



Sullivan County Department of Corrections
103 County Farm Rd
Claremont, NH 03743

Intra-Department Memorandum

From: Lori Keefe
Date: February 20, 2009
Subject: Compliance Tour RSA 30-B:12
At: Unity, NH, D.O.C.
To: Sharon Johnson-Callum
Cc: Ross. L Cunningham, DOC/Supt.

On Thursday, February 19, 2009, Superintendent Ross L. Cunningham conducted a tour of the Department of Corrections to Commissioners Ethel Jarvis and Ben Nelson. Said tour began at 2:10pm and concluded at 2:45pm. Captain John Milliken accompanied the tour. The tour began in the administrative area with Supt. Cunningham discussing the addition that would be built on the admin side of the building during the HVAC upgrades. This addition will be 2-storied providing extra office space and new access to the attic on the admin level. The lower level will house all HVAC equipment, which will be removed from the attic providing better access for maintenance and also allowing for maintenance to be done by outside providers without having to come through the secured jail units. All areas of the Jail were toured:

1. Reception, Admin, Visiting
2. Control Center/Radio Room
3. Unit 1 housing area
4. Medical Department
5. Kitchen
6. Basement to include storage areas and boiler room
7. Processing
8. Classrooms
9. Unit 2 housing area
10. Unit 3 housing area

The Commissioners commented on the exceptional cleanliness of the facility. The only maintenance issue discussed was the need to fix the thermostat in the processing shower area. A work order was issued.

The preceding DOC tour notes were accepted into the Commissioner minutes on 3/5/09.

Ethel Jarvis
(Signature)
Ethel Jarvis, Clerk
Board of Commissioners

Date signed: 3-05-09