

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
May 15<sup>th</sup>, 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: HSA Bishop, Supt. Oakes, Atty. Saffo, Attorney Robert Bonsignore, Commissioner Lauer called the meeting to order at 9:00am and began with the Pledge of Allegiance.

HSA Bishop arrived and gave the following report: \*see attached report

Supt. Oakes arrived and gave the following report:

#### COMPLEX

##### **Force Main Sewer Project (4/30/18 – 6/13/18)**

- Contractor delayed starting due to late delivery of materials and availability of rented excavator
- Started 5/10/18...slow going due to inferior pavement cutting saw.

**HVAC** – North Country Mechanical is in the process of completing our annual Preventative Maintenance (PM) work on all our AC and refrigeration equipment. They completed the Nursing Home, Administration Building, Courthouse and Alternative Sentencing Building equipment. They still have the DOC to do. Specific findings by building are listed below.

#### COURTHOUSE

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

**Plumbing** – Pressure Reducing Valve (PRV) on domestic water supply at building entrance stopped working...pressures too high. *Reinstalled 2 "meter and new 2" PRV*

**Generator** – Had partial power failure 2-weeks ago. Generator started but the Automatic Transfer Switch (ATS) for Dispatch did not transfer power automatically. It had to be manually transferred. *Experienced a total power failure the next day everything worked as it should. Had Powers Generator inspect the system for anomalies on 5/14 and their tech couldn't find anything wrong with the system. We need them to download the ATS history to see if they see any faults recorded in the history. The tech did not have the proper software to accomplish it on this last visit.*

**HVAC** – AC unit 1, Circuit 1 has Freon leak. No pressure in system. Need to locate and repair leak...*awaiting contractor scheduling*

**Electronic Locks** - Last one out of three transformers in telephone room that controls electronic door locks in Sheriff Dept. dead...*replaced transformer*

#### NURSING HOME

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

**Windows** – Replaced numerous fogged sashes throughout facility

**Domestic Hot Water (DHW)** – Hot water to dirty utility sinks on Profile and Maple was shut off to replace a faucet. Isolation broke in the closed mode, so we could not restore hot water to these two locations. *Had to isolate DHW in 69 Building so we could drain system to work on it. Replaced bad valve.*

**HVAC** – Compressor failed in kitchen rear entrance AC system. *North Country Mechanical installed a new replacement system.*

**HVAC** – Kitchen walk-in cooler condensing unit has bad pressure switch... *ordered parts*

**HVAC** – Purchasing storeroom AC evaporator unit fan has noisy bearings... *ordered parts*

**HVAC** – ACCU 5 condensing unit serving North end of 69 Building has bad fan motor... *ordered parts*

**HVAC** – Air handlers HRU 2 & 4 has humidity/temp sensor reading low...*replaced sensors*

**HVAC** – Air handler HRU 4 has a bad supply fan bearing...*in process of changing it*

**HVAC** – Air handler HRU 5 stuck in heating mode...*replaced valve actuator*

**Kitchen** – Upper steamer working intermittently...*troubleshoot to bad temperature probe and temperature control board...replaced probe & ordered new control board*

**Kitchen** – Lower steamer not working...*troubleshoot to bad fan assembly, bad temperature probe, bad temp control board and bad heating coil...installed all new parts.*

**Kitchen** – Three food warmers have bad seals in lower doors...*installed new seals*

**Kitchen** – Fire curtain separating kitchen from employee dining room failed drop test...*adjusted door leveling and spring tension*

**Kitchen** – Refrigerator on Granite freezing contents...*replaced thermostat*

**Fire Alarm** – Intermittent TROUBLE for “ground fault in loop 1.” *Can’t troubleshoot until problem stays.*

**Electrical** – Royal Electric installed a power analyzer on electrical panel MDP-EQ to determine its current electrical load. This panel is a generator supported panel, which we intend to transfer the 69 elevator and how water booster to if enough capacity exists. *Analysis shows there is plenty of capacity to move these two circuits. Awaiting FY19 funding to move circuits.*

**Electrical** – Craig requested we relocate several outlets throughout building to support electronic medical record accounting computers on med-carts...*relocated several unused dining room outlets to corridors*

