

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday August 17, 2010

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

OTHERS PRESENT: H. Brown and R. Clough

Commissioner Cryans opened the meeting at 9:06

Maintenance Superintendent Oakes arrived to discuss a couple of items with the Commissioners. He began by saying that a recent water test from the water tank showed some level of bacteria. Supt. Oakes then took samples from a few different areas and sent them in for testing as well. The results are expected back in by this afternoon but Supt. Oakes said that the lab suggested that there was no bacteria expected to be found and it could likely be a false indicator. Supt. Oakes will keep the Commissioners informed.

Supt. Oakes interviewed three firms for the third party consultation on the water tank. He provided a comparison of the three.

Headwaters Hydrolology, PLLC ~ Littleton	\$ 6,500
Pathways Consulting, LLC ~ Lebanon	\$ 9,870
Horizons Engineering, Inc. ~ Littleton	\$12,755

Supt. Oakes said that his preference was to choose Horizons based on the experience and their comprehensive proposal.

Commissioner Richards asked how he found these companies and he replied that he contacted DES and asked them for qualified companies that could do the work required, then he narrowed that to companies in Grafton County.

There was further discussion about what kind of results were expected from hiring a firm. Supt. Oakes said there should be in depths look at the quality of water and the long range needs of the County.

The Commissioners all agreed that Supt. Oakes was in the best position to tell which firm had the proper qualifications and said that if he felt strongly that Horizons was the right company, they would go along with that.

Commissioner Richards moved to accept the bid from Horizon Engineering in the amount of \$12,755 which was seconded by Commissioner Burton. All were in favor.

Supt. Oakes then brought forth the information on erosion for Commissioner Richards as she was not in attendance at last week's meeting. He said that he was looking for a waiver of bid so that he could have Foresite Engineering work up the plans to address the drainage issue by the feed bunkers and work could begin on it as soon as possible.

The work needed to be done prior to any paving at the new Jail so as not to create even greater drainage problems.

The question of how the project was to be paid for was asked and Director Clough said that the Jail project is running far below what was expected and she thought that money could be drawn from there.

Supt. Oakes said there is no estimated cost for the work that would be done by Morrill Construction since there weren't any plans yet but he said that it would probably be expensive. He said however, the necessity is great and it needs to be done correctly to be able to withstand the runoff from the paved parking lot.

Commissioner Burton moved to accept the proposal from Foresite Engineering in the amount of \$17,400 (Includes grading, drainage and erosion control designs, construction specifications, shop drawing review and construction layout and observation) which was seconded by Commissioner Richards. All were in favor.

Corrections Superintendent Libby arrived and brought along a candidate for Register of Deeds, Raymah Simpson, to meet the Commissioners as she was on the campus this morning for a tour.

Supt. Libby said he had known the Bristol Town Clerk from when he lived there and said that she is both professional and competent. The Commissioners greeted Ms. Simpson and said she should be sure to take some Grafton County literature with her when she leaves.

Supt. Libby gave his report. *(see attached) There are 95 inmates in-house, 19 in Drug Court and the Community Work inmates are on site helping to dig potatoes.

An update on the Farmstand shows current deposits at \$14,500 with \$500 worth of senior citizens discounts and \$290 worth of employee discounts which in total accounts for 28% of sales.

Sadly, Supt. Libby said, there was a theft of almost \$2000 from the Farmstand by three inmates, which is currently under investigation. He said that charges will be brought against them and he believes that most of the money has been returned. There are currently now two women running the Farmstand and Supt. Libby said it is working out very well.

Supt. Libby provided a list of vegetables that have been used in the Jail and picture of a homemade meal saying the staff has done an incredible job being creative in preparing meals. He said that the staff is working on packaging and freezing vegetables to be eaten later which is the beginning of transitioning into the new facility. Commissioner Richards urged Supt. Libby prepare information for the Executive Committee regarding this practice.

Supt. Libby asked the Commissioners for their approval for the transfer of an inmate from Hillsborough County to Grafton County.

Commissioner Richards moved to approve transfer of an inmate from Hillsborough County Jail to Grafton County Jail which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the transfer approval papers.

Commissioner Cryans asked about future Thresholds programs or GED graduations. Supt. Libby replied that a new Thresholds class will be starting in September and there may be a GED graduation at that time too but he's not sure at this point.

Commissioner Burton said that he plans to see if any of the federal money coming to the State for teachers can be used toward the education of inmates in County Jails.

The Commissioners thanked Raymah Simpson for attending the meeting.

Nursing Home Administrator Eileen Bolander arrived

Human Resource Director Mike Simpson arrived. He began by saying that there were still openings for Dispatcher, RN/LPN and Spare Dietary.

A Joint Loss Management meeting was held recently and it was determined that worker's compensation claims were on the decline.

A grant in the amount of \$9900 has been awarded to the County and will be utilized by the Nursing Home, Jail and Maintenance in that order, to improve safety measures. HRD Simpson will be working with Department Heads on the usage of the money.

HRD Simpson is working on some policy manual changes and should have a draft in September.

The County will be participating in the Early Retirement Reimbursement Program which covers retirees ages 59-64.

Commissioner Cryans asked HRD Simpson if there were a lot of people looking for work these days and he replied that they see someone in the office every day who is looking.

10:11 AM – Commissioner Richards moved to enter into non-public session for the purposes of discussing the 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 will now go into non-public session.

Others attending the meeting left the room.

10:35 AM The Commissioners came out of non-public session and resumed their meeting.

HRD Simpson left the meeting and NHA Bolander gave her report, saying that the census at the NH Home was 131.

The County has received the grant money for the emergency generator for the Horse Meadow Senior Center. Director Clough asked about the additional money that was

required and NHA Bolander replied they have a year to raise the money and some of it can be in-kind.

NHA Bolander informed the Commissioners that Erik Johnston from the NACo Rural Caucus will be speaking at the NHACo's Conference in October.

Commissioner Burton said that he attended a Grange meeting in Bath where Linda Klein, Nursing Home Staff Development Director was a speaker. He said she did a very good job.

Commissioner Burton moved to approve the minutes from August 10, 2010 which was seconded by Commissioner Richards. Commissioners Burton and Cryans were in favor, Commissioner Richards abstained.

The Commissioners' signed check registers.

The Commissioners reviewed and signed the request for PA-28 forms for the Unincorporated Town of Livermore.

The Commissioners reviewed and signed the MS-2 report for the Unincorporated Town of Livermore.

The Commissioners reviewed and signed an MS-46 report which pertains to the FY11 budget and subsequent vote which is to be sent to the Department of Revenue.

Commissioner Cryans signed a certification as Environmental Officer for release of funds for a grant.

Commissioner Cryans signed an agreement pertaining to MicroCredit 2010. Commissioner Cryans signed a sub-recipient agreement pertaining to MicroCredit 2010. All three Commissioners signed a drawdown request for MicroCredit 2010.

The Commissioners received an invitation to the North Country Council annual meeting which will be held on the 28th of October at the Mountain View Grand.

Director Clough gave the Commissioners the monthly Prescription Drug Card totals for July saying that \$9095 was saved for an average of 27.35% and there were 259 users.

Supt. Libby returned.

Commissioner Burton said there will be a Berlin Federal Prison tour on September 2nd beginning at 10:00 AM.

*10:58 AM - Commissioner Richards then 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 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 will now go into non-public session

11:15 AM The Commissioners resumed their meeting and concluded it with no other business. Meeting was adjourned.

Raymond S. Burton, Clerk

August 17, 2010

Commissioners Report

1. Population:	In-house: 95	Maximum: 23
		Medium 24
		Minimum north: 07
		Minimum south: 08
		WHOC: 17
		Max/Handicap: 01
		Lockblock/Seg: 15

Weekenders: 5 Out of facility: 42

2. Community Corrections Report

- a) Drug Court – supervising (19)**
- b) Electronic Monitoring – supervising (10)**
- c) Daily Work Release – supervising (0)**
- d) Community Work Program – on site**

3. General:

- a) Farmstand – update**
- b) Inmate meals - update**
- c) Hillsborough transfer – motion/signatures required**

5. Reminders: