

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
September 24th, 2013

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

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

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
Tuesday, September 24, 2013

AO – Attorney's Office

- Help user set location and view for documents in libraries.
- Resolved issue for user(s) with connection to Sharp printer and hold Que folder
- Resolve of issue with user wanting to change save folder location
- Setup accounts for new hires
- Setup printer for use by witness

CE – Cooperative Extension

- NA

CO – Commissioners Office

- New printer for Director
- Rebuild of ETIME system

DC – Drug Court

- Removed old systems from former office location.

DoC – Department of Corrections\Community Corrections

- Provided support for Security system user/card setup
- Moved Proxsafe (key box) software to new machine
- Addressed issues with cameras
- PC maintenance

HR – Human Resources

- Setup and installed two new desktops and one new laptop.

HS – Human Services

- N/A

IT – Department of Information Technology

- Completed phone system planning and meetings.
- Install new AVAYA VOIP phone system at Administration building, replace 40 phones.
- Setup phone training schedule for Administration building departments and staff.
- Setup 4 new servers and install 2 new battery backup systems for VMWARE project
- Setup new PC system and install new call accounting software for new FairPoint Digital PRI circuit
- Move backup servers to new emergency secured backup\failover location at different campus building.
- Work with Pittsburgh Networks on VM Ware configuration (currently ongoing)
- Removed old computers from Drug Court building
- Clean-up of Antivirus Database.
- Replace battery in server room battery backup system
- Assist Executive Secretary with new WEB Site.

MT – Maintenance

- Meet with Maintenance Superintendent to review changes needed to be completed on HVAC systems at Administration Building and Nursing Home system, set plan to work with HVAC vendor.

MH – Mental Health Court

- N/A

RD – Registrar of Deeds

- N/A

NH – Nursing Home

- Install monthly AHT software updates
- Setup sharp scan folder and train user to use.
- Meet with in service director for kiosk touch screen training.
- Resolved issue for HIM using cottage hospital HMS lab system.
- Meet with NH Administrator and DON and review EMAR software (webinar)

SO – Sheriff's Office\Dispatch

- Setup new PC's for dispatch
- Migrated IMC servers to CO domain
- Addressed issue with and Fixed Bailiff PC not booting at jail.
- Install new UPS configure devices to disperse load.
- Reconfiguration of network subnet.

- Resolved Deputies systems issue with AV software.

ITM Ruggles discussed putting up old monitors for sale in-house for employees before they dispose of them. The Commissioners agreed to allow ITM Ruggles to post the monitors for sale in-house.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards moved to approve the minutes. Commissioner Burton seconded the motion and all were in favor.

The Commissioners signed check registers.

Director Clough discussed Atty. Saffo's request to accept a donated iPad from Olivet Baptist Church in Lebanon. She stated that Atty. Director Clough stated that last year we had this same issue with a donation for the Sheriff's Department and Attorney Liz Bailey had done some research and stated that there are no laws or regulations preventing the County from accepting donations. Commissioner Burton moved to accept the iPad donation, Commissioner Richards seconded the motion and all were in favor.

Commissioner Cryans signed the Dept. head job descriptions for the DoC Superintendent and Executive Director.

Director Clough stated that the Farm Bureau Annual Meeting will be Saturday October 19th at the Horsemeadow Senior Center at 5:00pm. Commissioners Cryans and Burton will attend.

Commissioners signed a letter to Gov. Hassan regarding appointment of the Superior Court Justice and requesting that they be from Grafton County.

NHA Labore and HR Director Donna Cramer arrived to discuss the following report with the Commissioners regarding a smoke free Campus.

TOBACCO FREE - Grafton County Property  
(Including electronic devices, chewing tobacco)

Reasons (not all inclusive):

- Health and Wellness
- Health/Air quality – 2<sup>nd</sup> hand smoke, 3<sup>rd</sup> hand smoke (on clothes, skin, etc.) – residents with breathing issues - We provide healthcare and services to our residents
- Litter
- Employee Morale
- Majority of public places are smoke and/or tobacco-free: Healthcare institutions, Restaurants, Public Parks, School grounds

Initiative:

- Initiative starts November 21, 2013 on the Great American Smoke-out day
  - One year to become totally tobacco free property
  - Beginning in January 2014, one day a week will be tobacco free for two months.
  - March 2014 a second day will be added
  - May 2014 a third day will be added
  - July 2014 a fourth day will be added
  - September 2014 a fifth day will be added
- November 20, 2014 Grafton County property will be completely Tobacco Free

Smoking Cessation/Assistance

- Kick the Habit baskets in all buildings – hard candies, lifesavers, gum, stress balls, etc.
- Support and assistance to individuals, starting day 1 of the year-long initiative, through the NH Comprehensive Cancer Collaboration, Breath NH, American Cancer Society
- Smoking Cessation reimbursement through Grafton County (and other) health insurance
- Prescription reimbursement through Grafton (and other) health insurance
- Tobacco Free Committee, a branch of the Wellness Committee (consisting of volunteer smokers and non-smokers) to support and assist

Commissioner Richards asked if someone gets caught smoking after the policy is in place what will happen. HR Director Donna Cramer stated that it will be part of the disciplinary process. It will be treated like any other disciplinary action.

Commissioner Richards moved to accept the initiation for the tobacco free Grafton County property program starting November 21<sup>st</sup> 2013 and continue the next year for complete implementation. Commissioner Burton seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

**August 20 – September 23, 2013**

**COMPLEX**

**Biomass District Heating System Project**

Work completed since last meeting

- ✓ Implemented change orders 043 and 044, to fix biomass system pressure fluctuation issues in existing buildings
- ✓ Installed overhead door motor covers
- ✓ Installed permanent lock cores
- ✓ Installed building plaque

Work scheduled for next few weeks

- ✓ Test changes implemented in change orders 043 and 044
- ✓ Commission everything
- ✓ Deliver O&M manuals and As-builts
- ✓ Provide owner training

### **Old Jail Demolition Project**

Spears Bros. completed the last minor rework and the project is 100% complete.

**Administration Building Repointing & Repair Project** (Project timeline: August 5<sup>th</sup> – October 25<sup>th</sup>)  
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

- ✓ Removed excess paints and caulking around the windows, doors and pilasters is in progress
- ✓ Finished removing stray bits of metal in concrete
- ✓ Finished repointing and brick replacement
- ✓ Finished acid wash of building
- ✓ Finished abating, priming and painting of steel lintels
- ✓ Recaulked 80% of all windows
- ✓ Repaired and sealed the following porch decks, landings and steps (front, south and extension)
- ✓ Finished sandblasting, priming and painting of fire escape
- ✓ Removed porch posts and railings on Deeds and front porches

#### Work scheduled for next few weeks

- ✓ Recaulk remaining windows
- ✓ Repair and seal the following porch decks, landings and steps (North, Extension conference room entrance and Deeds porch)
- ✓ Reinstall porch and step railings
- ✓ Seal entire building

**Sewage Meter** – Signal converter stopped working. Sent it to manufacturer for repair. Reinstalled it upon receipt after repair. *Unit failed again...replaced signal converter*

**Sewage Grinder** – Main sewage grinder getting worn out. Rebuilt cutting head assembly and replaced oil in gearbox

**Life Safety** – Backflow devices due semi annual inspection...*completed most and all passed inspection*

**Water Tank** – Contractor completed 5-year inspection and cleaning of tank

**Water Tank** – Mixing motor died. Sent it off for rebuild and reinstalled

**Generators** – Powers Generator Service completed the annual inspection and test of all generators. Most tested fine. A few needed coolant additives to protect the radiator systems from corrosion. We completed this in-house. The courthouse generator had some issues. See below under courthouse write-ups.

### **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. *Jason is paying Pathways to 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

**Generator** – One of two automatic transfer switches (ATS) did not transfer every time tested and display went blank at one point. Tech troubleshot to bad IMPAC logic assembly. Part ordered. Tech noticed start leads were never run to generator from this ATS and generator phase rotation is opposite of utility. CFW Electric scheduled to fix these issues. Other ATS (single phase) was unable to sense phase loss on C-phase. Tech wired to fix issue.

### NURSING HOME

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

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

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

**Kitchen Equipment** - Top convection oven not working...*replaced capacitor and motor*

**Kitchen Equipment** - Lower convection oven not working...*replaced capacitor and spark box*

**Kitchen Equipment** – Top convection oven temperature is off from dial setting. Replaced potentiometer

**Kitchen Equipment** – Received new steamers to replace old worn out ones. Need to mock up in shop before installing

**Plumbing** – Domestic water pressure fluctuating...replaced pressure regulating valve

**Plumbing** – Domestic hot water pump leaking. Replaced bearing housing

**Laundry** – Washer #2 not draining water...replaced water drain valve assembly

**Laundry** – Lint collection system air compressor died. Ordered new air pump and hooked up temp compressor until new part arrives

**HVAC** – AC-1 experienced short cycling for long period. Relocated temp sensor from supply duct to return duct

**HVAC** – ACCU-3 Fan switch not working. Contractor found and fixed burned wires in fan control wiring sta-con connection. Stopped working next day. Found dryer plugged. Recovered freon, soldered

in new dryer, purged with nitrogen and serviced back up with freon. Also cleaned space sandwiched between two coils

### ADMINISTRATIVE BUILDING (1930)

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

**Sprinkler System** – Hampshire Fire installed backflow prevention device in sprinkler main along with isolation valves and tamper switches. Switches still need wiring and programming by Norris. Hampshire Fire also corrected 16 different sprinkler head deficiencies throughout.

**Life Safety** – Egress light that covers front entrance was out. Replaced bad circuit board

### 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...*scheduled for completion by 10/4/13*

**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. *Trane verified heat exchanger is bad...parts ordered.*

**HVAC** - Multistack WHP-B1 won't start automatically. Circuit B has a refrigerant leak. Static pressure 22 psi...*Trane ordered parts.*

**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.

**HCAV** - Additional programming required to program air handling unit energy wheels to meet Trane sequence to allow defrosting. *Programming is complete...awaiting commissioning*

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

**HVAC** – Heat pumps B-6 and B1 won't put out heat. *Contractor reprogrammed unit board*

**HVAC** – Heat pumps WHP-B1, B2, H1, H2 and H3 all need head pressure controls to prevent tripping out on alarm. *Work scheduled to be complete by 10/4/13*

**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 replaced Jace controller.*

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

**Tilt Skillet** – Would not light. No voltage coming from spark module to pilot valve. *Replaced ignition module*

**Life Safety** – Outlets under kitchen hood and next to electric hot water dispensers in inmate housing areas are not GFI protected. *Contractor installed GFI outlets in all locations*

**Security** – Several doors showed unlocked when locked and vice versa. Fixed by tightening hinges, adjusting door strikes and aligning sensors or replacing micro switches

## **FARM**

**Dairy Barn** – In process of upgrading dairy's pulsator system

## **MAINT/FARM BUILDING**

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

## **DRUG COURT BUILDING**

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

## **VEHICLES & EQUIPMENT**

**Preventative Maintenance (PM)** – Performed various PM tasks

## **OTHER**

Advertised Kevin's position



Supt. Oakes discussed possibly getting a memorial bench to be placed at the site of the old jail with the Commissioners and Director Clough. The Commissioners asked Supt. Oakes to get prices for two (2) benches.

Bids for the construction of sidewalks and a retaining wall were as follows:

Paige Excavating- \$19,295

Bigelow Paving - \$ 17,425

Ron Fenoff Excavating - \$23,550

Horne Excavating- \$17,655

Supt. Oakes stated that he needed to review the bids and he would return next week with a recommendation.

Bids for the asphalt crack sealing and pavement patching were as follows:

Browns Driveway Paving & Sealing- \$8,902.14

Commissioner Richards moved to accept Browns Driveway Paving & Sealing's low bid of \$8,902.14. Commissioner Burton seconded the motion and all were in favor.

Supt. Libby arrived and discussed the following report:

#### Commissioners Report

1. Population:	In-house	120	F Unit		38
			E Unit	22	
			D Unit	29	
			C Unit	29	
			Intake	02	

Weekenders: 6                      Out of Facility: 37

#### 2. Community Corrections Report:

- a) Drug Court: supervising (22) \*4 in custody - Update
- b) Electronic Monitoring: supervising (4)
- c) Daily Work Release: supervising (1)
- d) Operation Impact: Sgt Larson doing presentations/tours with Ashland Elementary, Woodsville H.S., Russell Elementary and Blue Mountain Union
- e) Community Work Program: Mostly working on the complex providing assistance to the farm operation and harvesting potatoes

- f) Farmstand: Collected \$37,500 in receipts – starting donations (7500lbs of potatoes to NH Food Bank) and sales to other Counties.  
Sgt. Webster participating in weekly walk-thru's w/ Heather
3. General:
- a) Carroll County visit/tour – Commissioner Babson, Supt. Johnson, Farm Supt. Dewitt - report
  - b) Osprey Pole project - update
  - c) Kitchen Operations – ongoing vegetable processing/storing, first shipment of pigs from the farm for processing, beef cows on the agenda
4. Personnel:
- a) Staffing – update
  - b) In facility Job Fair w/HR scheduled for October 17<sup>th</sup>
  - c) Primex conducting mandatory Sexual Harassment training
5. Commissioner Items:
- a) Commissioner Burton – Video arraignments – 435 in FY13
  - b) Commissioner Cryans – none
  - c) Commissioner Richards - none

Upcoming Events:

Job Fair w/HR scheduled for October 17<sup>th</sup>

Supt. Libby stated that last Tuesday the starter Osprey nests were completed and that there is a 60% chance that they will attract osprey.

Commissioner Burton stated that they approved the non-smoking policy for the Campus. He asked Supt. Libby how that will be handled with people visiting inmates. Supt. Libby stated that they have been smoke free for years and that they will handle what needs to be done.

Supt. Libby discussed donations to County food banks with the Commissioners. He stated that they have donated four (4) tons of potatoes to the New Hampshire Food Bank.

Commissioner Cryans asked if Supt. Libby had anyone going into the Corrections Academy. Supt. Libby stated that right now there are none. He stated that they just certified three (3) employees via reciprocity but they are still trying to fill the positions.

Commissioner Richards asked how many volunteers the Jail has for programs. Supt. Libby stated at 100 plus.

Director Clough presented the NH Dept. of Safety Radio Recipient Paperwork for Commissioner Cryans signature.

Director Clough presented a letter from the Treasurer to the Commissioners seeking their approval for the Tax Anticipation note. Her recommendation is to borrow from WGSB at a rate of .50%. Commissioners Burton moved to approve the Treasurer's recommendation of borrowing Tax Anticipation Notes from WGSB at .5%. Commissioner Richards seconded the motion and all were in favor.

The Commissioners stated that they would like Atty. Saffo to be on the agenda for next week's meeting to discuss her Alternative Sentencing Programing Structure that she is working on.

Commissioner Richards stated that she got an email from North Country Council regarding the celebration on October 23<sup>rd</sup> at the Mountain View Grand. Director Clough stated the check will be cut this week and the Commissioners will be registered.

Commissioner Cryans stated that President Philip Hanlon's inauguration was Friday. He stated that he is the 18<sup>th</sup> president of Dartmouth College.

Commissioner Cryans stated that the next Executive Committee meeting will be on November 25<sup>th</sup> at 9:00AM.

11:26AM With no further business the meeting adjourned.

Respectfully Submitted,

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Raymond S. Burton, Clerk