

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday, January 11, 2011

PRESENT: Commissioners Michael Cryans, Ray Burton and Omer C. Ahern Jr., Executive Director Clough and Secretary Martino.

OTHERS: Wayne Fortier and Harold Brown.

9:00 AM Commissioner Cryans opened the meeting and asked attendee Wayne Fortier to lead them in the Pledge of Allegiance.

Commissioner Ahern asked for a moment of silence to pay respect to Congresswoman Gabriell Giffords and for those who lost their lives in the terrible tragedy in Arizona.

Sheriff Dutile was in attendance to open the bids for the new cruiser for the Sheriff's Dept. Bids were as follows:

Flanders and Patch ~ Lebanon	\$22,255.24
AutoServe ~ Tilton	\$21,304.
Grappone Ford ~ Concord	\$21,194
Hillsboro Ford ~ Hillsboro	\$21,134
Gateway Motors ~ White River	\$21,299

Sheriff Dutile asked to review the bids to make sure that all the specifications were included.

In a re-review of the agreement with Piermont for Dispatch Services, Sheriff Dutile explained how the estimated fees are calculated. There was a discussion about updating the agreements with all the towns so that they are consistent and up to date. Commissioner Burton said that he hadn't heard anything from the town of Piermont regarding any concerns.

Commissioner Burton moved to approve the agreement with Piermont for Dispatch services, which was seconded by Commissioner Ahern

Discussion:

Commissioner Ahern said that he was concerned about what might possibly go wrong which is not stated in the contract/agreement and questioned whether there needed to be a liquidated damage clause. Sheriff Dutile said that there is certainly a chance for human error and that anyone is entitled to take legal action if they felt it necessary but he feels all the bases are covered in so far as that is concerned.

Commissioner Ahern said he would like to see a clause in the contract and Sheriff Dutile said it would probably be a good idea to have that in all the contracts, not just Piermont. Commissioner Ahern said that he would find it acceptable if the Sheriff incorporated a letter which outlines the scope of services to the town. The Sheriff agreed.

When the vote was taken, all were in favor.

The Board of Commissioners will sign the agreement with Piermont when the agreement and the attached letter has been signed by the Piermont Selectboard.

Commissioner Cryans asked if the Sheriff had heard any other issues from towns regarding the Dispatch fee letter that was sent out and he replied that he had heard from a few and had spoken to them in order to quell any fears they may have by saying that Dispatch is just exploring possibilities right now.

Commissioner Burton moved to approve the minutes from January 5, 2011 which was seconded by Commissioner Ahern.

Discussion:

Commissioner Ahern felt that the minutes reflected an error as to what was said during a discussion about the Commissioners accepting a voluntary 10% reduction and thought Sec. Martino incorrectly noted a motion that Commissioner Burton made. He said that in his recollection of the discussion, Commissioner Burton made a friendly amendment to include all the elected officials in the 10% reduction and the minutes reflected that Commissioner Burton's amendment was made to the Commissioners volunteering on their own to take a reduction if they so chose. Sec. Martino and Director Clough were not in agreement with that recollection and Sec. Martino said her notes confirmed that. Commissioner Ahern felt strongly that his recollection was correct. Commissioner Ahern said that he would like to see all the Commissioner minutes audio taped.

When the vote came down, all were in favor, however, Commissioner Ahern asked that it be noted for the record today that if the minutes were approved, he did not approve the portion of minutes (pages 6-7 of minutes dated 1-5-10) as written in the aforementioned discussion.

Sheriff Dutile reviewed the bids from the Ford Dealerships and recommended that the Commissioners approve the bid from Hillsboro Ford.

Commissioner Burton moved to accept the bid from Hillsboro Ford in the amount of \$21,134 for the purchase of a new cruiser for the Sheriff's Dept. which was seconded by Commissioner Ahern.

Discussion:

Commissioner Ahern asked how much was budgeted for the cruiser and Sheriff Dutile replied \$24K. Commissioner Ahern said the taxpayers would be glad to hear the bid came in below budget.

When the vote was taken, all were in favor.

There was a discussion about the age of the vehicles and their mechanical upkeep. The Sheriff said that he agreed a few years ago to purchasing only one vehicle a year but they are getting to the point where it is costly to maintain them. He said the Department puts between 45 and 47 thousand miles a year on each vehicle and he has four vehicles right now that have over 150K miles on them. Commissioner Burton asked if all the vehicles were safe and roadworthy right now and Sheriff Dutile said they were. Commissioner Ahern thought it would be a good idea to have some kind of financial analysis of the cost of new vehicles versus what the costs are to repair the older vehicles now that the fleet is aging. The Sheriff said they are actually working on that now.

Commissioner Ahern asked if there were revenues from transports and the Sheriff said they receive \$65 per person per day and they are reimbursed for Court security from the State. Commissioner Ahern asked about out of state reimbursements and the Sheriff said he doesn't receive anything for extradition services and in fact that is an expense in his budget.

Commissioner Ahern said he would like the Sheriff to think about how to find more revenue sources.

Corrections Superintendent Libby arrived with his report saying there were 86 inmates in-house, 19 in Drug Court with 2 in custody, and 6 out on electronic monitoring. There are no work release inmates and Community Corrections are working with the Farm on winter chores.

The GED program was discussed and a tentative graduation set for the 19<sup>th</sup> of January at 10:00 AM. Supt. Libby said that the average age for GED participants is 23.75.

Supt. Libby wanted it noted that he too had a number of vehicles over 150K miles and had taken one of his cruisers out of service.

Supt. Libby requested approval for out of state travel for four staff members to travel to Two Bridges Correctional Facility in Maine for NIC sponsored training. The training would be at no cost to the County but there would be a cost for two night's lodging and meals.

Commissioner Burton moved to approve the out of state travel to Maine which was seconded by Commissioner Ahern.

#### Discussion:

Commissioner Ahern asked what the proposed cost of the trip would be and Supt. Libby said he did not have the total cost of the trip but expected it would not exceed \$500. Commissioner Ahern asked if this was training for the new Jail and Supt. Libby said it was.

Commissioner Ahern asked if possible seminars can be attended through online training and Supt. Libby replied that for the most part they can, but this particular training is conducted right in the direct supervision unit.

There was further discussion about travel and costs and Commissioner Ahern said that he wasn't sure that he felt he had enough time to process this request. He asked if it was possible that two people rather than four could attend and then those who attended could come back and train the others.

Supt. Libby said he felt strongly that all four should go and said that he thinks they need to get a feel for the facility and to see how things are run.

Commissioner Cryans said that he thought this was money well spent or there will be people who will be unprepared when the doors open. He said that when they (the Commissioners) visited the Cheshire facility the main theme offered to Grafton County was to be well prepared. He said it would only cost a few hundred dollars more for all four members to go.

Commissioner Burton said that he has learned that there does need to be a lot of pre-training before the Jail opens.

Commissioner Ahern said that he had a responsibility to the taxpayers and noted the fact that there would be four people who would have to be replaced here while the other's traveled and said that should be factored into the cost as well.

Commissioner Ahern amended the motion to send two people to Two Bridges as opposed to four people. There was no second to the motion.

The vote was taken and Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed. Motion passes.

Supt. Libby provided the Commissioners with a Transition Staff Schedule.

Supt. Libby asked the Commissioners if there were any new expectations of him in regard to running the Jail.

Commissioner Burton said that he should keep the Board informed, promote training, keep the public informed and to keep the Farmstand decorated from time to time. He said he would also request honey from the bee hive when they begin to produce.

Commissioner Cryans asked that he make sure that the staff is prepared for their opening, to do site tours and continue with the teamwork. He said that Supt. Libby is already a good ambassador for Corrections and suggested that he just keep up with the good work that has been done in the past.

Commissioner Ahern said he has known Supt. Libby for a number of years and respects his passion for his work. He reviewed Supt. Libby's job description as printed through Human Resources and asked if he had a written set of goals of the County as noted in the description and Supt. Libby replied he did not.

He said that if Supt. Libby were to give any kind of press releases he wanted to be sure that both he and the Board of Commissioners were on the same page. Supt. Libby said that he keeps the Executive Director and the Board of Commissioners apprised of what he does and would expect to be held accountable if he were to say something out of line.

Commissioner Ahern asked if he planned to sign his job description when he is reappointed and he replied that he was.

Director Clough said that job descriptions are not done annually and are only signed when they are updated through Human Resources.

Commissioner Ahern asked Supt. Libby to seriously consider that most all food consumed at the DoC come from the Farm saying he would like to see 98% of food from there. Supt. Libby said his philosophy is to be as self sufficient as possible going forward in the new facility and plans to do as much as possible.

Commissioner Ahern said he has concerns about showing the secure areas of the Jail to the general public and would ask that the Team re-examine the appropriateness of having tours of the facility.

Director Clough had given the Commissioners a copy of the Jail Construction update report and asked them if they had any feedback on it.

Commissioner Cryans said he would like to see updated aerial photo if available. He said that the report is a good informational tool. He said that he feels he also looks out for the best interests of the taxpayers but is also aware that there are some major increases that will be forthcoming.

Director Clough said that cost the Jail project has been a major concern from the start and costs have always been in the forefront of everyone's mind.

Commissioner Cryans said that the project began at \$62M and now has been reduced to \$33M, though they were approved for \$38M by the Delegation. He said a lot has been done to reduce things and the goal was to bring the Jail in at a reasonable budget, but keeping that in mind, it will still have an impact on the taxpayers.

Commissioner Ahern said that perception is reality for many people and things have to be communicated to the public. He said it is necessary to keep the public informed in an effective manner and that written documents must contain statements that say that costs are a concern.

Commissioner Ahern suggested that schedule of values, a progress schedule and the record of change orders should be part of the construction update document. He said these should bring more transparency to the project.

Commissioner Ahern also stated that he thought it was unfair to Supt. Oakes, Director Clough and Supt. Libby to be filling the role of Clerk of the Works at the project and that it has the potential to jeopardize their positions in the County. He said they should be in their supervisory roles.

Supt. Oakes arrived and presented a bid proposal for the new Melink system for the Nursing Home Kitchen. He said there was only one bid received and that was from Air Solutions.

Commissioner Cryans opened the bid which was for \$24,984.

A grant has been received for the Melink system in the amount of \$22K which would mean that the County would have to pay the difference.

Director Clough stated that there was an energy audit done two years ago which suggested that this system be installed. Estimated savings would amount to \$8K a year.

Supt. Oakes said that he will review the proposal and then bring it back to the Board next week for approval if it meets all expectations.

Supt. Oakes had handed out his written report and reviewed that with the Commissioners.

In regard to the Master Gardner plantings, Commissioner Ahern suggested that plantings that would encourage bees and butterflies be encouraged.

Commissioner Burton said that the clump of flowers in front of the Courthouse needs to be removed or rejuvenated.

There was a discussion about issues with the Nursing Home laundry venting system.

Supt. Oakes suggested that there may be an inherent design flaw. Commissioner Ahern asked if anyone could be held accountable for that and Supt. Oakes said that it is being looked into.

The Jail project was reviewed. Commissioner Cryans asked how many people were working at the site and Supt. Oakes said around 80. Commissioner Cryans then asked Supt. Oakes if they were close to being on schedule and he said they're probably off 2-3 weeks but it's not critical.

Supt. Oakes said that the Commissioners probably need to start giving some thought to what will happen with the existing Jail and Commissioner Cryans said in his opinion, it's not worth keeping.

Commissioner Burton asked about permits, environmental issues and inspectors on the site and Supt. Oakes said that everything is being taken care of properly.

Commissioner Burton asked W. Fortier if he had any questions and he asked how the faults are found, addressed and reported. Supt. Oakes explained how that process worked and that in the end; HP Cummings makes sure everything is taken care of.

Commissioner Ahern asked Supt. Oakes to attach a map and legend of the building to the Construction report.

\*11:36 AM - Commissioner Ahern then 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 Ahern "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and we will now go into non-public session.

\*11:45 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

The Commissioners signed the check registers.

Director Clough said that the County Treasurer has taken care of most of the required banking business since being sworn in.

The Commissioners reviewed the DoC Superior Court Report.

Director Clough presented the Commissioners a letter from North Country Council regarding the “Northern Pass Project” and asked that they review the information and perhaps visit the website as NCC would like their support. Commissioner Burton said that he is opposed to it and Commissioner Ahern said that he has attended a presentation from them but will also hear from PSNH regarding the project.

Director Clough informed the Commissioners that the budget for the Mental Health Court has been approved and that the County Attorney will be offering the position to their first choice candidate. The County Attorney will provide a written update report for the Board.

Commissioner Ahern asked how long the grant was for and Director Clough replied two years. He then asked if the County had any obligations to the program after that and Director Clough replied no, however, she thought that if the program was working in a positive direction that it may be brought forth as a more permanent item. She said that secondary grants may be available as well.

Commissioner Ahern asked what the County obligations were and Director Clough said that office space, a phone and use of the Atty’s vehicle for travel.

A pdf copy of the audit report was received and the original should be forthcoming. This is the last piece in order to put the Annual Report together. The dedication ceremony can now be scheduled.

Director Clough said she will be meeting with Financial Consultant D. Ranaghan to go over the timeline for the next bond sale. She said that approximately \$10M is still invested. Interest rates have not changed much from last sale.

County Attorney Saffo sent over an appointment for Assistant County Cloutier which is effective through January 31<sup>st</sup> and asked that the Commissioner approve this so that she may be in the Courtroom.

Commissioner Burton moved to approve the appointment for Atty. Cloutier which was seconded by Commissioner Ahern.

Discussion:

Commissioner Ahern asked if there was any cost to the County and Director Clough replied no.

A vote was taken and all were in favor. The Commissioners then signed the appointment.

Commissioner Cryans asked that the Board table the brochure agenda item until next week.

Commissioner Burton asked Commissioner Ahern if he were comfortable going ahead with the appointments of the Department Heads and he replied that he does believe that evaluations need to be done every year and that he has reviewed most of the files. He said he still had some concerns but he can work them out with Director Clough.

Commissioner Ahern moved to appoint Human Services Administrator Nancy Bishop, Executive Director Julie Clough, Corrections Superintendent Glenn Libby, Nursing Home Administrator Eileen Bolander, Maintenance Superintendent Jim Oakes, IT Manager Brent Ruggles, Farm Manager Donnie Kimball and Human Resource Director Mike Simpson per RSA 28:10 which was seconded by Commissioner Burton. All were in favor.

Commissioner Ahern said that he would prefer to use the same process for appointment as in the past as opposed to a newly created document.

Commissioner Burton moved to appoint Human Services Administrator Nancy Bishop, Executive Director Julie Clough, Corrections Superintendent Glenn Libby, Human Resource Director Mike Simpson and Commissioner Cryans to the NHACo Executive Committee, which was seconded by Commissioner Ahern. All were in favor.

Director Clough said that Commissioner Ahern can attend the NHACo Executive Committee meetings if he liked but will not be awarded a vote.

Commissioner Burton said NHACo Executive Director Betsy Miller and Commissioner George Maglaras from Strafford County will be holding a panel for new Commissioners and he invited Commissioner Ahern to attend on February 4<sup>th</sup>. There will also be a legislative breakfast at 8:00 AM and the Farm and Forestry show is after that.

Commissioner Burton will be meeting with the Life Safety Committee at the Senior Center in Plymouth today at 2:00 PM.

Commissioner Burton also noted that the County brochure is one of the best things he hands out and finds it to be a very effective document.

Commissioner Cryans said he agreed with Commissioner Burton in regard to the brochure and said that it puts a face to each person in the district. He said it provides a lot of information.

Commissioner Ahern said that he feels there is an appearance of impropriety with having the Commissioners information on it and feels that the biographies are inappropriate for a



County brochure. He said that according to the statutes he believes the way the brochure is worded that it appears to be electioneering. He said the brochure is important but not with the biographies.

Commissioner Cryans said he has never thought of it as a campaign tool and does not feel the same way.

Commissioner Ahern said that in his mind it meets the definition of electioneering and also feels that the biographies on the website do the same thing.

Commissioner Burton said he's never heard anything negative about the brochure.

Commissioner Ahern said that regardless of what the other Commissioners decide, he will not put his personal information on the brochure.

