

## GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners  
3855 Dartmouth College Hwy.  
N. Haverhill, NH 03774  
Tuesday August 24, 2010

PRESENT: Commissioners Michael Cryans, Martha Richards and Ray Burton, and Secretary Martino

OTHERS PRESENT: H. Brown

Commissioner Cryans opened the meeting at 9:06

Sheriff Dutile arrived along with Supt. Oakes who began with the first part of his report which was on the water tank. He said that a water sample taken had come back positive for coliform and the tank was taken off line and treated. Chlorine was added and the water was brought back to the proper levels.

The Engineering firm Horizon, has been on site doing some preliminary work as the third party consultant on the water tank.

The reason the Sheriff was present was because someone had written graffiti on the tank which had to be painted over. The vandalism is currently under investigation.

There was a discussion about the road to the water tank being gated off so that people could not drive up there with either cars or ATV's. Along with the worry of vandalism, there were concerns about the road being damaged by travel.

Sheriff Dutile said he believes the road should be posted and closed to wheeled traffic while still allowing foot travel.

Commissioner Burton asked if any of the land is NH State Trails and Sheriff Dutile said it was not. He said that those ATV's use a different trail and snowmobiles don't cause the problem with the roads, plus they use a different access as well.

Commissioner Burton said he feels a gate should be put up although foot traffic and hunting is fine. He said that if this doesn't protect the water tank, then a fence should be put up around that too.

There was a discussion as to how the signs should be stated and the Sheriff said he would work with Supt. Oakes and then bring back the verbiage to the Commissioners if they wanted to read it. Commissioner Richards wanted to be sure that it was very clear that the signs would reflect that the area is open to foot traffic and perhaps two different signs would be needed.

Commissioner Cryans said this should be a uniform policy that is followed by everyone with the exception of County employees who need to do work in that area such as the Farm and Maintenance.

Sheriff Dutile said the main object is to stop the vandalism and road erosion.

H. Brown said that he would let people access the County property from his but didn't want to cause any issues because of it.

Sheriff Dutile left and Supt. Oakes continued with his report \*(see attached)

There have been some issues with the grout used on the wells and there may end up having to drill more wells. Supt. Oakes said that after testing some of the grout, it did not meet the specifications required for conductivity.

There was a discussion as to how much time the Grafton County team is putting into this project and Supt. Oakes replied that it was quite a bit, but regardless of whether or not there was a clerk of the works, he would be spending as much time there anyway because of the need for oversight.

Supt. Oakes said that he would like to speak to the Commissioners in Executive Session.

9:45 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and will go into non-public session.

10:05 AM Commissioner Cryans declared the meeting back in public session and to seal the minutes of that session. The Commissioners then moved on to the next item of business.

Supt. Oakes left.

White Mountain Community College President Kathy Eneguess and Tom Allen, Program Coordinator for Woodsville, arrived to discuss various opportunities for students. K. Eneguess said that after some persuasive conversations, the Woodsville campus will remain open as long as there is a need.

K. Eneguess discussed various topics for classes which including information on financial aid and scholarships. She said that these informational classes could be done here at the County for those who might be interested if that was so desired.

Commissioner Burton stated that Community College enrollments have gone up and K. Eneguess said their enrollment had increased 3.9% and will likely hit 4%, though this region (Woodsville and surrounding) is not showing growth and Littleton is stable.

K. Eneguess said they want to serve the region and is willing to take any suggestions as to how that should happen. Commissioner Burton asked if people from higher education could come to speak about financial aid and Eneguess said they already do, and noted that Woodsville High School doesn't attend. She plans to speak with Superintendent Labs about that today.

In discussing classes, Eneguess said there has to be at least six students in order hire a teacher.

Commissioner Richards said that she has only seen classes as being introductory and would like to see some higher level classes offered. K. Eneguss said that a student needs prerequisites in order to take a higher class but if higher classes are needed after tracking the lower classes, then changes are made.

T. Allen said that adults returning to school are the base of those people who are taking classes.

There was a discussion about there being outreach to people in the region who might want to attend school. Commissioner Richards said she would urge getting recruiters here at the County at various times to encourage education.

Commissioner Richards said that she would like to suggest using rooms at the County to hold classes and suggested getting with Executive Director Clough as to the availability.

Commissioner Cryans said that he had a different take on the situation than did Commissioner Richards in-that he feels it is more incumbent upon Grafton County to get the information out to its employees than for the school to do so. He also noted that it's a huge challenge for adults to go back to school and that perhaps there really weren't all that many individuals at the County that would find it appealing. He said that schools like WMCC are a beginning point and help to get people started.

T. Allen said that the school was always meant to be a starting point and never meant to be an end point.

Commissioner Burton asked about working with the prison system such as in Berlin and K. Eneguss said that they work very closely with the institutions.

Commissioner Burton asked if there is any feedback from Employment Security as to what is needed in the work force and K. Eneguss said constantly, particularly since they are located in the same building in Littleton.

Commissioner Burton asked if the CDL simulator moves around and K. Eneguss said that it does, but is located in Littleton right now. She said it is available to any business for a fee.

Commissioner Richards was looking for an answer as to whether or not the County could be used as far as classroom space goes and Commissioner Cryans suggested that it really needed to be discussed further with Executive Director Clough before any kind of decision could be made.

Commissioner Burton said he is in favor of holding classes here if there are at least six interested employees here at the County and that the class is credited.

K. Eneguss said that there are some very good non-credit classes that offer certifications too, such as leadership and management.

Commissioner Richard wanted it noted for the record that she is very in favor of the school using County property to hold classes.

The Commissioners thanked Kathy Eneguess and Tom Allen for their time and the two reciprocated and thanked the County Commissioners in their help in this endeavor.

Commissioner Richards moved to approve the minutes from August 17, 2010 which was seconded by Commissioner Burton. Edits were made. All were in favor.

The Commissioners signed the check registers.

The Commissioners reviewed and signed the MS-1 Summary Inventory for the unincorporated town of Livermore.

The Commissioners received an invitation to the NH Charitable Foundation Dinner on September 28th to welcome the new President of the foundation. Commissioners Burton and Cryans will attend.

Commissioner Cryans informed the other two Commissioners that Representative Mulholland scheduled an incentive meeting on September 15<sup>th</sup> and that he believed that each Commissioner had a seat at the table or could assign a designee. He said that Jennifer Peterson from the Upper Valley United Way, Virginia Fryer, a minister at the Methodist Church in Lebanon (assigned as faith based member) and Representative Rick Ladd from Haverhill were the current members of the Committee. The Commissioners will make their decisions and then get back to Rep. Mulholland

Commissioner Burton said that the Horse Meadow Senior Center is celebrating its 10<sup>th</sup> year in operation beginning Friday the 27<sup>th</sup> at 11:15 AM. He said he would like to have a commendation for them.

Commissioner Richards had a follow up meeting for the Open Barn Day and everyone agreed that it was a success. Possible changes were talked about for the next one.

The Commissioners will hold their October 19<sup>th</sup> meeting in the town of Holderness, Commissioner Richards' district. Commissioners Cryans and Burton have set tentative dates for their on the road meetings for September 28<sup>th</sup> and November 9<sup>th</sup>. Confirmation of those will be forthcoming.

11:28 AM With no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Aug 10 - 23, 2010

## COMPLEX

**3<sup>rd</sup> Party Water Consultant** – Richard and I met with Steve LaFrance from Horizons Engineering, Inc. last week to kick off his study of our water system. We executed all the contract documents so he could start work. He has since been in contact with WW&L and Red Dufresne to collect information. This coming Friday I will be meeting with Horizon's geologist to do a site visit and go over the Hoffer Report

**Water Samples** – On August 3<sup>rd</sup> I took bacteria and disinfection byproducts (TTHM and HAA5) non-compliance samples directly from the water storage tank and sent them to Eastern Analytical's laboratory for analysis. The bacteria sample came back positive for Total Coliform. WW&L isolated the tank and we took a repeat sample along with several samples throughout the distribution system. All samples came back negative other than the tank sample. Again, it came back positive for Total coliform. We chlorinated the water within the tank until we reached a 1.4 ppm level, 0.4 ppm higher than DES' recommendation. After draining the tank 2-feet, WW&L opened the line to the tank and refilled it, flushing everything from the line into the tank. Today we will be taking a 3<sup>rd</sup> bacteria sample at the tank. If it passes, we will introduce the tank water back into the distribution system. We will also set up a schedule with WW&L to exercise their gate valve to force turnover in the tank until a long-term fix can be instituted.

**Water Tank** – Someone wrote graffiti on the northwest side of the tank. I notified the Sheriff's Dept. and they took pictures and picked up evidence from the site. Kevin Kennedy painted over the graffiti

## COURTHOUSE

**Preventative Maintenance (PM)** – Performed various PM tasks throughout.

**Probate Office** – Leak coming from area above ceiling...found bad o-ring in pneumatic valve...disassembled, cleaned and replaced o-rings

**Elevator** – Elevator door rumbles...replaced door rollers

**Human Services Office** – Carpet on floor is worn and rumped...Valley Floors replaced and Richard installed new covebase molding

## NURSING HOME

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**Exterior Doors & Trim** – In process of sanding, scapping and painting all exterior doors and trim

**Fences** – Power-washed Activities yard fence and sealed with Thompson's water sealer

**Sidewalk** – Renee Shields informed me that a resident tripped, fell and broke a couple ribs while walking in the Activities Yard. In the area where this incident occurred I found three areas where the sidewalk sections had heaved from the frost, creating a lip between sections. I had one of my staff shim the concrete surfaces to get rid of the lip in all three locations to help prevent further incidents.

**Fire Alarm** – Norris tied in and programmed two glycol tamper switches into the main fire panel

**Kitchen Equipment** - Top steamer keeps going into alarm after cleaning unit... replaced reset probe and control assembly

# **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

**Kitchen Equipment** - Food warmer center pan shorted out. Found pan cracked, cart framework completely corroded and center heating element contact completely corroded away. My staff disconnected power to center well and informed Gregg and Eileen that cart needs to be replaced soon. Still can use the two side pans temporarily

**Electric Beds** – Three beds failed for bad actuators and one for a bad I/O controller...parts backordered

## **ADMINISTRATIVE BUILDING (1930)**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**North Entrance** – In process of scrapping and painting overhang, columns, entrance, railings and steps

**South Entrance** – Steps were cracked and crumbling. Supported roof and removed columns. Jackhammered out old steps and railing. In process of laying out forms to pour new steps

**Boilers** - Pressure regulator adjustment screw backed off due to lock nut being loose causing boiler pressure to drop to zero...adjusted regulator to restore pressure and tightened lock nut

**Extension Porch** - Porch steps need to be sealed...sealed with Thompson's water sealer

## **JAIL**

**Preventative Maintenance (PM)** – Performed various PM tasks throughout

**Kitchen** - Need more storage shelving...built and installed in storeroom off day room area

## **FARM**

**Dairy Barn** – Continued replacing clapboards in back northeast corner and replacing stanchions in calf barn.

**Dairy Barn** - Door on northeast side has broken hinge...Fabricated and installed hinge

**Equipment** – Farm tractor steps rotted out...fabricated new ones and welded them to tractor

## **MAINT/FARM BUILDING**

Nothing to report

## **COMMUNITY CORRECTIONS**

**Generator** – State Fire Marshall's Office will be inspecting generator installation today

**HVAC** – Main exhaust stack for both furnaces was completely corroded where it goes through the roof to the outside and was allowing water to leak into the building...Parts came in but we can not do work until our boom lift is fixed...furnaces off and locked out until fixed

## **VEHICLES**

**Boom-lift** – Has hydraulic line leaking. United Rentals discovered numerous hoses dry rotting and cause for the leaks. United Rentals picked it up so they could repair it at their shop.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

## Other

**Melink System Contract** – TRC sent an e-mail stating we could put this work out to bid

## Jail Project

**Site Work** - Morrill construction completed the following:

- Completed laying storm drain pipe and catch basins on the back of the site and down embankment to lower infiltration pond. Backfilled embankment area, loamed and seeded.
- Excavated footing areas for building areas A and backfilled interior and exterior foundations in area H
- In process of excavating interior foundation areas of area H and G for underground plumbing
- Performing cut and fill of South entrance driveway to loading dock and service area
- New sidewalk in front of courthouse doesn't meet spec and must be removed and reaccomplished
- On Sep 3<sup>rd</sup> Morrill will connect the courthouse domestic water to the new water line
- On Sep 6<sup>th</sup> they will begin work on the neighbor's properties (driveway and fence)
- On Sep 13<sup>th</sup> they will begin landscaping the neighbor's properties

**Geothermal Well Field** - Skillings & Sons completed the following:

- Drilled 69 of the 77 wells required per plan. The remaining eight that couldn't be completed due to overburden conditions were relocated by SMRT and drilling of those have begun
- S.W. Cole had to repeat the 48-hour conductivity well test due to a generator problem. Based on test results SMRT recommended drilling six (6) additional wells to ensure the well field performs to specification
- S.W. Cole sent four (4) grout samples to an independent lab in South Dakota to test the grout conductivity specifications. All four (4) samples failed to meet specification. At my request, S.W. Cole sent three (3) more samples off to be tested. SMRT will be providing us guidance on this issue in the next day or so
- On Aug 30<sup>th</sup>, Skillings will start circuiting the wells

**Concrete Work** - S.D. Ireland completed the following:

- Poured footings in areas: F and A and poured walls in areas H, G and F
- One of the walls poured in area F had too much retardant, slowing down the curing of the concrete. When they pulled forms much of the surface concrete stuck to the forms. S.D. Ireland is in the process of repairing the concrete according to a repair specification in the spec book

## **Electrical & Plumbing**

- Interstate Electrical installed electrical grounding in areas H, G and F in addition to installing a lot of conduit that gets encased in the concrete foundation walls
- Granite State Plumbing & Heating has started assembling and routing under-slab drainage in area H & G