



SULLIVAN COUNTY

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Board of Commissioners

14 Main Street
Newport, NH 03773
(603)863-2560
Fax (603)863-9314
commissioners@
sullivancountynh.gov

County Manager

14 Main Street
Newport, NH 03773
(603)863-2560
Fax (603)863-9314
manager@
sullivancountynh.gov

Dept. of Corrections

103 County Farm Road
Unity, NH 03743
(603)542-8717
Fax (603)542-0239
doc@sullivancountynh.gov

Facilities & Operations

5 Nursing Home Drive
Unity, NH 03743
(603)542-9511 x230
Fax (603)542-2829
facilities@
sullivancountynh.gov

Human Resources & Payroll

5 Nursing Home Drive
Unity, NH 03743
(603)542-9511 x286
Fax (603)542-9214
humanresources@
sullivancountynh.gov

Natural Resources

95 County Farm Road
Unity, NH 03743
(603)542-4891
Fax (603)542-2829
naturalresources@
sullivancountynh.gov

Sullivan County Health Care

5 Nursing Home Drive
Unity, NH 03743
(603)542-9511
Fax (603)542-9214
nursinghome@
sullivancountynh.gov

July 12, 2023

Email: Jill.A.Perlow@doj.nh.gov

Jill A. Perlow, Associate Attorney General
Director, Division of Legal Counsel
NH Department of Justice
33 Capitol Street
Concord NH 03301

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

Dear Associate Attorney General Perlow:

Pursuant to RSA 30-B:12, please allow this letter to serve as the Sullivan County Board of Commissioners' (BoC) written confirmation that Commissioners George Hebert and Joe Osgood, toured the Sullivan County Department of Corrections (SCDOC) and jail, on Tuesday, June 20, 2023.

The BoC found the buildings to be in good order, expressed no areas of concern and approved the attached memo, submitted by Deputy Superintendent Shawn Coughlan regarding the tour, during their recent meeting held on July 10th.

Please feel free to contact our office if you have any questions.

Best regards,

A handwritten signature in blue ink that reads "Sharon".

Sharon Callum
Administrative Assistant
Sullivan County Commissioners & County Manager Offices

Tel. (603) 863-2560 Ext. 105

Email: sharonjc@sullivancountynh.gov

Cc: Sullivan County DOC Interim Supt. David Berry Jr.
Sullivan County DOC Deputy Supt. Shawn Coughlan
County Manager Derek Ferland



Sullivan County Department of Corrections

103 County Farm Rd. Unity, New Hampshire 03743

Telephone: 603-542-8717 – Fax 603-542-0239

June 23rd, 2023

RE: Board of Commissioners Compliance Tour

DS. Shawn Coughlan

On Tuesday June 20th, 2023, I (Deputy Superintendent Coughlan) conducted a tour of the Sullivan County DOC with the Board of Commissioners for a Six Month Compliance Tour per RSA 30-B:12. Commissioners George Hebert and Joe Osgood participated along with County Manger Derek Ferland, Facilities Director Mary Bourque and Human Resource Director Hilary Snide. The Tour began at 2:00pm and concluded at 2:45pm.

The Tour began in the Community Corrections Administration area. We then proceeded to the CCC Reception Lobby, Female Wing, Laundry Room, Kitchen, Male Wing and the Recreation Gym.

We then entered the jail portion of the facility beginning in Unit 1 and walked through all three Units and the Observation/Processing Area. We then entered the Control Center and the staffing area of the DOC.

The tour concluded when we returned to the CCC Administration area.

The Commissioners did not point out any areas of concern or areas that they thought needed to be addressed. Mary Bourque and I both pointed out updates since the last Commissioners tour such as the entry door to the CCC Male Wing being fixed and updates for final repair to the sheetrock in the CCC Main Lobby and Hall from when the pipe burst over the winter causing water damage. I also pointed out some areas that could use fresh paint in both the Jail and CCC.

Deputy Superintendent Coughlan