

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
August 20th 2013

PRESENT: Commissioners Ray Burton, Mike Cryans, Director Clough and Admin Assistant S. Norcross

EXCUSED: Commissioner Martha Richards

Commissioner Cryans called the meeting to order at 9:05 AM and began with the Pledge of Allegiance.

HSA Bishop arrived and gave the following report:

Human Services Monthly Report

- 1.) LTC Expenses to date:
 - August bill received this week, corrections were made to reports
 - July working with State on corrections for Nursing Home Bill
- 2.) Legislation
 - No report
- 3.) Other
 - Massage Therapist scheduled for Admin Building 8/23

Director Clough and HSA Bishop discussed the current status on the County Conference with the Commissioners.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Burton moved to approve the minutes from August 13th 2013. Commissioner Cryans seconded the motion and all were in favor.

Maintenance Superintendent Jim Oakes arrived and gave the following report:

July 9 – August 19, 2013

COMPLEX

Biomass District Heating System Project

Work completed since last meeting

- ✓ Completed repairs to concrete in various areas
- ✓ Completed some punch list items
- ✓ Finish programming control points
- ✓ Finish testing and balancing of system

Work scheduled for next few weeks

- ✓ Address system pressure problems
- ✓ Commission everything
- ✓ Deliver O&M manuals and As-builts
- ✓ Provide owner training
- ✓ Complete punch list

Old Jail Demolition Project

Spears Bros. completed the demolition of the building, backfilled the foundations and completed all the sitework. Other than some minor rework of a few sitework details they are substantially complete.

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

Overall the project has gone well even though we have had a few surprises. For example, we discovered the bottoms of the Deeds porch posts are all rotted, thus requiring them to be replaced.

Work completed since last meeting

- ✓ Approximately 75% of the repointing and brick replacement is complete.
- ✓ Most of the backside of the building has been acid washed to clean the brick and mortar.
- ✓ 65% of the window lintels have had the lead paint abated and have been primed & painted
- ✓ Sandblasting of fire escape at back of building is 70% complete
- ✓ Removed porch posts and railings on Deeds and front porches

Work scheduled for next few weeks

- ✓ Removal of excess paints and caulking around the windows, doors and pilasters is in progress
- ✓ Finish removing stray bits of metal in concrete
- ✓ Finish repointing and brick replacement
- ✓ Finish acid wash of building
- ✓ Finish abating, priming and painting of steel lintels
- ✓ Fix areas where caulking has failed around windows
- ✓ Repair porch decks, landings and steps and surface with sealants
- ✓ Reinstall porch and step railings
- ✓ Finish sandblasting, priming and painting of fire escape

Sprinkler Systems – Started new contract with Hampshire Fire Protection. In July they inspected all our sprinkler systems and none had any issues.

Sewage Meter – Signal converter stopped working. Sent it to manufacturer for repair. Reinstalled it upon receipt after repair

Sewage Telemetry System - Dialer deprogrammed in error while trying to remove grinder alarming from setup. Pumps Systems Inc. reprogrammed and tested dialer

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.

COURTHOUSE

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

Exterior – In the process of scraping, priming and painting various window frames around the building

Plumbing - Faucet leaking in sheriff dept restroom... Removed sink base and faucet...leak coming from stem. Installed new faucet

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Life Safety Survey – Inspector inspected documentation and building...received zero defect rating

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

Flooring – Valley Floors removed the remaining carpeting in the Administrative corridor between the service elevator and stairwell and replaced it with vinyl planking.

Kitchen Equipment – Ice machine baffle worn and water inlet valve failed. Replaced parts

Kitchen Equipment - Middle food warmer does not work. Found bad power switch and heating element. Ordered parts

Kitchen Equipment - Dishwasher will not run...found magnetic ring on conveyor motor clutch broken. Replaced ring

Kitchen Equipment – Garland oven not working. Replaced thermocouple and pilot gas valve

Kitchen Equipment - Top convection oven not working...replaced capacitor

Plumbing – Domestic hot water temp experiencing wide temperature swings. Rebuilt tempering valve

HVAC – Unit Ventilator - 1 in the Maple Dining Room had its coil freeze and burst. The water from the coil ruined a transformer and control circuit board. The cause of the failure was due to a bad aqua-stat that failed to shut down the unit's condenser when the temperature dropped beyond limits. We've soldered the coil, replaced the transformer, aqua-stat and circuit board. One of my staff is now reprogramming the circuit board. Also replaced bad contactor in condensing unit.

HVAC – HRU 4 supply discharge temp sensor bad (reading -49 degrees) causing hot water to run through coil. Replaced sensor.

HVAC – HRU 4 return fan electric motor burned out...Replaced motor

ADMINISTRATIVE BUILDING (1930)

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

Fire Alarm – Received TROUBLE in main panel for Ground fault Loop 1...Alarmco found and fixed chaffed wire between devices 117-118

NEW JAIL

Sprinklers – Tri-State Fire Protection installed ball valve in fire dept connection and replaced corroded sprinkler head in Area D

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 - 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 – Multistack WHP-H3 has had many faults over a long period of time. Circuit B low on charge. Module 01 compressor B is bad. Needs Refrigerant. *Notified Trane.*

HVAC - Multistack WHP-B1 won't start automatically. Can start manually (feathering source water) Needs head pressure control to start and run automatically...*awaiting change order*

HVAC - Multistack WHP-F1 has many faults over a long period of time and maintenance has a list of alarms going back months. Trane needs to adjust head pressure control speed. It is too fast

HVAC - Multistack WHP-H1 has many faults over a long period of time. Nearly daily shutdowns requiring manual reset. Needs head pressure controls...*awaiting change order*

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. *Completed!!!!*

HVAC – Duct smoke damper access door missing from air handler ERU-D1 return duct where it penetrates floor. Contractor installed one

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. Pushed this into SMRT's lap...*engineering issue*

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

HVAC – Variable air volume unit VAV-G12 for rooms G108 and G109 to not get above 64 degrees. Pushed this into SMRT's lap...*engineering issue*

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

HVAC – Multistack WHP-C1 found shraeder valve leaking and oil present around circuit A compressor. Both circuit sight glasses indicate low refrigerant charge. Contractor Installed new elbow/shraeder assembly and recharged

HVAC - Multistack WHP- B1, circuit B has a refrigerant leak. Static pressure 22 psi...notified Trane of problem

HVAC - Staff bathroom area B109 won't come up to temp. Pushed this into SMRT's lap...engineering issue

HVAC – Heat pumps B-6 and B7 can't adjust temperature. Contractor repaired B7 but B6 is still not working right.

HVAC – Heat pump ERU-F1 Supply bearings are getting noisy. Contractor replaced bearings

Geothermal – Found glycol auto-feed tank empty on morning rounds. System in alarm due to pumps tripping off line again. All WHP pumps tripped. Network to building pumps failed! Put pump VFD's in hand at 75% to get internal loop back on line. Reset all WHP's and mixed up new batch of glycol to refill auto feed tank to replace that which blew off. Notified CTI of issue...CTI in progress of troubleshooting.

Kitchen Equipment - RH kettle not working...found melted thermostat. Replaced thermostat but that did not fix the problem. Troubleshot further and found bad transformer and low water relay control. Ordered parts

Plumbing – Numerous stainless steel pins behind each inmate toilet installed to prevent flushing foreign objects below grade are missing. Installed new stainless steel pins

Lighting – Several exit lights throughout aren't working. Interstate Electrical replaced a number of circuit boards in some and battery packs in others. Installed new circuit boards and reset lights

Lighting – Inmates in Area D are prying night light covers off in sleeping areas. Ordered more secure fixture covers to remedy problem. Installed new covers and sealed

Bunks – Captain Lafond has requested we add more bunks to Areas C and D due to increased populations in these areas. All have been fabricated and installed other than bunk ladders.

FARM

High Dump Cart – Numerous cracks all over...welded cracks to extend life

Dairy Barn - South high drive rotten post. Jacked up and installed new post

Grain Silo - Bottom section and auger failed. Installed new bottom section, support arms, auger and sealed joints.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC - Exhaust fan damper won't work. Installed new damper motor

DRUG COURT BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Kubota RTV - AC Freon line chaffed through. Replaced line and serviced with Freon

John Deere X500 - Mower drive deck pulley seized...rebuilt pulley

Commissioner Cryans congratulated Supt. Oakes and his staff on zero deficiencies at the recent survey at the Nursing Home.

The Commissioners signed the check registers.

Director Clough submitted a MS-1 Extension request form for Livermore to be signed by the Commissioners.

Director Clough stated ballot boxes were put by all time clocks and ballots were sent out with paychecks for the Employee Council vote on the new FMLA policy. Votes are due by August 30th.

Director Clough reviewed the new County organizational chart with the Commissioners.

Commissioner Burton stated he likes the system we have now with department heads coming in for meetings once a month with the Commissioners. Director Clough stated that would not change.

Commissioners signed a letter of support for the Solider On Program as they will be applying for low income housing tax credits to the NH Housing Finance Agency.

Director Clough stated that next Tuesday Supt. Libby has requested to have the Commissioners meeting held at the DoC. A tour and lunch will be provided after the meeting. The Commissioners agreed it would be nice to visit the Jail.

Director Clough stated that the Nursing Home annual survey was very successful and that there were zero (0) deficiencies in Life Safety and two (2) minor deficiencies on the Nursing Side.

Commissioner Issues:

Commissioner Burton gave Director Clough a book that has come out from the Department of Transportation that lists all city and town officials to have for the records.

Commissioner Burton requested that a letter be sent to the Lincoln Board of Selectmen with a copy to the town manager Butch Burbank. He stated the Board of Selectmen would like to know the total personnel costs for the Drug Court program and total number of participants. They would also like to know how many capital reserve accounts there are at the County.

Commissioner Burton requested that Director Clough draft a letter to members of the Judicial Selection Commission, Executive Council and Governor regarding the Commissioners feelings on Judges in the district, particularly Superior Court, being from Grafton County.

Commissioner Burton stated that Lincoln Board of Selectmen were very interested in the farm operations and were not concerned with the \$12,000 loss. They wanted to know if Linwood Senior Citizen Center could access food from the vegetable stand. Commissioner Burton gave them contact information to Director Clough and FM Kimball.

Commissioner Cryans stated that last Wednesday he joined Commissioner Burton at PSU and presented the County pin to welcome the four (4) Councilors and Gov. Hassan to Grafton County.

Commissioner Burton stated himself and the other three (3) Councilors went to assist Environmental Services in celebrating the 25th anniversary of the New Hampshire Rivers Protection Program.

10:50AM with no further business the meeting adjourned

Respectfully submitted,

Raymond S. Burton, Clerk