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SULLIVAN COUNTY

Serving the communities of:

Acworth, Charlestown, Claremont, Cornish, Croydon, Goshen, Grantham, Langdon,
Lempster, Newport, Plainfield, Springfield, Sunapee, Unity and Washington

September 10, 2013

Commissioners Office
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: commissioners@sullivancountynh.gov

State of New Hampshire
Department of Attorney General
Attn: Joseph Foster, Attorney General
33 Capital Street
Concord NH 03301

County Administrator
14 Main Street
Newport, NH 03773
Tel. (603) 863-2560
Fax. (603) 863-9314
E-mail: manager@sullivancountynh.gov

Re: Sullivan County DOC Compliance Letter - RSA 30-B:12

Dept. of Corrections
103 County Farm Rd.
Claremont, NH 03743
Tel. (603) 542-8717
Fax. (603) 542-0239
E-mail: doc@sullivancountynh.gov

Attorney General Foster:

On Monday, August 19th, 2013, 2:20 PM the Sullivan County Board of Commissioners toured the Sullivan County Department of Correction facility, per RSA 30-B:12.

Facilities & Operations Dept.
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 230
Fax. (603) 542-2829
E-mail: facilities@sullivancountynh.gov

Enclosed is a copy of the compliance tour notes that include information on the areas viewed and issues discussed. These notes were reviewed and approved during the Boards' meeting held Mon., Sep. 9th, 2013.

Please do not hesitate to let us know if there is additional information you require.

Human Resources / Payroll
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext. 286
Fax. (603) 542-9214
E-mail: humanresources@sullivancountynh.gov

Sincerely,

Handwritten signature of Sharon Callum in black ink.

Sharon Callum
Administrative Assistant

Human Services
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511 Ext 210
Fax. (603) 542-9214
E-mail: humanservices@sullivancountynh.gov

Cc: Board of Commissioners
DOC Superintendent Cunningham
Files

Sullivan County Health Care
5 Nursing Home Dr.
Claremont, NH 03743
Tel. (603) 542-9511
Fax. (603) 542-9214
E-mail: nursinghome@sullivancountynh.gov

Enc. Aug. 19th, 2013 memo from Lori Keefe



To: Board of Commissioners, Supt. Cunningham

Date: 8/19/13

Fr: Lori Keefe, Admin Asst

8/22/13

Subject: Compliance Tour

Compliance tour started at 2:20pm with Lt. Brookens accompanying Commissioner Barrette

Toured the Community Corrections Center administrative area, Control Center, Male and Female Treatment Wings.

At approximately 2:40pm they were joined by Commissioner Nelson. The tour commenced with the CCC Laundry and Kitchen areas.

The tour proceeded to Unit 1, Processing/Observation Area and out 400 to view the Biomass pipe chase. All returned to the facility to Unit 3 East & West and Unit 2.

While touring Unit 1, Lt. Brookens mentioned that the cameras in the rooms had mitigated many of the previous issues with assaults, horseplay and property damage. Commissioner Nelson asked if Unit 2 had cameras in the rooms and Lt. Brookens stated not at this time. We do not have many issues in that Unit.

Both Commissioners were shown the Archonix Software.

Tour concluded at 2:50pm at which time both Commissioners exited the facility.

Respectfully submitted,

Lori Keefe
Lori Keefe, Admin Asst

STATE OF NH
DEPT OF JUSTICE
2013 OCT 22 PM 11:26



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Jan 30, 2013

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Sullivan County Health Care
5 Nursing Home Dr.
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Fax. (603) 542-9214
E-mail: [nursinghome@
sullivancountynh.gov](mailto:nursinghome@sullivancountynh.gov)

State of New Hampshire
Department of Attorney General
Attn: Michael A. Delaney, Attorney General
33 Capital Street
Concord NH 03301

Re: Sullivan County DOC Compliance Letter – RSA 30-B:12

Attorney General Delaney:

On January 15th, 2013 the Sullivan County Board of Commissioners toured the Sullivan County Department of Correction facility, per RSA 30-B:12.

Enclosed is a copy of the compliance tour notes that include information on the areas viewed and issues discussed. These minutes were approved during the Boards' meeting, yesterday, January 29th, 2013.

Please do not hesitate to let us know if there is additional information you require.

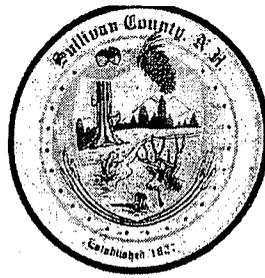
Sincerely,

A handwritten signature in cursive script, appearing to read "Sharon".

Sharon Callum
Administrative Assistant

cc: Board of Commissioners
DOC Superintendent Cunningham
County Administrator, Greg Chanis
Files

Enc. January 15, 2013 Memo from Lori Keefe (approved by Board at their 1/29/2013 meeting)



To: Sharon Callum, Administrative Assistant

Date: January 15, 2013

Fr: Lori Keefe, Administrative Assistant

Subject: Commissioner's Six-Month Tour of Department of Corrections

Commissioners Barrette, Jarvis and Nelson, County Manager Greg Chanis, Supt. Ross Cunningham, Lt. Charles Brookens and Administrative Assistant Lori Keefe convened at the Community Corrections Administrative offices to begin the commissioner's bi-annual tour of the DOC at 2:00pm.

Supt. Cunningham brought Commissioner Jarvis through the CCC administrative area (offices, break-room, conference room and training room.)

Proceeded to the Jail for a tour of Unit 1 – Supt. Cunningham pointed out the projects that have been completed such as new doors that now swing outward, epoxy floors and securus kiosks.

Commissioner Nelson asked if the lighting would be upgraded? This is a project that will be included in the FY14 budget process. Replacement of all old light fixtures in hallways and office areas. Maintenance is working on a quote. Lighting in these areas does not need to be correctional high grade.

Supt. Cunningham stated that we will also be replacing the remaining porcelain sinks and toilets to stainless steel for safety.

Mr. Chanis asked what the average age of an inmate is – Mr. Sanborn was called and stated that 31 is the current average inmate age.

Supt. Cunningham stated that the basement area will be updated to include an area for maintenance to have locked storage for tools and a work area.

All entered Unit 3 – discussed the new epoxy floors and one side has been painted. We will be completing the paint on the other side shortly.

Maintenance will be removing the barred door leading to the outside recreation area. This door is no longer necessary as with the new HVAC system, staff do not need to open the outside door to provide fresh area. It is a safety concern in the event of evacuation.

Commissioners reviewed the new CCTV system with CO Hannum in Unit 3.

Toured the medical department with Nurse Cornish. Supt. Cunningham discussed the upgrade project of relocating medical to the current laundry/old kitchen area and moving laundry to the current medical room. We are waiting on quotes for the FY14 budget.

Toured Jail reception area – kept old visitation handsets for backup and for psych visits.

Tour returned to Community Corrections Building and toured female and male wings and the laundry area. Discussion on the ongoing hot water issue and its final resolution. Needed to dig up pipes coming in to building and replace with a larger pipe.

Commissioner Nelson asked if we could qualify the solar panel usage. Mr. Chanis will speak with John Cressy.

Toured ended at 2:45pm.

Submitted by:
Lori Keefe
Administrative Assistant, DOC

These minutes, above, were approved by the Board of Commissioners on:

1-29-13

Ethel Jarvis
Ethel Jarvis, Clerk
Board of Commissioners

13 FEB - 1 AM 11:53

STATE OF NH
DEPT OF JUSTICE