

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

May 19<sup>th</sup> 2015

PRESENT: Commissioners Cryans, Richards and Lauer, Executive Director Julie Libby and Assistant S. Norcross.

OTHERS PRESENT: HSA Bishop. Supt. Oakes, Robert Fillion

Commissioner Cryans called the meeting to order at 9:05am and began with the Pledge of Allegiance.

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

She gave the Commissioners a brochure for the North Country Health Improvement Summit and discussed the different parts of the conference with the Commissioners.

HSA Bishop discussed the dental discount program through NACO (National Association of Counties) that is similar to the prescription discount program that the county currently offers. The Commissioners asked HSA Bishop to look into the dental discount program some more and report back to them.

Supt. Oakes arrived and gave the following report:

**April 21 – May 18, 2015**

**COMPLEX**

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

**Kitchen Hood Ductwork Inspections & Cleaning** – Tri-State Hood & Duct techs inspected both the DOC and Nursing Home kitchen hood duct systems and cleaned both. Both systems passed inspection without incident

**Flower & Shrub Beds** - Master Gardeners weeded and mulched beds around gazebo. Terry Martin cleaned out all other beds around the complex and mulched them. He also added a new perennial bed on the South side of the nursing home along the entrance drive

**Above-ground LP Tanks** – Dead River replaced all of the above-ground LP tanks throughout the complex

**Sprinkler Inspections** – Hampshire Fire Protection completed all of the quarterly sprinkler inspections throughout the complex and the annual inspections due at the DOC and Biomass Plant. No discrepancies noted

### COURTHOUSE

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

**Generator** – Block heater died...replaced heater

**Exterior Signs** – Directional signs on portable sign posts keep blowing over during high winds...fabricated heavier bases

**Repointing & Resealing** – Tentatively scheduled for July start

### NURSING HOME

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

**Laundry** – Secondary LP regulator on outside of building is worn and needs replacement. New one back-ordered

**Dry Goods Storage Cooling** – Completed install of free-air cooling system that will negate need to run AC several months a year

**Electric Beds** – Replaced several actuators on various older style beds using cannibalized stock

### **Life Safety & Renovation Add Project**

Schedule – E&G estimates Maple will be complete the last week of May. This week they are supposed to provide us with an update that shows the remainder of the project

### **Division of Work**

Demolition – 100% complete on Maple

Concrete – 100% complete on Maple

Masonry – 100% complete on Maple

Metals – 100% complete on Maple

Wood Casework – All cabinets for the project are 100% constructed. On Maple all but the tub room cabinet are installed

Fire-stopping / Fireproofing – On Maple all miscellaneous and shaft wall assemblies are 100% complete. S.W. Cole's inspector completed their final inspection of Maple on 4/21. Fire-stopping work within 03 Basement is 100% complete and E&G staff are currently working areas throughout the 1<sup>st</sup> floor of 03 Building

Hollow Metal Frames, Wood Doors and Door Hardware – All installed except for bathroom door

Gypsum – All walls and chases 100% complete on Maple

Wall Tile – Bathroom wall tile complete

Acoustical Ceiling Tile – Maple ceiling grid 100% complete and in process of placing ceiling tiles

Resilient Flooring – 100% complete on Maple

Resinous Flooring – Floors poured on Maple but all have quality issues requiring subcontractor rework

Painting and Coating – Maple casework mostly complete but all walls still need painting. All millwork throughout resident rooms have been polyurethaned...nurse station trim still not done

Specialties (Toilet, bath and laundry accessories) – None of the toilets, sinks or tubs are installed yet

Counter Tops – Maple complete other than small bathroom cabinet

Basic Mechanical – Maple 90% complete...still need to finish plumb kitchenette sink, heating and chilling food wells

Fire Suppression – Maple 95% complete...added one new head in chase near front stairwell and raise one head by double doors to lobby

Plumbing - Sleeved bad section of sewer line between room 1163 and corridor. All in wall and below slab plumbing complete. Maple shower, sinks and toilets rough plumbed. Need to finish plumb once fixtures are in.

HVAC – Maple 90% complete...awaiting installation of bathroom fin-tube radiation

Electrical – Maple lights, nurse call, fire alarm 85% complete

#### **Issues:**

Chase Walls - On March 26<sup>th</sup> Ron Anstey from the State Fire Marshall's Office was on site to inspect the existing CMU chase walls. Most had their 1-hour fire rating compromised when carving out sections for plumbing during initial construction in 1968. Most have 1 ¾" of integrity when 2.1" is required. Per Ron's suggestion, E&G is putting together a change request to provide sprinkler coverage to the affected areas. This will be the least expensive option to remedy the problem. *E&G's sprinkler subcontractor was supposed to submit the sprinkler modification plan to the SFMO on 4/24, but as of 5/13 Ron Anstey said he hadn't received it. On 5/14 E&G's Project Manager claimed they resubmitted it.*

#### **ADMINISTRATIVE BUILDING**

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

**Elevator** – On 5/8 Stanley Elevator technicians cleaned and adjusted the elevator brake. On 5/17 the brake pads came loose and dragged on drum causing friction and motor overload. Incident created smoke causing fire Dept to respond. Stanley Elevator tech responding to our call reattached pads and tested elevator.

**Emergency Egress Lights** – Two lights on 2<sup>nd</sup> floor are sensitive to electronic interference and stay on when they shouldn't. CFW Electric replaced under warranty

#### **DEPT OF CORRECTIONS**

**Electrical** – Several emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. Interstate Electric removed electrical monitoring equipment and will analyze data to determine next step toward correction. Received report stating monitored building feeds are normal. Requested contractor monitoring of problem circuits. On 2/12 Interstate Electrical installed monitoring equipment on circuit for emergency lights, 11, 12 and 13 that are in fault. They recently removed the monitoring equipment and we are awaiting the test results

**HVAC** – Radiant heat in lobby in alarm for slab temp 117... CTI troubleshoot to bad floor sensor on 2/17...parts ordered

**HVAC** – ERU-D1 air handler has a broken probe wire on one snow stop...trying to find source for replacement part...no change

**HVAC** – Heat pump WHP-B2 has a dead short in one of the compressor units...Trane ordered warranty replacement compressor

**HVAC** – Heat pump WHP-F1 stuck in heating mode...reprogrammed unit

**Fire Alarm** – Alarmco installed a new smoke detector in laundry...still need device programmed by Simplex

**Window** - Inmate in Area F broke glazing in door F03...replaced glass

**Sprinkler** - Inmate in cell F12 damaged head causing activation of sprinkler system...isolated system and replaced broken head

**Kitchen** – Upper RH and LH convection ovens not heating...replaced Ignition Spark Modules

**Sewage Pump Station** - Getting alarm at Central computer for sewage pump 1 when pump is in AUTO. Pump works fine in MANUAL...troubleshoot to Voltage monitor...part backordered

**Negative Pressure Rooms** - Negative pressure room will pass negative pressure test due to poor door seals...replaced seals

## **BIOMASS PLANT**

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

## **Farm**

**Dairy Barn** – In process of closing in West end of lean-to structure on South end of barn so Overhead Door can install garage door

**Farm Stand/Greenhouse** - Water turned off due to pipe break in ground at trail area...repaired leak

**MAINT/FARM BUILDING**

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

**DRUG COURT BUILDING**

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

**VEHICLES & EQUIPMENT**

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

Commissioner Cryans asked if everyone had a chance to read the minutes from the May 12<sup>th</sup> meeting.

Commissioner Richards moved to approve the minutes from May 12<sup>th</sup>. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 1180-1182.

ED Libby submitted a Homeland Security Grant Application from Tom Andross to provide funding to upgrade the courthouse satellite redundancy equipment. The grant is for \$1,550.

Commissioner Lauer moved to approve the submission of the Homeland Security Grant Application. Commissioner Richards seconded the motion and all were in favor.

ED Libby stated that she received an out of state travel request for Detective Eric James of the Sheriff's Department to attend 2015 National Law Enforcement Training Conference on Child Exploitation in Atlanta, Georgia from June 2<sup>nd</sup> to June 4<sup>th</sup>. The expenses associated with the training will be fully reimbursed by the NH Internet Crimes against Children Task Force.

Commissioner Lauer moved to approve the out of state travel request. Commissioner Richards seconded the motion.

Discussion:

Commissioner Richards requested to have Detective Eric James come speak with the Commissioners about his experience at the training after he returns.

The Commissioners voted on the motion and all were in favor.

ED Libby stated that they have been discussing a possible date for the Drug Court follow up meeting. She stated that June 3<sup>rd</sup> was the date they had planned on but Judge McLeod and Atty. Saffo cannot attend that day. Dave Carlson said the best date for the judge is right after drug court on Mondays. ASD Amero told ED Libby she thought they should go ahead with the meeting on June 3<sup>rd</sup> and after some discussion it was agreed that Atty. Saffo and Judge McLeod should be present at the meeting.

The Commissioners all stated that they can do a Monday afternoon meeting in June because they will be at the county for the budget meetings. ED Libby stated that she will talk with everyone and figure out a date.

Commissioner Cryans stated that last Wednesday and Thursday he attended the Primex conference. DoC Supt. Elliott Lt. Vannamee, Lt. Cremo and Captain Kendall were all in attendance as well as HRD Cramer.

Commissioner Cryans stated that he and Commissioner Lauer attended the Polly's Pancake opening as well as the Conservation Meeting at Windy Ridge.

Commissioner Cryans stated that the Commissioners held their public hearing last night on the FY16 budget. The budget is now turned over to the Executive Committee where they will meet throughout June with the department heads to discuss each budget. The Delegation vote will be on June 26<sup>th</sup>

Supt. Oakes then took the Commissioners on a tour of the Nursing Home Maple Unit to show them the progress of the construction.

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

Respectfully Submitted,

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Linda D. Lauer, Clerk

May 19, 2015

## HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- Recoveries

2.) Legislation:

- Cap Projections

3.) Other:

No Country Health Improvement Summit

Approached by agencies to become a Certified Application Counselor for  
Healthcare Marketplace

# Grant Total by Town

From: 07 / 2014 To: 04 / 2015

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases
ALEXANDRIA	76,490.74	7	4,790.16	2	81,280.90	9
ASHLAND	106,309.19	8	34,280.22	8	140,589.41	16
BATH	118,080.79	9	1,101.36	1	119,182.15	10
BENTON	25,364.29	3	0.00	0	25,364.29	3
BETHLEHEM	203,667.94	13	36,984.79	8	240,652.73	21
BRIDGEWATER	27,967.25	2	10,103.25	2	38,070.50	4
BRISTOL	178,107.17	15	19,239.87	4	197,347.04	19
CAMPTON	164,442.27	10	87,122.13	16	251,564.40	26
CANAAN	100,041.69	10	44,930.24	6	144,971.93	16
DORCHESTER	0.00	0	14,419.65	3	14,419.65	3
ENFIELD	107,516.58	15	72,830.24	13	180,346.82	28
FRANCONIA	24,210.15	4	7,748.19	2	31,958.34	6
GRAFTON	78,848.36	6	45,771.35	5	124,619.71	11
GROTON	13,170.16	1	0.00	0	13,170.16	1
HANOVER	120,039.77	11	24,815.15	7	144,854.92	18
HAVERHILL	827,146.68	60	172,257.64	26	999,404.32	86
HEBRON	30,492.47	4	0.00	0	30,492.47	4
HOLDERNESS	68,398.58	5	1,358.14	1	69,756.72	6
LANDAFF	64,840.28	4	15,471.22	2	80,311.50	6
LEBANON	631,800.25	52	212,898.50	33	844,698.75	85
LINCOLN	190,650.49	13	22,638.03	2	213,288.52	15
LISBON	293,608.86	17	58,821.15	10	352,430.01	27
LITTLETON	470,641.02	44	215,488.39	35	686,129.41	79
LYMAN	10,857.86	1	0.00	0	10,857.86	1
LYME	78,355.52	5	0.00	0	78,355.52	5
MONROE	82,342.28	5	6,218.23	3	88,560.51	8
ORANGE	28,071.21	1	3,530.88	1	31,602.09	2
ORFORD	36,996.19	2	17,206.34	3	54,202.53	5
PIERMONT	86,575.36	7	13,898.28	3	100,473.64	10
PLYMOUTH	168,223.94	12	63,496.28	10	231,720.22	22
RUMNEY	72,410.68	8	5,480.86	1	77,891.54	9
SUGAR HILL	3,090.67	1	16,822.50	2	19,913.17	3
THORNTON	42,749.23	3	27,033.43	4	69,782.66	7
WARREN	107,938.66	7	32,535.98	6	140,474.64	13
WATERVILLE	16,181.58	1	6,019.85	2	22,201.43	3
WENTWORTH	33,400.63	4	4,852.89	2	38,253.52	6
WOODSTOCK	30,148.43	5	54,985.48	7	85,133.91	12
XXXXX	-264,250.00	1	0.00	0	-264,250.00	1
Grand Total Count:	38 4,454,927.22	376	1,355,150.67	230	5,810,077.89	606



