

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
August 21st 2018

PRESENT: Commissioners Lauer, Ahern & Piper and Ahern. Admin. Asst. Norcross.

EXCUSED: County Administrator Libby

OTHERS PRESENT: Don Perlee, Captain Kelly, Register of Deeds Monahan, Human Services Administrator Bishop, DoC Supt. Elliott, Supt. Oakes, Nursing Home Administrator Labore, Finance Manager Dawn Jurentkuff, County Attorney Saffo

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

Captain Kelly arrived to open bids for the purchase of two (2) Ford Police Interceptor Utility Vehicles (PIU) and one (1) Ford Escape - SE. Three (3) bids were received as follows:

Grappone Ford – Explorer \$ 29,204.00
Escape - \$ 23,361.00

Berlin City Ford – Explorer \$ 27,879.00
Escape \$ 22,245.00

Irwin Automotive Group – Explorer \$ 29,128.00
Escape \$ 22,825.00

Captain Kelly requested to review the bids and return with a recommendation.

Commissioner Lauer asked if everyone had a chance to read the minutes from the August 14h meeting. Commissioner Lauer and Commissioner Piper had edits.

MOTION: Commissioner Ahern moved to approve the minutes as amended.
Commissioner Piper seconded the motion and all were in favor.

Admin. Assistant Norcross submitted the Tax Anticipation Note Order for all three (3) Commissioners to sign.

Atty. Saffo arrived and stated that she is unable to swear in her new attorney today as her paperwork was not ready. She stated that she would like to give the Commissioners her lengthy response to a mass email that was sent out by a Grafton County Attorney Candidate that made misleading and unfair comments about some of her prosecutors.

Don Perlee who was present at the meeting stated that he received the mass email as well. He stated that he was appalled when he saw this email. It made unfounded misrepresentations against the County Attorney's Office and the prosecutors who worked very hard on the case that was won. He stated that for this to be used as political fire by someone who is seeking to obtain

that office is sheer hypocrisy and it shows that the individual is unqualified and inexperienced and he would be calling for the individual to drop out of the race for Grafton County Attorney.

Captain Kelly returned with his recommendation for the purchase of three (3) cruisers. He stated that he spoke with Sheriff Dutile and they are recommending Berlin City. His only concern is that they did not state any of the specifications in their bid that were outlined in the invitation to bid but that the purchase of the cruisers would be contingent on the price including all of their specifications.

MOTION: Commissioner Ahern moved to accept the bid conditioned upon the bids meeting all of the specifications as outlined in the bid invitation letter. Commissioner Piper seconded the motion.

Discussion:

Commissioner Ahern stated that if those criteria are not met the bid will not be accepted.

The Commissioners voted on the motion and all were in favor.

Service Dog Policy – Captain Kelly handed out copies of the proposed policy and stated that the Commissioners had received this in an email. He stated that Sheriff Dutile is looking to have the Commissioners adopt this policy for the courthouse. They have had incidents where people have brought in animals to the courthouse claiming they are service dogs. They need a policy in place that will define what a service animal is. The Commissioners were all in agreement with the policy and felt that it was needed. They made a few grammatical changes.

MOTION: Commissioner Ahern moved to accept the Service Animal Policy for the Courthouse as revised. Commissioner Piper seconded the motion and all were in favor.

HSA Bishop arrived and gave the attached report:

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
August 21, 2018**

July Revenue

County Revenue 7/2009	\$95,760.75	State Revenue 7/2009	\$ 587,752.32
County Revenue 7/2010	\$78,183.24	State Revenue 7/2010	\$ 533,698.56
County Revenue 7/2011	\$78,874.18	State Revenue 7/2011	\$ 588,695.04
County Revenue 7/2012	\$97,870.27	State Revenue 7/2012	\$ 873,678.08
County Revenue 7/2013	\$91,743.38	State Revenue 7/2013	\$ 753,309.12
County Revenue 7/2014	\$108,609.67	State Revenue 7/2014	\$ 1,363,522.56
County Revenue 7/2015	\$95,930.06	State Revenue 7/2015	\$ 895,613.76
County Revenue 7/2016	\$96,422.98	State Revenue 7/2016	\$ 939,816.96
County Revenue 7/2017	\$92,220.96	State Revenue 7/2017	\$ 885,240.00
County Revenue 7/2018	\$105,668.54	State Revenue 7/2018	\$ 1,175,898.26

Foreclosures

2009 100 year to date
2010 134 year to date
2011 128 year to date
2012 120 year to date
2013 82 year to date
2014 73 year to date
2015 64 year to date
2016 67 year to date
2017 50 year to date
2018 25 year to date

1. We had a very disruptive and demanding member of the public in the office in July. I have made myself clear with this individual that his interactions with this office will remain professional and he will be treated like any other member of the public in accordance with existing policy and procedure.
2. I am increasingly concerned with the lack of security in this building. With the public attending more evening events and the entire campus eligible to use the work out equipment in the basement, I feel that there is a lack of respect for the role that our office must fill.

