

Sullivan County NH

Type of Meeting: **Board of Commissioners – Public Meeting Minutes**

Date / Time: **November 4, 2004 - Thursday - 1:30 PM**

Place: **Newport - Remington B. Woodhull County Complex /
Commissioners Conference Room 1st Floor**

ATTENDEES: *Commissioner* Rudolf Adler, Donald Clarke and Bennie Nelson; Ed Gil de Rubio - *County Manager*; Sheriff Michael Prozzo; Scott Hagar – DOC Superintendent (arrived later); Sharon Johnson-Callum (minute taker);

PUBLIC ATTENDEES: Patrick Hayward – *Claremont Beagle Club President*

1:30 Commissioner Rudolf Adler, Chair, brought the meeting to order. The Pledge of Allegiance was lead by Sharon Johnson-Callum.

AGENDA ITEM NO. 3 NHAC NOMINATIONS

County Manager, Ed Gil de Rubio, presented Commissioner Donald S. Clarke with a *NHAC Certificate of Nomination for Commissioner of the Year*.

AGENDA ITEM NO. 4 SHERIFF'S REPORT

ANTENNA SITE AGREEMENT

Sheriff Prozzo discussed the tower site on Glidden Hill. He indicated he had not heard from the people using the tower, but wanted to bring the agreement back to the table. Commissioners and County Manager took time to read through the agreement. Comm. Clarke indicated there must be something of consideration written into the lease for a lease to be valid; otherwise it should be considered an agreement. He pointed out the draft showed "agreement" in one part, but indicated, "lease" in another, and should be consistent. County Manager will have the agreement retyped. Will be placed on the November 16th agenda.

HOMELAND SECURITY UPDATE

Sheriff discussed money coming from the state. Sheriff indicated a representative from the Federal Government House Appropriation Committee (FGHAC) met with him this past week to audit how the Sheriff's Office process for the monies. Sheriff recapped the items being purchased with the grant. He anticipates meeting on Saturday in 3-4 places in County to provide demonstration of new equipment. After 1st of year, on weekend, will do something on Emergency Management throughout the County and use it as a strategic planning session. Sheriff indicated he was told if there was a grant writer on staff the County would do so much better

AGENDA ITEM NO. 6 COUNTY LAND USE ISSUES

BEAGLE CLUB

Mr. Hayward indicated the Claremont Beagle Club would like to entertain proposal to lease for another 50 years with same stipulations on lease agreement, except would like to see land

management done by the Beagle Club. He discussed hiring, by the club, Mr. Lee Stephens to create a plan, to include: felling and piling of old dead trees within the fence line, planting new white pine and/or spruce seedlings – to allow the County to later harvest, clean up of brush outside the fence – improving on appearance, burning of brush – done when snow on ground within fire burning guidelines and with Commissioners permission, and gate repairs. He discussed work they do: lawn mowing, building upkeep, and one outhouse cleaned and redone. During pretrial they bring in port-a-potty. Would like first refusal for buying if ever it does go. Clarke discussed state grant monies available for habitat improvement, plus he talked about the current land use planning the County is currently doing.

Board of Commissioners requested Greg Chanis, Facilities & Operations Director, to work with the Claremont Beagle Club on creating a plan. Group discussed different lease terms, and settled on a two-years. County Manager will make the corrections on the lease and allow the Board to review. Hayward will attain a copy of Lee Stevens's land management report for Commissioners.

1:59 Mr. Hayward left meeting.

REQUEST FOR QUALIFICATIONS

Draft of Request for Qualifications handed out by County Manager. County Manager indicated Facilities & Operations Director had several discussions with Gerry Coogan regarding the Request for Qualifications. They will be placing ad in paper and do mailings for this.

2:01 A motion was made to approve the Request for Qualifications.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None.

Voice vote: Unanimous. All in favor.

Comm. Adler indicated he spoke recently with Valerie Bailey, Student Conservation Executive Vice President for External Relations who is interested in being part of discussions with land use at the County. County Manager will add her to list on next mailing.

Comm. Clarke spoke of group he was gathering Dec 7th. Group will discuss finding more fish stocking areas and finding more help in stocking.

AGENDA ITEM NO. 7 COUNTY MANAGER REPORT

NEW COMPUTER SOFTWARE

County Manager distributed new software update time line (See attached). He explained Dodi Violette has done a lot of preparation work and is way ahead of the curve in providing requested reports. They will be converting a five-year period.

2:08 Scott Hagar entered meeting.

County Manager continued, indicating they will provide a training day, using laptops here in the Commissioners' Conference Room, for the Department Heads / Elected Officials. County

Manager and Commissioners talked about the purchase order process, with Commissioners providing input on how it currently is seen by them – to what they'd like to see.

NHAC NOMINATION CERTIFICATE

County Manager presented Scott Hagar with a Certificate of Nomination for *DOC Superintendent of the Year*.

MQUIP MONIES

County Manager indicated the MQUIP monies were received yesterday.

MEDICAID MONIES

County Manager indicated the Medicaid money was received at the Nursing Home by Mr. Hemenway and deposited yesterday. County Manager explained the transfer of funds process between Federal Government, State and County.

AGENDA ITEM NO. 5 INMATE STANDARD OF CONDUCT

Board of Commissioners, County Manager and DOC Superintendent reviewed the draft of the Inmate Standard of Conduct policy, an addendum to the Employee Policy.

2:45 A motion was made to approve the Standard of Conduct Inmate Labor Addendum to Sullivan County Employee Manual.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: In the policy, #2, last sentence strike the word "be". Minute taker provided clean copy of the policy with this correction.

Voice vote: All in favor.

Board signed the addendum. See attached.

DOC BOILER

Superintendent Hagar discussed recent work on the boiler.

DOC PRESS RELEASE

Superintendent Hagar discussed press release for Introduction of GPS, which will be sent to Kristen Senz of the Eagle Times today to run in tomorrow's circulation. See attached press release.

EDUCATION

Hagar will be attending the NIC, Sunday 12th - 19th. The conference is 40 hours and discusses issues concerning running small jails. Issues covered will be: staff analysis, training, and fiscal needs. He discussed training on line they are currently doing through the NIC. Capt Milliken is supervising in Hagar's absence.

STAFFING

Hagar indicated they are advertising for three Correctional Officer positions. Hagar indicated

they have two Per Diem from Cheshire who can be used during vacant positions.

Sheriff reentered meeting to discuss outdated computers, which he'd like to donate to schools if they are wanted. All agree on action. Sheriff will contact Red Elephant Program Director, Pam Humphrey.

2:52 *Sheriff and Scott Hagar left meeting.*

2:53 A motion was made to go into Executive Session to discuss a pending non-labor contract (Per RSA 91-A:3.II.(c)).

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: None.

Roll call vote: Unanimous. All in favor.

3:15 Motion made to come out of Executive Session and adjourn meeting.

Motion made by: Comm. Clarke.

Motion seconded by: Comm. Nelson.

Discussion: none

Voice vote: Unanimous. All in favor.

Respectfully submitted,



*Bennie C. Nelson, Clerk
Board of Commissioners*

BN/s.j-c.