

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday July 24, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern, Jr. and Ray Burton, Director Clough.

OTHERS: Harold Brown

Commissioner Cryans called the meeting to order and the Pledge of Allegiance was recited.

Information Technology Manager Brent Ruggles arrived with his report *(see attached). He reviewed the report with the Commissioners. ITM discussed the transition to the TimeClock Plus system and the delays that have been encountered. The new clocks are still not operational, but that is what everyone is working toward. Commissioner Ahern asked when the new time clocks were supposed to be completed. ITM Ruggles stated that he has been working on this for seven (7) months and noted that we are currently paying for two (2) systems. Commissioner Cryans asked if there could be any discussion with the company regarding the fact that we have had the system for seven (7) months and that the system still doesn't work. Director Clough explained that there was some miscommunication back at the start of this process and it has only been since the end of April that we have been working on the same page towards a solution. She stated that we will not continue to do this indefinitely at some point it is either going to work or it's not and if it doesn't then we will pursue getting our money back. Commissioner Burton asked ITM what he expected in thirty (30) days and he replied for the system to be working.

Corrections Superintendent Glenn Libby arrived with his report *(see attached). He reviewed the report with the Commissioners. Supt. Libby reported that an inmate had been injured in one of the recreation yards and had been taken to Cottage Hospital and underwent surgery yesterday.

He also reported that the Superintendents' Affiliate in conjunction with the NHAC has decided to hire a consultant to assess the NHAC Correctional Officer Academy and Certification process. They have hired Cheryl Gallant and that process will begin soon.

Supt. Libby reported that the new inmate banking system is up and running. This system will provide for very little cash handling by the jail. Inmates and their families will have kiosks for funds to be deposited into inmate accounts. A carrier will transport these funds to the bank. Supt. Libby feels this system will be a much better system as we move forward.

Supt Libby reported that he had received a message from Commissioner Burton regarding complaints from a local merchant regarding released inmates stopping at their

business upon their release looking for a phone. Supt. Libby has developed a form that is given to the inmates upon their release that serves as a warning not to go into these businesses or the Nursing Home. He stated that when someone is released they are able to make a free phone call and are given a resource packet of information. He also cautioned that once these people are released they become private citizens like everyone else.

Supt. Libby told the Board that his Administrative Assistant is going to be going out on an extended family medical leave and he stated that he was requesting to hire a temporary part time person on an as needed basis to help while she is gone.

Commissioner Cryans asked how many hours per week. Supt. Libby stated he did not have a set number of hours. Commissioner Cryans asked if they would start in early August and receive no benefits. Supt. Libby stated that was correct. There was a discussion regarding the rate of pay. Executive Director Clough stated that it should be a wage on the Grade/Step chart. Commissioner Ahern disagreed and that there are many people looking for a job and we should try and get someone for the most reasonable rate possible. Supt. Libby will look at that. Commissioner Burton asked if Supt. Libby had existing staff that was capable of performing these tasks. Supt. Libby stated that he did have people capable but that the staff is stretched too thin now and they just simply do not have the time.

Supt. Libby stated that he did not have funds within his Administrative Assistant salary line but that he would do his best to ensure that the Department of Correction's budget was not over-expended at year-end.

There was a discussion regarding Family Medical Leave and whether the employee out was going to be paid. Commissioner Ahern stated that the employee handbook states that FML is unpaid. Supt. Libby explained that we would be paying the individual based on the time available in their accrued time bank. Executive Director Clough explained that the federal law states that FML is unpaid. The County has chosen to allow employees to use accumulated time to be paid for these leaves.

Commissioner Burton moved to allow the Corrections Supt. to hire a part-time temporary clerical support person for the duration of his Administrative Assistant's Family Medical Leave. Commissioner Ahern seconded the motion.

Discussion:

Commissioner Ahern pointed out that Supt. Libby stated he would use this person on an as-needed basis and he trusts the Superintendent's judgment on this.

All were in favor of the motion.

Supt. Libby told the Commissioner that his Substance Abuse Counselor at the facility has given his notice and they are in the process of working with HR to replace him. They will go a period of time without a lead LADAC at the facility but they still have individuals that they contract with to provide the service to inmates. Commissioner Ahern asked if the jail could piggy-back on what the Drug Court uses and Supt. Libby replied no.

Commissioner Burton requested that the resource packet that was put together a number of years ago be updated working with Nancy Bishop. He also stated that he had received a complaint regarding the food at the new jail. Supt. Libby stated that they are working through a number of complaints one of the biggest has to do with food. The portion size of the food that the inmates are receiving has been reduced from the portions in the old facility. This was done in an effort to reduce costs. Other areas of complaints have been in reference to the Commissary account and inmate telephones. The transition to the new systems did not go as smoothly as anticipated, but now both systems are operational.

Commissioner Burton reminded Supt. Libby that Commissioners Wrenn and Merrill will be here on August 21st.

Commissioner Ahern asked for a definition of the units listed on Supt. Libby's report. F Unit – is the Medium Unit with a classification sub-unit; E Unit – is the women's unit; D Unit is the male minimum unit and C Unit is the Special Management Unit. Commissioner Ahern asked how many out-of-County females were being housed. Supt. Libby replied six (6). A discussion followed regarding the price charged for reimbursement for these inmates. Commissioner Ahern was sure that it was costing greater than forty (\$40) per day to house these females in our new facility. Supt. Libby suggested that perhaps that is a discussion that the Commissioners should have with the Coos County Commissioners.

Commissioner Ahern asked who was in charge of the facility when Supt. Libby is on vacation. He replied Captain Lafond.

Commissioner Ahern requested more information on the inmate that was injured. Supt. Libby informed them that with the camera equipment in the new facility they were able to watch the incident and it was a basketball related injury and it was an accident.

Commissioner Cryans asked Supt. Libby if the climate in the new facility was better during these summer months than it was at the old facility. Supt. Libby stated that the working conditions are much better but that there are a number of challenges in the new building.

Maintenance Superintendent Jim Oakes arrived with his report *(see attached). He reviewed the report with the Commissioners.

Supt. Oakes reported to the Commissioners that the Nursing Home has sustained two (2) major lightening strikes within the last two (2) weeks and that the building does not have any type of lightening protection. Most of the other buildings on campus do. He told them that he would be looking into this. The initial strike that occurred on July 4, 2012 has been reported to our insurance carrier and the second strike occurred last night and will also be reported.

Supt. Oakes explained to the Commissioners that the County is required to take monthly water samples and have them tested. The collection point for the County sample is in the Nursing Home. A sample was taken on July 10th and it tested positive for total coli form. As required by DES, additional samples were taken and the original test point came back negative, but both the Courthouse and the Administration Building came back positive. This was during the time period of the initial lightning strike which had done damage to the water tank monitoring devices and the valve had not been exercised by Woodsville Water & Light. The tank was isolated and a sample was taken from the tank which came back negative. The tank was chlorinated and Woodsville increased the amount of chlorine into their water system and the next set of tests has all come back negative. The tank is back on line. Supt. Oakes was required to post public notices, which have all been taken down at this point.

Supt. Oakes mentioned that the re-pointing of the Administration Building that is included in this year's budget will not be done until the spring.

Commissioner Ahern asked if because the County is a governmental entity, is it ineligible to receive historic preservation monies for a project such as re-pointing the building. Supt. Oakes wasn't aware of the answer to this. Commissioner Burton gave the names of Elizabeth Muzzey and Ben Wilson as points of contact for information regarding this.

Supt. Oakes mentioned to the Commissioners that his three (3) staff members in the new jail are extremely busy.

Commissioner Burton asked if all warranties are in place and Supt. Oakes replied absolutely.

Commissioner Ahern asked Supt. Oakes if he thought it would be prudent for the Nightwatchmen to go through the old Jail at night. He replied that he did not think that was necessary. Commissioner Ahern asked if the Nightwatchmen still go around the back side of the old jail on their tour. Neither Supt. Oakes nor Director Clough knew the answer. Supt. Oakes will check with Supt. Libby.