- Grafton County FY 2015 Figures

BILL MONTH	INC BILLED	INC PAID	HCBC BILLED	HCBC PAID	TOTALS		% CAP billed to date
					PAID	PAID	
Jul-14	519,898.92	238,259.27	144,527.08	140,587.42	378,846.69		
Aug-14	479,332.07	479,144.20	118,953.33	116,271.51	595,415.71		
Sep-14	487,878.63	485,663.85	158,123.93	155,312.65	640,976.50		
Oct-14	470,246.84	470,246.84	144,190.51	141,915.26	612,162.10		
Nov-14	572,207.64	572,207.64	128,246.75	126,340.56	698,548.20		
Dec-14	466,893.32	466,893.32	147,910.95	145,124.52	612,017.84		
Jan-15	395,917.28	401,802.21	120,765.57	118,589.36	520,391.57		
Feb-15	498,604.08	496,697.22	156,591.88	154,217.32	650,914.54		
Mar-15	531,045.32	529,215.10	137,265.87	135,005.82	664,220.92		
Apr-15	392,455.99	392,455.99	123,664.94	121,786.25	514,242.24		
May-15					0.00		
Jun-15					0.00		
RSA 167:18-a Credit	-264,250.00						
<b>TOTALS (paid)</b>		<b>4,532,585.64</b>		<b>1,355,150.67</b>	<b>5,887,736.31</b>		
Totals (billed)	4,550,230.09		1,380,240.81		5,930,470.90		84.886
Grafton County Cap %			<u>total</u>	<u>county CAP</u>	<u>CAP Balance</u>		
			107,000,000.00	6,986,375.00	1,098,638.69		84.275
% of CAP expended to date				<b>84.27</b>			
		county budget amount		6,933,751.00			84.914

Yearly Comparison by Category:												
	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY11	FY12	FY13	FY14	FY15	
OAA	3,329.19	1,653.21	921.75	84.00	4,155.75	.00	0.00	121.47	0.00	7,797.95	0.00	
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	10,059.33	
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	166,393.61	77,681.86	
ANB	0	0	0	0	0	0	0	0	0	12,330.60	0.00	
DCYE	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	2,481.99	
	257,850.35	155,720.90	160,070.02	160,362.45	113,448.60	85,424.69	116,578.63	121,219.60	135,056.86	198,069.12	90,223.18	
<b>BREAKDOWN by Month</b>												
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY 15												
OAA	.00	.00	.00	.00	.00	.00	0.00	0.00	.00			TOTALS
APTD	.00	.00	1,735.60	.00	2,818.60	2,773.60	458.89	374.63	1,898.01			10,059.33
INC	.00	24,705.83	10,343.92	8,818.27	4,093.86	8,968.24	5,310.27	14,227.88	1,213.59			77,681.86
ANB	0	0	0	0	0	0	0	0	0			-
DCYE	1,649.46	86.51	55.91	100.85	310.91	29.03	87.96	53.67	107.69			2,481.99
TOTALS	1,649.46	24,705.83	12,135.43	8,919.12	7,223.37	11,770.87	5,857.12	14,656.18	3,219.29	-	-	90,223.18
<b>Statutory credits received by year</b>												
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	
% 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	
					HB 2 credits begin							

### Increase of 1% to HB2 Budget

	FY15 Obligation	County's % share	FY16 Projection	difference	FY 17 Projection	difference
		Obligation				
Belknap	\$5,705,546.00	5.31%	\$5,762,601	\$57,055	\$5,820,227	\$57,626
Carroll	\$4,653,599.00	4.33%	\$4,700,135	\$46,536	\$4,747,136	\$47,001
Cheshire	\$6,849,715.00	6.37%	\$6,918,212	\$68,497	\$6,987,394	\$69,182
Coos	\$5,957,502.00	5.54%	\$6,017,077	\$59,575	\$6,077,248	\$60,171
Grafton	\$6,986,375.00	6.50%	\$7,056,239	\$69,864	\$7,126,801	\$70,562
Hillsborough	\$31,687,144.00	29.48%	\$32,004,015	\$316,871	\$32,324,056	\$320,040
Merrimack	\$13,219,170.00	12.30%	\$13,351,362	\$132,192	\$13,484,875	\$133,514
Rockingham	\$17,151,669.00	15.96%	\$17,323,186	\$171,517	\$17,496,418	\$173,232
Strafford	\$10,139,142.00	9.43%	\$10,240,533	\$101,391	\$10,342,939	\$102,405
Sullivan	\$5,150,138.00	4.79%	\$5,201,639	\$51,501	\$5,253,656	\$52,016
	<b>\$107,500,000.00</b>	<b>100.00%</b>	<b>\$108,575,000</b>	<b>\$1,075,000</b>	<b>\$109,660,750</b>	<b>\$1,085,750</b>

### Increase of 1.5% to HB2 Budget

	FY15 Obligation	County's % share	FY16 Projection	difference	FY 17 Projection	difference
		Obligation				
Belknap	\$5,705,546.00	5.31%	\$5,791,129	\$85,583	\$5,877,996	\$86,867
Carroll	\$4,653,599.00	4.33%	\$4,723,403	\$69,804	\$4,794,254	\$70,851
Cheshire	\$6,849,715.00	6.37%	\$6,952,461	\$102,746	\$7,056,748	\$104,287
Coos	\$5,957,502.00	5.54%	\$6,046,865	\$89,363	\$6,137,568	\$90,703
Grafton	\$6,986,375.00	6.50%	\$7,091,171	\$104,796	\$7,197,538	\$106,368
Hillsborough	\$31,687,144.00	29.48%	\$32,162,451	\$475,307	\$32,644,888	\$482,437
Merrimack	\$13,219,170.00	12.30%	\$13,417,458	\$198,288	\$13,618,719	\$201,262
Rockingham	\$17,151,669.00	15.96%	\$17,408,944	\$257,275	\$17,670,078	\$261,134
Strafford	\$10,139,142.00	9.43%	\$10,291,229	\$152,087	\$10,445,598	\$154,368
Sullivan	\$5,150,138.00	4.79%	\$5,227,390	\$77,252	\$5,305,801	\$78,411
	<b>\$107,500,000.00</b>	<b>100.00%</b>	<b>\$109,112,500</b>	<b>\$1,612,500</b>	<b>\$110,749,188</b>	<b>\$1,636,688</b>

### Increase of 2.0% to HB2 Budget

	FY15 Obligation	County's % share	FY16 Projection	difference	FY 17 Projection	difference
		Obligation				
Belknap	\$5,705,546.00	5.31%	\$5,819,657	\$114,111	\$5,936,050	\$116,393
Carroll	\$4,653,599.00	4.33%	\$4,746,671	\$93,072	\$4,841,604	\$94,933
Cheshire	\$6,849,715.00	6.37%	\$6,986,709	\$136,994	\$7,126,443	\$139,734
Coos	\$5,957,502.00	5.54%	\$6,076,652	\$119,150	\$6,198,185	\$121,533
Grafton	\$6,986,375.00	6.50%	\$7,126,103	\$139,728	\$7,268,625	\$142,522
Hillsborough	\$31,687,144.00	29.48%	\$32,320,887	\$633,743	\$32,967,305	\$646,418
Merrimack	\$13,219,170.00	12.30%	\$13,483,553	\$264,383	\$13,753,224	\$269,671
Rockingham	\$17,151,669.00	15.96%	\$17,494,702	\$343,033	\$17,844,596	\$349,894
Strafford	\$10,139,142.00	9.43%	\$10,341,925	\$202,783	\$10,548,763	\$206,838
Sullivan	\$5,150,138.00	4.79%	\$5,253,141	\$103,003	\$5,358,204	\$105,063
	<b>\$107,500,000.00</b>	<b>100.00%</b>	<b>\$109,650,000</b>	<b>\$2,150,000</b>	<b>\$111,843,000</b>	<b>\$2,193,000</b>