

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

August 18th 2015

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

OTHERS PRESENT: Supt. Elliott, RD Monahan, Supt. Oakes, HSA Bishop, CA Saffo

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

Commissioner Cryans showed everyone a poster that he had made for the Ray Burton Museum.

Supt. Elliott arrived and requested to go into nonpublic session.

*9:05 AM - Commissioner Richards 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 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.

*10:11 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 Lauer moved to approve the suspension as requested by Supt. Elliott. Commissioner Richards seconded the motion and all were in favor.

RD Monahan arrived to request a bid waiver on the three (3) year contract renewal for computer system and software licensing and go with Fidlar. She stated they just finished their first three (3) year cycle with them and nothing in this new contract has changed financially. Fidlar's customer service is excellent and she stated they want to continue work with them.

Commissioner Lauer moved to waive bid on the computer system and software licensing and renew the contract with Fidlar. Commissioner Richards seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards had an edit.

Commissioner Richards moved to approve the minutes from August 11th as amended. Commissioner Cryans seconded the motion and all were in favor. Commissioner Lauer abstained.

ED Libby submitted the lease agreement to be signed by the Commissioners for a bid that they accepted last week for the IT Department network storage.

The Commissioners signed check registers 1022 & 1023.

ED Libby stated that she received a call from NH Fish and Game asking permission to stock pheasants on county property. They would bring them in September 29th and 30th and stock three (3) more times in October. They had a site in Benton but the land owner has not given them permission to come back. ED Libby stated that she has contacted FM Kimball and Sheriff Dutile to get their opinions on it and both expressed a number of concerns they have. She stated that Sheriff Dutile felt people will not obey the signs that have been put in place to prevent vehicles from traveling on the road and they also have the Sheriff's qualifications that are done in the fall which they need to be at the shooting range to do. She stated that Sheriff Dutile had spoken with the local conservation officer and he does not recommend doing it either. The Commissioners agreed that county property is not an appropriate location.

ED Libby stated that they have talked about doing a party/recognition for the employees who have been displaced during the nursing home construction. She stated that NHA Labore had said the best day for him is on a Wednesday. She stated that she thought the Commissioner meeting could be moved to Wednesday the week that of the party. ED Libby stated that the proposed date was September 16th. The Commissioners discussed it and decided that they will keep the meeting on the 15th due to a scheduling conflict with another meeting on the 16th before the luncheon. However, the 16th will work for the recognition.

HSA Bishop arrived and gave the following report: (* see attached)

HSA Bishop stated that they received state bill. She explained that it was higher than they normally pay for a July bill due to the continuing resolution that the state is under.

State county finance meeting – HSA Bishop stated that she feels they are heading in the right direction and they came to the conclusion that this needs to be a team process here on out. She went on to further discuss other details from the meeting.

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
August 17th, 2015**

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**

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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

Cases referred to the Office of the Grafton County Attorney:

January 1, 2010 – August 14, 2010	348 cases
January 1, 2011 – August 14, 2011	496 cases
January 1, 2012 – August 14, 2012	467 cases
January 1, 2013 – August 14, 2013	510 cases
January 1, 2014 – August 14, 2014	475 cases
January 1, 2015 – August 14, 2015	452 cases

(2) Interns

Garrett Bartlett finished his summer internship last week. Lia, our Ameri-Corp volunteer, finishes her year of service on the 28th. We have interviewed a potential Ameri-Corp volunteer, but have not received a placement yet.

(3) The Child Advocacy Center



CAC Business Updates as of August 17, 2015

County	Month	#FI
Grafton	July	21 interviews
	August	3 with 6 pending as of last week

Sullivan	June	9
	July to date	1 with 2 pending as of last week

Twenty one (21) interviews for Grafton County in one month is a new high. It is important to note many occurred in the Plymouth area, which requires traveling to the CAC in Belknap County.

The CAC created Advisory Board subcommittees (Outreach/Education, Sustainability, Policies and Board Commitment.

The board is working on 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.

The National Children’s Alliance just released their new accreditation standards, which the CAC is in the process of reviewing to ensure compliance.

(4) SARTS

a. Plymouth Area Sexual Assault Resource Team

The Plymouth Area Sexual Assault Resource Team is sponsoring a training on Sex Offenders: Their Profiles and Tips on Interviewing Them at PSU on September 28, 2015 from 5:00 – 7:00.

b. Upper Valley Sexual Assault Resource Team

The Upper Valley Sexual Assault Resource Team had its first case review. Case review is where the SART stakeholders review a file that has been resolved to identify areas for improvement in the future. In reviewing how it went, all parties agreed it went well and look forward to future case reviews.

c. Littleton Area Initiatives

We are looking forward to developing a multidisciplinary initiative for the Littleton area. Haverhill and Cottage Hospital has asked to be part of a SART. For now, they will be included in the Upper Valley SART, and we look forward to developing a Littleton/Haverhill area SART.