**TITLE XLVIII
CONVEYANCES AND MORTGAGES OF REALTY**

**CHAPTER 478
REGISTERS OF DEEDS**

Section 478:1

478:1 Duties. – The register of deeds shall carefully keep in the office provided by the county at all times, except when he may be required by a court to produce them as evidence or when the same may be removed for the purposes of repair, all books, records, files and papers belonging thereto, and when not in use shall keep them in a safe location where their protection from fire, theft, water and the elements is insured, and he shall permit no paper there deposited for record to be taken from his office before it is recorded. Whenever any of the volumes of records in his office shall be in need of repair, he shall seasonably cause them to be suitably repaired at the expense of the county, and, if necessary, he may allow such volumes to be taken out of his office for a reasonable time for that purpose.

Source. RS 22:4. CS 23:4. GS 26:3. GL 23:15; 27:3. PS 29:1. 1911, 80:1. PL 40:1. RL 49:1. RSA 478:1. 1975, 149:2, eff.

May 26, 1975.

3. As you all know, former Register Bill Sharp passed away last week. There was a nice article in the Valley News by John Gregg.

Respectfully Submitted,

Kelley J. Monahan

Supt. Elliott arrived and gave the following report:

August 21, 2018

Commissioners Report

**1. Population: In House: 81 F Unit: 27
 E Unit: 18
 D Unit: 19
 C Unit: 10
 Intake: 7**

Out of Facility: 35

Intakes since 7/1/18: 156 105 Male 51 Female

2. Community Corrections Report:

**a) Electronic Monitoring: 8
b) Daily Work Release: 0
c) FIRR: 6
d) Pre Trial Services: 13**

e) Operation Impact: Sgt. Harness conducted a presentation at HARP in Woodsville. She also assisted with training new employees, provided inmate transports, covered shifts in the jail and assisted with a Corporal promotion board.

f) Community Work Program: Sgt. Griffin supervised work crews at the Haverhill and Hebron fair grounds and worked in the County gardens.

General:

a) FIRR Graduation - Tuesday September 4th at 1:30

b) Correctional Academy - Supt. Elliott stated that they will be starting the 109th Academy September 10th and it will run through October 12th.

c) Contraband found - Supt. Elliott stated that last week they had three (3) females enter the facility. The female Correctional Officers caught them trying to bring in a significant amount of

drugs into the facility. He stated that his officers did an outstanding job. The three (3) individuals are now being charged and processed. The Commissioners asked Supt. Elliott to thank the Officers for their hard work.

Supt. Elliott stated that the Superintendent from Coos County is interested in possibly linking with Grafton County and putting male Coos inmates through our FIRRM course in the future. They are going to work through the details and look into this possibility.

Commissioner Issues:

Commissioner Ahern attended the Scensio Presentation yesterday. He stated that he still has a lot of concerns about the program and the technology. Commissioner Lauer stated that she attended as well. They had a demo unit there to use and it was very user friendly but it is not suitable for everyone. It has the potential to be a good tool to have. Commissioner Piper stated that she was unable to attend the presentation but is excited about what Sensio can provide.

Nursing Home Administrator Labore and Finance Manager Dawn Jurentkuff arrived to request a bid waiver for the purchase of two (2) smart lifts from EZ Way, Inc. He handed out the attached justifications for the bid waiver request and all the information on the lifts he wishes to purchase and answered questions from the Commissioners.

MOTION: Commissioner Ahern moved to waive bid process per RSA 28:8 for the purchase of two (2) smart lifts from EZ Way, Inc. in the amount of \$6,800.00. Commissioner Piper seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

COMPLEX

Force Main Sewer Project (4/30/18 – 6/13/18)

- Job is substantially complete. The following items remain:
 - Replaced section of pipe in pump station broke during change over
 - Installed auto-air release
 - Awaiting paving company to complete one punch list item and we are ready for Dubois & King to do a final inspection

Interior LED Lighting Retrofit - In progress in following locations (targeting lights on 24/7)

- Courthouse stairwells and main lobby area
- DOC corridors, mechanical rooms, Areas A, B, G and H
- Maint/Farm Bldg. completely done
- Admin. Bldg. basement corridors complete

Exterior Lighting Retrofit – Completed five pole lights on North and West side of DOC

Grounds – Near the gazebo storm runoff blew out detention pond embankment where swale dumps into it...installed 14-yards of rip rap

Water Tank – MK Divers completed 5-year cleaning and inspection of water tank per NH DES requirements. No issues noted

Catch Basins – Bellmore Cleaners performed the 2-year cleaning of the complex's 40 storm drain catch basins

Unpaved Roads – Joe Maccini repaired storm runoff damage along the Back-40 access road near the shooting range and installed new ditches and two new culverts

COURTHOUSE

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

Dispatch – Hot water tank failed due to leak...*replaced tank*

HVAC – Building Automation System

ADA Requirements – Completed several ADA changes to facility recently requested by AOC based on new criteria

