.08
Patten's Gas	\$2.59
Dead River	\$2.439

Supt. Oakes took the bids to look them over to make sure there were no other stipulations regarding costs.

Human Services Administrator Nancy Bishop arrived with her report *(see attached) She said that State deductions are still being addressed and so far the County has been billed for \$6.8M with a cap of \$7.3M. The County remains under the cap.

\$14K has been received in recoveries through the month of May.

HSA Bishop asked the Commissioners how they would like to deal with the cuts that the Executive Committee made to the Social Service budget. She said she would like to be able to let them know what might happen and she would not be meeting with the Commissioners again for a month. Commissioner Cryans suggested that if the budget passes the way it is, then he would suggest that the agencies receive two quarterly payments. Commissioner Burton said he would rather wait and see what happens. Commissioner Ahern said that he agreed with Commissioner Cryans but also said that HSA should feel welcome to come back to the Commissioners if there was anything she needed to discuss. The Commissioners said it was anyone's guess as to what the full Delegation might do.

Supt. Oakes returned. He said there was no other stipulations and recommended the Commissioners accept the bid from Irving Oil.

Commissioner Burton moved to accept the bid from Irving Oil for a price of \$2.08 a gallon for propane which was seconded by Commissioner Ahern. All were in favor.

County Attorney Lara Saffo arrived and said that she was looking to submit another grant, in this case for adult offenders who would be leaving prison (parolees). The grant would provide a Case Manager who would work out of the Probation/Parole office in the Courthouse. Parole will give up some space and provide other things like phones, computer, etc. Atty. Saffo said she feels this is a vital area and provides a way to reduce crime. It would work hand and hand with the Drug Court and that would all have to be sorted out.

Atty. Saffo called this a "demonstration project" that should be funded by the State in the future. She said the program would supply hard fast data for the State and Feds so that they can have a better understanding as to the handling of parolees.

Director Clough asked who would be supervising and overseeing this project and Atty. Saffo said she would. Director Clough clarified asking who would be doing the supervision of the participants in the program. CA Saffo stated that the Probation/Parole officers would be as she did not feel it was fair to ask the County supervision team for Drug Court to supervise parolees.

Commissioner Burton asked how much the grant was for and Atty. Saffo said \$254,771 for two years. He asked who would be taking care of the grant and Atty. Saffo replied that she would. Commissioner Burton said he was concerned about the County Attorney taking on too much.

Commissioner Ahern said he too was concerned about taking on a new program and gave a list of reasons which included taking time from both the County Attorney and the Parole Officers who are already overtaxed. He said he has heard numerous comments already about how those in the Attorney's Office are unable to take vacations so he didn't quite understand how this would fit. He said he would be against this project.

Commissioner Cryans asked Director Clough if adding ten more hours to Coordinator Gasser would put him in a different employee category. Director Clough said B. Gasser is supposed to work 20 hours a week but she didn't think he worked that many hours. She said that if he did go to 30 hours, it would change the benefits and there would need to be a discussion as to how that would work out.

Commissioner Cryans agreed that the staff needs to be able to take vacations and that too was a concern for him.

H. Brown was recognized and stated (as he has in the past) that the Commissioners have no authority to raise money for a grant and that grant money has to be in the budget, which is not. He said the Commissioners would be going against their oaths if they did this and this grant is the wrong branch of the government.

Commissioner Burton said that the Delegation, by vote, has given authority to the Commissioners to apply for grant money,

Commissioner Burton moved to approve that the County Attorney apply for this grant which was seconded by Commissioner Cryans. Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

Register of Deeds Kelley Monahan arrived to talk to the Commissioners about the decisions that the Executive Committee made at yesterday's meeting. She said that she felt that she presented a good budget and felt the Executive Committee didn't put forth any effort to understand her department. She said she didn't understand why the fire suppression system was eliminated and felt her department was targeted. She said that she felt that the clerk position was targeted because of what that person might have voiced as a member of the Employee Council.