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>.

(5) Training

Paul and Melissa presented a multi disciplinary training on Prosecuting Juvenile Sex Offenders at the end of July at the Second Circuit Court, Plymouth Division.

In August, Lara and Mariana attended a training on Eyewitness Testimony conducted by the New Hampshire Chiefs of Police, the Office of the Attorney General and the Innocence Project. We will be offering this training throughout Grafton County.

In October we will be training the new state troopers on how to present misdemeanor cases in court. Again we are using the Second Circuit Court, Plymouth Division as the training area.

The Office of the Grafton County Attorney continues to conduct live trainings for law enforcement. We have released a training calendar that includes classes we can offer live, as well as publications and webinars.

(6) New Court Initiative –Felonies First

We have started our new intake system, so files are readily available for full review by prosecutors within 24 hours of receipt in our office. When this system is fully operational and all “kinks” worked out, we will continue to add features to expedite case processing throughout our office.

As noted last month, I continue to consider manners to ease us into this initiative, so hopefully we will not need as many additional employees as has been anticipated. I am 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. This will assist my office in developing a system to open and assign files on an expedited basis, within 24 hours of receipt.

(7) The Skye System

The Administrative Office of the Courts approved the “Skye System” and the implementation process has begun. We can’t thank the hard work of the IT department enough! After we accepted the bid, the Grafton County Superior Court had a medical malpractice trial with a larger screen. The Court asked us to consider this screen. I contacted the company that received the bid and we could obtain a larger screen for an additional \$800 per screen. I am asking the commissioners to approve the increased cost as part of the bid. We did allocated sufficient funds.

(8) Participation in Alternative Sentencing:

a. Drug Court

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 met with Lucille Amero to discuss expansion of our alternative sentencing programs. A number of good ideas are being discussed. I support these initiatives, and look forward to seeing the expansion of initiatives. For example, monitored treatment and case management services for first time felony level offenders is of great interest to me.

For drug related offenses, I continue to support what I call a three tier model. First, as noted above, I recommend monitored treatment and case management, as a rider to probation, for first time drug possession offenders. The Second Tier would be our current program. The Third Tier would be for more serious cases, where annulment would not be an option, and imprisonment for a period of time in addition to drug court may be appropriate.

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 and we look forward to clarifying exactly how this will work out.

Mary Bleier is our office's representative for the Mental Health Court initiative. I continue to support the development of a felony level program as well.

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.

(9) Grant

We were notified that Grafton County received the \$25,000.00 VOCA grant to help support our Victim-Witness Program.

(10)Medical Marijuana dispensaries

Grafton County may have two of the medical marijuana dispensaries. The Town of Plymouth had a public hearing last night, and the City of Lebanon has a public hearing on Wednesday evening.

(11)Circuit Court

The Office of the Grafton County Attorney does not provide misdemeanor level, Circuit Court prosecution, with limited exceptions. However, 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 noted above, Paul Fitzgerald and Melissa Fales trained circuit court prosecutors on how to prosecute sexual assaults in Juvenile (Family) Court. We have another more entry level training scheduled in October.

(12)Victim-Witness Program for Misdemeanor Level (Circuit Court) Domestic Violence and Sexual Assault cases

We are happy to report that we have received this grant for September 1, 2015 – August 2016. Unfortunately, like other Grafton County agencies, I do not have an applicant at this time, so I am promoting the program and have flyers and brochures. I will work to continue this program even if we do not receive a placement, and will re apply for the next round.

(13)Miscellaneous initiatives.

a. NH Prosecutors Network

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

b. Google Site

Plymouth State University is assisting in developing a google site for law enforcement. The Office of the Grafton County Attorney can administer the site, and law enforcement can be invited to join with a gmail account. We will have reviewed webinars, announcements and other training materials available 24/7.

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. Facebook

Finally this is about to be published.

e. 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 Richards stated that there was a hearing in Plymouth regarding the medical marijuana dispensary that she was unable to attend and asked Atty. Saffo how it went. Atty. Saffo expressed her concerns regarding the dispensary and both she and Commissioner Richards stated they are against it.

Atty. Saffo stated that after they accepted the bid for the courtroom technology, the Grafton County Superior Court had a medical malpractice trial with a larger screen. The Court asked them to consider this screen. She stated that she contacted the company that received the bid and we could obtain a larger screen for an additional \$800 per screen. She asked the Commissioners approval to purchase the larger screen than what they accepted in the bid. She stated that they did allocate enough money to do this.

Commissioner Lauer moved to approve the purchase of the larger monitors in the amount of \$1,600. Commissioner Richards seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

July 28 – August 17, 2015

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Lightening Event – Water tank level transducer shorted from lightning strike...*replaced transducer.* Maint/Farm Building and Biomass Building fire alarm panels experiencing Communication Line 2 TROUBLE following lightning storm...*Dispatch digital receiver line 2 failed...Dispatch replaced circuit card*

Lightening Protection System – I put an RFP to install a lightening protection system on the Nursing Home and Alternative Sentencing (AS) Building, repair the Admin Building one and install surge protection on the utility and generator circuits at the AS Building...*bids were due 8/17 and should be reviewed today, 8/18, for selection*

Park Benches – Set three new park benches around Nursing Home and Admin Building for residents

Water Tank – NH DES conducted a Sanitary Survey of our water tank...no significant deficiencies were noted. The only suggestions mentioned were to better seal a grounding cable conduit and replace a faded security sign

Water Tank - Mixing motor kept getting hot and cutting out on thermal overload...*replaced motor*

Generators – Powers Generator performed a major preventative maintenance inspection on all our generators and collected cooling and fuel samples. No deficiencies were noted

COURTHOUSE

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

Raised Planters – Base of concrete planters eroded from exposure to salt...*in process of reconstructing with granite bases*

Repointing & Resealing – Cleaning and sealing mostly complete...*still working areas of repointing*

Bat Issues – We've had a few incidents this year where bats somehow entered the building. My staff removed them and sealed possible areas of intrusion. Because this has been a recurring problem from year-to-year, DAS, Bureau of Court Facilities requested we have an outside agency inspect the building to offer further suggestions. In response to this request we had JP Pests Services inspect the building and they subsequently offered to eradicate the problem for \$19,250.000. My staff will implement the suggested fixes that the pest service tech suggested.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – ACCU 1 stages 3 and 4 will not stay running, thus AC for Meadow and Granite will not keep up on hot days...*North Country Mechanical found evidence of leaks around dryer and solenoid valve. North Country Mechanical (NCM) added 45 lbs of Freon to system. NCM will order a solenoid rebuild kit to fix leaks at solenoid valve.*

HVAC – HVAC-1 that cools the Activities Dept was not working...*replaced bad compressor in ACCU6, the condensing unit for this air handler*

HVAC – Belimo baseboard zone valves throughout 69 Building are tired and worn out...*completed upgrading to new ones during project*

HVAC – Maple unit ventilator UV-1 not cooling...*replaced thermostat*

Physical Therapy – Laptop computers working intermittently...*relocated wireless router*

Kitchen Equipment – Upper steamer will not operate...*replaced contactor*

Laundry Equipment – Dryer 1 lighting intermittently...*replaced control module*

Electric Beds – Replaced several actuators on various older style beds using cannibalized stock

Life Safety & Renovation Add Project

Schedule – estimate mid-September completion

Division of Work

Demolition – 100% complete

Concrete – 100% complete

Masonry – 100% complete

Metals – 90% complete

Wood Casework – All cabinets for the project are 100% constructed. 90% are installed

Fire-stopping / Fireproofing – Profile 80% complete. Fire-stopping work within 03 Basement is 100% complete. Other areas throughout 03 Building are about 50% complete

Hollow Metal Frames, Wood Doors and Door Hardware – Awaiting installation

Gypsum – All walls and chases 100% complete

Wall Tile – Valley Floors installing on Profile this week

Acoustical Ceiling Tile – Profile ceiling grid 0% complete

Resilient Flooring – Valley Floors installing on Profile this week

Resinous Flooring – 99% complete on Profile...a few areas need minor rework

Painting and Polyurethane – Highlights Painting this week

Specialties (Toilet, bath and laundry accessories) – 0% complete

Counter Tops – Profile 0% complete

Basic Mechanical – Profile 90% complete

Fire Suppression – Profile 100% complete

Plumbing – rough plumbing 90% complete

HVAC – Profile 90% complete

Electrical – Profile 80% complete

ADMINISTRATIVE BUILDING

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

HVAC – Room 236 Fan coil not working (getting communication error on Tracer Summit)...replaced fuse and fuse holder

DEPT OF CORRECTIONS

Electrical – Several emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. Interstate Electric removed electrical monitoring equipment and will analyze data to determine next step toward correction. Received report stating monitored building feeds are normal. Requested contractor monitoring of problem circuits. *Determined that exit light batteries weren't getting full charge before being tripped. Reset on evening shift when there are less electrical interruptions and all faulty fixtures became fully charged and stayed set*

HVAC – ERU-D1 air handler has a broken probe wire on one snow stop...trying to find source for replacement part...*no change*

HVAC – Heat pump WHP-B2 has a dead short in one of the compressor units...Trane ordered warranty replacement compressor...*Trane scheduled on site 8/18*

HVAC – Heat pump HP-B15 is low on Freon...*Trane will not service due to inaccessibility. Turned over to HP Cummings to resolve...Met with Granite State Plumbing & Heating and HP Cummings. Determined Trane can do the work; it's just difficult due to limited accessibility...Trane scheduled on site 8/18*

HVAC – Heat pump H4 High pressure switch/sensor failure...suspect too much Freon... *Trane scheduled on site 8/18*

HVAC – AHU-H1 Heat wheel failure. Burned contactor (Benshaw RSC-9) and overload relay (Benshaw SPO-22)... On 7/8 Trane tech troubleshot root cause of problem to bad heat wheel motor and control box... *Trane scheduled on site 8/18*

HVAC - WHP-C1 FOUND THE HIGH PRESSURE TRANSDUCER ON CIR B FAILING...*REPLACED TRANSDUCER AND VERIFIED OPERATION. Also found Circuit B reversing valve failure...Trane to ordered reversing valve rebuild kit... Trane scheduled on site 8/18*

HVAC – WHP-A1 Low-pressure problem (possible bad sensor/switch or leak)...*Trane started troubleshooting 6/18 but ran out of time. On 7/8 Trane tech reprogrammed cooling set points (they were too low). Found reversing valve sticking. Trane to order rebuild kit... Trane scheduled on site 8/18*

Fire Alarm – Alarmco installed a new smoke detector in laundry...*still need device programmed by Simplex*

Kitchen Equipment – Skillet won't stay lit...ordered thermostat probe and thermostat

BIOMASS PLANT

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

Thermal Recs – Lew McCreery e-mail (attached)

Fire Alarm - Fire Alarm had COMMUNICATION FAULT 2 TROUBLE...*Alarmco troubleshot to bad comm 2 receiver at Dispatch. Dispatch replaced circuit card*

Farm

Pig Barn - Fire Alarm stuck in Supervisory ALARM...*Alarmco troubleshot to bad comm 2 receiver at Dispatch. Dispatch replaced circuit card*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Alarm - Fire Alarm had COMMUNICATION FAULT 2 TROUBLE...*Alarmco troubleshot to bad comm 2 receiver at Dispatch. Dispatch replaced circuit card*

DRUG COURT BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

The Commissioners opened the bids for the lightning protection. There was one (1) bid and it was as follows:

Acme Lightning Rod - \$40,685.00

Supt. Oakes stated that he will have to review the bid and contact references. He stated that he would return at next week's meeting.

Supt. Oakes discussed thermal recs for the Biomass Plant with the Commissioners. He stated that they talked about doing them a couple of years ago but the costs were high and they were not sure if it would meet the requirements. He stated that there have been some changes to the

program but wanted to check with the Commissioners before he looked into it any further. The Commissioners asked Supt. Oakes to get more info.

ED Libby stated that she received an email from Mark Scarano stated that he would like to meet with the Commissioners in his new role. The Commissioners discussed possible dates and ED Libby stated that she would check with M. Scarano to see what will work with him.

ED Libby stated that the dedications for annual reports due are due on September 18th.

ED Libby stated that they will need to borrow money next week and Treasurer Bonnie Parker will be at the meeting to get approval.

*11:00AM - Commissioner Richards 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 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.

*11:04AM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards stated that she will be late to the Ray Burton Museum opening. She stated that Rep. Aguiar passed away last week and she will be attending his service.

Commissioner Cryans stated that he attended the county state finance meeting.

Commissioner Lauer stated that she went with Senator Shaheen to the Ray Burton Museum in Bath as she will not be able to attend the opening this Saturday.

After the meeting Commissioner Cryans and Commissioner Lauer toured the nursing home units that have been under construction with Supt. Oakes.

10:25 AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk