

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

June 18, 2013

PRESENT: Commissioners Ray Burton, Mike Cryans and Martha Richards, Director Clough and Admin Assistant S. Tempelmeyer

Commissioner Cryans called the Meeting to order at 9:07 and began with the Pledge of Allegiance.

Commissioner Cryans opened the Bids for the Re-pointing of the Admin Building. Bids were as follows:

Mas-Con Corporation (Laconia) - \$193,335

Knowles Industrial Services (Gorham, ME) - \$197, 870

Masonry Unlimited- (Wakefield NH) – \$139,966

Supt. Oakes stated that he needs to make sure the bids cover all of the qualifications and check references. He stated that he will inform the Commissioners of his recommendation at the next meeting on June 25, 2013.

Commissioner Cryans asked Supt. Oakes what his plan was with these projects. Supt. Oakes stated that he plans on starting the re-pointing on August 5th and is anticipating that it will take roughly twelve (12) weeks. He stated that he wants to get the jail demo done first before they start this next project.

Supt. Oakes gave the following report:

May 21 – June 17, 2013

COMPLEX

Biomass District Heating System Project

Work completed since last meeting

- ✓ Complete spreading topsoil, seed and mulch
- ✓ Installed and insulated boiler bypass
- ✓ Completed portions of testing and balancing but ran into system pressure complications
- ✓ Completed numerous punch-list items...several are still unaddressed
- ✓ Completed mechanical systems training...electrical and controls training is forthcoming
- ✓ Delivered some mechanical O&M manuals for review. All others are forthcoming

Work scheduled for next few weeks

- ✓ Address system pressure problems
- ✓ Finish programming control points
- ✓ Finish testing and balancing of system
- ✓ Commission everything
- ✓ Deliver O&M manuals and As-builts
- ✓ Provide owner training
- ✓ Complete punch list

Old Jail Demolition Project

Work completed since last meeting

- ✓ Completed approximately 60% of the salvaging
- ✓ Tore out large portion of exterior wall to get demolition vehicles & equipment into building
- ✓ Tore out all interior walls, ceilings and partitions on 1st and 2nd floors of newer section of building

Work scheduled for next few weeks

- ✓ Contractor working other job away from site this week
- ✓ Resume interior demolition to separate brick, stone and mortar from steel and other debris

Administration Building Repointing & Repair Project (Project timeline: August 5th – October 25th)

Four contractors responded to our RFP and conducted a site visit prequalifying them to bid. All bids were due yesterday, June 17th. We are scheduled to be opened and review bids today, June 18th.

Engineering Design of Automated Isolation Valve & Vault

Project is substantially complete and valve works well. Morrill Construction still owes us O&M manuals and As-built drawings. I've spoken to Jason a few times on this matter but they haven't completed the project. I'm holding his retainage until complete.

HVAC Preventative Maintenance (PM) – North Country Mechanical (NCM) completed some of the annual PM inspections and maintenance in the Admin Building, Nursing Home and Drug Court Building. We have fixed several discrepancies cited. NCM also recently completed a portion of the Dept of Corrections and is scheduled to complete the rest tomorrow and Wednesday.

COURTHOUSE

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

Plumbing – Rebuilt faucet to correct leak and repaired water damaged base cabinet

HVAC – Bearings squealing in AC-1 return fan...replaced bearings

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Replaced several electromechanical parts on beds to keep everything in service

Patient-lifts/Stands – Sent manufacturer an electrical control panel off of a lift for troubleshooting and repair. Installed temporary panel in its place

Security – Magnetic lock at exterior door to Activities yard had a bad control pad...replaced lock

HVAC – Temperature and pressure gauges between boilers 1 and 2 show a 4-5 lb difference...replaced both gauges

HVAC – Pressure gauges on a couple pumps not working...replaced gauges

ADMINISTRATIVE BUILDING (1930)

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

HVAC – Chiller auxiliary contactor on circuit 1B is bad. Contactor received and is awaiting installation.

HVAC – Chiller variable frequency drive Left operator panel (keypad) CDR001115 is bad causing Ram error message...ordered new operator panel

Security – Lock core at employee entrance wore out...replaced core

HVAC – Replaced a couple fan cycling switches and crankcase heaters on various AC condensing units

NEW JAIL

Sprinklers – Tri-State Fire Protection completed the annual inspection and test of the DOC sprinkler system. I provided HP Cummings with a few discrepancies noted during the inspection. Hampshire Fore to correct at next site visit.

Fire Alarm – Simplex and Interstate Electric corrected all but two discrepancies noted from last Alarmco test. Control Tech is drafting a change order to implement fix for last two remaining discrepancies

Geothermal - Need to program ERU loop reset schedule so heat pumps don't trip out in shoulder season switching between cooling and heating. Work in progress by Controls Technology Incorporated (CTI). *Unsure if CTI has yet tested changes*

HVAC – The DOC experienced air imbalance throughout building in various locations when associated air handlers go into economizer mode. Determined supply pressure is greater than exhaust at these times. CTI is in process of reprogramming all affected units. *There is a marked improvement in most areas of the building following the CTI program changes. There are still a few outstanding areas that need more attention*

HVAC - Snowmelt systems serving Area D and F air handlers missing sensors and not wired. Electrical contractor fixed but later discovered power supplies are also bad. Parts ordered

HVAC – Heat pump WHP-H3 In alarm daily with circuit or thermal fault. Also not getting DHW pre-temp above 83. Should be preheating to 110. *North Country Mechanical found flow switch wired*

backwards and determined two of the four compressors were not programmed to run. NCM fixed the wiring and CTI programmed the two compressors to run. Found bad compressor during this work. Granite State Plumbing & Heating needs to replace

HVAC - Trane needs to verify that all WHP type heat pumps are programmed to run below 42 degrees. Some are tripping out in the low 40-degree range

HCAV - Additional programming required to program air handling unit energy wheels to meet Trane sequence to allow defrosting. *I believe the programming is complete, but I'm unsure if it has been tested yet*

HVAC - Room A145B temp doesn't get above 66 degrees even though reheat coil RHT-A4 is putting out 92.9 degrees. GSP&H and CTI troubleshooting

HVAC – ERU-F1 air handler energy wheel power light doesn't work. Contractor ordered replacement

HVAC – Variable air volume unit VAV-G12 for rooms G108 and G109 to not get above 64 degrees. GSP&H and CTI troubleshooting

HVAC – Heat pump HP-10 serving maintenance area is not heating properly due to improper air balance. Contractors troubleshooting

HVAC – Heat pump WHP-C1 Sounds bad, possible low refrigerant. Notified GSP&H

HVAC - Staff bathroom area B109 won't come up to temp. Notified contractor

HVAC – Heat pumps B-6 and B7 can't adjust temperature. Notified contractor

HVAC – Heat pump ERU-F1 Supply bearings are getting noisy. Notified GSP&H

Plumbing – Numerous stainless steel pins behind each inmate toilet installed to prevent flushing foreign objects below grade are missing. Installed threaded rod as a temp measure. Notified GSP&H

Lighting – Several exit lights throughout aren't working. Interstate Electrical replaced a number of circuit boards in some and battery packs in others. *Three have failed since. Notified HP Cummings*

Lighting – Inmates in Area D are prying night light covers off in sleeping areas. Ordered more secure fixture covers to remedy problem. *Parts due to delivered...awaiting installation*

Bunks – Captain Lafond has requested we add more bunks to Areas C and D due to increased populations in these areas. *In process of completing both areas.*

Siding - Exterior siding falling off under South side window of J-Connector. Notified HP Cummings

FARM

Dairy Barn – Expansion tank in domestic water line is leaking and diaphragm is likely bad...Replaced tank

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Life Safety – Batteries died in egress light pack that covers stairway...Replaced batteries

Drug Court Building

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

OTHER

Maintenance Position – We have a few potential candidates for the vacant maintenance position. I have a few 2nd interviews scheduled and anticipate selecting a person for the position within the next 2-weeks.

Commissioner Burton asked for the status of recording the Demo Project with photos. Supt. Oakes stated that he has been taking pictures inside the jail as the demo has been taking place.

Commissioner Burton requested for the record that three (3) photo albums of the jail demo be made. He stated he wants one placed in the Administrative Building Historical Room, the Haverhill Historical Room and State Historical Room.

Commissioner Burton asked how much money is still owed to HP Cummings for the Jail Project. Director Clough stated she didn't have the exact amount but it was not much. Commissioner Burton requested, after July 1st, a financial list of what is owed to HP Cummings and to ask Dan Smith to come in to give a report.

Atty. Saffo arrived and gave the following report.

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
June 17, 2013
Report to the Commissioners**

(1) Statistics

We are once again seeing a jump in referrals. As noted earlier, the numbers may be slightly off as we transition from JD to Karpel software, but we believe these are an accurate reflection.

In 2013, from January 1, 2013 through June 1st, 2013, we opened 383 cases.

In 2012, from January 1, 2012 through June 1st, 2012, we opened 319 cases
 In 2011, from January 1, 2012 through June 1st, 2011, we opened 320 cases

This is a significant increase.

(2) The Child Advocacy Center



NH Speedway has teamed up with NH Sheriff's department. On June 20th there is going to be a timed race and each Sheriff's department will be racing for their CAC. The County Sheriff with the fastest time wins \$10,000 for their CAC. Go Sheriff Dutile! The CHaD ½ marathon and 5K is Oct. 20th.

Michaela Salusti-Simpson from UNH- started as a volunteer at the Child Advocacy Center on May 20th. She has already been a tremendous help and has lots of positive energy.

As part of Granite State Children's Alliance, the Grafton and Sullivan County CAC will be participating in an outcome measurement study. This study will provide feedback from both families and MDT. Families will complete a survey as they are getting ready to leave the CAC and then participate in a follow up survey either via mail or phone. In addition, twice a year the CAC team members will be asked to participate in a survey via email to complete.

Current Service Delivery

County	Month	#FI
Grafton	May	<ul style="list-style-type: none"> • Fifteen children were interviewed. • Twelve children were referred for mental health treatment. • Five were referred to CAPP • Six were referred to their PCP.
	June to date	<ul style="list-style-type: none"> • Eight children were interviewed and • Nine interviews were pending as of the report on Monday.

We are extremely fortunate to have this program in Grafton County.

(3) Mental Health Court, Halls of Hope, ASSERT

I have program updates available on both programs, with statistics to date. As recently as Friday, I spoke with a police chief who was extremely impressed with the program and the progress he has seen with individuals in his town participating in the program. Northern Human Services recently conducted a follow up training for the A.S.S.E.R.T team.

(4) Justice Involved Veterans

The New Hampshire was provided funding to send a group of ten individuals to Bethesda to work with experts to discuss and design what is needed to improve services to Veterans involving in the criminal justice system in New Hampshire. A diverse group, representing many stakeholders, attended this event. They decided to create a statewide committee entitled "Justice Involved Veterans" also known as JIV. I am honored to be on that committee representing prosecution and the North Country. A prosecutor from Merrimack County is the other prosecution representative.

(5) Training

Deputy County Attorney Melissa Pierce, along with Sergeant Ryan Porter of the Canaan Police Department presented "Senior Fraud Prevention: How to Keep Your Money and Identity Safe from Theft" at the Canaan Senior Citizen Center (April 17th at 11:00am) and Dartmouth Hitchcock's Aging Resource Center (May 30th, 2013 at 10:00am). Dartmouth Hitchcock's Aging Resource Center has already contacted us to schedule the presentation again in the future, preferably at six month intervals. They are already scheduled to present at the Horsemeadow Senior Center on June 20th at 11:00 am.

This training is vital, as we continue to receive reports of fraud cases involving the elderly. Because many of these cases involve out of country fraudulent transfers that are almost impossible to investigate, truly the best defense is prevention. I have a copy of the PowerPoint for all of you. It can be posted on the county website.

Grafton County presented four workshops at the "Partners Against Violence" conference.

(6) Circuit Court Prosecution

We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County. This is becoming more and more a time consuming part of our services, as current prosecutors seek guidance, or police departments seek assistance due to potential conflicts of interest.

(7) Sexual Assault Resource Teams

a. Upper Valley SART

We are working with the AG's office to develop an Upper Valley SART. They have met and drafted a mission statement: "To provide an effective, consistent and comprehensive response to

adult sexual assault through improved services enhanced collaboration, and a victim-centered response to promote justice.”

b. Plymouth Area SART

This continues to be one of the best, well organized SARTS in New Hampshire. We are working on a promotional activity, and recently conducted another case review of an adult sexual assault prosecution. These case reviews provides an opportunity for all team members to evaluate a case (now that it is completed) and identify where we think the system worked well, and where we think improvements can be made. In particular, we receive feedback from the victim(s), which is invaluable.

(8) Human Trafficking Initiative

As difficult as it is to imagine, Human Trafficking does occur in New Hampshire and Grafton County. We are continuing to work with the enforcement committee to develop protocols for all members of law enforcement. We hope they will be available this fall. Melissa Fales and I will be attending an all day, free training in Southern New Hampshire presented by the National District Attorneys Association on Human Trafficking.

Commissioner Cryans asked how many CACs there are in the state. Atty. Saffo stated that nine (9) Counties possibly ten (10) have them.

Commissioner Cryans asked if everyone had a chance to read the June 11, 2013 minutes and if there were any edits. Commissioner Richards moved to approve the minutes from June 11, 2013, Commissioner Burton seconded the motion and all were in favor.

Executive Director Clough presented the NACo Prescription Drug Report for the month of May. She stated there was a price savings of \$7, 979.80 and average 28.71% of price savings for 131 utilizers. She stated that they have had a total of \$617,880.20 in price savings for the life of the program with a 25.84% price savings for 19,824 utilizers.

Director Clough discussed an Amendment for the GCDC Enterprise Center Community Development Block Grant. She stated that the amendment transfers \$629 from Administration to Employment Training. Commissioner Cryans signed the amendment.

Director Clough stated that she had paperwork for a draw down request for the RDC CDBG that was signed by Commissioner Cryans on June 11th but also needed Commissioner Burton’s signature as well. Commissioner Burton signed the paperwork.

Director Clough stated that Taylor Caswell had come in to speak with the Commissioners two (2) weeks ago in regards to possibly doing a CDBG for the Soldier On Program out of the July

round of funding out of the CDFA. Director Clough stated that she had received a call from David Wood, who formally worked for AHEAD, asking if the Commissioners would be willing to sponsor a proposed CDBG in the amount of \$500,000, to be funded through the July round of funding as well, to replace substandard mobile homes with new energy efficient manufactured mobile homes. She stated that the Solider On Program decided to put their application through the Town of Ashland which clears up our funding for the July round for the AHEAD Program.

Director Clough stated that there will be a Public Hearing on July 9th for them to come in and discuss the details of the project.

Director Clough stated she had documents that were for the Unincorporated Place of Livermore, there is a MS-5 for the revenues and expenditures for 2012, to be signed by all the Commissioners. The second document is an Abatement of yield taxes for TR Dillion Logging, to be signed by the Commissioners. The Commissioners signed the documents.

Director Clough gave the Commissioners revisions that had been made to the FY 14 budget and reviewed the changes made to the FY Budget by the Executive Committee.

Director Clough stated that she had sent the Commissioners revisions to the Department Head job descriptions. She stated that these were really just updates with suggested changes coming from the Department Head and clarification from Director Clough as to who the Department Heads report to. It is Director Clough's understanding that the Department Heads report to the Commissioners. A discussion ensued and the Commissioners felt this suggested revision was a huge change. Director Clough explained it wasn't supposed to be a change at all just a clarification on paper. She told the Commissioners that per RSA 30:B-4, the Superintendent of the DoC reports to the Commissioners. The Commissioners didn't feel that they were prepared to discuss this at this time. Director Clough stated that if she needs to understand from the Commissioners what they expect from her so the issue will need to be discussed soon.

Commissioner Burton suggested that we set the date for the farm stand opening after the 1st of July. He stated that State Senator Jeff Woodburn would like to do a tour of the local ice cream stands in conjunction with the farm stand opening.

Commissioner Burton stated that between now and the end of the year there will be three (3) openings on the University System Board of Trustees.

Commissioner Burton stated that Michael Harrington's position on the Public Utilities Commission is up on July 1st. Commissioner Burton stated that he is looking for someone to take to Gov. Hassan.

Commissioner Richards stated that they have scheduled July 2nd for Northern Pass Group to come to the meeting.

Commissioner Richards stated that she emailed her proclamation for Warren and Plymouth to Commissioners Cryans and Burton for their review.

Commissioner Richards stated that NACO- Senior Fraud Program might be a helpful workshop to attend at the NH Association of Counties Conference this fall.

Commissioner Richards stated that in fall or winter we should have major discussion about the long term future of the farm. She stated that the Executive Committee is sick of losing money from the farm. Director Clough stated I don't know if it's about their sick of losing money, but being tired of the farm budget not coming in where it's supposed to.

11:24 Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. According to RSA 91-A: 3, II (c) Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards "yes"; Commissioner Burton "yes"; Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

11:38 Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public session in the event they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Cryans seconded the motion. All were in favor.

11:38PM With no further business the meeting adjourned.

Respectfully Submitted,

Raymond S. Burton, Clerk