

GRAFTON COUNTY COMMISSIONERS' MEETING

Office of the Commissioners
3855 Dartmouth College Hwy.
N. Haverhill, NH 03774
Tuesday October 13, 2009

PRESENT: Commissioners Michael Cryans, Ray Burton and Martha Richards, Executive Director Clough and Secretary Martino

Commissioner Cryans opened the meeting at 8:40 AM

Maintenance Superintendent Oakes arrived with his report *(see attached)

Commissioner Burton voiced concerns about the request for a bid waiver for the Melink Intelli-Hood System for the Nursing Home at a cost of \$22,384, questioning if there were any installers that could be found in Grafton County and saying that he thought it was unusual. Supt. Oakes said that the system is relatively new and that he has looked on the internet for another company and has found nothing. He said this company was recommended by the people who did the energy audit.

Supt. Oakes said that if the Board felt more comfortable putting the request out to bid then he would do so. Commissioner Burton said he would like to see this go out to bid. There was no waiver of bid.

Commissioner Richards moved to approve the minutes from October 6, 2009, which was seconded by Commissioner Burton. There were some edits made. All were in favor.

The Commissioners signed a check register.

Commissioner Burton signed a use of authorization for ITM Ruggles to be able to use the County credit card while at training in Boston.

The Commissioners reviewed the DoC Superior Court Report.

Commissioner Cryans said that the Commissioner meeting that was held at Woodsville High School last week was wonderful and that the kids were receptive and the singing and music was terrific. Commissioner Burton added that there are many good things that kids do that receive little recognition.

Director Clough presented a request for educational assistance for an employee at the County Attorney's Office who is going for her bachelor's degree.

Commissioner Burton moved to approve the educational assistance which was seconded by Commissioner Richards. All were in favor.

Director Clough is looking to set up a meeting for the Commissioners with the Littleton Selectboard and asked if they would be available on the 18th of November at 6:00 PM. All three Commissioners were available and Director Clough will set up the meeting.

The Commissioners will hold their meeting next week in the town of Campton at the Town Hall beginning at 9:00 AM.

The Commissioners will be attending the County Conference at the Mount Washington Hotel on the 26th and 27th of October so there will be no meeting that week. The next time the Commissioners meet at the County will be on the 3rd of November.

COMMISSIONER ISSUES:

Commissioner Burton moved to donate \$100 to the Woodsville Sunshine Club at Woodsville High School for the hosting of the meeting there last week. The fund is for school kids who have needs such as sneakers, sporting equipment or even winter coats and similar to the BBH Fund. Commissioner Richards seconded the motion. All were in favor.

Commissioner Burton brought up the question about the letter to specific towns outlining the work that has been done by the inmates of Community Corrections. Director Clough said that the information is being compiled from the last two years.

Commissioner Burton said that there is a lot of interest about Corrections in the Ilead class that he's teaching and that the class is planning a trip to the County for tours.

Commissioner Richards said that she is still interested in starting a Farm Commission and questioned how the other two Commissioners felt about that. The Commissioners discussed the possibility and how it should be gone about in terms of who should be asked or invited to sit on the Commission. There was also some discussion about contacting the VT Cooperative Extension or using UNHCE educators. Further discussion will continue when there is more adequate time. Director Clough gave the Commissioners some information about the Farm which spanned a 15 year period and reviewed revenues and expenses. This information will be given to the Executive Committee at Monday's meeting.

The Commissioners were expected at the Courthouse for the Dedication of Courtroom #1 to William Johnson and being no further business, adjourned the meeting at 9:43 AM

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sep 22 – Oct 9, 2009

COMPLEX

Water Storage Tank

- **MOA** – Still need to finalize on our end
- **Tank Water Mixer** – In process of pricing out water mixer from Kasco Marine. C.G. Electric provided a cost estimate to run a dedicated circuit to the tank and terminate connections.

Parking Lot Sealing & Striping – Seal-Tec Asphalt Coatings, Inc. is scheduled to seal parking lot cracks and restripe the parking lots October 17 - 19.

Elevator Inspections – Stanley Elevator completed quarterly inspections on all complex elevators and performed annual inspections on nursing home two newer ones. All checked good

Sprinkler Systems – Tri-State Fire Protection identified that some of the 5-year obstruction tests on sprinkler wet and dry systems in the Jail, Administration Building and Nursing Home are overdue. In my interpretation of NFPA 25, I thought this was a 10-year requirement, hence the reason why some are overdue. Tri-State provided proposals to do this work. However, due to high cost, I've asked Hampshire Fire Protection for a proposal too.

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout. Just completed cleaning both boilers prior to heating season.

Circulation Pump – Electric motor on heating system circulation pump failed...replaced motor

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Circuit Testing & Labeling – Still in the process of inspecting and testing every outlet in the nursing home to ensure they are properly wired and function correctly in accordance with NFPA requirements.

Kitchen Walls – Further investigation revealed moisture and mold problems in much of the walls surrounding the dishwashing area. All materials are on hand and we will start this job today, Oct 13.

Melink Intelli-hood System – The Melink installer checked with Trane, the hood cooling system manufacturer, and Greenheck, the hood supply air heating system manufacturer, to see how low they can reduce air supply and exhaust without adversely affecting the AC and heating systems. Based on the information provided by both manufacturers, it is still cost beneficial to install the Melink Intel-hood system (see attached cost savings analysis). Because the Melink system is a proprietary system and there isn't another manufacturer to date to compete with this system, I'm requesting that the Commissioners waive the bid process and award this work to Air Solutions & Balancing, LLC, the authorized installer of Melink systems here in New England.

Sprinkler Deficiencies – Hampshire Fire Protection has one day's work remaining to complete all contract and repair work at the nursing home.

Boilers – Both boilers were coming on simultaneously and run for a few minutes (short-cycling) whenever there was domestic water or heating demand. Short cycling of boilers accelerates wear and is inefficient. A Trane technician troubleshot the problem and found an error in the programming. He had to reload the software to correct it.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Exterior – Power-washing in progress

Windows – Replaced several fogged windows with warranty replacement windows

Kitchen Hood – Tri-State Fire Protection performed the 6-month inspection of the kitchen hood Ansul fire suppression system...everything checked well

Kitchen Steamer – Upper steamer plug and receptacle melted...suspect loose connection was cause. Replaced both.

Kitchen Overhead Door – Overhead fire door that separates kitchen from dining room worked intermittently...discovered bad relay on circuit board...R2 circuit board

Dishwasher – Wash water not hot enough at start of wash cycle...R2 water level and temp sensor. Water leaking from vacuum breaker...R2 vacuum breaker

AC Condenser – ACCU 5 has a bad compressor...will have to replace before spring

Floor Machine – Housekeeping floor machine would not vacuum up water...found bad vacuum relay...R2 relay

Washing Machine – Washing machine would not pump drain water...found bad pump...R2 pump

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Boilers – No. 2 boiler was stuck in lead position all summer. Boilers should swap lead lag every week so that they maintain even wear. Had Trane troubleshoot problem...Reprogrammed boiler functions

Panic Alarms – Experience trouble alarm on panic alarm system...had to replace batteries in main panel and one desk location

Employee Entrance – Still in the process of scrapping and painting this entrance. Replaced trim that was rotted at base of pilasters.

Extension Office Porch Entrance – Replaced the pressure-treated stairs to the porch area. The existing stairs exhibited a lot of rot and needed replacement due to safety concerns

Chiller Unit – Still having issues with this unit even though North Country Mechanical and Trane have troubleshoot it. Will resume troubleshooting further in early spring.

JAIL & COMMUNITY CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler System – Tri-State Fire Protection confirmed that the jail has at least 12 sprinkler heads that were recalled in 2003. They've provided a quote to replace them. However due to the high cost, I'm getting another quote from Hampshire Fire Protection. They also identified a few areas around the kitchen area that didn't have enough sprinkler coverage. Will also get pricing to fix this too.

Backflow Device – Sprinkler backflow device failed test...disassembled unit and found pieces of rust caught in 1st check valve...removed rust and retested...checked good.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

MAINT/FARM BUILDING

Backflow Device – Sprinkler backflow device failed test...disassembled unit and found large chunk of rust caught in 1st check valve...removed rust and retested...checked good.

Sprinkler System – Performed quarterly inspection of system and annual flow test of dry system...all checked good

FARM

Pig Barn & Out Buildings – The Lawton Co. and their subcontractor, Palmeiri Roofing will be completing the repair and replacement of the subject roofs this week

COMMUNITY CORRECTIONS

Exterior – Pressure washed building siding

VEHICLES

Plow Repairs – We are in the process of refurbishing one of our snowplows. Dennis is adding a back-drag feature to it also to better clear the snow to the pavement when back-dragging tight areas.