

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday February 21, 2012

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

9:05 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Human Services Administrator Nancy Bishop arrived with her report and reviewed the expense report. She reviewed the reimbursement report for January and said things were on target.

Granite State Independent Living has contacted HSA Bishop about using the Goodwill computer room.

There is a House Bill (HB1638) that deals with downshifting costs to the County.

Commissioner Burton said that he would like to see NHACo Executive Director B. Miller and President D. Sorensen keeping abreast of the this bill and Commissioner Cryans agreed that a County representative should be involved with this that the Counties should be represented because downshifting will have an affect on them .

Commissioner Ahern asked HSA Bishop for copies of the social service applications made to the County and asked her if the applications included a certificate of good standing. HSA Bishop said she didn't have them but they might be on file.

Commissioner Ahern said he would like to know if the applying agencies were in good standing with the state.

Commissioner Cryans asked if everyone had read the minutes and if anyone had any edits or corrections. Commissioner Ahern made a couple of edits.

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

The Commissioners signed the check registers.

Director Clough presented a request to approve the NH Highway safety grant for the Sheriff's Dept. in the amount of \$3225 so that they can be compensated for patrols regarding seatbelt violation over a six week period. The request for this grant comes annually.

Commissioner Burton moved to approve the request for the grant which was seconded by Commissioner Cryans.

DISCUSSION:

Commissioner Ahern said he was not ready to vote on this and wanted to give this more thought. He said he's not sure if this if the best use of taxpayer money. Commissioner

Cryans asked if having a week to think about it would help and he replied that it would. Commissioner Burton said he would like to have Sheriff Dutile come over and offer some information on this grant.

Commissioner Burton withdrew his motion and Commissioner Cryans withdrew his second.

Director Clough provided the Commissioners with a spreadsheet on costs of maintenance allocations for the state leased court space at the Courthouse. The state is requesting a 0% increase on their lease for the next two years. Commissioner Ahern asked Director Clough what she thought the rent should be and she replied that the County collects more than the cost to maintain the area and the state will be paying for ADA updates to the building on their own. She said she really hadn't thought what the rent should be. There was further discussion on this matter.

Commissioner Ahern moved to proceed with the state contract as proposed at a 0% increase for a two year period, which seemed reasonable and fair. The motion was seconded by Commissioner Burton.

Commissioner Cryans said he felt the County was being fairly compensated for the space.

When the vote was taken, all were in favor.

Maintenance Superintendent Oakes arrived with his report to the Commissioners.

*(see attached)

Supt. Oakes said he was working with various contractors to see what will be needed in his budget for contract work on equipment at the new Correctional Facility. He said he has been doing some research on the old Jail for when it becomes vacant, particularly on the fire systems and whether or not they will need to be maintained. He said maintenance could be waived but he's not sure. He will be considering those costs in his budget.

Commissioner Burton made note that he would like to see the information that Supt. Oakes has at the next Jail disposition meeting which is on April 10th at 2:00 PM in the UNH Conference room.

There was a discussion about the Commissioning Agent at the new Facility and how he reports to the County. Commissioner Cryans asked if the Commissioning Agent was invaluable and Supt. Oakes replied that he was and he wished there had been one for the Nursing Home.

Commissioner Ahern asked if the geothermal system was working well and Supt. Oakes said it seemed to be. Commissioner Ahern then asked if there has been a leveling off of the electrical amounts and Supt. Oakes said that it was still a moving target.

Commissioner Cryans asked if money not spent on the current Jail project would be

enough to take the old Jail down and Director Clough said it would.

Director Clough reviewed the January financials of the Jail project and said there is a fair amount of funds that would be unspent and could be as much as \$1M in owner costs. The Commissioners gave the Construction Team (Director Clough, Supt. Oakes and Supt. Libby) praise for their oversight of the project. Director Clough said that overall this has been a very good project since it began. Commissioner Cryans said the news of the excess funds is good and will allow the County to do many other good things.

The Executive Committee will be meeting on Friday at 10:00 AM. Director Clough said that she will be going over the reports with the Committee and wanted the Commissioners to know that there is an under expenditure of almost \$1.8M and that there are three Departments that are driving that. She will have more information regarding the reasons for that on Friday.

UNH Forester Dave Falkenham arrived and gave the Commissioners a pictorial report on the County land and the timber sale that was held in September. There was a discussion about the various types of trees, regeneration and of the spider heart that was found during the cut. Forester Falkenham is also working on marking the boundaries of the County land.

Forester Falkenham informed the Commissioners that the full UNH staff have been officially rehired.

County Attorney Lara Saffo arrived and asked that the Commissioners enter into non-public session to discuss a personnel matter.

*10:45 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 would now go into non-public session.

*11:05 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

Commissioner Burton moved to hire a temporary full time secretarial person for the County Attorney's Office for a period of six weeks, who will receive no paid benefits other than social security and Medicare, which was seconded by Commissioner Ahern.

DISCUSSION:

Commissioner Ahern asked what the compensation would be. Atty. Saffo suggested the lowest level position at \$11.22 per hour.

Director Clough asked how the hiring process would go noting that a normal process would eat up some of the time that Atty. Saffo needed. Atty. Saffo said she would offer the position in-house first and then she would like to refer back to the recent applications that she already has. The Commissioners noted that it was important to go through the Human Resource Department with this and Atty. Saffo agreed.

When the vote was taken, all were in favor.

COMMISSIONER ISSUES:

Commissioner Burton stated there was an article in the Valley News about the proposed biomass project in Sullivan County which made it through their Delegation.

All three Commissioners attended the "Friends of Drug Court" dinner that was held in Littleton saying it was successful.

Commissioner Burton passed out a list of vacancies on Boards and committees with appointments by the governor.

Commissioner Ahern said that the Grafton County Farm Bureau has requested to hold an event at the County in regard to farming and he asked the other two Commissioners if they were in favor of that. He thought that Director Clough could coordinate this with the Farm Manager. Both Commissioner Cryans and Burton thought it was a good idea. There were no dates or specifics on the matter.

Commissioner Ahern discussed the issue of a bid waiver that he was expecting from Supt. Libby and now understood that the item(s) actually went out to bid. He said he thought the item would be appropriate for a waiver but never made it to the Board and he voiced his concern over this questioning whether there should be some kind of bid policy and or guidelines. This was discussed further.

Director Clough stated that Supt. Libby had emailed the Board separately, questioning whether each individual member would be in favor of waiving this particular bid, which needs to be a unanimous vote, and when he did not hear back from Commissioner Ahern after answering the Commissioner's questions, he chose to send the bid out for proposals assuming it would not be a unanimous vote. Commissioner Ahern said that was unfortunate and that the assumption made by Supt. Libby took the decision making away from the Board.

Director Clough said that she needed to speak to the Board regarding a personnel matter and asked them to go into non-public session.

*11:35 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 would now go into non-public session.

*11:55 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes from the non-public session which was seconded by Commissioner Burton. All were in favor.

11:56 PM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jan 17 – Feb 20, 2012

COMPLEX

- **Biomass District Heating System** – Banwell is still working on the schematic design phase of the project. During this process Wilson Engineering challenged the steam boiler cost plus up, stating they felt the cost was under estimated. After further review Banwell determined Wilson was correct. At this juncture their opinion of probable cost has changed to \$214,000. With that said, told Banwell that we would bid the CHP stub as a build alternate to the heat only option. When the real costs come in you commissioners can decide then if you still want to follow the CHP stub option. Thus far, this project is a bit behind schedule.

Engineering Design of Automated Isolation Valve & Vault – Since selecting Pathways Consulting, LLC, we held a project kickoff meeting and included WW&L . Since then Pathways has surveyed the proposed vault location, has been consulting with the NH DOT about permitting and has been working on a preliminary plan. This project is progressing on schedule.

Backflow Prevention Devices – Performed 6-month backflow test on all devices throughout complex. All tested well.

COURTHOUSE

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

Plumbing – Water hammer arrestor leaking in wall behind men's room on basement level. Removed section of wall to access arrestor and replaced it

Generator – Fabricated spill containment structure and mounted to generator fill location to satisfy new Above-ground Storage Tank spill prevention plan

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Made several repairs to electric beds

Lighting – Replaced several burned out lighting ballasts throughout

Kitchen Equipment – Dishwasher failed to maintain rinse temperature of 180 degrees...replaced bad contactor in booster

Kitchen Equipment – Dishwasher wash temp keeps dropping below 140 degrees...changed mixing valve and replumbed recirculation feed line

Kitchen Equipment – Sink drain line below dishwasher feed sink keeps getting bumped by carts and knocked apart...rerouted drain lines away from front of sink and installed support brackets to support plumbing and better protect it

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Patient Lift Systems – Various lifts experienced wear and tear...replaced a hand controller, safety switch and a few other minor parts

Patient Bathing Systems – Tub doors on Meadow and Granite have spider cracks that seep water...ordered replacements. Will install upon receipt

Nurse Call System – Replaced several call cords crushed in the scissor sections of the resident beds

HVAC – Heat would not shut off in room 410...found Belimo zone valve stuck open...replaced bad valve

ADMINISTRATIVE BUILDING (1930)

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

Boiler Room – Day tank that feeds boilers would not fill with oil in auto-fill mode. Moved wires to new set of contacts on relay

Boiler Room – Noticed boiler pressure lower than normal and make up water being fed to boilers on fairly regular basis. Discovered 2-inch cast iron line in old DOC that was heavily corroded and leaking in chase. Temp fixed to stem flow. Will have to replace line if building is kept open for reuse

HVAC – Humidifier system in Deeds Archive room stopped working. Replaced probe and harness assembly in addition to ZN521 local controller

OLD JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Alarm - Main panel in ground fault but no zones in trouble...intermittent problem. Got hard fault 1/19/12...found several conduits that had been tampered with in Dorm South, Basement sleeping area and tunnel. Secured all locations

FARM

Dairy Barn – Gate to bull pen has broken hinges...fabricated and welded new hinges on gate

Dairy Barn – Electric space heater plug shorted out and melted receptacle...replaced receptacle. Ordered materials to install fixed heater that is permanently wired to breaker panel

MAINT/FARM BUILDING

Nothing significant to report

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Community Correction

HVAC – The building’s secondary propane regulator froze up over the weekend, blocking flow to the furnaces. As a result pipes froze and burst in the basement. Irving Gas technician found gas vent line not properly pitched and had ice plugging it which was cause of problem. Repitched line.

Furnace Room - Left furnace suffered damage to circuit board and possibly other components from...replaced circuit board but furnace only runs 5-seconds and then shuts down...troubleshooting in progress. Dried out flame sensor and furnace worked fine after that

Furnace Room - Gravity air vent is letting in too much cold air. Need to devise louvered system that allows enough air to sustain operations but closes when furnace and generator are shut down...fabricated gravity vents for make up air to the room and generator exhaust vent

Hot Water heater – Unit trips breaker periodically. Found chaffed wire near element. Repaired wire.

Back Up Server Work – IT Dept requested Maint Dept. Secure window to basement, install a dedicated receptacle for servers and construct a security wall to enclose and safeguard back up servers for campus. Complied with all request

VEHICLES & EQUIPMENT

Nothing significant to report

OTHER

My lead custodian has been out on workman’s comp for 2.5 months. She just came back to work on limited PT basis for a short period but had to have additional surgery which will extend her time out of work.

Fire Drills – In the month of January we conducted fire drills at the Courthouse and Administration Building. Both drills went well.

New Jail

Schedule – Inside and outside approximately 95% complete. Overall, the project is still on schedule.

Production – Many of the contractors will be finishing up their work over the next few weeks. Many are working punch list items at this time

Owner Training – To date we have received training on several systems. Training is ongoing and will carry into March

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

Commissioning – John Penny has commissioned areas B and much of H thus far and will continue commissioning the rest of the building over the next few weeks

My Dept's Prep for Occupation – My staff are busy observing equipment startups, conducting routine inspections and inventorying and tagging equipment for our preventative maintenance program