

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday, April 26, 2011

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

OTHERS: Harold Brown

Commissioner Cryans opened the meeting at 9:06 AM with the Pledge of Allegiance

Farm Manager Kimball arrived with his report saying they were milking 70 cows,
shipping 10,300#'s of milk for an average of 73#'s. Price of milk is \$20.92.

FM Kimball said that he has done some checking around and has found that the market
price for piglets is \$100, so he feels that's what should be charged.

About 900 plants have been started in the greenhouse and he plans to start another 200.
Once it warms up properly they can be transplanted.

Commissioner Burton said he worked as a guest waiter at the Lancaster soup kitchen and
toured the pantry area. He asked them if they received any donations from the Coos
County Farm and they replied that the Farm is too far away from them but they do get
some from a local farmer. He said that 30 families are fed and that number is growing.
He stated the surplus food does have a place.

Commissioner Ahern asked if pigs are delivered to people when purchased and FM
Kimball said they are picked up at the Farm.
Commissioner Ahern asked if FM Kimball was able to figure out the cost to produce a
dozen eggs and he replied that he had it figured out but didn't have that information with
him.

Commissioner Ahern said that he would like to see FM Kimball gather up a listing of
people to be able to call when he has an animal to sell. He also asked FM Kimball to
look into the possibility of extending the growing season by using crop row covers as
well as the greenhouse.

FM Kimball said he is coming up with a five year plan at the request of the Farm
Advisory Committee and that he wants to see the Farm survive and that there needs to be
some vision.

Commissioner Cryans said he appreciates that but it is important to remember that this a
dairy operation which is dictated by milk prices. FM Kimball said the price they're
getting for milk right now is high but so is the price of gas and feed.

Commissioner Cryans said it is important to consider succession when making this five
year plan.

Commissioner Ahern said he would like to see pasture grazing considered and said that he applauded FM Kimball's look to the future.

Correction Superintendent Libby arrived with his report *(see attached) saying there were 98 inmates in-house, 18 in Drug Court and 5 out on electronic monitoring.

There will be a NHAC Corrections Academy graduation on the 6th of May.

Supt. Libby discussed the retirement of D. Paronto and said he would be sorely missed.

Supt. Libby provided Commissioner Ahern with a list of all the television channels that are provided to the inmates. Commissioner Ahern said that he still feels VH1 is not a appropriate channel and Supt. Libby said that the blocking of channels is being investigated.

Commissioner Cryans asked if any businesses had shown any interest in the work release program and Supt. Libby said with times the way they are, they have not.

Ty Gagne and Rick Alpers from Primex arrived. T. Gagne informed the Commissioners that the Board of Trustees for Primex decided that they will be exiting health insurance as of July 2012 and said that the sustainability and volatility conflicted with the ability to remain stable. He said that they're working with Harvard Pilgrim but are not directing members toward one agency over another.

Commissioner Burton asked how many remaining health carriers there were and T. Gagne said there is Harvard, Cigna and LGC.

Commissioner Ahern asked if they knew what caused the volatility in the market, concerned that competition will be diminished and T. Gagne said that competition should remain strong with the remaining agencies. He said that medical trends and loss ratios, which create swings, create the volatility.

Commissioner Cryans asked how long Primex has been in healthcare and T. Gagne said it began in 2004 and there has been a struggle since then.

R. Alpers said that Harvard has a bigger scale with over 1M people so they can handle the spikes better.

R. Alpers said he would be available to consult and educate employees when the new insurance plans are implemented, regarding deductions and such.

R. Alpers said that Grafton County is in the top five for the least workman's compensation claims. He said that because Grafton County takes an active role in risk management, it performs great. He also thanked the County for choosing them for their property liability too.

Primex will hold their Annual Conference on the 11th and 12th of May at the Mountain View Grand in Whitefield, NH.

Commissioner Burton asked when Primex will be onsite at the County and R. Alpers said after the insurance begins.

Commissioner Burton said that County governments across the state have enjoyed the relationship they have with Primex and they should know they are appreciated.

Commissioner Cryans said that he was glad they highlighted the County for the low workman's compensation claims and he recognized Director Clough as the leader in that effort.

Both T. Gagne and R. Alpers said that Grafton County leadership is very proactive and is great to work with overall.

Seventeen members of the **Employee Council**, including the Vice Chairman Donna Wallis and Secretary Karen Clough, arrived to speak with the Commissioners.

D. Wallis began by reading a statement which stated that they were insulted by the recent response to the Employee Council's requests and that they felt that the Commissioners had already made up their minds about benefits without any actual negotiations as they had in the past. They stated that the offer made by the Commissioners was unacceptable to them.

The statement continued by saying that they had assumed that the building of the new Jail and costs to operate and staff was something that had been taken into consideration and would not weigh so heavily on any current fiscal responsibilities. They also noted that last year the Nursing Home requested additional funding and was quickly granted that money.

The statement by the Council asked that the County fund the full deductible for the health insurance and voiced displeasure at not being included in the discussions regarding health insurance. They requested that merit increases be reinstated. They also went on to say that in their opinion there were non-essential budgets that were funded such as Social Services, Human Services and the Farm and that they, the employees, are the heart of the organization and make the biggest sacrifices.

Commissioner Cryans said that he didn't think that just taking certain items out of the budget will make big changes. He said that the County is obligated to run a Jail and that they did know when they undertook the project that it was going to cost a lot of money but it has still come in \$5M under what was authorized by the Delegation vote.

In regard to health insurance, it was clear that the County could not maintain the existing health insurance and deciding on an alternative was a balancing act.

He said that he has always been mindful of layoffs and terminations. He said he did not mean to offend the employees and looked at what employees do with high regard. He said he did not mean to slight the employees.

Commissioner Burton reviewed the process that the budget follows and suggested that the Employee Council show up for the public hearing and voice their objections there.

He said that he feels that County government is strong and appreciated as are all the employees.

Commissioner Ahern said he also appreciates the County employees and that he grew up in County government in Sullivan County, working various jobs, so he understands what the employees are experiencing. He said that times are tough out there and his thoughts are different than his fellow Commissioners. He said he is spending a lot of time looking over everything and trying to maximize revenues and minimize expenses. He stated he is doing the best he can.

M. Deem said that looking at the funding of monies to social service agencies in excess of \$600K, the County is putting the cart before the horse. He said that with any family, you take care of them first and then if there is anything left over, you give to charity, which is not what is happening here. He said that employees themselves are working to make sure that they don't have to use social services. It is important to take care of the people who support you. He said that the bible said don't tread the ox without giving him grain and stressed the importance of taking care of the employees.

M. Deem read off a social service agency which appeared to use less money than it requested, which he said could be a quick savings of \$16K if they were only funded at their need. If things could just be cut that way they would see an immediate savings. He said that if the employees were taken care of then they could turn around and support the charities but that is not possible right now.

Commissioner Cryans said that the Commissioners make an assessment as to what they believe needs to be supported and they try to look at everything when making their decisions. He said that the County has been a long time supporter of social services and believe that they help to keep people out of the nursing home and the Jail. In regard to the Farm, the price of milk is up right now so that will make a difference and the Registry of Deeds brings in a large revenue.

Commissioner Cryans said that the decision to give everyone a COLA as opposed to a merit increase was an attempt to make sure that everyone received something. He talked about the cost of health insurance and how much of the budget is tied up in the cost of employees.

Commissioner Burton said that Grafton County has always been involved in the social services and that a consultant has been hired to review the agencies so that it is not a political issue. K. Clough asked if it should make the employees feel better that the Commissioners are strong supporters of social services and not employees. She said she did not see that logic.

Commissioner Burton said the social services goes to organizations that will hopefully keep people out of the nursing home and the Jail and that an ounce of prevention is worth a pound of cure.

M. Deem asked if the Commissioners could put the request of the employees into the budget and let that go to the Executive Committee for review and then ask them for support.

Commissioner Cryans said there are other things that the County has to consider and include a loss of \$830K from the federal government, costs for bonds that need to be paid and the money that has to go into the budget again for the nursing home again after it was approved last year.

