

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

November 17th 2015

PRESENT: Commissioners Cryans, Lauer and Richards. ED Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: HSA Bishop, Supt. Oakes

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

Commissioner Cryans asked if everyone had a chance to read the minutes from November 10th. Commissioner Lauer had a couple of edits.

Commissioner Lauer moved to approve the minutes from November 10th. Commissioner Richards seconded the motion and all were in favor.

HSA Bishop arrived and gave the following report: (see attached).

Commissioner Cryans stated that the Legislature is having a special session to address the heroin crisis tomorrow.

HSA Bishop stated that the social services applications will be sent out this week. She had a discussion with the Commissioners regarding their visits to the various social service agencies. Commissioner Richards and Commissioner Lauer stated that they would like HSA Bishop to be with them during their first couple of visits. Commissioner Richards stated that she would also like a check list of questions made to ask each agency to make sure the three (3) Commissioners are all getting the same information from their agencies.

Supt. Oakes arrived and gave the following report:

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Lightening/Surge Protection Systems – ACME Lightening Rod Co. is virtually complete on the Alternative Sentencing Building, Administration Building and Nursing Home. They are in the process of getting a Lightening Protection Institute (LPI) Master Installation Certificate for all three buildings. *LPI Master inspection scheduled for today, 11/17*

Hydrants – Performed 6-month flushing of complex's hydrants

Ozone Systems – Daniels Equipment Co. completed the quarterly inspection on the Dept of Corrections (DOC) and Nursing Home Ozone systems. *Both systems are discrepancy free*

Fire Alarm System Inspections/Tests – Alarmco completed our annual primary inspections and tests on all fire alarm systems throughout the complex. The only building that had any issues was the DOC. *Since this inspection Simplex-Grinnell has been on site to correct a few of the problems and Controls Technology Incorporated is scheduled to come address the remaining issues*

Sprinkler System Inspections/Tests – Hampshire Fire Protection performed quarterly inspections and tests on all our sprinkler systems throughout the complex. *All passed inspection and test.*

Kitchen Hood Fire Suppression Systems – VT Fire Extinguisher was on site and completed the 6-month inspection of the DOC and Nursing Home kitchen hood Ansul fire suppression system. *Both systems were discrepancy free.*

COURTHOUSE

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

HVAC – Thermostat failed in County Attorney’s Office...*replaced thermostat*

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Bed Delivery – We received and stored 30 new electro/mechanical beds last week. We are in the process of assembling them and delivering them to the housing units. We are also in the process of disassembling the old ones, stripping reusable parts to sustain our older fleet and gathering remaining materials for scrap

Sprinkler System – wet system pipe leaking by 69 elevator...*Hampshire Fire Protection resealed section of pipe*

Domestic Hot Water – Pump 5 leaking from shaft seal...*rebuilt shaft seal and replaced body gasket*

HVAC – Unit Ventilator 1 in Maple Dining Room pumping out heat when not commanded...*tightened loose wire on main circuit board*

HVAC – Building Automation System unable to control rooms beyond renovated bathrooms on Profile and Maple...*Trane tech reprogrammed CPL programming*

HVAC – Heat isolation valve in room 417 fractured and blew apart causing flooding...*replaced valve*

Laundry – Washer 11 vacuum breaker leaking...*rebuilt vacuum breaker*

Kitchen – Griddle not lighting...*replaced cracked pilot line*

Life Safety & Renovation Add Project

Remaining work in 69 Building (can be done while occupied)

- ARC installed fire dampers between Maple & Profile Med rooms. Awaiting Estes & Gallup (E&G) to construct 1-hour rated floor separation
- E&G constructed 2-hour rated assembly at top of 69-elevator shaft. Currently awaiting for their subcontractor to finish fire-proofing shaft steel
- E&G is 98% complete on extending gypsum apron to bottom side of roof at 2-hour wall in attic
- E&G completed repair of 2-hour wall in stairwell by laundry and reinstalled wall unit heater in new surround. Still need to finish job by painting surround and adjacent wall

Remaining work in 2003 Building

- Complete fire-stopping penetrations throughout all floors
- Repair chipped counter top in PT Office

ADMINISTRATIVE BUILDING

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

Rehabilitation and reoccupation of top floor space - 100% complete.

DEPT OF CORRECTIONS

UPS (uninterrupted power supply) – Three UPS battery modules failed in electronic security rooms...*replaced modules.*

HVAC – Heat pump H4 High pressure switch/sensor failure...suspect too much Freon... *Trane checked Freon level and verified it was over serviced. Captured 12 oz. to restore normal operation.*

HVAC - WHP-C1 FOUND THE HIGH PRESSURE TRANSDUCER ON CIR B FAILING...*REPLACED TRANSDUCER AND VERIFIED OPERATION. Also found leak on 90 degree suction line on Circuit...fixed and serviced with Freon*

HVAC – WHP-A1 Low-pressure problem (possible bad sensor/switch or leak)...Trane started troubleshooting 6/18 but ran out of time. On 7/8 Trane tech reprogrammed cooling set points (they were too low). Found reversing valve sticking. *Requested Trane warranty service*

HVAC - WHP-B1 Reversing valve failure...*notified Trane and requested warranty service*

HVAC - HP-H10 Contactor and compressor replacement. Trane has unit information to order up parts and is powered off...*Trane replaced compressor, filter drier, contactor and capacitor Serviced compressor with Freon.*

HVAC – WHP-D1 High pressure transducer failed...*Trane replaced transducer*

HVAC - HP-B17 Low pressure alarm... *Trane installed service tee with new low-pressure switch on suction line service port. Checked for leaks and found none. Wired new switch to control board.*

HVAC – HP-H7 Transformer failed...*Trane verified and ordered part*

Doors – Several doors throughout had loose door handles...*lubricated and tightened*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

DAIRY BARN

Milk Line - Sanitizer pump not working on pipeline washer...*ordered parts*

Milk Line - Two pulsators not working...*disassembled, cleaned and reassembled*

Milk Cooler - Solenoid valve on plate cooler water line stuck open...*replaced solenoid valve*

PIG BARN

Nothing new to report

BIOMASS PLANT

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

Boiler – Shut down boiler on 11/16 to clean boiler and associated equipment on 11/17 in prep of 12/1 stack test. Also replaced over-fire draft fan motors to lower speed motors to improve efficiency. Will do boiler start up and annual tuning on 11/19

Stack Testing & Thermal Monitoring

- *Stack Testing* – AAPC submitted to NH DES their testing protocol for our stack test. Stack testing is firmed up for 12/1.
- *Monitoring equipment* – CTI will be delivering it to me sometime this week. Once on hand I will coordinate VHV to install it and CTI will return to connect and program everything

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Lifts – United Rentals completed the annual ANSI inspections on our 60’ articulating boom lift and 20’ vertical mast lift...both passed inspection

TRAINING

Nothing new to report

The Commissioners had a discussion on how everyone is settling back in the Administration Building and Nursing Home. They also had a discussion regarding the census at the Nursing Home and realistically how long it will take to get the census back up to where they would like it to be.

The Commissioners signed check registers 707; 1080-1081.

ED Libby stated that she received a request from UNH Cooperative Extension asking to close their office at 11:30am on December 24th 2015. She stated that the two (2) county employees will use earned time to make up for the rest of the day.

Commissioner Lauer moved to close the UNH Cooperative Extension office at 11:30 on December 24th. Commissioner Richards seconded the motion and all were in favor.

ED Libby submitted the Subrecipient Agreement – AHEAD Better Homes Extension for Commissioner Cryans to sign.

ED Libby submitted the Subrecipient Agreement – AHEAD feasibility study for Orford Senior Housing for Commissioner Cryans to sign.

ED Libby stated that they received their Not – to – Exceed Rate – Property Liability Insurance for FY2017 and it is going down 7.7%, 15,383.00, for premiums.

October Financial Statements

- Variance Report – ED Libby stated that the nursing home is the most concerning number. She explained that the reason it says they are behind \$626,000, that is because the report assumes receipts based on 1/12th. The proshare payment and bed tax payments aren’t received that way. Pro-rated they account for \$420,000 of that, the net \$200,000 is the amount that the nursing home is actually behind in revenue. The Bed tax is received quarterly and proshare payment is in one lump sum in June. She stated that the nursing

home revenue is down primarily due to the census being lower than budgeted for. She did however state that the number of private pay residents is up and is helping to offset the Medicaid deficit.

- ED Libby stated that a few other departments are down on revenue. She stated that things look better than they did. They have \$600,000 in cash that should cover payroll and bills this week. Next week they have the bond payment of \$1.1 million as well as month end payroll bills. She stated that they will have to borrow a chunk of money at the end of next week.
- On the expense side in the Human Services budget the cap came in \$190,000 less than budgeted so HSA Bishop will have surplus in her budget. ED Libby stated that nothing is concerning at this point and she has gone through all budgets that are over expended.

Prorated Report – ED Libby stated that they are back in the positive in the unassigned fund balance. Things look better and she will continue to monitor.

Over Expended Line Items – ED Libby stated they currently have two (2) and one (1) is a revenue offset, the revenue is coming in slower than anticipated. The nursing travel line will need money transferred.

Appropriation Transfers October 31st, 2015 – ED Libby stated that she has \$2,999.00 in appropriation transfers that need to be approved. She reviewed the transfers with the Commissioners.

Commissioner Lauer moved to approve the appropriation transfers in the amount of \$2,999.00. Commissioner Richards seconded the motion and all were in favor.

ED Libby read a Thank you letter from the Trinity Church Yard Cemetery Association to the Commissioners.

ED Libby stated she wanted to propose not having a meeting on December 29th. She stated that it is a 5th Tuesday and they usually do not meet between Christmas and New Year's. The Commissioners agreed there will be no meeting on December 29th.

Commissioner Richards stated that she has been visiting her towns. She also attended the ground breaking ceremony at the AllWell Center.

Commissioner Cryans stated that he went to the North Country Health Consortium with HSA Bishop. He stated that he also attended the Lebanon Veteran's Day celebration and that Bernie Sanders was one of the guest speakers.

Commissioner Lauer stated that she will not be at next week's meeting but hopes to be back for the following week.

11:05PM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk