

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
April 15th, 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

Commissioner Cryans called the Meeting to order at 9:06AM and began with the Pledge of Allegiance.

Mark Scarano from GCEDC arrived and stated that he was here to seek a public hearing date for a CDBG which will be used as a loan to support an expansion of Polly's Pancake Parlor. They are currently in the old production facility. The space is not ADA applicable, it is very tight and there are always lines. The new facility will be able to handle over 80 people coming in. He stated that GCEDC tried to correspond to the private sectors rates with the loan that they will be providing. This expansion will create thirteen (13) new full time jobs with benefits. They are in need of a modern facility that is ADA acceptable and more space. M. Scarano stated that they are looking for \$160,000 from the County. The whole project will cost over \$1 million. There is funding from a lead bank and from NCIC.

The Commissioners, ED Clough and Mark Scarano agreed on May 13th as the date for the public hearing. It will be held at 10:30AM and an ad will be posted in three (3) public places.

HSA Bishop arrived and gave the following report:

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- LTC Expenses report
- Recoveries – HSA Bishop stated that the recoveries are currently at \$94,000.
- Betsy Miller Letter to Commissioner Toumpas

2.) Legislation:

- No Updates

3.) Other:

- March of Dimes "Walk for Babies" - May 4th
- 9 Employees/15 Family Members walking
- Wellness Fair planned for October
- Visit to Merrimack County Wellness/Fitness Program

ED Clough gave the Commissioners a response from Atty. Saffo regarding their questions they had previously asked her about various items in her budget.

Commissioner Cryans asked if everyone had a chance to read the minutes of April 8th. Commissioner Richards had a couple edits. Commissioner Richards moved to approve the minutes of April 8th as amended. Commissioner Lauer seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

COMPLEX

Biomass District Heating System Project

Open Issues

- ❑ Resolve As-built Drawings discrepancies
- ❑ Unresolved engineering problems related to start up
 - ❑ Bypass controls...*submitted change order proposal to mechanical engineer for approval*
 - ❑ Expansion issues...resume troubleshooting after late April shut down for maintenance

Thermal Renewable Energy Credits (T-REC) – After speaking with Carl Bielenberg (local Messersmith Rep) we determined that it would be impossible to perform the stack testing this spring due to a lack of thermal load. The boiler needs to run in high-fire several times for an hour or more each time. Based on our boiler's size and system design, it may be extremely difficult to accomplish even during coldest months

Elevators – Stanley elevator completed the annual inspections on some of the elevators and completed all the fire safety inspections with Alarmco on all the elevators. All of them passed inspection

Fire Alarms – Alarmco completed the secondary inspections on all of our fire alarms. All passed...we just need to replace the batteries for the nursing home main panel

Sewage Spill – On 4/11 the local NH State Highway crew discovered the embankment along the ATV trail just North of the Admin Bldg. parking lot had collapsed from erosion and that the 6-inch forced sewer main in that area was broken and dumping raw sewage into a ravine in the embankment. We notified NH DES and the EPA of the spill and worked with the local State Highway crew, Woodsville precinct road crew, Woodsville Fire District and Town of Haverhill to address the problem. The State crew delivered four trucks of sand and my department built a dike to contain the spill. We contracted with a local trucking firm and got a 7,000-gallon liquid manure-spreading trailer on site so we could pump our main pump station tank into the trailer,

thus stopping the spill. The Town of Haverhill took ownership of the line break and contracted with Horne Excavating to fix the broken line.

COURTHOUSE

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

Dispatch - Radio room Mitsubishi AC evaporator unit fan bearings failed. Replaced bearings and squirrel cage fan

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Life Safety – Banwell Architects and John Dawson (code consultant) have begun their investigation into the firewall penetrations and fire damper discrepancies we identified. We spent 3-4 days with John last week taking him through the buildings identifying the various issues. They should have a report and cost estimate to us by 4/25. Currently, Steve Whitcomb is addressing a variety of penetrations that existed prior to the 2003 addition/renovation project. I spoke briefly with Dan Smith about issues stemming from the project, and he assured me HP Cummings would address those issues

Kitchen Hood System Make Up Air Unit (MAU) – Direct-fired propane heater in MAU keeps blowing out and going into ALARM. Discovered mixing plates on burner assembly are cracked and may be causing irregular airflow. *Ordered new burner assembly from manufacturer. Manufacturer sent wrong twice. We just received a third one but can't install it until Rick Colbeth, our gas-fitter, comes back from vacation.*

Electric Beds – Replaced several electromechanical parts on beds to keep everything in service

Kitchen Equipment – Upper convection oven axial fan not working...replaced capacitor and axial fan

Sprinkler - 1" line above ceiling in front of stairwell door is leaking and dripping onto 3-inch main below it. Hampshire repaired

HVAC – Radiant floor heating zone 1 getting too hot...replaced mixing valve

Custodial Equipment - Floor Scrubber vacuum motor dead...soldered brush wire back in place

ADMINISTRATIVE BUILDING

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

Old Inmate Housing Area – In process of rehabilitating sleeping area and bathroom for county employee core training area

DEPT OF CORRECTIONS

Fire Alarm – Simplex and Interstate Electric corrected all but two discrepancies noted from last Alarmco test. Controls Technology Incorporated (CTI) ran wires for alarms, Simplex programmed and we are now waiting on Interstate electric to wire in relays. Through communication error tech wired to wrong air handlers. *Interstate Electric and CTI restored air handler AHU-B1 and wired ERU-A1 and D1 for shutdown upon duct smoke detector activation.*

Sprinkler System - Sprinkler electric shutoff point 140 thru 143 wiring not correctly supervised. Interstate Electric tech installed relays and tested system. Fire panel recognized closure of valve during powering but Supervisory TROUBLE did not latch at panel when power was removed once valve was fully closed. Interstate Electric tech believes Hampshire Fire Protection (HFP) tech needs to adjust valve. HFP could not make adjustment on 1/15 when on site for quarterly inspections. *Issue being sorted out between Simplex, Hampshire Fire Protection and Interstate Electric*

HVAC – Air handler ERU-D1's return air temp/humidity sensor reading -11% humidity. *Installed new sensor*

HVAC - Multistack WHP-F1 has many faults over a long period of time and maintenance has a list of alarms going back months. *Trane tech rebuilt reversing valve and adjusted head pressure controls. Unit still experiencing low-pressure faults. Suspect head pressure controls need more adjustment of controls may be cause. Contacted contractors to further troubleshoot*

HVAC - Radiant floor supply water temps being in alarm. They are constantly in alarm for being too hot or too cold. Suspect 3-way valve control issue. *CTI reprogrammed*

HVAC – Heat pumps WHP-B1, B2, H1, H2 and H3 all need head pressure controls to prevent tripping out on alarm. *Trane tech completed all but B2 and H3. Techs installed head pressure controls on source side when change proposal called them out for load side. Have determined that we don't need them on these two units, thus have asked for their removal and a credit for materials & labor*

HVAC – Snow-stops for air handlers ERU-A1 and C1 are not working properly due to temperature sensors issues. *Need to order new sensors*

HVAC – Numerous reheat coil enclosures lack access doors to coils. *New England Air tech installed many but we still have a few that are incomplete*

HVAC - 3-way valve for boiler to internal geo loop injection does not work. *CTI rewired and reprogrammed*

Freon Alarm System – All four Freon alarm systems are overdue calibration. I'm in the works of contracting CTI to perform this task

Electrical – LED night-lights not working in cells E15 and F31. *Replaced LED night light circuit boards*

Electrical – wall outlets in rooms C119 and C124 aren't working. Circuit breakers and GFI are both fine. *Interstate Electric tech found loose neutral*

Electrical – Five emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. *Interstate Electric replaced three and rewired two. Two out of five are back in alarm*

Plumbing – Inmate destroyed flush control in cell F05. *Installed new one*

Kitchen Equipment – Steam kettle jacket losing water over time, pressure gauge not working. *Notified H.P. Cummings of issue since this issue goes back to warranty coverage period*

Kitchen Equipment – The lower LH convection oven will not stay running due to a defective gas valve. *Ordered warranty replacement*

BIOMASS PLANT

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

FARM

Dairy Barn - Three calving stalls on South end of main barn are falling apart. *Totally rebuilding all three*

Dairy Barn – several windows in the barn had broken glass and were boarded up. Removed broken glass and replaced with Plexiglas

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

DRUG COURT BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

OTHER

In May I would like to send one of my staff to a 4-day electrical troubleshooting and repair training seminar in Manchester, NH. This seminar requires a 3-night stay at a hotel. Based on

county rules, any over-night stay requires commissioner's approval. The cost of the seminar and hotel is \$2,262 plus cost of meals. Other comparable classes are held in MA and will cost even more.

Commissioner Lauer moved to approve Supt. Oakes travel request for one of his employees. Commissioner Richards seconded the motion and all were in favor.

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
April 15, 2014
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

January 1, 2010 – April 15, 2010	134
January 1, 2011 – April 15, 2011	216
January 1, 2012 – April 15, 2012	227
January 1, 2013 – April 15, 2013	273
January 1, 2014 – April 15, 2014	201

(2) Early Case Resolution

As noted earlier, we are moving along implementing ECR principles in the office. We have selected three different sized police departments to focus on as a mini pilot project. We will continue our efforts with the other departments to resolve cases earlier in the process as well. Establishing early case resolution will be more time consuming at first, but long term will save time, and thus money. Thus, it is worth our efforts. We did not receive the grant we applied for.

I am trying to determine an effective manner to keep statistics. When a case comes in as an ECR to date it has been more time consuming as the process is explained to defense counsel and law enforcement, and the result to date is still often an indictment. However, I am confident that as the process continues, it will be a savings. My office still needs to review the facts of the case, make a plea offer from the office of the Grafton County Attorney, and follow up, so perhaps the cases should be open and included in my statistics.

(3) Felony Case Flow Management

My understanding is Chief Justice Nadeau's presentation was informative. I am sorry I was in trial and unable to attend. I am still concerned that I do not see any "real" movement towards modifying the probable cause hearing system, in which case in my opinion moving cases to superior court will be expensive for both my office and police departments.

Two counties are having pilot projects, Strafford and Cheshire. Both have circuit courts close to the superior court, so there is no different for law enforcement. That is simply not the case in Grafton County. I still fear that the court system will see the benefits in Strafford and Cheshire and implement statewide.

(4) Grant

The grant has been submitted for the drug court.

(5) Training

I am presenting on Constitutional Law for Law Enforcement on Wednesday at the Campton Police Department from 7 – 9:30 pm. You are welcome to attend. This is free and open to law enforcement.

We are viewing a webinar on Trauma Based Practices presented by Ending Violence Against Women on April 21st at the Sheriff's Department.

(6) Victim Witness Department

Please continue to let us know what information will assist you in evaluating the need for a second victim witness coordinator.

We did receive the grant for an AmeriCorp volunteer to provide victim witness services in our Circuit Courts. It would be a Criminal Justice System Advocate, who would work with the Circuit Court prosecutors in domestic violence and misdemeanor level sexual abuse cases. The period of time the person would be hired is September 2014 – September 2015. I will be receiving resumes to review and consider. Currently, this is an unmet need. As noted above, it would result in a \$6,000 commitment and \$2,400 in kind (which we can easily meet).

I signed the contract. This is an exciting opportunity, as the State also provides training and supports for these advocates.

(7) The Child Advocacy Center



In March, the CAC provided 7 forensic interviews of Children in Grafton County. The CAC has moved to its new location on Court Street in Lebanon, and open house is anticipated shortly. The CAC continues to have a space in Littleton. A goal for me for 2014 is to find space in the Plymouth area. The CAC's budget cannot accommodate this commitment.

On April 8, 2014 was the Shield Our Children from Harm Conference.

(8) Grafton County Mental Health Court



Halls of Hope
Second Circuit Court, Lebanon Division



“A.S.S.E.R.T.” Alternative Sentencing Solutions for Education, Recovery and Treatment
Second Circuit Court, Littleton Division

The Plymouth Mental Health Court

Second Circuit Court, Plymouth Division

(9) Restorative Justice

Our office recently participated in a three day mock driving under the influence crash arranged for by the S.A.D.D. group at the Woodsville High School, the students and their advisors could not have done a better job. It was an honor to be a part of this presentation.

All towns in Grafton County are officially covered by Restorative Justice. Referrals are coming in quickly. We had a meeting with the diversion programs in Vermont to confirm the best manner to service juveniles who commit crimes in the Haverhill catchment area, that are Vermont residents.

Jay Appecelli from Cady, Inc, is holding office hours in the White Building for Restorative Justice one a week to increase the program's presence in this area.

Colleen Strout, the new administrative assistant, tracking the Restorative Justice contracts and assisting with Mental Health Court.