Commissioner Cryans said he still believes that a 1.5% COLA in this market is not a bad raise. He said that he doesn't want to see people lose their jobs. There's no telling what is going to happen now that there has been a shift in the legislature.

D. Webster asked Commissioner Cryans if they were heading down a slippery slope in that this is the second year without a merit increase, which will affect the total amount a person can earn prior to their retirement which for some long term employees comes closer and closer. Commissioner Cryans said there is no way of telling what might happen next year and they can only look at the budget on a yearly basis. He added that he doesn't think he's ever looked at a budget considering what it might do to his political career.

D. Webster said the step increase seems to be the target each year and Commissioner Cryans said he didn't think that was a fair statement.

M. Deem said that he feels they (the Employee Council) have come to the Commissioners with proposals and they (the Commissioners) have already made up their minds.

K. Clough said that they are looking for support because everyone knows that without support they have nothing. Commissioner Cryans said that in his mind they have supported the employees as they have not discussed any layoffs and they have 400 plus employees to consider. He said he does not want to have to be dealing with layoffs which could be a possibility.

B. Kawalec asked how the Commissioners justified keeping on the Human Service Director for the amount of work that person actually does particularly since the State eliminated the work three years ago. She said that everyone knows that there is not enough work to justify the amount of pay to that position and asked if they thought the position was justified.

Commissioner Cryans said he does not want to discuss a certain person and feels that the person running that budget does a good job and it is not appropriate to discuss a particular person.

D. Lee said that she appreciated what the Commissioners are trying to do however she does not feel the Commissioners are hearing the Council and asked what the Commissioners were willing to discuss, or have they just wasted their time. Commissioner Cryans said that the votes were taken on both the health insurance and the

1.5% COLA and both votes were 2 to 1.

K. Clough asked if was possible that the insurance deductible could be looked at and that maybe there could be a trial fund for the full deductible to see if it is actually used or not. Director Clough said that would add another \$113K to the budget

D. Wallis said it would have been better if the employees were consulted when the health insurance was being discussed. Commissioner Cryans said he felt the plan they came up with was a fair one.

M. Deem said that with such a high deductible it may cause people to put off something small hoping it will go away only to have it become a real problem with real expenses. He said that this would be high risk

Director Clough asked if the Council was looking for just a step increase and not a COLA and K. Clough said that they are looking for an acknowledgment of the employee performances which pushes employees to work harder and gives them an incentive.

M. Deem said they would like to remove the disparity amongst employees and there needs to be some incentive to grow.

Commissioner Cryans was not opposed to the differences in the pays and benefits of employees and felt it was common.

K. Clough asked how they could continue to make the wage charts that were put in place for a reason, to work. She suggested they made need a revision.

Commissioner Cryans defended his position again and said they had done the best they could.

D. Lee said that she understands that the message has been heard and questioned whether or not the Employee Council should be dissolved as it is not seen as very affective.

Commissioner Burton said that in all the years he's been at the County has found that the Employee Council works.

Commissioner Ahern said that he felt that the Commissioners had not discussed enough things regarding this budget. He does not want to see the Employee Council disbanded and that today's discussion has been important. He said he wished he had more time to go out on the floors and speak with employees. He said he is willing to listen to and hear everything they have to say.

W. Hubbard asked if this was the final budget and no matter what the employees do, they can't make a difference. Commissioner Cryans said anyone can make a difference. He explained again how the process worked.

B. Kawalec said that the Commissioners have decided to keep certain things in the budget and to not give the employees a raise and Commissioner Cryans said it's not an either or situation. B. Kawalec said the Commissioners have shown that by the choices they've made and are nickel and diming the employees at the expense of their political

careers.

D. Lee said that the message that is being sent is that there is no real concern for employees.

K. Clough said that there are a lot of employees who don't feel there is any reason to even bother becoming involved with the Council because they say that the Commissioners just humor them and has no real value. She said if Commissioner Burton could give examples of how the Employee Council has worked over the years then she could bring that back to the employees and say look, it does work. She said they would love to have that information because right now employees believe the Commissioners don't listen and do what they want to do.

Commissioner Cryans said that was unfair and said they have strongly defended the employees. That there is a balance and he personally feels the 1.5% is fair in this market.

K. Clough asked if the Commissioners would consider taking the dollar value of the 1.5% and split it across the board evenly so that someone making eighty grand isn't making more than someone who is making a far less amount. Commissioner Cryans said that could be discussed but also said that he feels that people who have risen to a certain level should make more money.

D. Wallis asked the Commissioners to reconsider the insurance issue again after hearing from the employees.

D. Lee asked that the Commissioners consider the total figure as recommended by K. Clough and an even disbursement across the board.

K. Clough asked that the merit issue be addressed to show that they do care about performance.

Commissioner Ahern said he has been trying to address the cost issues and have reduced his own salary 10%. He said he voted against the purchase of a new manure spreader and for out of state travel. He stated that he looks at the budget as a whole and does not like being singled out for this one section of the budget that he voted against.

Commissioner Cryans ended by saying that he will stand by the vote of the 1.5% COLA saying it was a good vote and the same applies to the vote on the insurance.

The Employee Council and members left.

11:25 AM the Commissioners took a short recess

11:40 AM the Commissioners resumed their meeting.

Supt. Oakes arrived with his report *(see attached). He stated that the Melink system that was installed at the Nursing Home is doing a good job so far and there has been about a 40% decrease in the use of propane. This translates into about 500 gallons a month. Supt. Oakes said that more good news was that the grant will now cover the whole project and the County will not be required to pay a portion.

Supt. Oakes had brought the Commissioners two options as to what to do with the old Jail once it is vacated. One considered renovation and the other was demolition.

Commissioner Burton noted again that he wanted to have a community advisory committee to help decide what should be done with the old building. He said that he would like Director Clough to prepare a motion prior to the first of July for a committee to commence thereafter.

Commissioner Cryans said he would like to see the request for a committee go out throughout the County and not just the local area.

UNH Educator Deb Maes arrived and presented material to the Commissioners that gave an overview of what programs she runs through Cooperative Extension. She said her primary work is in food education and safety but also works with money management, parent and child development for which CE has an online newsletter.

D. Maes asked the Commissioners if they have any other concerns or thoughts about the programs or what more UNHCE can do.

Commissioner Cryans said that if more information could be dispersed somehow it would be very valuable. He said he was discouraged that Strafford is doing away with their UNHCE and feels they are a very valuable entity for the rural areas.

D. Maes said NH Cooperative Extension services have the most support in New England.

Commissioner Burton asked if academic credit was given to those attending the ServeSafe courses and D. Maes said they get a certificate from the National Restaurant Association.

There was a discussion about visits to homeless shelters and D. Maes said one of her colleagues in Belknap County who teaches limited resource education does that type of work.

Commissioner Burton said he has always been a big supporter of UNHCE and Commissioner Ahern agreed saying that he believes that what CE does is important.

Commissioner Ahern suggested teaching people locally on how to properly prepare and store local foods. He also suggested expanding the volunteer program and gave D. Maes some suggestions on where she may contact people for help.

12:15 PM The Commissioners broke for lunch

1:15 PM The Commissioners resumed their meeting.

Commissioner Cryans asked if everyone had a chance to read the budget minutes from April 14th. Commissioner Ahern had a couple of corrections.

Commissioner Ahern moved to approve the minutes as amended which was seconded by Commissioner Burton. All were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from April 19th. Commissioner Ahern had a couple of corrections.

Commissioner Ahern moved to approve the minutes as amended which was seconded by Commissioner Burton. All were in favor.

Director Clough read a letter from Senator Ayotte which said that she appreciated the letter from the Commissioners regarding their support for the biomass plants in the County.

A request from the Sheriff's Dept. for out of state travel was presented. The request was for a Deputy to travel to Ayers, MA on the 3rd of May to attend a Ford Police Vehicle Training, which would be sponsored by Hillsboro Ford and would be at no cost to the County.

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

DISCUSSION

Commissioner Ahern said there was going to be a cost for fuel to travel to the event. There was a discussion about what exactly was the purpose of this event and whether it was necessary. Ford is doing away with the Crown Victoria and replacing it with the Interceptor and this is a chance to drive one. There were questions as to whether or not there was really a need to go if they weren't going to need this vehicle for a while anyway.

Commissioner Burton called Sheriff Dutile for further information but he was not there. Commissioner Burton left a message for him to call back if he received the message and the vote would be put off until the end of the meeting.

An invitation was received from the Nursing Home for someone who will be turning 90 on May 5th.

COMMISSIONER ISSUES

Commissioner Burton said that the State may have a "Save on Gas Day", May 16th and he thought that information could go into pay stuffers.

Connecticut River Byway Council will have a 2 day tour Oct. 6 & 7.

There was a discussion about the County doing group purchasing and Commissioner Cryans said that it is more difficult to do that in rural community. Director Clough said the County doesn't have a single purchaser and for the most part use WB Mason. Sec.

Martino said that they overnight deliver directly to your office door and will match any other retailer's price out there.

Commissioner Ahern said that it would be good if the County could get in with DHMC for the purchase of fuel and said they purchase two million gallons a year which they get from Sprague. Commissioner Cryans said he can talk to someone about it.

Commissioner Burton said that he spoke to Frank Dufrane from White Mountain Community College in Berlin who wanted the Commissioner to pass on information about a Criminal Justice program they offer.

Commissioner Burton said that he attended the Lyman Selectboard meeting and there were no anti County sentiments.

Commissioner Ahern spoke with the Food Service Manager at Plymouth State who said that they use Sodexo for their food service. Commissioner Ahern said he would like to be able to have a bid from them when the Nursing Home puts out bids for the next food service contract. The other Commissioners thought that would be a good idea and Commissioner Cryans asked him to speak to NHA Bolander so that she's aware.

Commissioner Ahern said that he thinks the Board should reconsider some of the concerns of the Employee Council after their discussion. He said that he felt that they were very respectful and had a lot of good things to say.

Commissioner Cryans said that he attended a retirement part for Elizabeth Crory after 23 years of voluntary service on the New Hampshire Supreme Court Committee on Character and Fitness. The awards were presented by Retired Chief Justice John Broderick and Chair of the Committee David Bradley.

Commissioner Cryans informed the Board that Marion Copenhaver's husband had passed away. Mrs. Copenhaver was a long time (32 year) Legislator and did a lot of work with the Conservation District.

BUDGET

Director Clough gave the Commissioners a draft of the budget as they voted for. She said that the budget must go out on Monday and that any major changes will cause the Public Hearing to be pushed back, which was not of great concern as there was still plenty of time. Numbers were discussed and the amount to be raised by taxes. Director Clough gave the Commissioners a draft of the letters that will accompany the budget.

Commissioner Ahern said he thought the employees made some good points about fairness regarding the 1.5% meaning more for the people making higher wages than for those making less. He said he didn't feel that a proper analysis was done. He said that he didn't feel there was any give and take with the employees in regard to negotiating.

Commissioner Cryans said he didn't think this was a bad decision and he didn't know if Commissioner Ahern could vote on an increase anyway since he said he couldn't before.

Director Clough presented the Commissioners with a possible option, which was to leave the steps in the budget since they were already included, then to take the difference between the cost of the steps and the 1.5% and divide that up amongst those who are maxed out.

Commissioner Cryans said that if the employees' anniversary is between January and June then it would be a year before they would see their step increase.

Commissioner Ahern said that the employees have had it pretty good here at the County and might not realize how good. He said that he would hope that Commissioners Burton and Cryans recognize the plea of the employees that a 1.5% increase is more beneficial to the people who make more money.

Commissioner Cryans said he didn't think this was well thought out and that you have to be careful what you wish for if certain people would not see an increase until their anniversary date but their expenses would increase the first of July.

Commissioner Ahern said that he thought that sometimes people just want to be heard.

Commissioner Cryans said he still feels the right decision was made and doesn't know how much will be accomplished by moving things around.

Commissioner Cryans asked Director Clough if she thought things would be better or worse.