HSA Bishop asked to speak with the Commissioners and said that one of the Social Service Agencies did not get their application in on time and asked the Commissioners how they would like to handle that. After some discussion the Commissioners agreed to accept the late application.

#### COMMISSIONER ISSUES:

Commissioner Ahern said that he would like to have the meetings video taped or at the very least audio taped. He said that would be a way to get all the information out to the public as a service to the people.

There was a discussion as to how the meetings could be video taped, the costs, the equipment and the personnel it would take. He asked Director Clough to speak with the IT Manager.

Audio taping will be set up for the next meeting.

Commissioner Ahern said he would like to have written reports from all the Dept. Heads who come to meet with the Commissioners.

There was a discussion about available space in the Administration building and the possibility of renting out some for income.

Commissioner Ahern asked if the County had an inventory of all items it held in its possession and Director Clough replied no. He said that he would like to see one started.

There was a discussion about the budget and Commissioner Ahern said he would like to see a 10% decrease and that the Dept. Heads should be referencing the RSAs when requesting items for the budget. He asked that State mandates were also specified. Commissioner Cryans said that additional time needed to be set aside to discuss the budget so next week would be a better time.

Commissioner Cryans attended the swearing in of Governor and Council and stated this was Governor Lynch's fourth term and Commissioner/Councilor Burton was sworn in for his 17<sup>th</sup> term, breaking his own record of 16 terms. He congratulated Commissioner/Councilor Burton.

Commissioner Cryans ran into Jay Phinizy, Executive Director Agricultural Farm Service Agency at a Young Farmers from New Hampshire meeting where he also saw UNH Dairy Specialist Mike Lunak. He suggested that Mr. Phinizy come to Grafton County and discuss the Farm and said he would be contacted to come up.

Commissioner Burton said he would like to have the Commissioners from Cheshire, Sullivan and Coos County come and maybe Mr. Phinizy could give them a presentation before meeting with them. May 13<sup>th</sup> was scheduled as a tentative date.

1:06 AM Being no further business the meeting was adjourned.

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Raymond S. Burton, Clerk

**January 11, 2011**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house: 86</b>	<b>Maximum: 28</b>
		<b>Medium 22</b>
		<b>Minimum north: 11</b>
		<b>Minimum south: 08</b>
		<b>WHOC: 10</b>
		<b>Max/Handicap: 01</b>
		<b>Lockblock/Seg: 06</b>
<b>Weekenders: 9</b>	<b>Out of facility: 49</b>	

**2. Community Corrections Report**

- a) **Drug Court – supervising (19) \*2 in custody**
- b) **Electronic Monitoring – supervising (6)**
- c) **Daily Work Release – supervising (0)**
- d) **Community Work Program – Winter chores on the complex**

**3. General:**

- a) **GED Program**
  - 1) **Grant status – update**
  - 2) **Graduation date?**
- b) **Community Corrections vehicles – update**
- c) **Requests for out of State training**
  - 1) **NIC Sponsored Direct Supervision training – Maine**
  - 2) **AJA Annual Training Conference - Ohio**
- d) **Transition – Master Schedule - attached**
- e) **Expectations of the new Board**

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

December 14 – January 10, 2010

## COMPLEX

**Geophysics & Test Well** – I have not completed the RFP for the geophysics test and engineering oversight of the test well drilling and subsequent water tests. Other priorities, Holiday schedules and the need to confer with technical experts to get the correct technical terminology for the RFP have been the cause for delay.

**Grounds** – Last week I met with the Master Gardeners (MG), the group responsible for landscaping the lot between Community Corrections and the Courthouse. The purpose of their meeting with me was to determine if the county is still interested in completing the planned memorial garden, a portion of this project temporarily put on hold a few years ago by the pending jail project. Because an infiltration pond has taken the planned location of memorial garden, with Eileen Bolander's help, we settled on a new location close by. The MG's also agreed to help rejuvenate the shrub garden area in front of the Courthouse and plant various shrubs and lilacs in large open spaces around the nursing home and 1930 Building to help soften these spaces

**Sprinkler Systems** – Tri-State Fire Protection completed the quarterly inspection and test of the sprinkler systems in the Jail, Maint/Farm Bldg, Admin Bldg and Nursing Home. All passed inspection and test

**Backflow Prevention Devices** – My staff completed the semi-annual inspection and test of all backflow prevention devices throughout the complex. All tested well other than the boiler makeup water device in the nursing home. We rebuilt this device's 2<sup>nd</sup> check due to its failure to seal. Report sent to DES

## COURTHOUSE

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

**Lobby Seating** – Cushions excessively sagged due to broken support webbing...installed new webbing to fix

## NURSING HOME

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

**Kitchen Equipment** – Upper convection oven will not light...troubleshoot to bad gas valve...installed new one to fix the problem

**Kitchen Equipment** - Hot cart in Meadow & Granite Dining rooms has well that will not heat...bad temp controllers...replaced one on Meadow and ordered one for cart on Granite

**Kitchen Equipment** – Replaced bad bearings in commercial blender

**Dietary Kitchen** – Sink drain line excessively clogged with coffee grinds. Snaking drain line failed to reach clog. Had to remove a base cabinet and cut the sheetrock wall to access and remove clog. My staff spent 16-manhours to clear the drain. I Informed Eileen Bolander of root problem and asked her to implement prevention process to prevent reoccurrence

**Laundry** – The laundry uses roughly 700-gallons of propane every 2-weeks for its dryers. Because this seemed excessive to me I requested Daniels Equipment Co. send a technician to perform an efficiency test on the dryers. Test revealed that all three dryers had ragged flames due to dirty burner tubes and mainly due to poor airflow caused by excessive backpressure caused by a poorly designed exhaust system. Further inspection of the equipment identified a damaged lint collection system screen; two scorched and cracked burner boxes and four bad burner tubes. The technician cleaned all the burner tubes and tuned each dryer. My staff replaced the lint collection system screen, repaired the burner boxes and replaced the cracked burner

## MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

tubes. My staff is also in the process of brainstorming ideas to minimize or eliminate excessive dryer exhaust backpressure.

**Laundry** – Washer #1 failed to operate. Troubleshooting revealed a bad variable frequency drive (VFD), a \$2,500 part. Daniels equipment Co. will install the VFD today, Jan 11<sup>th</sup>.

**Lighting** – Replaced several burned out light ballast throughout the facility

**Melink System** – Two vendors visited attended the pre-bid meeting to familiarize themselves with this project. Only one has bid on it. The other e-mailed me 2-days ago and has decided to not bid the project. The closed needs to be opened today and be evaluated to ensure it meets ARRA requirements

**Electric Beds** – In the last few weeks we have spent roughly \$1,600 on motorized actuators and other electrical components to repair several beds. Only one part was still covered by warranty

**Windows** – A recent inspection of windows throughout revealed approximately 30-fogged windowpanes caused by a broken thermal pane seal. All are in the 2003 Addition. We replaced some with warranty spare units on hand. I ordered warranty replacement units from North East Glass to cover the ones we are lacking

**HVAC** – Completed capital project involving the swap of several condensing units, better matching them to DX coils of the same tonnage. This will eliminate long-term freeze up issues with some units and improve efficiency of others

**Domestic Water** - Check stops on domestic hot water tempering valves froze open. Installed ball valves to isolate tempering valves so valves can be routinely disassembled for de-scaling

**Domestic Water** – Due to so few isolation valves in the facility, I had to scheduled a water outage so we could drain two major sections of lines in the 2003 Building in order to fix two different leaks

**Nursing Home R&M Account** – This account is currently sitting at 27% remaining, the level where it should be in April, not January. We've experienced higher than normal HVAC, kitchen & laundry equipment, electric bed and fire alarm repairs

### ADMINISTRATIVE BUILDING (1930)

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

**Windows** – Discovered several windowpanes fogged caused by broken thermal pane seals...ordered warranty replacements through Northeast Glass

### JAIL

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

**Fire Alarm** – Zone 8 in trouble status...replaced zone card and checked and adjusted voltage

**Dryers** – Both dryers in Women's housing unit made a lot of noise...found drum wheels and drive belts worn...replaced items on both dryers

**Food Warming Cart** – Right element burned out...ordered replacement part

**Domestic Water** – Could not adjust tempering valve to adjust hot water temperature...disassembled and cleaned mixing valve parts to correct problem

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

## FARM

**Dairy Barn** – Repaired a few broken water lines and replaced several broken stanchions in main barn

**Dairy Barn** - Milk inspector cited milk room door for delaminating and poor seal...replaced door

**Pig Barn** – Sliding door on left front of building falling off track...re-hung and refastened door

## MAINT/FARM BUILDING

Nothing to report

## COMMUNITY CORRECTIONS

**Generator** – C.G Electric installed hour meter but is having problems with new relay

## VEHICLES & EQUIPMENT

**V-plow** – Left wing tails off while plowing...Vendor repaired under warranty

## Other

Nothing to report

## Jail Project

### **Construction Management** (HP Cummings)

- Daily project oversight
- Tenting and heating various areas for masonry work and concrete slab pours
- Blocking roof edges, hatches and skylights
- Quality control of masonry and steel work

### **Sitework** (Morrill Construction)

- **Area H:** In process of backfilling underground plumbing and electrical to prep for slab pour
- **Retaining Wall:** A report back from the engineers concerning slope shear indicates the problem is not bad and can be remedied by increasing the lengths of geo-fabric on each lift, further into the embankment

### **Concrete** (S.D. Ireland)

- **Area B:** Formed and poured slab on grade floors in majority of this area and are in the process of prepping mechanical room above for elevated slab pour
- **Area E:** Completed most of 2<sup>nd</sup> floor elevated slab pour and in process of forming placement of elevated mechanical room floor between Area E and F
- **Area F:** Completed 2<sup>nd</sup> floor elevated slab pours on west & east sides, formed and poured structural carrying beam between the two elevated slabs and placing forms for final elevated slab pours above 2<sup>nd</sup> level
- **Area H:** Formed and poured cooler and freezer concrete pads and have completed mockup of colored concrete floor for kitchen area

### **Electrical** (Interstate Electrical)

- **Areas B and H:** Completed underground conduits in Area B and are close to finishing Area H
- **Throughout:** Working hand-in-hand with Mas-Con and S.D. Ireland imbedding conduits in walls and slabs as they progress

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

## **Plumbing** (Granite State Plumbing & Heating)

- **Throughout:** Completed majority of underground waste and storm drains
- **Areas A, B, G and H:** Installed majority of cast iron drain pipe connecting roof drain scuppers to under-slab storm drains. Also working with S.D. Ireland and Norgate prepping Area B elevated mechanical room floor penetrations

## **Masonry** (Mas-Con)

- **Area A:** Completed south exterior wall
- **Area B:** Laying out location of fire wall in prep for construction
- **Area D:** Close to finishing walls that form 1<sup>st</sup> floor rooms
- **Area E:** Completed walls forming 1<sup>st</sup> floor rooms and working with S.D. Ireland prepping elevated mechanical room space between Areas E and F
- **Area F:** Completed 2<sup>nd</sup> floor cell areas and prepping to construct suspended wall between recreation yard and housing unit common space
- **Area G:** Completed south exterior wall
- **Area H:** Completed majority of exterior walls other than boiler room area

## **Steel** (Norgate)

- **Areas A, B, E, G and H:** Completed erecting majority of structural steel...currently reworking quality issues in Areas H and B.

## **Roofers** (The IRC Group)

- **Areas H, B and G:** Installed substrate, foam insulation, gypsum and TPO roofing over Areas H and B, to include elevated mechanical room, and is currently working Area G

**Injuries** – HP Cummings had two employees get hurt. One lacerated his finger requiring stitches and another fell off a ladder causing him bumps and bruises but no broken bones or internal injuries

**Schedule** – HP Cummings says we are behind 2-3 weeks on elevated slab pours and perhaps a month on getting a roof over Area F. Weather has been the greatest factor

**Quality Assurance** – With various inspectors finding and reporting contractor deficiencies, it has been a time consuming process trying to keep my arms around the information cited on various reports and ensuring corrective actions are taken on all of them. To help better manage this process, I've tasked HP Cummings and S.W. Cole to create spreadsheet logs listing all cited discrepancies from these various reports in addition to tracking corrective actions and re-inspection results. This has worked out well thus far and will continue be a valuable process to ensure nothing gets missed.