Commissioner Ahern moved to approve the minutes of the July 10, 2012 meeting. Commissioner Burton seconded the motion. All were in favor.

The Commissioners signed the check registers.

Executive Director Clough had prepared the MS46 for signature. The MS 46 is a form that is required by the Department of Revenue Administration for submission of the Commissioners budget for FY 2013. Commissioner Ahern had several questions regarding the accounts. Director Clough explained the form. All Commissioners signed off on the form.

Joan Wirth, Bristol, NH arrived to speak with the Commissioners regarding Smart Meters that are being installed by the NH Electric Cooperative for their customers. Ms. Wirth

was here to explain the potential health and environmental impacts these meters may have and to ask for the Commissioners support in stopping this process.

Ms. Wirth began by explaining that NH Electric Coop is mandating installation of smart meters for their customers. It goes against Citizen's rights and the rights of the customers of the NH Electric Coop. She stated that SB 266 which was adopted by the legislature this year prohibits this. SB 622 has now become RSA 374:62, which prohibits electric utilities from installing and maintaining smart meter gateway devices without the residential or business property owner's consent. NHEC has stated that the meters that they are installing are not gateway devices. She has documentation from the manufacture of the device that would support otherwise.

Ms. Wirth went over the potential health risks to those exposed to the radiation that is put off by these Smart Meters. She also reviewed the effects that they can have on tourism and the devaluation of property. The radiation that is put off by the devices is classified as a Class 2B carcinogen which can cause harm to the human body at the cellular level. There are very serious public health issues associated with this exposure.

Ms. Wirth detailed a number of studies and relevant information to support the facts that she has stated to the Commissioners. *(see attached). She also reviewed that these Smart Meter gateway devices are an invasion of privacy and act like a surveillance device.

She pointed out that the device that NHEC is installing is not UL certified and that there have been fires caused by the installation because of this.

Commissioner Ahern asked Ms. Wirth what she would like the Commissioners to do. She would like the Commissioners to adopt a motion supporting the need to delay further installation of these meters. She would understand if they could only make this motion for Grafton County.

Commissioner Cryans stated that he feels like he has far too little information to make a decision regarding this at this point. Commissioner Burton asked if this has gone to the Board level at NHEC. Ms. Wirth stated that she has sent numerous pieces of correspondence. She has also contacted the PUC and they have stated that they are not sure if they have jurisdiction as NH Electric is a Cooperative.

She states that they are acting illegally and have told customers if they don't cooperate then they will shut off their electricity. She feels that this is unreasonable, unjust and that the exposure is unconscionable.

Harold Brown said that this has been an issue for him as well. The radiation is there at all times despite what the company is telling people. He stated it is an invasion of privacy and that he believes it is an eavesdropping device. Installation is illegal unless the owner has given their consent. Many of these Smart Meters have already been installed but have not yet been activated as NHEC needs to complete installation for all customers before the activation can occur.

Commissioner Ahern stated that the Board took a stand in opposition of the Northern Pass and this would be a similar action. Commissioner Burton would like to have Commissioner Ahern come back at their next meeting with some recommended language.

Commissioner Cryans felt that it would be fair to hear from the other side before they take a position. Commissioner Ahern stated that he has been in touch with Mr. Hutchins from NHEC because he is a customer and has been told that a Smart Meter will be installed at his property soon. Commissioner Burton feels that with RSA 374.62 those customers of NHEC have a legal leg to stand on that if they do not consent then a meter should not be installed. Commissioner Ahern stated that he does not feel that he can support any motion that is made because he has a direct conflict of interest with this issue.

Commissioner Ahern is going to contact Mr. Hutchins and ask him if NHEC is going to shut power off to customers who do not comply with the installation of a meter and if NHEC is going to comply with RSA 374:62. He will report back to the Commissioners at the next meeting.

Ms. Wirth encouraged the Board to take action immediately that supports RSA 374:62. Commissioner Ahern assured her that she had not heard the last of this from the Board.

Mr. Brown was recognized for comments. He feels that the temporary part-time help that is being sought for the Jail should come from an inmate. It could serve as training and be useful to the inmate when he/she is released from jail. He has also computed the amount of money it costs per year to house an inmate in the new jail and will be forwarding the computations based on 100 inmates to the Commissioners. He also suggested that perhaps the jail should look at a clothing drive to receive weather appropriate clothing for inmates upon their release.

Executive Director Clough reviewed the year-end financial reports with the Commissioners. She mentioned that the County finished above revenue projections by \$821K and under budget by \$2.3M. She then reviewed the year-end Appropriation Transfers. There was a total of \$480,821 in transfers of that \$397,464 were Nursing Home with the most significant being for Contract Nursing Services. Director Clough pointed out that the farm finished over-budget by \$17,639.66.

Commissioner Ahern moved to approve the Appropriation Transfers. Commissioner Cryans seconded the motion. All were in favor.

Director Clough reviewed the request from Director Andross for out-of-state travel. Director Andross would like permission to travel to Minneapolis, MN August 18th – August 22nd to attend the APCO International Annual Conference. He has received a \$500 APCO scholarship for payment of his registration. Total cost to the County would be approximately \$857.

Commissioner Burton moved to approve the requested out-of-state travel. Commissioner Ahern seconded the motion.

Discussion:

Commissioner Ahern stated that he would be voting against this motion. He stated that unemployment has ticked up in the last month, many properties are for sale and the economy is still in tough shape. He can't justify out-of-state travel.

Commissioners Burton and Cryans voted in favor. Commissioner Ahern opposed. Motion passes.

The second out-of-state travel request is for the APCO Atlantic Chapter Conference which is in Stamford, CT October 1st – 3rd. Director Andross has received a NH Emergency Dispatchers Association sponsorship to attend the conference so there is no cost for him. If staffing allows he would like to take two (2) staff members with him. The expense for this would be approximately \$978.00.

Commissioner Burton moved to approve the requested out-of-state travel. Commissioner Ahern seconded the motion.

Discussion:

Commissioner Ahern was disappointed in this request. He feels this is very unfair to the taxpayers.

Commissioners Burton and Cryans voted in favor. Commissioner Ahern opposed. Motion passes.

Executive Director Clough reviewed the MOA that was reached with the Union regarding the Articles that were up for annual reopeners. Call-outs, Wages and Health Insurance are the Articles that were re-negotiated this year. Commissioner Ahern said that he had not had a chance to review the document and wasn't comfortable signing it at this point. Both Commissioners Burton and Cryans were comfortable and signed the documents.

Director Clough had drafted a response letter to the Town of Rumney, which had been previously forwarded to the Commissioners. The Commissioners were in agreement with the letter and it was signed.

There will be a 102nd birthday celebration at the Nursing Home on July 25th at 2:00 PM. Commissioner Burton will be stopping in.

Executive Director Clough reviewed a request that was received from the Grafton County Bar Association regarding using the "Old Man of the Mountain" logo that the County uses. It was decided that the County would look and see if we could find an old version of the logo and let them use that instead of our current logo.

Executive Director Clough gave the Commissioners their department head assignments for evaluations. She also gave them a copy of the self-evaluation questions that were sent to department heads. These self-evaluations are due to Director Clough by August 10th and she will have them and the form to the Commissioners at their August 14th meeting.

Commissioner Issues:

Commissioner Burton reported that he and Commissioner Ahern attended the latest meeting regarding the Livermore Falls project. He feels that ultimately this will be something that the local Rotary Club will take on. He doesn't believe the State has any funds to help. Commissioner Ahern added that he and President Steen will be making a presentation to the Rotary Club and he feels they will take it on as a Friends Project. Commissioner Burton stated that he had contacted George Bald who is now in charge of the Workforce Opportunity and asked if they had funds to hire someone to patrol the area. He was told they have no funds for law enforcement. Commissioner Burton followed up with a request to hire an attendant and has not heard back as of yet.

Commissioner Burton and Commissioner Ahern attended a dedication ceremony of a NH Historical plaque commemorating Norris Cotton at the Warren Old Homes Day on July 14th.

Commissioner Burton stated that he had received some correspondence that there was going to be an event on September 1st regarding opposition to the Northern Pass. Commissioner Ahern said that it was called "Hands Across the Right-away" and that was the correct date. He was sure more information would follow.

Commissioner Burton stated that the Select boards of Campton, Woodstock and Waterville Valley have sent a letter to the Premier of Canada telling him that they do not want the transmission lines crossing into New Hampshire.

Commissioner Ahern attended a President's Tea for the Pakistani education delegation. PSU does a joint program that is sanctioned by the US State Department each year.

Each Commissioner will be doing 4H judging at the North Haverhill Fair this week.

With no further business the meeting adjourned.

Respectfully,

Raymond S. Burton, Clerk

Grafton County Department of Information Technology

Monthly Summary Report

July 24th 2012

AO – Attorneys Office

- Replacement of Surge Strip for user
- Train user on “un-spaming” a Email.
- Assist with DVD(s) from outside agencies
- Issue with Sharp-Desk not running correctly for User.
- JD, Outlook, Adobe issue.
- Email user accounts for new employees
- Power cord for laptop system replaced.
- Install system updates for Receptionist PC.
- Provided user with training on using laptop docking station.
- Configuration adjustments for scanning on archive system.

CC – Community Corrections

-

CE – Cooperative Extension

- Network down – Issue with Router, resolved.

CO – Commissioners Office

- Assistance with TC transaction
- Laptop AC adapter replacement
- Work with staff on getting new jail systems network running smoothly
- User AC adapter not working swapped out.
- Work with TC Plus

DC – Drug Court

- Redirect printing for Counselor
- Update of software to properly view use PDF files
- Assist with opening docx files received.

DOC – Department of Corrections

- User Logon , Profile Issues.
- File Access – Locate Files for staff.
- Setup Email. Windows for new hires.
- Disable remove dismissed Employees.
- Work with Zuercher Technologies to resolve software issue.
- Installed new remote access device for Zuercher Support Group to access servers remotely.
- Punched down 6 new network circuits to connect the inmate Kiosk Panels for INMATE commissary. Inmates are now able to place orders on new PC Touch Screen systems.
- Setup Firewall rule to allow Authorized DoC Staff System to gain access to inmate phone systems.

HR – Human Resources

- Received applications for the part time position in the IT Department, started interviews last night with



the HR Director.

IT – Department of Information Technology

- Start Ordering in replacement PC's and Equipment for CO, SO, NH Departments
- Work with MT Superintendent Jim Oakes on network requirements for new BIOMASS and control system, working on getting quote.
- IT Manager came up with a solution that saved the SO office \$3250 by finding a non IMC software solution for \$149 to allow the Booking Room Camera to operate on Windows 7 at the New Jail's outside agency room.
- Time Clocks Plus Update – A conference call meeting was held yesterday with Executive Director, Payroll Coordinator and myself which we think yielded some hope and closure of issue. TCS thinks that we can receive the new updated module by next week and begin final testing.
- Review and plan IT coordination with MT Superintendent on new work space being constructed at the 2nd Floor of the Courthouse Attorneys Office.
- IT Manager started working with vendor on replacing core campus firewall with a Dual High Availability system.
- Start project coordination on spec equipment on replacement of NH Wireless Access Points. The new technology will allow better secured wireless coverage to NH staff as well as provide a separate secured wireless channel for the residents that have wireless PC's or laptops to gain access to Public Internet.
- Searching for automated solution to video tape Commissioners weekly meetings, have met with 2 vendors, work in progress.

MT – Maintenance

- Worked with Superintendent Jim Oakes to find an alternate vendor for PC disposal at a reduced cost.

RD – Registrar of Deeds

- Resolve bad network connection to Print Server in Public Vault area

NH – Nursing Home

- Restructure Canon-ware directory, storage volume locations scanning procedure.
- Setup Email, Windows accounts for new department Staff
- Configure Calendar\Event Poster software for replacement admin assistant
- Installation of AHT software updates x3
- PDA issues
- Slow system in Granite – Maintenance Corrected system
- Replacement of 4 surge strip's after Lightning storm for NH systems
- Corrected network cable runs to improve work area efficiency, Wireless card on one system found unseated in system corrected and tested.
- Setup Email, Windows account for new MDS Administrator
- Windows, Email training with new MDS Administrator.
- Instruct users with Web-mail accounts how to access it when off campus.
- Toner for Printers
- MDS update systems to allow users to run wound care module.
- Files recovery for MR
- Swap out printer for bookkeeper.
- Setup Webinar for Staff development Director



- Contacted DHMC to forward Email from their (blitzmail) web-mail to Kerio Blitzmail is being discontinued.

SO – Sheriff's Office\Dispatch

- A Sincere Thank You! to Sheriff Doug Dutile and Director of Communications Tom Andross for loaning the IT Department 2 hand held radios. IT Department now has the ability to communicate with MT, SO, and Corrections on hand help radios across the campus that will increase efficiency in our project work as well as reduce time in interaction with the above departments.
- Resolve network gateway IP issue with user's PC .
- Configuration of systems at the new Jail to allow the SO department to do booking at the Outside Agency Room at the new Jail.
- Setup and Configure PC at the Court Security Office at the new Jail to allow email and IMC access.
- User given OO training
- Complete annual maintenance on 4 SO PC systems - Deputies Office (2), Evidence Room and LT's PC.

Yours in Service,

Brent Ruggles

IT Manager

Grafton County Department of Information Technology.



July 24, 2012

Commissioners Report

1. Population:	In-house	112	F Unit	49
			E Unit	21
			D Unit	23
			C Unit	15
			Intake	04
Weekenders:	05	Out of Facility:	37	

2. Community Corrections Report:

- a) Drug Court – supervising (15) * 1 in custody
- b) Electronic Monitoring – supervising (7)
- c) Daily Work Release – supervising (0)
- d) Operation Impact – Sgt Larson assisting supervision
- e) Community Work Program: Sgt Webster – North Haverhill Fair – farm/garden duties

3. General:

- a) Farm
 - 1) Inmate labor – no issues reported by Farm Manager
 - 2) Staff training – have not heard from Farm Manager
 - 3) Garden - update
 - 4) Farm stand – update
- b) Inmate medical – report
- c) NHAC Academy/Certification by-law review by NIC – update
- d) Inmate banking – update
- e) Inmate releases - update

4. Personnel:

- a) Medical – 1 RN on extended FMLA – using agency nurse to cover
- b) Admin Asst. – going on extended FMLA – request to hire a temp
- c) Staffing – update

5. Commissioner Items:

- a) Commissioner Ahern – none
- b) Commissioner Burton – responded to recent inquiries of Ms. Denato and Mr. Phil Tucker
- c) Commissioner Cryans – none
- d) Are there any Commissioner concerns?? Input sought.

Upcoming events:

Vacation July 28th – August 5th – plan to take a few days during the week of August 6th – 12th – if possible.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jun 19 – Jul 23, 2012

COMPLEX

Biomass District Heating System

- Boiler & Feed System Package – I've issued a Notice to Proceed and Messersmith has submitted its submittals for review
- General Construction Package – All plans and specifications are finalized and the project bid. On 7/23 we held a pre-bid meeting and 4-5 contractors participated.
- Schedule:
 - July 18 – Advertise start
 - July 23rd – Pre-bid Meeting
 - August 6th – Bids due
 - August 7th – Open Bids
 - August 14th – Select contractor
 - September 10 – Project start
 - July 1, 2013 – Project complete

Engineering Design of Automated Isolation Valve & Vault

- Schedule:
 - July 24th – Pre-construction meeting
 - August 13th – Project start
 - October 12th – Project complete

Lightening Strike Damage – On 7/4 we experienced severe lightening that caused a lot of damage to various county infrastructures. I've met with our insurance adjustor and we are in the process of processing the insurance claim to recover all material and labor costs, minus our deductible (see attached list).

Sewage Alarms – Pump Systems Inc completed work related to transferring alarms to Dispatch

Sprinkler System Inspections – Tri-Sate Fire Protection performed annual inspections of the Admin Building, Old Jail, Nursing Home and Maint/Farm Building sprinkler systems. They discovered a few problems with nursing home and old jail systems (Problems and fixes are listed by building). They also performed full trip tests of the dry systems in the Nursing Home and old jail.

Elevator Inspections – Stanley Elevator performed annual inspections on the elevators in the Admin Building, Nursing Home and Courthouse.

COURTHOUSE

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

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Dispatch Station Moves – Laid out and installed new circuitry for new dispatch station locations within vault to improve efficiency

County Attorney Office (CA) Expansion Project – Scott Lawson Group abated asbestos from conference room ceilings so that we could start the expansion project for the CA Office

State Modifications – Continue to coordinate state requested modification work:

Superior and Circuit Court Service Counters – Construct new service counters that incorporate ADA height requirements and new glass curtain walls that follow new counter contours

Courtroom Doors – Install automatic door openers on doors leading into courtroom 1, courtroom 2 and circuit courtroom.

- Royal Electric ran circuits to all door opener locations

Courtroom 1 – Install handrails up ramp into courtroom

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Replaced a large number of electrical/mechanical actuators on several beds. Called vendor and complained about high fallout rate. Vendor sent 10-free replacements and sent a technician to do a site visit on 6/26 to see what is going on. The technician found that in some rooms the beds hang up on surface-mounted conduits but could not find main cause for prolific problem throughout. Invacare will send bed extensions, at no cost to us, to mitigate wall clearance issues and support us with actuators, at no cost, until something more definitive is found.

Electric Beds – Lightning strike shorted the I/O controllers and actuator controls on several beds. Replaced all bad parts

Underground Fuel Storage Tank Monitoring System - The TLS-300C Veeder-root system shorted out from lightning strike. Beardsley tech replaced power supply and keyboard

Elevators – Lightning strike blew fuses to electric eyes on Elevators 4911 and 4912. Stanley tech replaced fuses

Melink Kitchen Hood System - I/O processor shorted out from lightning strike. Air Solutions & Balancing tech replaced processor

Kitchen Hood – Tri-State Hood & Duct completed the semi-annual inspection and cleaning of the kitchen ductwork

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Electro-Magnetic Door Locks - SDC Power Supply/Charger, 12/24VDC, 1.5 Amp shorted out from lightening strike...Activity yard gates won't work. Replaced the power supply.

Electro-Magnetic Door Locks - Lightening shorted transformer to Locknetics magnetic door opener at double doors leading to lobby. Replaced transformer

Fire Alarm - Lightening strike shorted out all five Notification Appliance Circuit (NAC) panels throughout building. Fixed all by replacing main circuit cards in each NAC panel

Sprinkler System – Inspector’s test port and two branch lines on dry sprinkler system in the 03 building were plugged with mud. Had Tri-state Fire Protection clear both and flush system.

Sprinkler System – Wet system in 69 Building had severely corroded section of pipe that was weeping heavily above ceiling in room 405 and two corroded unions on flow switches in stairwell. Hampshire Fire Protection replaced bad parts

HVAC – HRU 4 and 5 knocked out from lightening strike...replaced blown fuses

HVAC – UV-1 keeps cycling off and getting a “locked rotor” fault...replaced a bad circuit card to fix problem

HVAC – The ductless split in the laundry dryer room stopped working. Replaced bad capacitor on condensing unit

Laundry – Tumbler basket on dryer #3 was rubbing on housing...found trunion assembly cracked. Replaced trunion and bearing assemblies.

ADMINISTRATIVE BUILDING (1930)

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

HVAC – Heat coming from hallway fan coil by IT Offices. Found Belimo zone valve sticking. Disassembled, cleaned and lubed to correct issue.

HVAC – HRU 2’s evaporator was freezing up. State sweeping operations for paving raised a lot of dust and clogged filters. Replaced filters to fix problem.

HVAC – AC-3 that serves Deeds Archive Room kept tripping off line. After much troubleshooting my staff discovered someone had closed the vents in the adjoining map room which is on the same system, thus causing AC-3 to trip off line due to high system pressure

NEW JAIL

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Plumbing – Water line pulled away from sink control valve for right sink in 2nd floor bathroom of Area D, causing water to flow down through chase to 1st floor bathroom. Reconnected water line to valve and properly secured

Plumbing - 2nd floor Bathroom stinks like sewer. Discovered shower drain vent improperly constructed. Notified HP Cummings. Awaiting contractor to address

Laundry – Dryer in Property Storage Room keeps tripping 20-amp breaker. Discovered breaker was undersized. Replaced with 30 amp breaker

Laundry - HPC failed to install isolation pads under compressor feet. Installed rubber isolation pads under feet to prevent premature cracking of motor mounts

Kitchen – Dishwasher water keeps running even after trays running through. Found sensing arm out of alignment. Realigned bracket.

Warehouse - Walk-in cooler timer Freezer thermostat shorted by lightening strike. Part on back order

Door Controls - Door keeps going into alarm. Troubleshoot to bad relay in door control rack electronic security room by control. Swapped relay with F205B, one in less used door. Ordered more relays

Door Controls - Garage door in H108 Delivery Area shows open when it isn't. Found door sensor bracket out of alignment. Adjusted door sensor bracket

Door Controls - Door to vehicle sallyport won't slide open. Lubed pivot points

Door Controls – Several doors throughout are not properly indicating a locked position even though they are locked. Notified HP Cummings. Awaiting contractor to address

Elevator - Car will not rise to 2nd floor. Pine State Elevator tech found and fixed upper speed control switch

HVAC – Boiler pumps P11A and B keep cycling into alarm and then resetting. Not sure of cause. Notified HP Cummings. Awaiting contractor to address

HVAC – Water Heat Pump (WHP) F1 has freon leak on one of its circuits. Trane tech brazed leaking connection and reserviced after evacuating circuit

HVAC - WHP-D1 in alarm with "low pressure circuit 1" reading. Discovered Freon leak. Bad compressor. Circuit 2 has leak also. Trane tech fixed leak on circuit 2 on 6/22. R2 compressor on circuit 1 on 6/25

HVAC - WHP-H1 keeps blowing off glycol from pressure relief valve on buffer tank BT-8. Contractor ordered a new high capacity air vent for the tank 7/18

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

HVAC - WHP-D1 in alarm with "low pressure circuit 2" reading. Discovered Freon leak. Has been repaired once. Needs new compressor. Trane ordered part

HVAC – Several heat pumps keep tripping off on alarm. Trane has high-pressure bypass valve controls on order to fix problem

HVAC - There is no one-way check valve in the makeup water line that separates WHP-G1 load side supply from the load side supply of WHP-H2. Notified HP Cummings. Awaiting contractor to address

Kiosks – Received request to install kiosks in all of the housing units. Fabricated mounting plates and installed devices on all units

OLD JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler System – Pre-action system that serves most of the jail requires a person to activate it in the event of a fire. Since moving out, no one is there to perform this step should a fire occur. As a preemptive measure we flooded the pre-action system lines and essentially made it into a wet system

FARM

Mixer Wagon - Auger bearing shot. Replaced auger bearings

HVAC – Cooler in farm stand not working. Found and fixed broken wire to compressor

MAINT/FARM BUILDING

Nothing significant to report

Community Correction

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

OTHER

- Gas-fitters License – Toby Compo just completed his recertification of his gas-fitters license