

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
April 16, 2019

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

OTHERS PRESENT: Farm Manager Knapton, IT Manager Ruggles, Maint. Supt. Oakes

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

FM Knapton arrived and Commissioner Lauer requested to go into nonpublic session.

**MOTION:** \* 9:00 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a). Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Piper "yes" Commissioner Morris "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\* 9:47 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Morris moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor.

ITM Ruggles arrived to discuss a bid waiver request for the purchase of the Electronic Healthcare Record Software for the Department of Corrections. He stated that there were only two (2) vendors he could look at because one (1) of the criteria that he needed was for the software to tie into the inmate system at the Department of Corrections. He stated that he is recommending the Commissioners accept CorrecTek's quote of a \$9,750 for the upfront costs and a \$400.00 per month fee for technical support and upgrades. This software can store up to 150 inmates in its database at any time and has an unlimited number of inactive inmates that it can store. He stated that the other company had bad reviews, poor customer support and was more expensive.

**MOTION:** Commissioner Morris moved to waive the bidding process and accept the CorrecTek quote of \$9,750.00 upfront cost and the \$400 per month fee for technical support. Commissioner Piper seconded the motion and all were in favor

Supt. Oakes arrived and gave the following report:

## COMPLEX

**Generator Feasibility Study** – Lee Carroll completed the requested feasibility study (see attached report). I reviewed it yesterday afternoon and sent him several questions and comments. What I asked or pointed out will not likely change any of his conclusions or the potential costs that he said we would incur if we implement his suggestions. The major issues he confirmed are as follows:

Alternative Sentencing Building: Generator is undersized for its average load and is old (1970's vintage), *advices replacing with new 25KW unit at approximately \$49,400 in cost, which is a revised estimate.*

Farm / M/F Bldg. / Sewage Pump Station: Generator is 55-years old and well past its service life. Suggests replacing soon since it supports complex main sewage pump station. Determined Courthouse generator is well sized for this location and concurs with my plan to transfer it to this location if Courthouse load is put on DOC generator. *Revised cost estimate to transfer is \$25,000*

DOC: The generator is grossly oversized and is very capable of picking up the entire courthouse electrical load. If done, then the annual cost of load banking goes away. Of greater significance, the entire courthouse would enjoy full generator coverage, whereas right now only the bare essentials are covered, thus precipitating closure of most offices during an extended outage. Implementing this plan would be complicated and expensive. The cost estimates Lee provided do not cover design and administrative costs. Option 1: \$270,000 / Option 2: \$201,425.

*Design cost estimate for all three processes is \$32,500. If we chose engineering oversight for any of these projects there would be an administrative cost as well.*

## COURTHOUSE

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

**Exterior Façade** - Large 10x13 plate glass window in front of building by bailiff counter cracked. My dept. temporarily secured the window by shoring it up by taping both sides of the crack and placing a wooden barrier on the inside plain. I've placed an order for the replacement glass. *PRIMEX is covering the cost, minus our deductible. I'm in the process of working with the courts to establish the date of repair.*

**Sheriff Dept.** – Sheriff Stiegler requested my dept. turn the juvenile holding cell into storage space. Removed plumbing and bench.

## NURSING HOME

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

**Kitchen** – Upper steamer not filling up with water fast enough and periodically the water does not shut off when it's supposed to...replaced fill valve solenoid and fill valve controller

**Kitchen** – Bearings in lower steamer drive support starting to seize up...ordered new drive support

**Kitchen** - Garland/range would not light after cleaning kitchen line...replaced thermocouple

**Sprinkler System** - Short section of 4" main in HRU room on West elevation leaks air near coupling closest to the wall...Hampshire Fire Protection will replace at next scheduled visit.

**HVAC** – Air handler HRU 2 had heat valve stick part way open...replaced actuator

**HVAC** – Radiant floor heating Zone 4 loop putting out too much heat even with pump off. Mixing valve doesn't seem to be working...replaced mixing valve.

**Laundry** – Dryer 2 making noise. Found broken studs that hold motor bracket. Welded studs to bracket, aligned motor with sheaves and tightened belts

**Elevator** – Lobby elevator car making noise and shuddering...Stanley Elevator tech Lubed rails and cleaned car gate switch contacts and checked for door hanger build up

#### ADMINISTRATIVE BUILDING

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

**Fuel Monitoring System** – The underground fuel tank monitoring system had a faulty interstitial space sensor...replaced sensor.

**HVAC** - Heat not working in 1<sup>st</sup> floor women's room...replaced zone valve actuator

#### Dept. of Corrections

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

**Kitchen** – Dishwasher rinse temperature low...troubleshoot to a bad thermostat...replaced thermostat

**Kitchen** – Steam table LH well not heating up...troubleshoot to bad thermometer...replaced thermometer

**Cameras** – DOC security staff requested relocation of various cameras...relocated cameras and COMTEC reprogrammed their new locations

**HVAC** – Air handler AHU-B1 had a cooling coil leak. Removed coil, brazed leak area, pressure tested, reinstalled and serviced back up.

**HVAC** – Heat pump WHP-D1 lost refrigerant and oil in circuit B...shutdown on high pressure and thermal fault. Discovered cracked manifold line and seized compressor. North Country Mechanical installed new compressor, piped system with vibration dampening plumbing scheme, serviced up Freon and leak test good

**Cell C06** - Inmate smashed in top of SS toilet/sink combo unit...welded unit back together

**Cell C07** – Toilet electronic flush controls not working...replaced WITTS controller circuit board

**E106B Door** - Callbox malfunction reported on DXL...replaced callbox

**Area D Plumbing Chase** - Needed platform and built in ladder to facilitate access to 2nd floor plumbing cleanouts... Rerouted various sewage pipes to make space for platform. Fabricated platform and ladder and secured in place

#### MAINT/FARM BUILDING

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

#### FARM

**Dairy Barn** - Milk pipeline washer diversion valve leaking...replaced diverter valve solenoid, bellows and plunger

#### BIOMASS PLANT

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

#### ALTERNATIVE SENTENCING BUILDING

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

#### VEHICLES & EQUIPMENT

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

#### OTHER

Contents out of building that is awaiting demo – Supt. Oakes stated that he has someone interested some of the various items that are left in the outbuilding. He stated that they can get some money for it and asked the Commissioners if they were ok with him contacting this person to come and see what he is willing to pay for the items. The Commissioners were all in agreement to have Supt. Oakes contact the interested buyer.

Capital Outlay Discussion – Supt. Oakes handed out his prioritized list of capital outlay requests. He discussed his priorities with the Commissioners and answered questions. The Commissioners thanked him for prioritizing his requests as it makes it easier for them when reviewing the budget.

Nursing Home Administrator Labore arrived to discuss his budget as requested by the Commissioners. He handed out his list of priorities for both his operating budget and capital reserve. He discussed his operating priorities with the Commissioners and what he felt was the most important for him to have approved.

NHA Labore then discussed his capital reserve. He stated that he has prioritized and reduced the requests by \$100,000. He reviewed the items he removed with the Commissioners and also

stated that he has deferred the remaining eighteen (18) beds in their replacement plan another year. He stated that he discussed it with Supt. Oakes and they feel they have enough replacement parts from beds that have been replaced to get them through this year.

Register of Deeds Monahan arrived and wanted to inform the Commissioners that their software conversion is complete and it went very well. She stated that there were multiple towns, real-estate agents and attorneys that came in and got involved. They had great support from Fidler and they updated the websites to instruct the users with directions for the new software. They held six (6) in person trainings and one (1) webinar. Commissioner Lauer congratulated RD Monahan and thanked her for updating the board.

Commissioner Lauer asked if everyone had a chance to read the minutes from the April 9<sup>th</sup> meeting. Commissioner Lauer and Commissioner Piper had edits.

**MOTION:** Commissioner Morris moved to approve the minutes from the April 9<sup>th</sup> meeting as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check register 1152.

The Commissioners opened bids for the sale of one (1) 2015 Ford Taurus. One (1) bid was received as follows:

Bayridge Motors - \$3,488.00

**MOTION:** Commissioner Piper moved to accept Bay Ridge's bid of \$3,488. Commissioner Morris seconded the motion and all were in favor.

CA Libby handed out a list of requested appropriation transfers to the Commissioners totaling \$46,704.00. She discussed the various requests with the Commissioners.

**MOTION:** Commissioner Piper moved to approve the appropriation transfers totaling \$46,704.00. Commissioner Morris seconded the motion and all were in favor.

CA Libby stated that the Primex Mission & Vision sessions are scheduled for May 7<sup>th</sup> and May 21<sup>st</sup>.

CA Libby submitted the following CDBG drawdown requests for Commissioner Lauer to sign:

- NHARDC - \$42,360
- WREN Micro - \$20,155
- NCIC Micro - \$15,000
- GRDC Micro - \$30,000

CA Libby stated that next week's Commissioner Meeting will be at the Department of Corrections.

**MOTION:** \* 11:01 AM Commissioner Piper moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a). Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\* 11:40 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion and all were in favor.

Commissioner Lauer requested to go into nonpublic session.

**MOTION:** \* 11:41 AM Commissioner Piper moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) Commissioner Morris seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Piper “yes” Commissioner Morris “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\* 11:48 AM Commissioner Lauer declared the meeting back in public session.

**MOTION:** Commissioner Piper moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Morris seconded the motion and all were in favor.

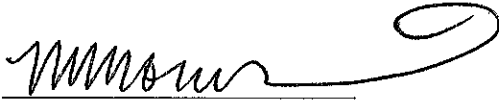
Commissioner Issues:

Commissioner Piper stated that she will be attending the Governor and Council Breakfast tomorrow with Commissioner Lauer.

Commissioner Lauer stated that she will be filming the press release video for CGI Communications this afternoon.

11:55 AM With no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Marcia Morris', with a decorative flourish at the end.

Marcia Morris,  
Clerk