*10:42 AM - Commissioner Burton moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Ahern seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and will now go into non-public session.

*11:15 AM- Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton moved to instruct Director Clough to find the money in the budget that would keep the position in the Deeds department that was cut by the Executive Committee which was seconded by Commissioner Ahern.

DISCUSSION:

Director Clough said she will email the Commissioners the proposal as to where the money will come from.

Commissioner Cryans said he will contact all the Democratic Representatives and asked that Commissioners Ahern and Burton call the Republican Representatives and let them know what the plan is. He said that he agreed with Commissioner Ahern that 5-6 salient points for keeping the positions should be noted. Director Clough said it should also be noted that business is increasing in the Deeds office.

When the vote was taken, all were in favor

Commissioner Cryans asked if everyone had a chance to read the minutes from June 14, 2011 and if anyone had any edits or corrections. None were made.

Commissioner Burton moved to approve the minutes from June 14, 2011 which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the check registers

Commissioner Cryans signed the approved grant for the third year of funding for the Drug Court Case Manager position.

Director Clough said that a PILT payment was received from the federal government in the amount of \$102,497. \$55K was actually budgeted. The Pro-share payment should be received before the first of July although Director Clough said she wasn't sure what the amount would be. There should also be a supplemental Bed Tax payment coming.

Director Clough informed the Commissioners that a Sheriff's Deputy had an accident in Piermont while transporting two inmates in the cruiser. Both inmates were taken to DHMC for injuries. The cruiser was totaled. Director Clough said that she has received notification from an Attorney pursuant to RSA 507-B:7 that one of the inmates intends to sue the County.

Director Clough said that the Executive Committee voted yesterday to freeze longevity at the 2011 level and she didn't think that could be done with Union employees as longevity is part of the signed Collective Bargaining Unit and is not open for discussion at this point. There was a discussion as to how they could adjust that according to the Union contract.

Commissioner Ahern asked if there was anything in the Union contract that speaks to the fact that longevity doesn't have to be paid if the budget is not funded and Director Clough said she didn't think so. She said that's why it's a contract. Commissioner Ahern said he thought the Delegation should be informed of the way the County will be

handling this. Commissioner Cryans said he would like to just focus on the Deeds issue when contacting the members.

There was a brief discussion about a letter that was sent to Commissioner Ahern from the mother of an inmate. The letter was forwarded to Supt. Libby for his reply and Commissioner Ahern asked that he be kept informed as to how the situation is dealt with.

COMMISSIONER ISSUES:

Commissioner Ahern met with the Hebron Board of Selectmen and said they use the Grafton County Dispatch and are quite pleased with it. He will be meeting with Canaan, Bridgewater and Waterville Valley.

11:42 AM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 10 – Jun 20, 2011

COMPLEX

Grounds – Power swept Nursing Home, Community Corrections, Administration Building, and DOC parking lots

Grounds – My staff constructed a large raised bed garden on the south side of the gazebo adjacent to the new jail entrance drive and the Master Gardeners planted various perennials, shrubs and flowering trees

Grounds – My staff cut down three diseased flowering cherry trees, which surrounded the courthouse garden, pulled the stumps, loamed and seeded the area to grass

Energy Efficiency Upgrade – Replaced 15 high wattage exterior wall-pack light fixtures on various buildings through the complex and replaced them with 42W LED fixtures with photocells...Energy savings will pay for fixtures within 1-3 years (savings is predicated on wattage of removed fixture)

Sprinkler Systems – Tri-state Fire Protection completed annual inspections in the DOC, Admin Bldg, Maint/Farm Bldg and nursing home. They cited a few minor discrepancies, which we corrected and made a few non-required suggestions to improve operability and enhance inspection

Generator Shed - Rear section of roof ridge cap is disconnected and sitting on top of roof...reinstalled ridge cap

Water Tank - SCADA system circuit board shorted to ground from lightening strike. Also lost surge protector, tank level transducer and vault temp sensor. Replaced all shorted parts and returned to monitoring service

COURTHOUSE

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

Cell #1 – Inmate clogged toilet with foreign objects...had to remove toilet because snaking would not work. Cleared clog and reinstalled toilet

Jail Connectivity Work

- **Asbestos Abatement** – The Scott Lawson Group abated a section of the rear corridor ceiling and the probate judge's conference room ceiling
- **HVAC** – Granite State Plumbing & Heating removed sections of fintube baseboard heating pipe in the rear corridor and sheriff's dept to make way for elevator and doorways
- **Exterior Glazing** – HP Cummings and subcontractor removed several sections of plate glass windows at rear of building and installed plywood panels in gaps to prepare for J-connector connection to building

Courtyard – Grassy area right of walkway always looks burned and dry. Removed several yards of sandy soil from courtyard and replaced with good top soil and seeded

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Repaired several electric beds that failed to operate due to worn out electrical/mechanical components

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Windows – The seals on 18 double-paned windows failed...replaced all windows with warranty replacements

PT Porch – Ice and snow had ripped gutter off roof...installed new hangers and reattached gutter

Laundry - Large washer doesn't work on all cycles...bad temp probe...installed new probe to correct problem

Domestic Hot Water – 69 Building domestic hot water circulating pump bearings failed...replaced bearings

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Alarm – Main panel batteries due 3-year replacement...replaced batteries

HVAC – HRU #1 coil split and flooded hall below. Soldered split in coil and reserviced. Still need to repair water damage to ceiling and wall

HVAC - Fan coil in room 263 would not blow cool air. Found broken wire which was causing false condensate overflow alarm...fixed wire

HVAC – HRU #1's supply and return blower fans have a lot of slop where the shafts attach to the squirrel cages. Peened rivets at connection points

HVAC - Belimo zone valve stuck for fintube heating stuck open in room 034...replaced bad valve

HVAC – ACCU #2 had a bad fan cycle controller...replaced controller

Roof - Vent leaking internally whenever it rains and is causing damage to ceiling by commissioner's office. Removed vent stack and capped with galvanized cap. Still need to repair internal water damage

ADA Entrance - Gutters ripped off by falling ice and snow...installed new clips and rehung gutter

ADA Signage – Customers complained there wasn't any signage at front of building directing people to the ADA accessible entrance at the back of building. Installed new sign at entrance drive

Deeds Porch Steps – Concrete steps show have various stages of spalling and in the worse spots large chunks of mortar have broken away. Jackhammered steps and hauled away debris. In process of constructing new steps and handrails.

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Plumbing – On numerous occasions cleared various sewage lines of linens flushed by inmates

Lock Block – Inmate destroyed toilet and sink in cell #1. Replaced both units

Lock Block – A different inmate destroyed the toilet in cell #1 a few days after returning this cell to service. Ordered replacement toilet...cell currently out of service

Lock Block – Inmate broke bed in cell # 3...had to weld bed to repair it

Dormitory – Washer in dorm stopped pumping water...replaced failed pump

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sewage Grinder – Sewage grinder cutting bar and teeth dull...replaced grinder motor and cutting head assembly

FARM

High Dump Cart – Farm help broke hitch pole off trailer...welded back on

Dairy Barn – Replaced motor on large barn fan

MAINT/FARM BUILDING

Emergency Exit Lights – Light over 3-bay doors will not illuminate on test...found bad transformer and circuit board...replaced transformer and circuit board

COMMUNITY CORRECTIONS

Exterior – Pressure washed siding, sanded, primed and painted handrails and various mount brackets and replaced heavily corroded light fixtures

Flagpole – Light stayed on during daytime hours...replaced bad photocell on flag light

VEHICLES & EQUIPMENT

Nothing to report

Other

Underground Propane Tanks – Received inspection & test paperwork from Dead River on underground tanks we are purchasing. All tanks pass cathode and bar hole testing. Based on the cathode test results, the one at Community Corrections may need new anode bags within the next year or so.

Jail Project

The following work has been completed since the last commissioner's report:

S.D. Ireland completed all the concrete work for the project

Area A

- Interior masonry 95% complete and vehicle Sallyport wall construction in progress
- HVAC ductwork, plumbing and rooftop fan installation ongoing
- Electricians installing panels, transformers, overhead wiring and pulling wires throughout

Area B

- Controls contractor installed HVAC controls throughout
- Had to order additional heat pump due to transformer heat-load in electrical room
- All interior walls complete and painted and ceramic tiling of bathrooms 70% complete
- Suspended ceiling grid installed throughout 90%
- Windows installed throughout
- Geo-vault plumbing, pumps and equipment installation 50% complete. Also positioned air handling equipment in upper mechanical room
- Sprinkler system installation 98% complete
- Upper mechanical room closed in and interior walls finished and painted.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Area C

- Masons completed all interior and exterior walls, to include recreation yards
- Steel contractor scheduled to install roof girders and decking this week
- Specialty steel contractor installed steel stairs and is prepping to install railings throughout
- Completed some plumbing and positioned air handling equipment in upper mechanical room
- The roofers will insulate and install the roof once the decking is in place and special inspections complete

Area D

- Masons completed all interior and exterior walls, to include recreation yards
- Steel contractor scheduled to install roof girders and decking this week
- Specialty steel contractor installed steel stairs and is prepping to install railings throughout
- Completed some plumbing
- The roofers will insulate and install the roof once the decking is in place and special inspections complete

Area E

- Masons completed all interior and exterior walls, to include recreation yards
- Roofers insulated and installed roofing on decking
- Fireproofing of all structural steel and roof decking complete
- Specialty steel contractor installed steel stairs and is prepping to install railings throughout
- Completed some plumbing

Area F

- Mechanical & sprinkler contractors completed mock up of ducting and plumbing in chases and are in the process of completing all the other chases throughout
- Electrical work is ongoing
- Masons completed all work in this area
- Installed and insulated all plumbing and ductwork throughout other than in chases
- Sprinkler contractor 90% complete throughout
- Painters have painted all cells and are in the process of painting common space walls throughout
- All air handling and heat pump equipment rigged into location in elevated mechanical room
- Trane approved modification of improperly configured air handler and will honor warranty
- One cell has been mocked up with detention furniture
- Hard ceilings installed and sheet rockers are in process of finishing surfaces in prep for painting
- Steel stairs and railings complete throughout and stair pans filled with concrete
- Video visitation/phone posts installed
- Exterior Z-furring, vapor barrier, insulation and plywood façade installed in prep for finish metal panels

Area G

- Masons completed all interior walls throughout
- Electricians are in the process of wiring spaces
- The majority of plumbing and HVAC ductwork has been installed and is in the process of being insulated
- The sprinkler contractor is 50% complete in this area
- The painters are in the process of painting the interior walls throughout this week
- Exterior Z-furring, vapor barrier, insulation and plywood façade installed in prep for finish metal panels

Area H

- HVAC ductwork and plumbing installed and insulated in most places.
- Rigged into place the domestic hot water tanks, expansion tanks, air handling equipment, boilers and heat pumps into main mechanical room
- Installed access door to roof from main mechanical room

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

- Installed make up air unit for hood system and in process of installing numerous exhaust fans throughout
- Installed & tested gas line from field to main mechanical room and on into kitchen and laundry
- Electricians completed installing electrical equipment, switchgear; panels and wiring wired heat pumps. They continue to run wires from main electrical rooms to sub-panel locations throughout building. They are currently installing permanent lighting throughout.
- Masons completed all interior walls throughout
- Painters have painted the kitchen and much of the remaining spaces throughout
- Kitchen contractor installed the hood and completed the majority of exhaust ductwork and rest of equipment should following next few weeks
- Exterior Z-furring, vapor barrier, insulation and plywood façade installed in prep for finish metal panels

