

GRAFTON COUNTY COMMISSIONER MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

January 23, 2020

PRESENT: Commissioners Lauer, Piper, Morris, County Administrator Libby and Administrative Assistant Norcross.

OTHERS PRESENT: Maintenance Supt. Oakes, HR Director Clough, Nursing Home Administrator Labore, Nick Manolis

Commissioner Lauer called the meeting to order at 9:00 AM and began with the Pledge of Allegiance.

Supt. Oakes arrived and gave the following report:

**COMPLEX**

**Sprinkler** – Quarterly sprinkler inspections due throughout complex systems. Hampshire Fire Protection completed inspections without incident or problems.

**COURTHOUSE**

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

**Old Law Library Area** – We are finishing renovations this week but are awaiting blinds and cubicles that Alison ordered. Once those items arrive and are installed we will move staff.

**Emergency Exit** – Discovered an emergency exit stairwell is inaccessible due to locked door to Circuit Court space. Alarmco installed a maglock on the door that is tied to the fire alarm, so when the alarm activates the door automatically unlocks to allow passersby to vacate through that area if need be.

**IT Switch** – Assisted IT Dept. by hanging rack on electrical room wall that will host new switch to support Victim Witness office relocation to old Law Library area.

**NURSING HOME**

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

**Dietary**

- Walk-in freezer not keeping temp as it should. Made some adjustments to low pressure switch and removed moisture. Need to order a new low pressure switch and 404a refrigerant to get solid fix.

- Walk-in cooler temperature trending high...adjusted low pressure switches
- Maple kitchenette Someone damaged ½ door lockset beyond repair by reeving on the inside handle to the point where the handles sags and the guts of the lock are ruined so that the door can't be locked from either side. Ordered replacement lockset.
- Granite kitchenette refrigerator and freezer running way to warm. Troubleshoot refrigerator side to bad compressor. Ordered and received parts...awaiting install. Troubleshoot freezer side to start capacitor. Replaced capacitor. Put Activities fridge on unit as interim measure until Granite one is fixed.
- Profile dining room – Craig purchased 16 new tables. Assembled ½ of them and transferred them to the dining room. Took old table and put them in the employee dining room.

#### **HVAC**

- 7.5 ton ACCU (kitchen wing AC) compressor 1 tripping breaker. Troubleshoot to bad compressor and crankcase heater. In process of gather parts list for ordering.

**Granite** – Assisted IT Dept. by fabricating wall plate and mounting and TV to wall in dining room so residents could watch TV during meals.

**Physical Therapy** – hydroculator will not heat...replaced thermostat

**Beds** – Experienced a slew of different bed issues...implemented a variety of repairs. Some are ongoing.

#### **ADMINISTRATIVE BUILDING**

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

#### **HVAC**

- Air handler HRU 1, which handles the South end of this building, was dumping cooler air into the building. My staff troubleshooted the problem to a bad actuator on the exhaust side of the heat exchanger. Replaced actuator.
- Registry of Deeds Office heat not working. Replaced zone valve and actuator.
- Grafton County Conservation District Office heat not working well. Bled fin tube.

**Emergency Lights** – Found three units that didn't work when doing monthly test. Replaced batteries in all three.

#### **Dept. of Corrections**

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

#### **Kitchen/Laundry**

- Dishwasher vent dripping water. Duct heavily corroded and needs replacing. Temporarily fixed by sealing penetrations with silicone. I need to have a duct work contractor come in and measure the bad section so they can fabricate a replacement.
- Dishwasher had two wash elements burn out, which caused contactor to burn up. Temporarily repaired contactor and ordered new elements.
- Food prep table/sink was too close to convection ovens restricting oven door opening, which lead to burns on arms. Relocated table/sink combo and replumbed.
- Washer ozone generator compressor had strong burnt electrical smell. Daniels tech replaced the ozone generator.

**Lighting** – Completed converting lighting in female unit to high efficiency LED lighting. Also completed many lights in Area F (medium security) and Area B (administration area).

#### **Inmate Housing**

- Area D (Minimum security male unit) – Inmate purposely broke the shower tempering valves on two showers. Relayed to Tom Elliot and ordered parts.
- Area E (women's mixed security unit) – Mop sink leaking water from underneath base. Removed sink and found contractors had jerry-rigged waste connection. Pipe sump full of slime water. Emptied sump around pipe connections and disinfected. Repaired connection from tail piece to drain pipe in well. Remounted sink.
- Area A (Intake & Booking) – Cell A02 toilet not flushing. Troubleshoot to bad resistor on flush control circuit board. Soldered in new resistor.
- Area C (Maximum security men's unit) – Plumbing chase door wouldn't open. Had to replace lock
- Area F (Medium security men's unit) – Inmate plugged lock with caulking...replaced lock

**Sewage Auger** – Solenoid valve and back flow prevention device froze and burst due to someone not latching door properly. Replaced both items, but also relocated backflow device to warm area location to prevent reoccurrences.

**IT Repeater** – Worked with IT Dept. staff and replaced cable and antenna to repeater system that is used for monitoring inmates on electronic monitoring.

**Camera** – Unit 137 not working. Checked connections...not issue. Replaced camera.

**HVAC** - Air handler AHU-G1 - Niagara showed supply fan running at 100% at 22 hz. And exhaust fan not commanded to run. VFD's showed running at 22% hz, which supply fan is, but exhaust fan not running at all. Alliance Building Automation cycled JACE global controllers remotely to resolve issue.

**Elevator** - Doors hanging up on 2nd floor (courthouse hallway side). Can hear relays clicking above the car. Stanley elevator tech replaced infrared sensors on sides of car door.



**FIKE clean chemical extinguishing systems** – Both due 6-month inspection. Passed inspection

#### **MAINT/FARM BUILDING**

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

#### **FARM**

**Dairy Barn** – Milk line sagging in a few locations and may be cause for higher bacteria count. In process of fixing line slope.

#### **BIOMASS PLANT**

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

#### **ALTERNATIVE SENTENCING BUILDING**

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

**Propane tank** – Failed cathodic test. Dug up and replaced anodes. Need to do another cathodic test in the spring when the ground has thawed.

**Emergency Lights** – Found three units that didn't work when doing monthly test. Replaced central battery.

#### **VEHICLES & EQUIPMENT**

**Sander** – Unit was down for a couple days as we troubleshoot system for multiple error codes linked to root cause of for not working. Cleaned every electrical connection and greased with lithium grease to prevent further corrosion, which was discovered to be root cause of failure.

**Kubota RTV** - Leaking hydro fluid from channel where lines are routed. Unit has two reservoirs. One for vehicle operation and other for plow and dump. Leak is affecting plow operation. Need to isolate leak and fix.

**Nursing Home new Van** – Installed dash cam

#### **OTHER**

**Staffing** – Our manning has been down 20% for the last few months due to FMLA leaves. One individual will likely be out through the end of March and will then retire in May. Another is waiting to go on FMLA for knee surgery and in a couple of weeks another will be retiring. The long-term manning shortage has created an elevated level of stress across the department as

we try to maintain the same level of services with fewer people. I have a master electrician position advertised externally but have not had any feedback whether anyone has applied.

With Richard retiring at the end of December, it required updating the county's water operator appointment letter to the NH DES Drinking Water and Groundwater Bureau. This was supposed to be done before Richard retired, however it is now being done retroactively. Commissioner Lauer needs to sign document as the Owner of the system.

New Assistant – I had four internal candidates apply. After interviewing all I selected Rick Colbeth.

Commissioner Lauer asked if everyone had a chance to read the minutes from the January 14<sup>th</sup> meeting.

**MOTION:** Commissioner Piper moved to approve the minutes from the January 14<sup>th</sup> meeting. Commissioner Morris seconded the motion and all were in favor.

The Commissioners signed check register 1104.

CA Libby submitted a CDFA Drawdown Request for Microcredit 2019 – BEDC in the amount of \$50,000 for Commissioner Lauer to sign.

CA Libby submitted a CDFA Drawdown Request for Microcredit 2019 – WREN in the amount of \$12,500 for Commissioner Lauer to sign.

#### December Financial Reports:

Variance Report – CA Libby stated that the Nursing Home is ahead in revenue due to the increased Medicare census. She stated that Dispatch Center has had Woodstock withdraw from their services effective January 1<sup>st</sup>. This will be roughly \$30,000 in revenue Dispatch will not receive. CA Libby stated that through six (6) months they have spent \$700,000 on contract nursing and they only have \$250,000 left in the budget for the rest of the fiscal year. She stated they will continue to monitor this line but it will be over expended.

Prorated Report – CA Libby stated that they are slightly over in revenue, under expended by \$1.4 million and tracking at roughly \$5 million in the unassigned fund balance.

Appropriation Transfer Request – CA Libby handed out a list of requests totaling \$15,550.00 for the Commissioners to review. She discussed each request with the Commissioners and stated that there is nothing of concern on this list.

**MOTION:** Commissioner Piper moved to approve the Appropriation Transfer requests in the amount of \$15,550. Commissioner Morris seconded the motion and all were in favor.

IDN Funding Delegation Meeting – CA Libby stated that there is a public hearing on Monday the 27<sup>th</sup> at 10:00am and the Delegation meeting will immediately follow. She stated that she contacted the three (3) IDNs for a paragraph summary of where they are at. She has not yet received those summaries but when she does she will forward them to the Commissioners.

#### Commissioner Issues:

Commissioner Piper stated that on Friday the NHAC Officers approved the dues structure and noted that it will remain the same. She stated that George Maglaris and the Coos County Nursing Home Administrator are new members of the Executive Committee. The DuPont Group gave the Association a new contract which was reviewed and voted on.

CA Libby stated that George Maglaris and Carolyn Kirby from Hillsborough County have been meeting with the AG's Office to discuss the Opioid lawsuit. They are talking about a \$5.2 - \$7.9 million settlement for New Hampshire to be divided up between twenty-two (22) entities. It would be broken down into three (3) pots. 15% would go to all political subdivision, 15% would go to the state and 70% would go to an abatement fund that people could apply for to receive. She noted that the state has said they would put their 15% into the abatement fund. She stated that it sounds like Grafton County will not receive much for a settlement. She will keep the Commissioners updated as she knows more.

Commissioner Morris stated that she has had many meetings about the farm and the energy task force but does not have anything to report to the Commissioners on at this time.

Commissioner Lauer stated that she spent time at the Alternative Life Center which is a peer support group in Littleton. Their goal is to provide a peer support network for people recovering from addiction or mental illness. She stated that they were very interested in seeing how they can coordinate with the DoC and Alternative Sentencing programs. Commissioner Lauer noted that because they are a nonprofit group that she is going to recommend that they put in for next year's Social Service funding.

Commissioner Lauer discussed HB1393 with Rep. Migliore. He stated that he supported the concept of the bill but not the wording.

HR Director Clough, Nursing Home Administrator Labore and Nick Manolis arrived to discuss the scope of services that N. Manolis would provide to try and move them towards a more positive environment in the Nursing Home. He discussed in detail the programs that he would provide and answered questions from the Commissioners. The Commissioners expressed a concern with his plan to start off with the training program for the staff at the Nursing Home and not the supervisors, as that is the area where the concern was expressed. Commissioner Morris had stated that she worried that by starting off the program with the staff and that they are essentially telling the employees that by them taking the survey and expressing their concerns about the management, that they are now being told that they are the ones who need training. They were concerned about a negative perception that may be put out to the employees by going this direction first. N. Manolis stated that the Commissioners have the option to change the flow



of the course if they would like but he stated that someday the results of this survey need to get out to the workforce; they need to be shown that their voices were heard. He stated that unless you have really shown them that their voices have been heard the survey was a waste. N. Manolis stated that he does not want to use the word training because that is not what he is doing. He is working to help further develop the employees and that by starting off the program on the employee side you are showing that you want to help them develop as employees. They are letting the employees know that the organization as a whole needs commonality to tie it together and what better commonality to have than to treat each other with courtesy. This class would be taught to all Nursing Home staff but he feels it is important to let the employees know first that their voices have been heard and these are the steps they are taking towards addressing the issues. He wants to use these sessions to share the results of the survey with the employees. He stated that NHA Labore will be the one to share those results with the staff as he is going to be the focal point of this change. N. Manolis further discuss the programs for both the employees and the management in depth with the Commissioners and answered various questions. The Commissioners stated that they felt the questions and the concerns they had have been answered. Commissioner Lauer stated that they have a tremendous Nursing Home and a Nursing Home Administrator but they can use these tools to be even better. N. Manolis thanked the Commissioners for their time and stated that he would report back in three (3) months with an update on how the program is going.

**MOTION:** Commissioner moved to accept Nick Manolis' proposal dated January 2<sup>nd</sup> to provide an Initiative to "Create and Maintain a Positive Workplace Culture at the Grafton County Nursing Home." Commissioner Piper seconded the motion and all were in favor.

11:41 AM With no further business the meeting adjourned.

Respectfully Submitted,



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Marcia Morris,  
Clerk