

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
June 19, 2018

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

OTHERS PRESENT: Human Services Administrator Nancy Bishop, Maintenance Superintendent Jim Oakes, Grant Administrator Pat Garvin and GRDC Executive Director Anne Duncan Cooley.

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

Human Services Administrator Bishop arrived and gave the attached report:

Commissioner Lauer asked if everyone had a chance to read the minutes from the June 12<sup>th</sup> meeting. Commissioner Lauer and Commissioner Piper had edits.

**MOTION:** Commissioner Piper moved to approve the minutes as amended. Commissioner Ahern seconded the motion and all were in favor.

The Commissioners signed check registers 1199 & 1200.

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.
- Continue to move slowly due numerous underground utilities and obstructions
- 75% of pipe is laid to date
- Approximately 2 more weeks to finish

**HVAC** – North Country Mechanical (NCM) completed the DOC, so all buildings are now finished throughout the complex. NCM is in the process of repairing items where my department lacks expertise. See individual buildings for details.

**Picnic Tables** – Repaired numerous tables and benches by replacing rotted boards and freshly stained all items.

COURTHOUSE

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

**HVAC** – AC unit 1, Circuit 1 has Freon leak. No pressure in system. *Found & repaired loose fitting. Purged circuit, leak check with nitrogen and serviced refrigerant*

**HVAC** – Boiler pumps 1 and 2 leaking at shaft seals...*installed shaft seal kits and volute gaskets to fix leaks*

NURSING HOME

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

**Windows** – Replaced a few fogged sashes throughout facility

**HVAC** – Kitchen walk-in cooler condensing unit has bad pressure switch... *NCM replaced switch*

**HVAC** – Purchasing storeroom AC evaporator unit fan has noisy bearings... *replaced fan motor*

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

**HVAC** – Air handler HRU 4 has a bad supply fan bearing...*replaced bearing*

**HVAC** – ACCU 1 stage has sticking solenoid that won't allow circuit to disengage when satisfied. *NCM has rebuild kit and is scheduled to be on site 6/20/18 to repair unit*

**HVAC** – Humidity sensors on Heat Recovery Units (HRU) 2 and 4 aren't working...*replaced sensors*

**Refrigeration** – Right hand (#3) condensing unit for walk-in cooler needs new high pressure switch...*replaced pressure switch*

**Laundry** – Mop washer pump failed...*canned one from scrap washer at DOC and installed to fix*

**Laundry** – Dryer 2 spark module failed...*replaced module*

**Water** – 1969 Building water Pressure Reducing Valve (PRV) failed...*Installed rebuild kit to fix*

**Domestic Hot Water (DHW)** – Pressure relief valve on DHW tank leaking...*replaced valve*

**Sprinkler System** - Dry system has rust hole at 6 o'clock on 4" manifold just north of HRU 3. *Temp patched with rubber and clamps. Awaiting repair by Hampshire Fire on 7/11/18*

**Sprinkler System** - Dry system has rust hole at 6 o'clock on 4" manifold just in front of exterior double doors in purchasing storeroom. *Temp patched with rubber and clamps. Awaiting repair by Hampshire Fire on 7/11/18*

**Defibrillator** – AED at receptionist desk area failed monthly inspection...would not power up. *Replaced batteries and paddles but that didn't correct problem. Sent unit back to manufacturer for troubleshooting and put loaner unit in its place*

**Door Control** – Right hand exit door will not open...*sliced wires that mice had chewed through.*

### **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

**Exterior steps** – All exterior steps and landings have various amounts of concrete spalling caused from rock salt infiltration. *Jack-hammered out bad sections of concrete and repaired surfaces. Still need to paint surfaces with special industrial finishes to mitigate future degradation.*

**Windows** – Replaced a few fogged sashes on porch off commissioners conference room

**Roof** – Several slates broke and fell from roof...*replaced broken / missing slates*

**HVAC** – Chiller unit has two bad actuators that operate condenser fan dampers...*replaced dampers. Middle RH condenser fan bearings squealing... replaced fan motor*

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

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

**HVAC** – Pump 1 leaking at shaft seal...*broke love-joy coupling during disassembly...replaced love-joy coupling and installed shaft seal kit and volute gasket to stop leak*

### **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-G1 refrigerant low. *NCM leak checked but didn't find leak. Serviced refrigerant to full level*

**HVAC** – Fan motor died in heat pump HP-B2...*ordered new motor*

**Kitchen** - Vacuum sealer power switch broken... *Installed switch*

**Kitchen** – Upper left convection oven has bad spark module...*ordered part*

### MAINT/FARM BUILDING

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

### FARM

**Dairy Barn** – In process of replacing numerous clapboards on West elevation and fixing broken windows

**Dairy Barn** – Bulk tank washer leaking...*replaced mono-block*

**Dairy barn** - Water leaking from water line that feeds water bowls in main cow barn. *Replaced two sections of pipe*

**Greenhouse** - UNH Extension requested we install an additional fan to improve CFM and also requested ability to stage fans based on temperature. *Moved existing fan over and installed secondary fan. Installed new controls to facilitate staging of fans.*

### BIOMASS PLANT

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

**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. Installed new gearbox. And put plant back on line*

**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 but that didn't fix problem. Called Controls Technology Incorporated and their tech had to program the sensitivity of the control point for this one point.

**ALTERNATIVE SENTENCING BUILDING**

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

**Plumbing** – Replaced bad frost-free hose bib

**VEHICLES & EQUIPMENT**

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

CA Libby submitted the CDBG Agreement for the NH Alliance of Regional Development Corporations for Commissioner Lauer and Commissioner Piper to sign.

MOU – UNH Cooperative Extension – Commissioner Ahern had two (2) suggestions. CA Libby stated that she will send those suggestions back to UNH to consider and fix.

May Financial Reports:

CA Libby stated the Nursing Home looks much better. They are only behind \$9,400 at the end of May. The Medicare population has increased and has helped that number.

She stated that she has no information from the state on the proshare payments or the monies that Commissioner Meyers is coming to talk about with the Delegation next week.

CA Libby noted that the Prorated Report show that the county is under budget. She does believe the Nursing Home will show overall over expended by the end of the fiscal year but there is money elsewhere in the budget to transfer and cover those expenses.

CA Libby submitted a list of Appropriation Transfers totaling \$266,488.00 and reviewed them with the Commissioners.

**MOTION:** Commissioner Ahern moved to approve the appropriation transfers in the amount of \$266,488.00. Commissioner Piper seconded the motion and all were in favor.

Pat Garvin and Anne Duncan Cooley arrived for a mid-grant public hearing.

**10:06AM Commissioner Lauer opened the Mid Grant Public Hearing**

There was no public in attendance besides Anne Duncan Cooley from GRDC.

Pat Garvin stated that this public hearing is to report on the results of CDBG grant #16-405CDCA. This grant provided funds to the members of the NH Alliance of Regional Development Corporations to provide technical assistance to businesses. In exchange for up to \$19,000 to each RDC, they had to provide evidence that they had provided \$19,000 worth of staff time providing business technical assistance to businesses in each of their regions. They also had to provide documentation that at least one job was created and filled by a low-to-moderate income person by a business receiving that technical assistance.

To date all the necessary documentation for 5 jobs created, all filled by LMI persons has been received. P. Garvin stated that she is waiting for income documentation for an additional 3 jobs, along with information from the RDCs that have not reported yet.

Therefore, a final report of the total jobs and LMI benefit will be provided to the Commissioners shortly after the June 30<sup>th</sup> end date of this grant, as RDCs have until then to document their reimbursable costs and final beneficiary counts. P. Garvin is confident that the required aggregate number of 10 jobs or more will be documented by the grant end date.

Anne Duncan Cooley, CEO for Grafton Regional Development Corporation, explained to the Commissioners what GRDC does with this money. She stated that as a group they have to document ten (10) jobs but they also help businesses with their loan availability. She stated that they have seen many businesses owners transition to the next generation to run these businesses as they retire and they have been helping with that transition to the new ownership. A quick count of all the jobs that were created this year added up to roughly sixty six (66) full time positions and 150 part time jobs. This is just through the type of work they do through this grant.

Commissioner Ahern asked how many people lost jobs during this time period where they hired 10-15 people. P. Garvin stated that the only way they would know that is if they were to look at the unemployment statistics which are usually behind. Commissioner Ahern stated that if they lose 120 jobs and are using \$190,000 to create 10-15 jobs he is not sure if that is making the best use of that money and helping these businesses. He stated that it sounds like when they are discussing the technical assistance they are talking about the rules and regulations that over burden employers to the point where they cannot expand. He stated that our government is hurting their ability to do business anywhere. There are many constituents that are having a hard time making it. Commissioner Lauer stated that people losing their jobs is not a good thing but without these programs there would be ten (10) less people employed. P. Garvin stated that one of the reasons she asked A. Duncan Cooley to come is to explain that they are only documenting ten (10) new positions but they are working with many businesses and are creating jobs on a much larger scale. P. Garvin and A. Duncan Cooley answered more questions from the Commissioners.

P. Garvin stated that CDFA gets funding on an annual basis, the current grant ends June 30<sup>th</sup> and the grant that the Commissioners already approved will start July 1<sup>st</sup>. For July 1<sup>st</sup> of next year they would like an application in no later than December 31<sup>st</sup>. She stated that the Alliance needs to know if the Commissioners would continue to support the application.

Commissioner Lauer and Commissioner Piper expressed initial support.

Commissioner Ahern stated that he would like to see Pat Garvin and Anne Duncan Cooley on a more regular basis at Commissioner Meetings. He also asked for unemployment statistics in Grafton County.

**MOTION:** Commissioner Piper moved to support the grant application for next year's NH Alliance of Regional Development Corporations CDBG. Commissioner Ahern seconded the motion. The Commissioners voted on the motion. Commissioners Lauer and Piper were in favor. Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

**10:29 AM Commissioner Lauer closed public hearing.**

### **On Demand – Interview via Phone**

The Commissioners had an interview with Producer Anthony Davis from On Demand TV via telephone. A. Davis stated that he is working on a story on places to live, work and raise a family and Grafton County came up as a candidate and they are looking to see if Grafton County is a good fit for this show. He asked the Commissioners to discuss Grafton County and what makes it different from other New Hampshire counties as a place to live, work and raise a family.

Each of the Commissioners spoke about their respective districts and the different things they have to offer. A. Davis then explained how their TV series works. He stated they look to capture five (5) hours of footage on location and from that they create three (3) separate pieces. The first is a three (3) – five (5) minute short form documentary to play on public television nationwide. He stated that public television is a noncommercial network and what they do is fill the gap in-between shows with these educational contents. They bridge the gap between peak and primetime television. The documentary will run for one (1) full year in front of 60 million households and business owners. They then produce two (2) more educational slots as a thank you for providing quality educational content for their series that are a one (1) minute slots. He stated that there are some costs associated with this filming if Grafton County were to be selected. There are costs for production and distribution when you deal with high end production and major cable news networks. There is a cost of \$23,500 if they were to work together and an additional \$3,500 if they shoot on location to cover their camera man's travel and filming for the day. He stated that their goal is to keep the cost at \$23,500 and that is only if they adhere to their timeframe. He stated that timing is critical in television. If Grafton County were to be selected they would look to complete the project in 90-120 days from the day they schedule a featured guest. This includes scripts, scheduling, videotaping and production within that timeframe. He stated that based on what he is hearing it is an interesting story and sounds like Grafton County has a lot to offer that other people across the country may not know about. He asked if the Commissioners feel that this is an opportunity that they would want Grafton County to be a part of. Commissioner Piper stated that she believes so and as he can see they all choose to live here for various reasons. In terms of costs they may be able to seek people who will be willing to underwrite this project. They will also need to speak to their County Delegation regarding the

costs associated with this. Commissioner Lauer stated that the Delegation approves the final budget and they meet on Monday so they will be able to discuss this with them. A. Davis stated that ultimately he will need to discuss this story with his team to decide if Grafton County is a good fit. He stated that if the Commissioners have any more information that they can send to him that would be helpful.

The Commissioners and A. Davis stated they will talk again via phone again next Tuesday at 10:00am.

Commissioner Issues:

Commissioner Ahern stated that he called Governor Sununu's office yesterday and left a message reminding him of the Farm and Forestry Day. He also gave his update on PBTV.

Commissioner Piper attended the Hanover Select board meeting last night to present the budget.

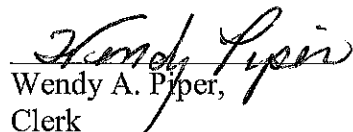
Commissioner Piper asked if they could have a follow-up conversation regarding the disbursement of the county funds for Twin Pines. Commissioner Lauer tried to contact the individual at Twin Pines to discuss the funding issue. She has been unable to get a hold of anyone. As of right now she is willing to do the 4<sup>th</sup> quarter funding. They have not helped Grafton County residents for the first ¾ of the year. Both Commissioner Lauer and Commissioner Ahern were in agreement to give 4<sup>th</sup> quarter funding only. Commissioner Piper thanked Commissioner Lauer for trying to reach out to them.

Commissioner Piper noted concerns regarding the appearance of the Veterans Garden outside of the Alternative Sentencing Building. She stated that she will also be attending the public hearing on the TIF district tomorrow.

Commissioner Lauer stated that Farm and Forestry Day is Saturday the 23<sup>rd</sup> from 10:00-2:00 with the Legislative Breakfast beginning at 8am.

11:35 AM 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
- CAP report
- Recoveries

### 2.) Legislation:

- Expect meeting with DHHS this summer regarding PACE (Programs of All-Inclusive Care for the Elderly)

### 3.) Other:

- "Keeping PACE with the Changing Landscape of LTSS Payment Models"  
June 21<sup>st</sup> at UNH Law School, Concord 9am – 3pm
- "Simply Well" 2-day wellness workshop on June 28 & 29 9 am – 4:30 pm
- "CRASE training" through NC RCC July 16 at AVH, Berlin 10 – 11:30 am

# Grant Total by Town

From: 07 / 2017 To: 05 / 2018

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases
ALEXANDRIA	46,595.55	4	19,730.32	5	66,325.87	9
ASHLAND	175,813.53	11	22,841.39	13	198,654.92	24
BATH	122,949.29	5	0.00	0	122,949.29	5
BENTON	24,735.52	3	0.00	0	24,735.52	3
BETHLEHEM	147,379.11	12	32,786.94	7	180,166.05	19
BRIDGEWATER	33,478.48	3	9,277.92	2	42,756.40	5
BRISTOL	136,464.96	10	86,684.94	15	223,149.90	25
CAMPTON	78,261.69	9	105,544.65	17	183,806.34	26
CANAAN	90,550.64	7	40,907.95	7	131,458.59	14
DORCHESTER	21,969.72	1	18,127.02	4	40,096.74	5
ENFIELD	125,029.05	11	80,780.97	11	205,810.02	22
FRANCONIA	29,265.97	4	6,546.68	2	35,812.65	6
GRAFTON	111,674.04	9	40,528.44	8	152,202.48	17
GROTON	26,334.88	2	0.00	0	26,334.88	2
HANOVER	190,152.29	12	26,449.94	8	216,602.23	20
HAVERHILL	820,429.98	49	155,506.84	29	975,936.82	78
HEBRON	8,551.37	1	495.18	1	9,046.55	2
HOLDERNESS	54,750.66	4	1,294.55	2	56,045.21	6
LANDAFF	40,558.52	2	17,602.24	2	58,160.76	4
LEBANON	696,648.46	59	308,076.03	42	1,004,724.49	101
LINCOLN	163,594.10	11	23,997.34	4	187,591.44	15
LISBON	315,952.77	19	121,383.70	15	437,336.47	34
LITTLETON	663,809.14	45	219,395.65	38	883,204.79	83
LYMAN	15,304.87	2	481.08	1	15,785.95	3
LYME	59,581.50	5	7,583.19	4	67,164.69	9
MONROE	62,486.66	3	14,290.96	1	76,777.62	4
ORANGE	0.00	0	9,526.08	1	9,526.08	1
ORFORD	36,744.64	3	32,115.28	5	68,859.92	8
PIERMONT	69,017.51	6	170.62	2	69,188.13	8
PLYMOUTH	151,943.27	9	78,961.16	10	230,904.43	19
RUMNEY	39,775.28	5	6,023.80	3	45,799.08	8
SUGAR HILL	1,108.73	1	14,405.75	1	15,514.48	2
THORNTON	38,058.30	4	40,031.45	6	78,089.75	10
WARREN	76,609.33	7	40,159.19	6	116,768.52	13
WATERVILLE	27,393.07	1	10,702.50	1	38,095.57	2
WENTWORTH	42,511.69	9	6,501.40	7	49,013.09	16
WOODSTOCK	218,332.53	10	21,961.13	5	240,293.66	15
XXXXX	-250,080.00	1	0.00	0	-250,080.00	1
Grand Total Count:	38 4,713,737.10	359	1,620,872.28	285	6,334,609.38	644

## 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	422,669.77	157,068.80	579,738.57		592,372.00	12,633.43
May	472,352.70	137,080.57	609,433.27		592,372.00	(17,061.27)
Jun			-			-
<b>TOTALS</b>	<b>4,823,182.28</b>	<b>1,620,783.68</b>	<b>6,443,965.96</b>		<b>6,266,012.00</b>	<b>(177,953.96)</b>