Area J

- Poured walls and ramp surfaces throughout
- Structural steel and construction of masonry elevator shaft to soon follow

Site

- Constructed sewage pump wet well and in the process of constructing sewage grinder structure
- Installed and wired light pole bases

Safety – Nothing new to report

Schedule – Close to being back on schedule

Quality Assurance – Nothing new to report

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A) Sally-port, Intake, Booking, Transport
Holding Cells, Crisis Cells, Property Room
& Non-contact Visitation

B) Lobby, Control, Contact
Visitation & Administrative
Space (Offices, conference
rooms, locker rooms and
training areas)

C: Special Handling
(Max, Segregation &
Protective custody)

D: Men's Minimum (Dorm)

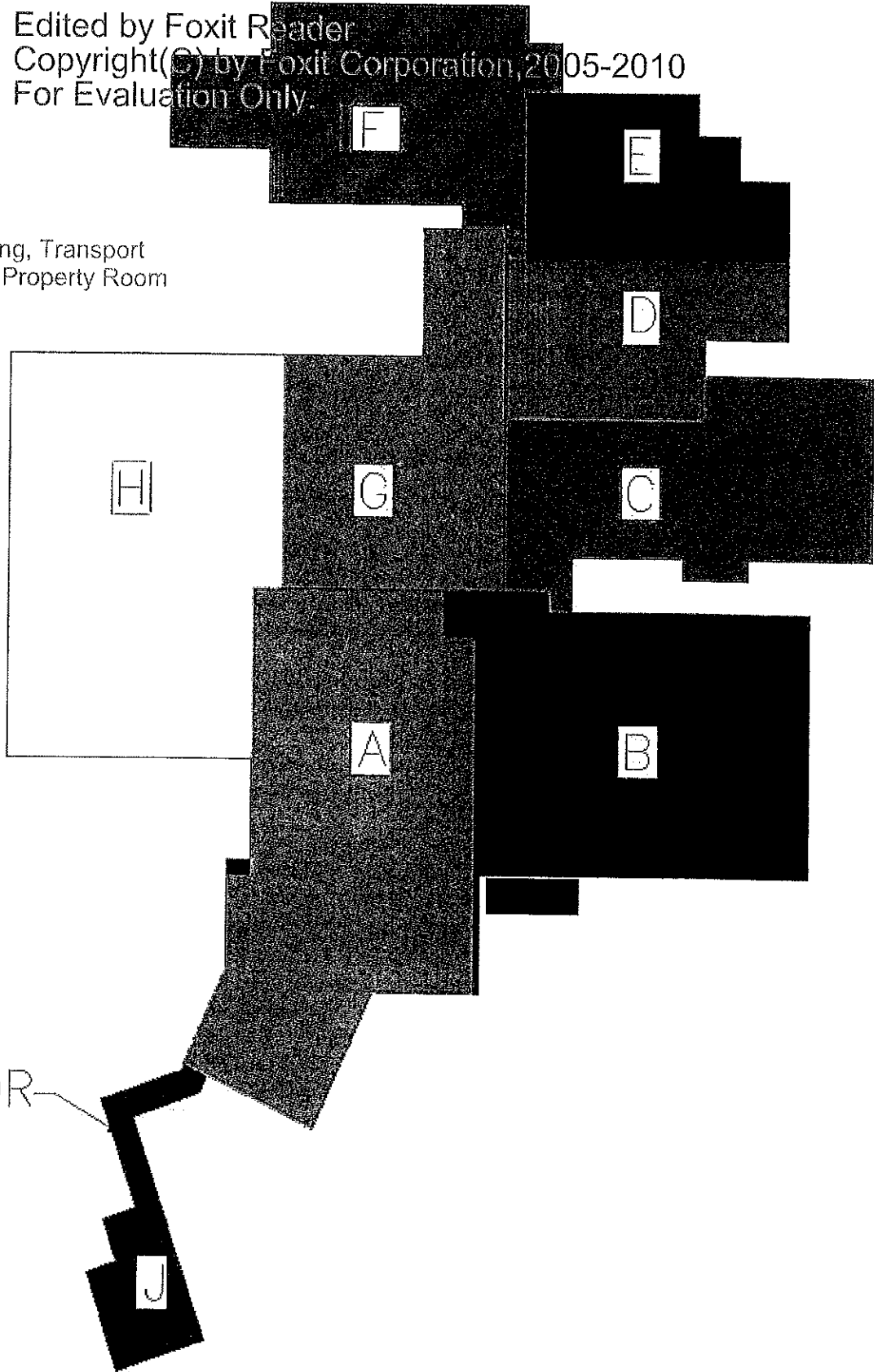
E: Women's House
(Min, medium and max)

