

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 16<sup>th</sup> 2015

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

OTHERS PRESENT: COA Dave Falkenham, Supt. Oakes, ITM Ruggles, HSA Bishop

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

COA Falkenham arrived to further discuss his resignation with the Commissioners. He stated that he has accepted a job at Paul Smiths College as their Forest Manager. He stated that he has some suggested updates to be made the Woodland and Management Plan/Timber Harvest schedule he handed these out to the Commissioners and stated that he can still be reached with any questions during the transition. They also discussed the logging operation that had recently been bid out. COA Falkenham stated that project should continue and recommended hiring a consultant to oversee the operation. He will discuss further with ED Libby. The Commissioners wished him the best of luck.

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

The Commissioners and HSA Bishop had a discussion regarding the State/County Finance meeting. HSA Bishop stated that she thinks that Commissioner Toumpas was stating that he has 250 providers for the choices for independence program. In order for Health and Human Services to serve that population needs the capacity of those 250 organizations but doesn't feel he wants to have 250 organizations providing the service. She stated that she believes he wants the counties to take over because if they get rid of the administration for 250 agencies it is going to cost a lot less money. They are trying to get them to look at different ways to handle the capacity of this population and it sounds like they want the counties to be a part of it. The Commissioners and HSA Bishop went on to further discuss details from the meeting.

Supt. Oakes arrived and gave the following report:

**May 19 – June 15, 2015**

**COMPLEX**

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

**Parking Lot** - NH employee parking lot LED light nearest DOC is out...*replaced LED and driver*

**Water Tank** - Tank level transducer shorted from lightning strike...*replaced transducer*

### COURTHOUSE

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

**HVAC** - Heat pump 1 noisy...*replaced shaft coupling*

**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.  
*Replaced regulator and tuned dryers*

**Dishwasher** – Experienced several issues:

1. Following thunderstorm, dishwasher will power up but pump motor will not start...*replaced pump 3-pole contactor*
2. Booster Temperature and Pressure Relief Valve and Pressure Regulator valve leaking...*replaced both*
3. Booster 3-pole contactor has burned connections...*replaced contactor*

**HVAC** – Maple dining room Unit Ventilator experienced local set point failure...thermostat reading 14 degrees. *Replaced thermostat*

**HVAC** – Activities Dept's heating/cooling unit experienced various problems:

1. Air Conditioning Condenser Unit (ACCU) 6 fan cycle control failed...*replaced fan cycle controller*
2. Return damper stuck...Freed up shaft and tightened damper actuator motor...motor very weak and needs replacement. *Replaced damper.*
3. Hot water valve stuck open...*replaced Belimo zone valve*

**HVAC** – Kitchen Storeroom ductless split AC System evaporator coils frozen up...*contractor wired evaporator fan to run 24/7 to prevent reoccurrence*

**HVAC** – Heat Recovery Unit 4 covering South end of 69 Building not cooling properly...*ordered contactor for 1<sup>st</sup> stage of condensing unit*

**HVAC** – Heat Recovery Unit 2 covering kitchen wing of 03 Building has bad high-pressure control...*ordered parts*

**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 by Friday, June 19th. We plan to move residents onto the unit Wednesday, June 24<sup>th</sup>.

### **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

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 Polyurethane – 95% complete. All millwork at and around nurse station still not done

Specialties (Toilet, bath and laundry accessories) – In work

Counter Tops – Maple complete other than small bathroom cabinet

Basic Mechanical – Maple 95% complete...still need to finish plumb kitchenette sink, heating and chilling food wells

Fire Suppression – Maple 100% complete...added one new head in chase near front stairwell and raise one head by double doors to lobby

Plumbing – Maple main bathroom toilets are installed. Sinks, tub and shower in this same area are in work. We've installed 30% of the toilets in the resident bathrooms and plan to finish by 5/17.

HVAC – Maple 95% complete...awaiting installation of bathroom fin-tube radiation

Electrical – Maple lights, nurse call, fire alarm 99% complete

### **Issues:**

CPI, the resinous flooring people continue to perform poor quality work. We've had them back on site four times to address quality issues and still need them back one more time.

## ADMINISTRATIVE BUILDING

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

**HVAC** – ACCU 5 experienced two problems

1. Cracked fan blade...*replaced fan blade*
2. Crankcase heater bad...*replaced heater*

**HVAC** – AC3 Fan cycling switch bad...*replaced switch*

**Underground Fuel Storage Tank Monitoring Station** - System riddled with error messages following lightning strike... *a contractor reprogrammed the unit and we replaced the interstitial leak sensor*

**Door Control** – Lightening damage

1. Circuit card in power control panel burned out from lightening event...*replaced circuit board*
2. IEI magnetic door lock keypad burned out from lightening event...*replaced keypad*

**Emergency Egress Lights** – Two lights in stairwells are sensitive to electronic interference and stay on when they shouldn't. *CFW Electric replaced under warranty*

**Panic Alarm** – Added point in room 123

## 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...*replaced sensor*

**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...*scheduled to replace it 6/18/15*

**HVAC** – Heat pump HP-B15 is low on Freon...*Trane will service on 6/18/15*

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

**Freon Alarm Systems** – All Freon alarm systems in mechanical rooms are overdue calibration...*CTI scheduled to complete 6/17/15*

**Fire Suppression System** – Contractor performed 6-month test of the FIKE clean chemical fire suppression systems in the main electronic security room and main electrical rooms...checked good

**Kitchen** – Upper RH and LH convection oven fans failed...*replaced fans*

**Kitchen** – Walk-in cooler will not go below 40 degrees...North Country Mechanical found non-repairable hole in evaporator coil...*part ordered*

**Kitchen** - Hose reel ends frayed and coming apart. Integral unit needs replacement...*replacement backordered*

**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...*replaced monitor*

**In-Ground Grease Trap** – Contractor performed 3-month pumping of trap

## **BIOMASS PLANT**

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

**Feed System** – Metering bin auger closest to boiler has bent screw... Heated up and bent back in place. Also Repiped fire suppression line for metering bin to ease access next time

## **Farm**

### **Equipment Repairs**

1. Donnie requested bracket be mounted in cab of newest JD farm tractor for chopper controls... Fabricated and installed
2. High dump wagon stabilizer piston broke. New one received didn't fit existing brackets... Relocated brackets and installed new piston
3. Fertilizer truck had broken auger...welded back together

## **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

ITM Ruggles arrived to review proposals for the replacement of three (3) Enterasys network switches that were damaged by a lightning storm on May 27<sup>th</sup>. He gave the Commissioners the following quotes:

Carousel Industries - \$7,767.52

Global - \$12,900.00

GovConnection - \$11,565.00

SHI - \$11,298.00

Southern Computer Warehouse - \$11,558.25

ITM Ruggles stated that he recommends the Commissioners accept Carousel Industries quote of \$7,767.52.

Commissioner Lauer moved to accept Carousel Industries quote of \$7,676.52.

Commissioner Richards seconded the motion.

#### Discussion:

Commissioner Lauer stated that the price is significantly lower and asked if the product was equivalent to the other quotes. ITM stated that it is equivalent. He explained that the county has been a good customer to Carousel and in return they treat the county well.

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

The Commissioners signed check registers 668; 1196-1198.

ED Libby submitted a drawdown request in the amount of \$286,435 for the Gile Hill CDBG for Commissioner Cryans to sign.

ED Libby stated that they received the Proshare money amounts yesterday. The county will be retaining \$1,693,072.50. ED Libby stated that she will be recommending putting \$250,000 in the Nursing Home Capital Reserve not knowing what will happen with the future Proshare money. She stated that they will be receiving the funds Thursday morning.

ED Libby reviewed a list of Appropriation Transfers as of the end of May. She explained that there was a large transfer to the Alternative Sentencing staff line due to Bob Gasser staying on from July through September at the hours he was being paid for before they were decreased down to twelve (12).

ED Libby explained that there were large transfers in the nursing home. The RN line is over expended quite a bit and will be again in June due to the fact that they have hired more RN's than LPN's.

Commissioner Lauer moved to approve the appropriation transfers totaling \$148,575. Commissioner Richards seconded the motion.

**Discussion:**

Commissioner Richards asked what the \$15,000 transfer for Med A is. ED Libby explained that they have had more Med A than Med B residents so that line is over expended.

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

ED Libby read a letter from Tina Gilson that stated she was a Reiki therapist and is looking to offer services to the DoC for the inmates as well as nursing home. She stated that she forwarded to Supt. Elliott and NHA Labore. NHA Labore responded and stated he has several employees two (2) who are completing their master level and they are providing Reiki services to the residents. Supt. Elliott stated that he will get back to her.

The Commissioners opened bids on the sale of two (2) Crown Victoria Cruisers. The bids were as follows:

Corey Fitch

2010 VIN# 2FABP7BV4AX131883 - \$1,850.00

Bay Ridge Motors

2010 VIN# 2FABP7BV4AX131883 - \$789.00

2011 VIN# 2FABP7BV7BX143513 - \$1,389.00

Yousef Dabbagh

2010 VIN# 2FABP7BV4AX131883 - \$568.00

2011 VIN# 2FABP7BV7BX143513 - \$768.00

Commissioner Richards moved to accept Corey Fitch's high bid for the 2010 Crown Victoria VIN# 2FABP7BV4AX131883 of \$1,850.00. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards moved to accept Bay Ridge's high bid for the 2011 Crown Victoria VIN# 2FABP7BV7BX143513 of \$1,389.00. Commissioner Lauer seconded the motion and all were in favor.

ED Libby and the Commissioners discussed the Commissioners proposed budget and the tax impacts on the towns with the budget as proposed and if they add the \$186,000 to HSA Bishop's budget with no other changes.

Commissioner Cryans addressed Mr. Fillion and his letter regarding a \$500,000 donation to be used for a museum, gallery and library in the town of Haverhill. He stated that he spent a lot of time going over the letter and thanked him for his generous offer but stated that he does not see how it ties into their role as county government. He stated that the armory is so far off the county complex and does not mesh well with the operation here at the complex. Commissioner Cryans stated that he cannot see the Board of Commissioners accepting a generous offer that they cannot do anything with. Commissioner Richards stated that she does not see that in their purview.

R. Fillion stated that he does not see how it could be inconsistent with county operations except that it is not traditional.

Commissioner Cryans stated that he does not see how a museum, library or gallery, mesh well with their responsibilities and regretfully they cannot accept the \$500,000 donation.

Commissioner Cryans asked if everyone had a chance to read the minutes from the June 9<sup>th</sup> meeting. Commissioner Richards had a couple edits.

Commissioner Richards moved to approve the minutes as amended. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards asked about the payroll position. ED Libby stated that she had an internal interview that is still in the running but they have posted it externally and has one interview set up and have received four (4) other applications.

Commissioner Lauer stated that she attended the Volunteer Luncheon at the nursing home and it was a very nice event. Commissioner Cryans stated that Carolyn Fitzgerald was recognized for thirty – four (34) years of volunteer service to the nursing home.

10:33 with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk