

**Carroll County Commissioners Meeting  
Minutes**

**September 23, 2009**

**Commissioner Present:** Commissioner Sorensen, Commissioner Solomon, Commissioner Albee

**Public:** David Babson, Daymond Steer

**8:15 am open for Public Input**

On Wednesday, October 14<sup>th</sup> the Commissioner's meeting will be held at 5pm and the building committee meeting will be at 1pm.

1. David Babson: Did someone say that Geo-tech will be getting a contract for \$7500 and that they have no problem with it. Built into the \$15k budget.
2. Commissioner Albee: Architectural – engineering-surveying. Part of a bid includes soil analysis. EGA actually pays, it is in the package.
3. David Babson: Does that come out of the original sum? \$100k+?
4. Commissioner Albee: Yes, we can go over that if you like.
5. Babson: Sounds like they would benefit from bid. If that is included in the initial quote I have no problem with that.

Discussion of Money disbursement for project.

6. Were you satisfied with info you received from Co-op extension?
7. Commissioner Solomon: Yes
8. Babson: WE have no money except for the \$20k in capital reserve
9. Albee: Have to put this job out for bid soon. Examine it.
10. Babson: How will 2 different architects work on boiler and mechanical in same location? "Marriage of two buildings".
11. Sorensen: Separate project
12. Albee: Putting conditions on design
13. Babson: Who and where is breaking point of electricity on the contract? How is that going to be worked out? Who is responsible for utilities? Where does power company come in?
14. Sorensen: County pays for power.
15. Albee: Heat loads, energy audits. Revisit who does project, negotiation. Questions have been submitted for answers.
16. Albee: \$130k for piping from old to new home. \$200k grant will only pay for hard goods (digging and installation).

Discussion of power and pump – cost to operate, fuel costs.

17. Daymond: Green energy? Any decisions?
18. Albee: Still working on it, need study done.
19. Daymond: Delegation meeting – recommendation to Commissioners for 3 contract/budgets?
20. Commissioners: have not discussed it yet.
21. Daymond: 14 have different ideas – how do you take all opinions and make sense of them.
22. Solomon: Politics
23. Sorensen: Recommendations only – Commissioners make the decision.
24. Albee: Delegation only approves budget.

Discussion of delegation input and purpose on budget.

Delegation power needs to be limited. RSA specific to Counties

Close Public Input

*Commissioner Solomon made motion to approve public minutes from September 16, 2009.*

*Seconded by Commissioner Albee. Commissioners Albee, Solomon, and Sorensen in favor. So voted*

*Commissioner Albee made motion to approve minutes from July 1, 2009. Commissioner*

*Sorensen seconded. Commissioner Albee, Solomon and Sorensen in favor. So voted*

*Commissioner Solomon made motion to accept and keep sealed executive minutes from*

*September 16, 2009. Commissioner Albee seconded motion. Commissioner Sorensen, Albee, and Solomon in favor. So voted*

1. Commissioner Solomon: Meeting in Freedom on Monday went well. Presented proposal for nursing home, well accepted. One question brought up was were we going to have a library at the facility. Good question. Could be on households, could be a use for 501C3 funds. Some lose vision in old age, possibly should have audio book library. Magazines. Consideration.
2. Commissioner Albee: Conway meeting last night for Coalition. Setting community goals and how to achieve and accomplish them. Awareness programs. Larger community and aspirations. Keeping young people in the area – how? Discussions of creating some kind of lasting/large employment base. Work force housing. Initiatives. Raising collective consciousness.
3. Commissioner Sorensen: CON meeting turned down request to meet here. Meeting will be at Merrimack Nursing home on October 15<sup>th</sup> at 9:30 am.

#### **Will DeWitt, Farm**

1. Hay is about done. 1 field left. Meeting numbers for budget – mulch hay still in barn. Made money on pumpkins. Started delivery of wood. Will meet with Lory or Stephanie to advertise wood on website. Drainage ditch below jail has been dug. Pipe should go in soon.
2. Admin parking lot will be done on Saturday.  
Discussion of parking lot/walkway issues
3. Garden – taking up plastic, taking out raspberries, preparing new garden spot for next year.
4. Commissioner Albee: October 13<sup>th</sup> there is a meeting about web site. Public is welcome. If you have info you would like to see leave it with Stephanie or Lory.  
Discussion of blueberry plants.
5. Need propane, water, and sewer lines marked. Reminder of valve that needs to be replaced on propane tank. Generators – renewed maintenance contract.
6. Commissioner Sorensen: When will all wood be cut?
7. Will: Hopefully done by Christmas.
8. Sorensen: Logging or bid on Rt. 28 property?
9. Will: Wendy is looking into that.
10. Sorensen: Soil samples?
11. Will: After haying is complete.

#### **Jason Johnson, HOC**

1. Current population is 70 in house, 1 weekender, 8 transfers, 0 elec monitor, 1 out to another county for overnight for court, and 23 on pre-trial release. Total population of 103. Total admitted for week was 22 (12 repeaters) total released was 17. Repeater charges: 1 endangering welfare of a child, control drug act, 1 endangering welfare of

a child, control drug act, receiving stolen property, 1 violation of probation, control drug act. 1 Criminal Threatening, 1 Simple assault, 1 Shoplifting and violation of protective order, 1 Violation of probation, 1 breach of bail, violation of protective order, criminal threatening, 1 habitual offender, 1 on warrants, 1 DWI and violation of probation.

Farm has been taking out average of 5 inmates per day, 14 available.

2. Seacoast Crane and Trane will be here today to work up the estimate for moving the A/C units.
3. Cyberton is here this week to install the new equipment. All the equipment is on site and they are working to migrate all the data over to the new servers.
4. Tom Luguana was in last Wednesday. Both Capt. Fowler and I sat in on the seminar. I brought with me a copy of inmates' comments so you could see what their thoughts of the seminar were. Both Capt. Fowler and I thought it was a great seminar and will do it again should Tom come back to NH.
5. Took in male inmate from Sullivan County on an administrative transfer. He is a sentenced inmate.
6. Commissioner Albee: Need you in for non-public on inmate policies. Discuss meeting with delegation. 0 increase in budget, 1% for increase in population.
7. Jason: Would like system to run background check on inmates. \$4500 purchase.
8. Commissioner Sorensen: Document cost, need, use. Document anything major.
9. Commissioner Albee: Work on ageing of equipment, what may have to be replaced/ repaired in the future.
10. Commissioner Sorensen: When was last search of cells/facility done?
11. Jason: 2007 – outside agency did a mass facility search. Random searches are done by our people.
12. Commissioner Sorensen: Received complaint of CO's handling of inmates. Must treat them as human beings.
13. Jason: Direct supervision training program in process.
14. Commissioner Albee: Staffing analysis. Under staffed. Want to make delegation aware that we are running understaffed. Discern condition.
15. Jason: Rod Miller – significant cut – will get estimate. Have staff analysis workbook to do study from 2004 and up. Doing log of incidents.
16. Commissioner Albee: If cost of outside staffing analysis is too expensive, do in house analysis and present to delegation. See if they are concerned.  
Discussion of incidents in jail.

#### **Robin Gordon, County Attorney**

1. Attended Ossipee Coalition meeting. Commissioners going out to meetings have been commended.
2. Commissioner Albee: Should invite a selectman from each town to budget meetings.

#### **Kathy Garry, Business Office**

1. Plans for Hale's Location boundary line adjustments have been approved by Hales property owners association. Copies to be signed by commissioners.
2. Letter – life safety inspection. All issues have been corrected and letter needs to be signed so he can come back and inspect again.
3. Commissioner Albee: Amortization of \$100k?
4. Kathy: Yes, 10 yrs and 15 years. (gave schedule to Commissioner Albee)

5. Kathy: Letter from Atlantic Energy Solutions. Doing free energy survey of all County buildings, ways to save energy. PSNH has funding to pay for it. Needs access to every room. Will give report w/recommendations.  
Budget schedule – department heads tentative schedule.
6. Commissioner Sorensen: Letter to all department heads w/schedule. What suggested requirements are? All office personnel cross trained.

**Sandi McKenzie, MVNH**

1. Census is 96 (4 Medicare, 22 Private, 70 Medicaid)
2. Had discharges this week, one tour yesterday, and several potentials in the community. Waiting for family decisions or hospital discharges.
3. Bus needed new exhaust system. Is getting old and needs to be replaced. Notified local community agencies/clubs/organizations as well as employees (fund raisers)
4. CON Hearing: October 15, 2009 at 9:30am at Merrimack County Nursing Home.
5. Seasonal Flu Vaccine: 98% of residents have been vaccinated. Waiting for the second vaccine shipment for County staff
6. Oxygen Contract: was with Merriam Graves → Air gas; runs out October 31<sup>st</sup>, need to give 90 days' notice. Switching to liquid oxygen will save \$4000 per year as well as storage space. New contract requires signatures and termination letter needs to be sent to Airgas ASAP. New contract is 5 years with 1 year notice of termination. (clause)
7. USDA surplus contract
8. Department Head Education/meetings: Strategic planning, mission, vision, values, and code of ethics. Thursday. Culture change – federal regulations – privacy rules, HIPAA, records, etc.
9. Medicare audits on claims – incentivized to find something. Can go back 3 years. Have team established to go over data.
10. Cross training- feel good, communicating well.
11. Commissioner Sorensen: 4 tubs in new home – can we move any from old home? Move 2/purchase 2?
12. Sandi: Condition and age, will look into it.
13. Commissioner Albee: Look into getting rid of stuff we are not going to use. Got message on 0 increases to budget? Look at maintenance. Detail any large projects that may be in the future. Look into digitizing – cost.
14. Sandi: List compiled already. Think about wireless.
15. Commissioner Albee: Broadband will make it easier
16. Commissioner Sorensen: Will maintenance room in new home be large enough?
17. Sandi: Each neighborhood has a janitor closet. Working on basics. Too small for repairs. Deliveries will disperse immediately, believe that space is adequate. Suggestions: Storage/receiving wing. Bar Code, EMR Capability (electronic medical records).

Discussion on inventory. Food 7 day rule.

**Mr. Robert Ness, Emergency Management Coordinator/Grant preparer**

1. Sheriff Dept. work space/telephone/computer.
2. Expectations going forward – what is my role.
3. Carroll County Coalition for Public Health meeting, opportunity to meet players. Who are the players – what are their roles.
4. Overview of responsibilities, concerns, involvement, training, research. How are other counties structured?

- Foremost effort – Emergency preparedness Grant. Drafted  
 Contingency radios – training. FCC rules  
 Instructors are volunteers – free  
 Licensed HAM's – efficiency is better  
 Department of Homeland Security approved radios  
 Discussion of radios, Emergency operations plan for Carroll County
5. Administrative – vehicle usage or mileage?  
 Expectations: Emergency Management Grant, Emergency operations plan. Tour County. Areas of training and training exercises. Workshop – federally directed, state does them annually.
  6. Commissioner Sorensen: Funded through Sheriff's Department right now, writing grants to continue position.  
 Discussion of Grant. Federal Cost → State
  7. Commissioner Sorensen: Sheriff hired you. Need to look at where you fit in County.
  8. Commissioner Albee: Should have Sheriff come in with his expectations. Have transportation discussion with sheriff.

**Robin Reade, HR**

1. Website meeting – Tuesday, October 13<sup>th</sup> at 10am. Tentative
2. Are we going to take credit cards for sale items, wood, hay, etc? Need to know in advance for web site.

**Open for Public comment:**

1. Daymond: Delegation exceeding authority. Agency that comes in and analyzes usage/mismanagement.
2. Commissioner Albee: They are elected officials.
3. Babson: Why does Jason need a computer system to do background checks/outstanding warrants on inmates before they are released?
4. Jason: Cannot communicate with State/Federal system. 2 different systems. Using "SPOTS" will be able to check for warrants, etc. Currently Sheriff's office is the only one with "SPOTS".  
 Discussion of SPOTS system – cost – time.
5. Jason: Process – other facilities in the state now have this.
6. Babson: Jail problems, required to have 36 but only have 26? Supposed to cost less with new jail.
7. Commissioner Albee: Have to look at our needs today. Our facility today and what is needed. Present to delegation what needs really are. Need to give you information that we have.
8. Commissioner Sorensen: Will look into draft copy for staffing requirements. Look at current staffing and current inmate status. Independent study needs to be done.
9. Babson: Tubs – age – cost. \$38k 2 ½ years ago. Inventory update
10. Commissioner Albee: Quick numbers on Co-op building. What would \$400k cost over 15 years at 5%? \$38,000.

*Commissioner Albee made motion to go into non-public pursuant to RSA91A; 3 for personnel. Motion seconded by Commissioner Sorensen. Commissioners Sorensen, Albee, and Solomon in favor. So voted.*

*Into non-public at 10:28 am*