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – Maple dining room AC compressor failed. *North Country Mechanical (NCM) replaced the compressor*

HVAC – Fan motor failed in central AC system serving 03 resident dining rooms...*replaced electric motor*

Sprinkler Dry System - Compressor short cycles for a few seconds every minute or so...*Hampshire Fire tech fixed two small pipe leaks and replaced a pressure switch*

Kitchen – Ice machine Thermistor bad part and causing ice machine to stay in freezing cycle and not go to harvest cycle. Freezing everything into one big block of ice...*replaced thermistor*

Elevator – 69 Bldg. elevator hung up on 2nd floor with door open...*Stanley Elevator tech adjusted door rollers and clutch mechanisms*

Laundry – Dryer 2 not heating...*replaced temperature sensor*

Defibrillator – AED at receptionist desk area failed monthly inspection...would not power up. *Replaced batteries and paddles but that didn't correct problem. Sent unit back to manufacturer*

for troubleshooting and put loaner unit in its place. Cost estimate is \$800 to repair. Ordered new one

Employee Entrance – Door-O-Matic outer sliding door motor failed. Door-O-Matic went out of business 20-years ago and only rebuilt parts are available. *Chose to retrofit doors with Condor electromechanical replacement parts. Door Controls, Inc. completed retrofit*

Laundry AC System – Compressor in ductless split AC system serving dryer room died. Ordered replacement AC system since failed system is 12-years old and it is much more cost effective to replace system vs. replace the compressor. *NCM and my staff removed the old system and installed the new*

ADMINISTRATIVE BUILDING

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

Exterior steps – All exterior steps and landings have various amounts of concrete spalling caused from rock salt infiltration. *Jack-hammered out bad sections of concrete and repaired surfaces. Still need to paint surfaces with special industrial finishes to mitigate future degradation.*

HVAC – Building Automation System component lost communication with numerous controls in system. My staff troubleshot the problem and replaced a repeater (circuit card) they thought was faulty. The problem persists. *Trane tech services found faulty wire connections in the AC unit serving the Deeds Vault area. After correcting it the system reset itself and is working fine.*

HVAC – ACCU 6, AC condensing unit that supports air handler serving North end of building, had its fan motor and capacitor fail...*replaced both*

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Door security – Had a few doors that were not operating correctly...*replaced relays on some and disassembled, cleaned and lubricated locks on others*

Vehicle Sally Port – Lower panel in overhead door delaminated...ordered new one through original installer

HVAC – Heat pump WHP-D1, circuit B tripping on high pressure. *NCM replaced pressure switch...problem persists. Spoke with manufacturer's engineer and he directed addressing the reversing valve...awaiting o-ring kit*

HVAC – Heat pump WHP-B1 had a faulty temp sensor...*replaced sensor*

Laundry – Large dryer electrical contactor failed...*replaced contactor*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Dairy Barn – In process of replacing numerous clapboards on West elevation and fixing broken windows. Also repairing high drive doors

Dairy barn – Bulk tank had Freon leak...*contractor cut out a section of the stainless steel casing and brazed a broken spot weld to stop the leak. North Country Mechanical serviced it back up with Freon and it is working fine now.*

Dairy Barn - Sink that supplies water to wash pipeline overflows because pressure switch in pipe line washer control box is not working...*replaced pressure switch*

Farm Equipment – Potato sorter chain links bad and some wooden paddles broken...*fabricated new part sand installed*

Greenhouse - UNH Extension requested we install an additional fan to improve CFM and also requested ability to stage fans based on temperature. *Moved existing fan over and installed secondary fan. Installed new controls to facilitate staging of fans. Fan staging control not working right. Replaced pc board but problem persists. Still troubleshooting with help of manufacturer's engineer.*

BIOMASS PLANT

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

Chip Delivery System – Metering bin sensor broken...*replaced sensor*

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Flooring – On 8/27 Valley Floor is scheduled to install new carpet in one of the offices and install new vinyl flooring in the building breakroom.

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

OTHER

Training – Request approval for overnight stay in Manchester to support 2-day training class for James Hall in September

Supt. Oakes stated that he is requesting overnight stay in Manchester for James Hall to attend two (2) day training. It is a Basic Electricity Class for non-electricians. The class is September 24th – 25th. He stated a group of his staff are heading towards retirement. He needs to think about the guys who are going to be here and make sure that they know what they need to do and have this training. Commissioner Ahern stated that he needs to be thinking about needs vs wants. He asked if there is there a need for this training right now. Supt. Oakes stated that it is not a need right now; he is trying to be proactive. Commissioner Lauer asked him to fill out the request form with all the details and justifications for the training so they can all have a chance to review it before making a decision.

Commissioner Ahern stated that the governor signed off on the electric freedom bill. He asked if Supt. Oakes has looked into other sources for electricity yet. Supt. Oakes stated that he has started to but it is something that requires due diligence. He went on to explain different challenges to purchasing electricity. He stated that it is a detailed process and he is looking into it.

10:56 AM With no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper,
Clerk