F: Men's Medium
& Classification Sub-unit

G: Classrooms, Program
Space & Medical Ward

H: Kitchen, Laundry,
Employee Dining,
Receiving, Warehouse,
Maintenance, Electrical
& Boiler Rooms

CONNECTOR



June 21, 2011

HUMAN SERCES MONTHLY REPORT

1.) LTC Expenses to date:

- June bill processed
- Deductions re-bill in process
- Recovery revenue report

2.) Legislative Update:

No update

3.) Molar Express:

- Clinics scheduled for
June 27 - 30
July 18 - 21
Aug 1 - 4 and 22 - 25

4.) Meetings/ Events attended:

- 5/6 NHAC Meeting
- 5/6 Judged 4-H Clothing Construction
- 5/9 Executive Committee Meeting
- 5/10 & 5/12 Assisted Videographer filming Grafton County sites
- 5/16 Department Head Meeting
- 5/18 Public Hearing
- 5/23 Executive Committee Budget Meeting
- 5/25 Wellness Committee
- 5/27 Executive Committee Budget Meeting
- 6/2 Benefits Fair
- 6/3 NHAC Meeting
- 6/3 Meeting with DHHS personnel regarding deductions
- 6/6 Executive Committee Meeting
- 6/13 Primex Workshop on new health insurance
- 6/20 Executive Committee Meeting

5.) Misc:

- Discussion on how to handle reductions in Social Services presented by Executive Committee

FY 11 CAP - Grafton County FY 2011 Figures						TOTALS	% CAP billed to date
BILL MONTH	INC BILLED	INC PAID	HCBC BILLED	HCBC PAID		PAID	
Jul-10	445,248.80	17,018.79	132,752.95	124,123.55		141,142.34	
Aug-10	438,713.06	380,967.23	170,055.23	148,767.01		529,734.24	
Sep-10	484,407.55	418,964.38	138,463.06	126,852.51		545,816.89	
Oct-10	471,882.05	413,172.05	136,711.62	125,520.02		538,692.07	
Nov-10	452,837.82	386,117.82	157,496.69	143,760.07		529,877.89	
Dec-10	439,733.13	372,758.51	151,159.44	137,736.51		510,495.02	
Jan-11	425,684.97	360,377.87	147,296.07	134,043.76		494,421.63	
Feb-11	441,513.73	370,029.37	123,377.84	104,698.56		474,727.93	
Mar-11	438,684.90	426,846.51	131,909.46	131,892.42		558,738.93	
Apr-11	395,472.53	385,112.67	130,211.92	130,021.60		515,134.27	
May-11	491,426.98	444,194.70	173,134.62	171,956.20		616,150.90	
Jun-11	253,998.40	252,101.96	105,881.14	105,851.32		357,953.28	
TOTALS (paid)		4,227,661.86		1,585,223.53		5,812,885.39	
TOTALS (billed)	5,179,603.92		1,698,450.04			6,878,053.96	93.58
Grafton County Cap 7.350%			total	100,000,000	county CAP(revised)	CAP Balance	
					7,349,998	1,537,112.61	
% of CAP expended to date					79.09		

FY 11 CAP - Grafton County FY 2011 Figures										
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			100,000,000	7,349,998	1,537,112.61					
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