

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday May 15, 2012

PRESENT: Commissioners Cryans, Omer C. Ahern Jr., Ray Burton, Director Clough and Secretary Martino.

OTHERS: H. Brown

9:05 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Lieutenant Tom Elliott arrived with a request for a staff member to attend a National Drug Court training seminar in Tennessee from May 29th to June 3rd. If approved this would be the fifth member of the DC Team to attend. Lt. Elliott said that there is money in the Drug Court budget for this. Tuition would be covered and this person would be rooming with another so there would be no cost there. Air fare and food would run around \$750. Lt. Elliott said the officer would gain a lot of training value and will bring back information to the rest of the staff.

Commissioner Ahern said that just because there is money in the budget doesn't mean that it needs to be spent. He stated that the economy isn't doing well and unemployment is up and that he can not vote for this request. He said he feels there are other ways to garner this information.

Commissioner Burton moved to approve the out of state travel for a member of the DC supervisory staff which was seconded by Commissioner Cryans. Commissioners Burton and Cryans were in favor and Commissioner Ahern was opposed.

Maintenance Superintendent Oakes arrived with his report. Commissioner Cryans began by thanking both he and Director Clough for all they did to bring information about the biomass to the public hearing yesterday. He said that the vote was unanimous with all 20 member present voting in favor. He said it showed obvious approval. He also voiced special thanks to Martha Richards to bringing this project to County and for keeping it on the front burner while bringing it towards its fruition.

Commissioner Ahern said that he had some issues with Supt. Oakes being the Clerk of the Works on this project. He said that when Supt. Oakes worked as Clerk on the Jail project there were times when he was unavailable for other things because he was busy there. He also said that he would hate to see Supt. Oakes put in the position of responsibility if something goes wrong, and discussed his concern with the liability.

Supt. Oakes said that just like the Jail project there will be hired consultants, commissioning agents and special inspectors who will be responsible in making sure that certain things are done to standard and will address things he's not as confident about. He said even if a Clerk were hired he would be involved with the project anyway and said he felt it would be a waste of money for the County to hire one.

Commissioner Burton asked what a Clerk would cost and both Supt. Oakes and Director

Clough thought it may run upwards of at least \$40K. Director Clough said the Clerk for the Nursing Home ran about \$175K and stated that the success of the Jail ought to speak for itself. There was further discussion about this and Commissioner Ahern thought that in the event of litigation there should be a Clerk of the Works.

Commissioner Cryans said that Commissioner Ahern brought up the same concerns when the Jail was being built and when the firm that he invited here to assess the construction team of Supt. Oakes, Supt. Libby and Director Clough, who were acting as Clerk of the Works, the Board was told that they were doing an excellent job and hadn't missed anything.

Commissioner Cryans said he feels confident in Supt. Oakes capabilities and asked Supt. Oakes if he was willing to take on this responsibility. Supt. Oakes said that being as detailed as he is, feels very confident that he could do a good job and would like the opportunity to do so. He said that if he ever got to a point where he felt that he couldn't do the job that he would come back to the Board and express that.

Commissioner Burton also noted his confidence in Supt. Oakes and said he felt that if Supt. Oakes needed anything as the job progressed that he should make that clear to the Board.

Commissioner Ahern moved that the County should seek proposals for a Clerk of the Works for the biomass project which was seconded by Commissioner Burton.

DISCUSSION:

Supt. Oakes said he would object to cost of this and recommended that money be put into the project for a Clerk in the event that one is needed, but if not, then the money would not be spent.

When the vote was taken Commissioners Burton and Cryans were opposed and Commissioner Ahern was in favor.

Commissioner Ahern moved that an amount be determined for a Clerk of the Works for the biomass project that could be figured into the budget in the event one is needed which was seconded by Commissioner Burton. All were in favor.

Supt. Oakes continued his report *(see attached)

A brief recess was taken
The meeting was resumed

Mike Lunak, Dairy Specialist from UNH arrived to talk a little bit about the things he had going. He spoke of serving residents who are now becoming "backyard farmers" and helping them to understand what it takes to care for animals. He said he is also involved with risk management.

Commissioner Ahern asked if the County should be addressing risk management and M. Lunak said it is about insurance and each farm should be included. He said he has spoken to the Farm Manager about corn insurance but not much came from that discussion. Commissioner Ahern said he would bring it up at the Farm Advisory Committee.

Commissioner Cryans asked if everyone had read the minutes and had any edits. None were noted.

Commissioner Ahern moved to approve the minutes from May 8, 2012 which was seconded by Commissioner Burton. All were in favor.

The Commissioners signed the check registers.

Human Services Administrator Nancy Bishop arrived with her report *(see attached). She said that the County will reach the cap by June. There is not much activity with the Goodwill Industries computer lab.

HSA Bishop said that NACo has released its discount card dental program which would allow those who purchase one (\$59 single or \$69 family), to receive a discount on dental and orthodontic work at participating dentists. Right now the only participant in Grafton County is Aspen Dental out of Lebanon. HSA Bishop said she didn't know if this would really be beneficial if it was only available in one area. Commissioner Cryans said unless there are providers there really isn't much use for the card. Commissioner Burton said that rural areas present a challenge.

HSA Bishop said that she hasn't spoken to the NACo rep. so maybe more information can be found.

Commissioner Cryans asked HSA Bishop her impression of the new managed care system for Medicaid and she replied that it probably won't be affecting the County for a year and that billing would be a concern.

Commissioner Ahern said that he wanted to have the videoed meetings available on the County website and asked the other two Commissioners if they were okay with that. They agreed that would be fine.

Two proposals were received for a grant Administrator for a Micro-Enterprise CDBG grant in which the County is the applicant. Commissioner Cryans opened the proposals.

Amoskeag Architectural Group	\$12,041
Hadfield Associates	\$ 8,900

Director Clough said the maximum amount available is \$8,900 which was stated in the bid specifications.

Commissioner Ahern moved to accept the proposal from Hadfield Associates which was seconded by Commissioner Burton. All were in favor.

Director Clough read a letter from Upper Valley Lake Sunapee Regional Planning Committee that stated that Grafton County is not represented on their Transportation Advisory Board and they were asking the Commissioners to appoint a representative. There was a discussion about who might be available and willing to serve and the Commissioners will give this further thought.

Communications Director Tom Andross arrived to ask the Commissioners to accept the grant funding from the Dept. of Safety for five radios that were requested.

Commissioner Burton moved to accept the grant funding which was seconded by Commissioner Ahern.

Commissioner Ahern asked if there were any matching funds required and Director Andross said there was not.

When the vote was taken all were in favor.

Commissioner Cryans signed the paperwork accepting the grant money.

COMMISSIONER ISSUES:

Commissioner Ahern attended the Genesis Community forum at PSU last night and Senator Forrester gave a talk.

Commissioner Ahern will be attending the Alexandra BOS meeting tonight and the Warren BOS meeting on Wednesday night.

Commissioner Cryans said there was a vote by the Delegation yesterday to determine the salaries for Elected Officials and that the filing date was June 6-15 if anyone was interested.

Commissioner Burton also attended the Genesis Community forum and thought it was very interesting.

Commissioner Burton said he spoke with Corrections Superintendent Ross Cunningham from Sullivan County and there was a discussion about how correctional staff can better meet the needs of those who have mental health issues in the Jails. Commissioner Cryans said he would have to believe that this is already a high priority for Superintendent Libby.

Commissioner Cryans attended a seminar with Steve Norton that discussed the New Hampshire advantage post the great recession, and the discussion was where NH is headed in the next 20 years.

11:23 AM With no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Apr 17 – May 14, 2012

COMPLEX

Biomass District Heating System

- Delegation voted 20/0 to construct plant. The next few steps are as follows:
 - Modify Messersmith's contract authorizing equipment order & construction
 - Banwell should complete GC design/development package in next 2-3 weeks so we can put it out for bid shortly after
 - I will draft contracts documents for Commissioning, Special Inspections and Testing and Code Consulting Services

Engineering Design of Automated Isolation Valve & Vault

- Pathways Consulting issued a draft design and specification package to me and Woodsville Water & Light Dept (WW&LD). I completed my review, and we are waiting for WW&LD's engineer to finish his review. If all goes according to plan, we should be putting this project out to bid in a week or so. The intent is to start moving dirt by the 2nd week of July.

COURTHOUSE

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

Dispatch – Replaced 28-circuit electrical sub-panel in Radio Room to 32 circuit panel for pending dispatch center reorganization

Heating Ventilation & Air Conditioning (HVAC) – Air Handler 1 had its 40 hp supply motor fail and one of its return air fan bearings seize up. Replaced the electric motor and return bearings on the return fan

Roadside Sign – Replaced stop sign by Route 10

Front Lawn Garden – The Master Gardeners spent several hours Monday rejuvenating this space by removing dead and overgrown shrubs and planting several new ones

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Made several repairs to electric beds

Lighting – Replaced several burned out lighting ballasts throughout

Kitchen

- Replaced a bad thermostat switch on one dietary's food warming carts

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

- VT Fire Extinguisher completed the 6-month inspection of the hood Ansul fire suppression system and replaced six fusible links...all checked good
- Could not read Melink variable hood system controller. Found and tightened loose wire

Laundry – Replaced a bad vacuum breaker on washer #1

HVAC

- Walk-in freezer compressor contactor sticking...new contactor backordered
- Air Conditioning Condensing Unit (ACCU) 2 compressor crankcase heater inoperable...new crankcase heater backordered
- ACCU 4 compressor crankcase heater inoperable...replaced crankcase heater
- ACCU 1 compressors not staging properly...replaced sticking relay
- Unit Ventilator 1 hot water coil burst from AC freeze up...backordered replacement coil...will install 5/15/12
- Reheat coil Belimo valve leaking in employee dining room ceiling area...replaced valve

Plumbing – Domestic hot water mixing valve system pressure reducing valve diaphragm ripped...rebuild kit on back order

Patient Lifts – Replaced a couple of bad thumb switches on one lift

Aiphone -The unlock button on the Aiphone door monitoring and security system intermittently would stick preventing nursing staff from letting people in the building on the off shift. Replaced Aiphone monitoring station.

Flooring – The bathroom sheet goods flooring material had shrunk causing gaps to open up between resident room floors and their adjacent bathroom floors. Completed installation of feature strip to transition floors

ADMINISTRATIVE BUILDING (1930)

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

HVAC

- Pump #4 hydronic heat pump shaft seal leaking...shaft seal kit backordered
- Heat Recovery Unit 2 has Belimo valve leaking...replaced valve
- ACCU 1 has contactor sticking...contactor backordered

OLD JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Farm – Installed farm’s diesel tank in concrete secondary containment structure to prevent fuel from leaking on ground in case of rupture

MAINT/FARM BUILDING

Nothing significant to report

Community Correction

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

New Jail

Certificate of Occupancy Inspection – The State Fire Marshall visited the site twice in the last month. On his initial visit he identified several items that needed fixing, the most significant was the repair of sprayed on fire proofing material on the structural steel where contractors had carved it away to install beam clamps and such. This work is anticipated to take 2-3 weeks to complete. On his second visit he reviewed everything we had cleared and stated he would issue the Certificate of Occupancy once the fireproofing repair is complete.

Punch list – Water-to-water heat pump hot gas bypass kits on order and should be in next week. Should take 2-weeks to install. Controls contractor still needs to finish up once the bypass kits are installed

Commissioning – Commissioning continues to be on hold due heat pump and controls work.

FFE – Received majority of FFE. In process of marking equipment and setting up shop spaces

OTHER

New Jail Position – I hired a guy named Toby Compo. He has a gasfitters license and residential refrigeration experience. He started work 5/7 and will be in training for the next 5-6 months.

**MAINTENANCE DEPARTMENT REPORT
TO GRAFTON COUNTY COMMISSIONERS**

May 15, 2012

HUMAN SERVICES MONTHLY REPORT

- 1.) LTC Expenses to date:
 - Expenses to Date Report
 - Reimbursement report
- 2.) Goodwill Industries Workforce Program
 - GSIL
- 3.) Other
 - NACo Dental Discount Program

Monthly Meetings & Workshops:

Primex Conference 4/9 - 4/10/12
North Country Health Consortium Board Meeting 4/11/12