**Activities Yard** - Sidewalk transitions need new cement in some areas due to winter heaving...*removed old transitions and cemented in new ones.*

#### ADMINISTRATIVE BUILDING

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

Exterior Steps – We are in the process of repairing sections of the stairs and landings at the main entrance, employee entrance

**Windows** – Replaced numerous fogged sashes throughout facility

**HVAC** – Ciller unit has two bad actuators that operate condenser fan dampers...parts ordered. Middle RH condenser fan bearings squealing... *ordered parts*

**HVAC** – ACCU 2 condenser has bad fan cycle switch... *ordered parts*

**HVAC** – ACCU 4 condenser has unbalanced fan blade that is causing vibration... *ordered parts*

**HVAC** – Boiler 2 smoking on start and leaving oil smell throughout boiler room. *Replace low fire fuel nozzle and adjusted burner and igniter settings*

**HVAC** – Pump 1 leaking at shaft seal...broke love-joy coupling during disassembly...*ordered parts*

#### Dept. of Corrections

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

**Door security** – Had a few doors that were not operating correctly...replaced relays on some and disassembled, cleaned and lubricated locks on others

**HVAC** – Heat pump WHP-D1 lost its Freon and oil in circuit A. Evacuated system, brazed cracked line, installed filter dryer on system, pressurized system with nitrogen for leak test and serviced back up with Freon and oil.

**Kitchen** - Vacuum sealer power switch broken... *ordered parts*

#### MAINT/FARM BUILDING

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

#### FARM

**Equipment** – Land plow jack stand bracket broken...straightened out and welded

**Heifer Barn** – Headlock broken...installed new pipe steel and welded

**Dairy Barn** – Metal roofing sheets coming loose on North barn, NW side...secured with roof screws

**Pig Barn** - Water valve split...replaced valve

#### BIOMASS PLANT

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

**Boiler** – Shut down boiler for spring cleaning of fire tubes and other components.

**Chip Delivery System** – Found metering auger gearbox leaking at shaft seals. *Troubleshoot further during spring-shutdown for cleaning and found bad bearings. Could not repair in the field. Ordered new gearbox. Plant will remain down until this gets fixed.*

**Hot Water Distribution** - Pumps 3A and B are not running right. The VFD's are searching for a speed and keep ramping back and forth between 65 and 80 HZ. The Differential Pressure (DP) is all over the place and the Niagara speed command and status numbers are jumping all over too. *Replaced DP sensor at courthouse*

#### ALTERNATIVE SENTENCING BUILDING

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

## VEHICLES & EQUIPMENT

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

**Snow blower** – Sub-frame bent, dent in inner stage drum...*straightened frame, welded new supports to strengthen, beat out dent in drum, sanded and painted unit*

John Deere 4115 Tractor - Hydrostatic leak around linkage to transmission...*Blackmount replaced both seals and washer supporting range lever linkage and changed hydro fluid and filter*

### Commissioner Issues:

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 3<sup>rd</sup> Budget Meeting and the May 8<sup>th</sup> meeting. Commissioner Lauer and Commissioner Piper had several edits.

**MOTION:** Commissioner Ahern moved to approve the minutes from the May 3<sup>rd</sup> budget meeting as amended. Commissioner Piper seconded the motion and all were in favor.

**MOTION:** Commissioner Ahern moved to approve the minutes from the May 8<sup>th</sup> meeting as amended. Commissioner Piper seconded the motion and all were in favor.

Atty. Saffo arrived to discuss a question that the Commissioners had in regards to her contract to provide circuit court prosecution for Rumney, Haverhill and Bethlehem. She stated that Commissioner Ahern had questioned the wording that states the County Attorney is required to provide circuit court prosecution services for the towns. She stated that the word “required” is only if they agree to this contract. She stated that they do not provide for all towns but the new trend is that the County Attorney Offices become involved with Circuit Court Prosecution. The Attorney General’s Office has told her that they expect Atty. Saffo to monitor what is going on in Circuit Court which they are able to do because they have one (1) of their prosecutors who is assigned to the Circuit Court Prosecution Association that involves monthly meetings. She stated that she enjoys having a Circuit Court Prosecutor. It allows her to have a better idea what is going on at the Circuit Court level and she believes it is a benefit to the county.

She stated that there was also a question on the fiscal impact of this contract. She stated that there is no fiscal impact to the county with this position as it is fully funded by the towns that utilize the services. Commissioner Ahern stated that he is concerned with the growing numbers in the County Attorney’s Office as they are taking up a lot of space at the County. Atty. Saffo stated that they do not provide space for this position. The Towns of Haverhill and Bethlehem provide the space for this position as well as administrative support, computer, phone and other needed supplies. Commissioner Ahern stated that is what he wanted to know, that there is no impact to the county fiscally and space wise.

**MOTION:** Commissioner Ahern moved to approve the Regional Prosecutor Program agreement with the Town of Bethlehem for Circuit Court Prosecution services based on

the representation from the County Attorney. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check register 1184.

CA Libby submitted an Educational Assistance Application for an employee in the nursing home looking to an LNA course.

**MOTION:** Commissioner Ahern moved to approve the educational assistance application. Commissioner Piper seconded the motion and all were in favor.

CA Libby submitted a CDBG Drawdown request for AHEAD Friendship House in the amount of \$10,469.

Atty. Bonsignore arrived to answer questions and provide more information to the Commissioners regarding the lawsuit against the opioid manufacturers and distributors that they are looking to pursue. He presented the contract to the Commissioners and Commissioner Ahern expressed several concerns that Atty. Bonsignore addressed. Commissioner Lauer stated that she believes they owe it to the taxpayers to attempt to recover money even if it is a small amount. The Commissioners made some changes to the agreement and requested that Atty. Bonsignore make those changes and they will then sign the document.

**MOTION:** Commissioner Ahern moved join the civil suit against those legal responsible for the wrongful manufacture and/or distribution of prescription opiates and damages caused thereby and to adopt the Consent Resolution and retain Bonsignore Trial Lawyer's, PLLC and NapoliShkolnik, PLLC as outside counsel as presented by Atty. Bonsignore to advise and represent Grafton County on the claims that they may have upon the terms set forth in the Retention Agreement. Commissioner Piper seconded the motion and all were favor.

Drug Court Update – CA Libby stated that she received an email last week from Alex Casale asking if the county would want to continue the contract with the State for drug court for a month or two (2) if the state does not have everything in place by July 1<sup>st</sup> to take over Drug Court. CA Libby stated that she told the A. Casale that they do not have money budgeted for Drug Court come July 1<sup>st</sup> and that they would need a dollar for dollar match of any expenses associated with Drug Court. She stated that she needs to know if the Commissioners are ok with this idea. She also needs to talk to Doug Moorhead as well to see if he is on board. She stated that A. Crowley is also on board through the transition. All three (3) Commissioners are in agreement to continue Drug Court beyond July 1<sup>st</sup> if needed with the understanding that the state would be reimbursing for all of the expenses associated with the program.

CA Libby stated that she attended a meeting with the other County Administrators at the Department of Health and Human Services with Commissioner Meyers on Monday. She explained that the purpose of the meeting was to discuss the 1115 Waiver that established and provided funding for the Integrated Delivery Networks that have been established. Part of the funding involves County money, and the State through some discussions with CMS has been

notified that these funds are county monies and that once the State of NH receives this money; it has to be transferred to the Counties. The State is not in a position to require the Counties to transfer these funds back to the State, but Commissioner Meyers explained that the understanding all along was that this would happen and the counties would retain 1%. Commissioner Meyers would like to attend a Delegation meeting in each county to explain this to them and to obtain a vote from them that they approve receiving this unanticipated revenue and agree to retain 1% of the monies and return 99% of the funds to the State to be used to fund the IDNs. He explained that any county that chooses not to return the monies, those funds would be deducted from monies paid to IDNs within that County. Commissioner Ahern asked if CA Libby could do a written summary of this meeting so that he could attempt to wrap his head around this. She stated that she would and thought that they should discuss this with the Executive Committee on Monday.

The Commissioners opened bids for the Administration of the NHARDC CDBG. One (1) bid was received and was as follows:

Pat Garvin - \$ 10,000.00

**MOTION:** Commissioner Piper moved to accept Pat Garvin's proposal of \$10,000. Commissioner Ahern seconded the motion and all were in favor.

CA Libby stated that the Delegation Meeting is Monday at 9am with the Executive Committee meeting immediately following.

CA Libby recommended canceling the May 29<sup>th</sup> Commissioners' meeting. She stated that it is a 5<sup>th</sup> Tuesday and there are no scheduled department heads. The Commissioners were all in agreement.

CA Libby noted that the Executive Committee will meet to review the budget on June 4<sup>th</sup>, 8<sup>th</sup>, 11<sup>th</sup>, 15<sup>th</sup> and 18<sup>th</sup> if needed.

CA Libby also noted that the Commissioners' Public Hearing on their proposed FY19 budget is May 23<sup>rd</sup> at 6pm.

CA Libby stated that the MOU between Grafton County and the UNH Cooperative Extension expires this year. She stated that UNH is looking to have the MOU signed during the NHAC Conference in September. She will send the Commissioners the current MOU and proposed MOU for their review.

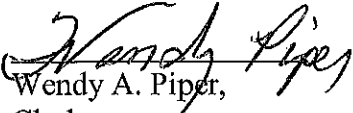
CA Libby stated that she will be working on the PowerPoint for the Public Hearing to give to the Commissioners for their review.

#### Commissioner Issues:

Commissioner Lauer noted the effort of the Master Gardeners as they did landscaping around the Nursing Home and Courthouse.

12:00 PM with no further business the meeting adjourned.

Respectfully Submitted,

  
Wendy A. Piper,  
Clerk



May 15, 2018

## HUMAN SERVICES MONTHLY REPORT

### 1.) LTC Expenses to date:

- Payment by Towns Report (revised)
- CAP report
- Recoveries

### 2.) Legislation:

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### 3.) Other:

- Tour of Friendship House
- Statewide Public Health Drill 5/17 – MACE (Multi-Agency Coordination Entity) operations @ GCEOC

# Grant Total by Town

From: 07 / 2017 To: 03 / 2018

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases
ALEXANDRIA	42,049.50	4	15,660.21	4	57,709.71	8
ASHLAND	144,649.85	10	17,559.43	13	162,209.28	23
BATH	101,385.32	5	0.00	0	101,385.32	5
BENTON	24,523.06	3	0.00	0	24,523.06	3
BETHLEHEM	126,072.47	12	27,909.01	7	153,981.48	19
BRIDGEWATER	30,334.84	3	7,635.42	2	37,970.26	5
BRISTOL	119,586.24	9	72,261.21	14	191,847.45	23
CAMPTON	56,019.86	6	89,026.08	16	145,045.94	22
CANAAN	74,635.05	7	31,795.01	7	106,430.06	14
DORCHESTER	19,024.51	1	14,749.71	3	33,774.22	4
ENFIELD	89,023.08	9	65,347.44	11	154,370.52	20
FRANCONIA	23,690.75	4	5,091.12	2	28,781.87	6
GRAFTON	91,454.62	9	29,470.36	7	120,924.98	16
GROTON	23,060.85	2	0.00	0	23,060.85	2
HANOVER	156,978.92	12	21,068.70	8	178,047.62	20
HAVERHILL	701,098.94	47	127,707.48	29	828,806.42	76
HEBRON	8,551.37	1	88.60	1	8,639.97	2
HOLDERNESS	42,916.17	4	1,294.55	2	44,210.72	6
LANDAFF	35,242.14	2	14,336.76	2	49,578.90	4
LEBANON	559,858.38	52	251,222.63	41	811,081.01	93
LINCOLN	138,456.35	11	20,993.47	4	159,449.82	15
LISBON	244,788.00	19	100,151.38	15	344,939.38	34
LITTLETON	543,109.46	43	186,460.11	35	729,569.57	78
LYMAN	11,222.80	2	481.08	1	11,703.88	3
LYME	46,163.26	4	4,987.49	3	51,150.75	7
MONROE	51,014.95	3	11,672.91	1	62,687.86	4
ORANGE	0.00	0	7,543.13	1	7,543.13	1
ORFORD	27,359.25	3	29,426.93	4	56,786.18	7
PIERMONT	56,966.23	5	170.62	2	57,136.85	7
PLYMOUTH	127,327.50	9	63,702.12	10	191,029.62	19
RUMNEY	26,549.84	3	5,059.30	2	31,609.14	5
SUGAR HILL	1,108.73	1	11,791.70	1	12,900.43	2
THORNTON	30,823.79	3	31,550.17	6	62,373.96	9
WARREN	62,070.97	7	29,795.81	5	91,866.78	12
WATERVILLE	22,711.51	1	8,012.45	1	30,723.96	2
WENTWORTH	42,511.69	9	4,603.88	6	47,115.57	15
WOODSTOCK	183,982.41	10	18,096.64	5	202,079.05	15
XXXXX	-250,080.00	1	0.00	0	-250,080.00	1
Grand Total Count:	38 3,836,242.66	336	1,326,722.91	271	5,162,965.57	607

2017 RECOVERIES

Yearly Comparison by Category:

	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY 11	FY 12	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
OAA	3,329.19	1,653.21	921.75	84.00	4,155.75	0.00	0.00	121.47	59.13	7,797.95	59.13	59.13	86.80	59.13
APTD	7,234.68	7,792.33	22,903.47	8,021.27	7,703.85	9,194.83	1,896.05	4,678.04	9,823.56	8,340.25	11,872.41	4,120.97	1,029.36	0.00
INC	167,814.26	81,951.55	75,987.80	98,901.58	82,160.57	68,864.90	108,198.38	113,498.16	122,895.30	166,593.61	133,485.99	68,520.55	99,753.41	96,878.11
ANB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,330.60	0.00	0.00	0.00	0.00
DCYF	79,472.22	64,323.81	60,257.00	53,355.60	19,428.43	7,364.96	6,484.20	2,921.93	2,338.00	3,206.71	2,737.27	799.48	270.19	660.72
	257,850.35	155,720.90	160,070.02	160,362.45	113,448.60	85,424.69	116,578.63	121,219.60	135,115.99	198,069.12	148,154.80	73,500.13	101,139.76	97,597.96

BREAKDOWN by Month

FY 16	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTALS
OAA	0.00	59.13	0.00	0.00	0.00	0.00	0.00	0.00	0.00				59.13
APTD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00				0.00
INC	0.00	12,532.05	2,156.29	19,258.57	1,562.29	2,858.48	26,079.08	23,776.18	8,655.17				96,878.11
DCYF	16.50	20.75	26.45	26.45	8.69	6.56	12.94	8.69	533.69				660.72
TOTALS	16.50	12,611.93	2,182.74	19,285.02	1,570.98	2,865.04	26,092.02	23,784.87	9,188.86	0.00	0.00	0.00	97,597.96

Statutory credits received by year

	HB 2 credits begin													
	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	TOTALS	
SB 409 CREDIT	130,846.08	135,155.63	134,974.30	154,555.54	405,553.00	385,865.41	369,992.00	436,979.00	449,594.00	274,069.00	264,250.00	254,733.00	251,780.00	250,080.00
% OF TOTAL CR	6.54	6.76	6.75	7.73	8.11	7.72	7.40	5.82	5.96	5.48	5.29	5.09	5.03	5.00

## FY17 State Bill Reconciliation Summary

	ACTUAL CLAIMS				1/12th	difference
	INC	HCBC	Total		Payment	
Jul	206,174.29	148,174.16	354,348.45		342,292.00	(12,056.45)
Aug	441,773.51	146,178.21	587,951.72		592,372.00	4,420.28
Sep	457,677.00	130,896.35	588,573.35		592,372.00	3,798.65
Oct	510,016.82	172,473.57	682,490.39		592,372.00	(90,118.39)
Nov	460,267.28	143,161.43	603,428.71		592,372.00	(11,056.71)
Dec	457,914.64	137,038.12	594,952.76		592,372.00	(2,580.76)
Jan	485,199.79	178,909.50	664,109.29		592,372.00	(71,737.29)
Feb	461,447.35	135,699.13	597,146.48		592,372.00	(4,774.48)
Mar	447,689.13	134,103.84	581,792.97		592,372.00	10,579.03
Apr			-			-
May			-			-
Jun			-			-
<b>TOTALS</b>	<b>3,928,159.81</b>	<b>1,326,634.31</b>	<b>5,254,794.12</b>		<b>5,081,268.00</b>	<b>(173,526.12)</b>