Director Clough said that it appeared that what was put in writing by the Employee Council is that they want to see steps back in the budget but didn't know how representative that was of all the employees. She thought they should give the employees the options as to what they want to see. If that is the case, the public hearing will need to be changed but she thought it would do a lot to keep good relations.

Commissioner Burton said that's the way he would like to go and recommended that the Executive Committee be informed of the change of the public hearing.

There was a discussion about the merit based pay system which is a much bigger issue and will take longer than is available for the FY12 budget. Director Clough said there are 11 unclassified employees, 30 employee council and 47 bargaining unit people who are maxed out.

There was a discussion as to how part time or per diem employees would be paid.

Commissioner Ahern said that those that are on the higher end of the wage scale could go without and those on the lower end are the ones who should be getting something because they're the ones who will be really affected by the economy. Director Clough said there were many different scenarios and that no one knows what people's family dynamics are and it could be a \$30K a year County employee is married to someone who makes \$60K. She said that for her personally that it's like saying that it's more important to take care of the lower paid employees needs and not the manager's even though they've (managers) made decisions to get educated and work hard to get to where they

are and all they're going to get is a "thank you, but we're going to take care of everyone else because you make too much money and you don't deserve a raise". She said that sends a strong message to the managers who already are upset with the suggestion that they take a 10% reduction in their pay when they feel like they work very hard for the County. She said she did not think it was right to pit one group of employees against another. She said that to say that someone is better off because of the amount of money they make and they don't need or should get less of a raise because of what they make is not fair.

Commissioner Burton moved to allow Director Clough to discuss her recommended option with the Employee Council which is to offer step increases and to divvy up the remaining money (of a 1.5% COLA) between those who are maxed out based on their anniversary date which was seconded by Commissioner Cryans.

DISCUSSION:

There was more discussion as to exactly what the motion means. Commissioner Burton said it was a very fair compromise.

When the vote was taken, Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

Director Clough will meet with the Employee Council to review the option.

Commissioner Cryans said he would like to recommend that the Deeds Revenue be increased to \$975K.

Commissioner Cryans said he was pleased the way the budget turned out even given the increases and decreased revenues.

The Commissioners took a vote on the out of state travel motion for the Sheriff's Dept and Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

3:15 PM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

April 26, 2011

Commissioners Report

| | | |
|-----------------------|----------------------------|--------------------------|
| 1. Population: | In-house: 98 | Maximum: 19 |
| | | Medium 29 |
| | | Minimum north: 08 |
| | | Minimum south: 12 |
| | | WHOC: 18 |
| | | Max/Handicap: 02 |
| | | Lockblock/Seg: 10 |
| Weekenders: 7 | Out of facility: 44 | |

2. Community Corrections Report

- a) **Drug Court – supervising (18) *2 in custody**
- b) **Electronic Monitoring – supervising (5)**
- c) **Daily Work Release – supervising (0)**
- d) **Operation Impact – Lebanon 8th graders tour/presentation**
- e) **Community Work Program – Holderness Cemetery clean-up**

3. General

4. Commissioner Items

- a) **Commissioner Ahern – Employee turnover report**
- b) **Commissioner Ahern – Inmate TV channels report**

Upcoming events:

April 4 – May 6, 2011 – NHAC Corrections Academy – Police Standards and Training

May 4, 2011 – Governor’s Commission funding meeting - Concord

May 6, 2011 – Sergeant Paronto’s last day of work (retirement)

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Apr 12 - 25, 2011

COMPLEX

Grounds – Spring clean up of the grounds is well under way and approximately 2/3 is complete. Due to the severity of the winter many sections of the lawns along the driveways and parking lots need to be totally reseeded and mulched.

Grounds – The Master Gardeners are planning to clean up the raised beds along Route 10 and around the gazebo on May 21st. On June 4th they will be establishing a memorial garden on the south side of the gazebo along the corner of the courthouse main entrance and the drive entrance to the new jail

COURTHOUSE

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

HVAC – The fan bearings in our largest air handler at the courthouse failed. It cost over \$1,000 for replacement parts and it took two people over 1-day to replace them

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Elevator – Painted elevator doors and landings on all three floors for all three elevators.

Elevator – 2nd floor control button within car stuck on, causing car to become stuck at 2nd floor. Stanley Elevator replaced bad control button

Electric Beds – Encountered numerous problems causing certain functions of the bed not to work. Replaced a few actuators. Also rebuilt one I/O controller harness, saving over \$700 on replacement controller

Windows – Replaced several bad windows throughout with warranty replacement windows

Kitchen Hood – Propane-fired hood make up unit preheater failed to operate...replaced bad igniter

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Building Management System – Tracer Summit lost communication with HVAC controls in several rooms on 2nd floor. Found and tightened loose wire

Elevator – Painted interior of car and all elevator landing trim and doors on all three floors

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Plumbing – On numerous occasions cleared various sewage lines of linens flushed by inmates

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

FARM

Dairy Barn – Repaired a few broken water lines and drinking bowls

Dairy Barn – Numerous stanchions broken and busted...welded some and replaced others

Dairy Barn – In process of repairing broken 8x8 structural beam smashed by tractor bucket

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Generator – Job finally completed

VEHICLES & EQUIPMENT

Sander – Removed, lubed, serviced and put away for the season

¾ ton – truck – Windshield wiper and motor assembly failed...installed warranty replacement

New F350 1-ton – Discovered cut in sidewall of front tire...replaced tire

Other

Old jail demo and refurbishment cost estimates (see attachment)

Jail Project

The following work has been completed since the last commissioner's report:

Area A

- Completed remaining slab on grade concrete pours
- Masons are constructing walls for transport officer office, storage, electrical and janitor's room along south corridor
- Fireproofing in progress around control

Area B

- Sprinkler lines and heads installed throughout
- Heat pumps installed throughout and condensate drains plumbed
- Insulator is close to completing the insulation of domestic water lines, geothermal and roof drains throughout
- All rooms are sheet-rocked, insulated and painted with one coat of paint, to include elevated mechanical room
- Much of electrical is complete
- Door track is installed for folding door in roll-call room

Area C

- All cells, rooms and sally ports are constructed on 1st level
- Cap slabs for segregation is complete and awaiting masons to construct mechanical space walls above to accept steel roof
- Masons are constructing bathroom, shower and storage room walls on 2nd level
- 2nd level maximum-security cells in SE corner are complete. Awaiting cap slab construction

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

- Installed steel stairs to 2nd floor mezzanine
- Tables installed, formed and rebar is in progress to pour elevated slab for 2nd level floor mechanical room, tel/data and electronic security spaces

Area D

- All cells, rooms and sally ports are constructed on 1st level and elevated slab pour for 2nd level dorm areas
- Masons are laying out sleeping areas, bathroom and storage room walls on 2nd level
- Installed steel stairs to 2nd floor mezzanine

Area E

- All cells, rooms and sally ports are constructed on 1st level
- Masons completed constructing all cells on 2nd floor
- Formed and poured cap slab above 2nd floor cell areas
- Masons are constructing mechanical space walls on cap slab in preparation to install roof over Area E next week

Area F

- Fireproofer completed fireproofing dorm and mechanical room ceilings and structural steel
- In process of mocking up ducting and plumbing in chase
- In process of installing electrical panels and wiring space
- Masons will be moving in to complete wall that establishes classification space from medium unit space

Area G

- Masons have completed many of the walls that define all the spaces within this area
- The fireproofer completed all fireproofing of ceilings and structural steel

Area H

- In process of plumbing, hanging ductwork and heat pumps throughout
- In process of installing electrical equipment, switch gear, panels and wiring
- Completed 99% of block walls defining spaces throughout
- Installed and partially backfilled 15,000 gallon oil tank
- Excavated and installed in-ground grease trap
- Formed and poured generator housing pad
- Installed transformer mounting pad

Area J

- Backfilled interior and exterior and shaped interior ramps

Safety – Mason block tender that hurt his foot is recovering and will not lose any toes

Schedule – Still 3- weeks behind on schedule in some areas (particularly Areas C, D and E). Might be able to make up some of this time

Quality Assurance – We continue to find various steel related issues but H.P. Cummings and steel contractors are running them to ground.