You recently noted a letter from a principal from a local high school. He informed me on Friday that he is looking to incorporate Restorative Justice language in the school, as it processes events with students. As with mental health court and drug court, we are seeing the impact of the program far beyond the court system.

(10) The White Building

The two interns have been assisting our alternative sentencing programs, including organizing the information contained in the White Building it is more accessible. The maintenance department is kindly assisting with shelving. Next time you go over there, I think you will see a change, and we are working on adding more features. (A lending library of movies and books for participants in the drug and mental health court, magazines, a section on cooking).

(11) Justice Involved Veterans

Today I meet with the North Country Justice Involved Veterans in Gorham New Hampshire. It is an exciting opportunity for me. Our drug court and mental health court are networking directly with Mike Owens, the Justice Involved Veterans Outreach Worker.

As noted earlier, there is no doubt in my mind that the Criminal Justice System needs to collaborate effectively with the VA. The Veteran's Health Administration offers medical treatment (including counseling), prescriptions, residential treatment for substance abuse, and specialized PTSD treatment, the VBA offers educational assistance, housing, job training and other related programs. They can assign properly trained "peer mentors" to justice involved veterans, as well as a Veterans Justice Outreach Worker. These resources are vital to improve public safety. More importantly, we need to support our soldiers as they transition back into our communities after service to our country. You can learn more about Veterans Courts at <http://www.justiceforvets.org/>.

(12) Circuit Court Prosecution

We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County.

(13) Drop Box / Webpage

An enormous Thank You to Samantha Norcross and the IT Department for their efforts on developing and maintaining the new webpage. It is an excellent resource for the public. At the delegation meeting, it was recommended that I develop a drop box for the information I would like the commissioners and delegation to access. We will continue to share drop box resources with the commissioners and delegation members who find this resource of assistance. We are still more than happy to provide the information in other manners (hard copy, e-mail, etc.).

(14) Nonpublic session

I am recommending a brief nonpublic session to discuss an employee issue.

*10:54AM - Commissioner Lauer 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 Richards 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.

*11:18 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 had asked ED Clough in their previous budget meeting to forward various questions to Atty. Saffo regarding her proposed budget. Atty. Saffo stated that she was ready to answer those questions for them.

She stated that in response to the question of if she had to choose between a new Assistant Attorney and a Victim Witness Coordinator she would do two (2) part time positions. She would make the victim witness position a half time assistant and the Attorney's position a half time ERC position.

In regards to the SVP line item she stated that the Commissioners can reduce the operating budget to \$5,000 and keep the \$20,000 that is encumbered per their recommendations. She stated that they can try that and worse case scenario she would have to come to them mid-year for a funding request.

Atty. Saffo stated that in regards to her employee who is in question of whether they will be picking up the County health insurance come July 1st, if she does end up needing to pick up health insurance she won't need it till the six (6) month mark.

Commissioner Richards moved to approve the April 10th minutes as amended. Commissioner Lauer seconded the motion and all were in favor.

ED Clough presented the CDFA CDBG Drawdown requests for the micro enterprise grant, which includes WREN, Hannah Grimes and GCEDC for Commissioner Cryans to sign.

She then presented the State of NH Courthouse Lease agreement which is effective July 1st and goes through June 30th 2018 to be signed and initialed by Commissioner Cryans. Commissioner Lauer signed the Certificate for Municipalities.

ED Clough read a thank you letter from the Bath Historical Society for the County's donation to the Raymond Burton Memorial Learning Center.

ED Clough informed the Commissioners that the Nursing Home Family Day will be held May 10th 2014 from 2:00-3:30. Commissioner Cryans and Lauer stated they will be there.

ED Clough submitted paperwork from the US Forest Service for the agreement that the Sheriff's Department has to do the White Mountain National Forest patrol for Commissioner Cryans to sign.

There was a UNH Cooperative Extension meeting last night and Deb Maes' retirement was discussed. Both Commissioner Richards and Commissioner Lauer attended.

Commissioner Richards stated that she is helping out with 4H

Commissioner Cryans stated that last Thursday he received the Advocate Award from Granite United Way on behalf of Ray Burton's three (3) siblings.

*11:46 AM - Commissioner Lauer moved to enter into non-public session for the purposes of discussing 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 according to RSA 91-A:3, II (c). Commissioner Richards 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.

*11:51 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.

*11:51 AM - Commissioner Lauer 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 Richards 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.

*11:54 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.

11:55 AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk