

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

July 22nd 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

OTHERS PRESENT: Supt. Oakes, Steve Whitcomb, HSA Bishop, Atty. Saffo, Asst. County Attorney Tara Heater, ITM Brent Ruggles.

Commissioner Cryans called the meeting to order 9:10AM and began with the Pledge of Allegiance.

Assistant County Attorney Tara Heater was sworn in by County Attorney Lara Saffo. The Commissioners signed the necessary paperwork for Assistant County Attorney Heater.

Supt. Oakes arrived with Steve Whitcomb of the Maintenance Department. Commissioner Cryans presented a commendation and a check in the amount of \$200.00 to S. Whitcomb for his innovative idea to repair the actuators on beds in the nursing home which has saved the county \$1,200 and will continue to save money in the future until all the beds are eventually replaced.

Supt. Oakes gave the following report:

Jun 17 – Jul 21, 2014

Complex

Biomass District Heating System Project

Open Issues

- ❑ Latest biomass savings (see attachment)
- ❑ Resolve As-built Drawings discrepancies
- ❑ Unresolved engineering problems related to start up
 - ❑ Bypass controls...submitted change order proposal to mechanical engineer for approval. On 5/27 engineer verbally approved proposal. I am now in the process of trying to secure funding from engineer's insurer to pay for this change as well as get reimbursement for to two other change orders we paid for that engineer said he would reimburse us for. *Still working with our lawyer to get reimbursement*
 - ❑ Expansion issues...performed cold start for engineer on 5/27 to verify whether differential pressure equipment, introduced into the project as a change order, would allow system to run at 30 psi without blowing off pressure relief valves in nursing home and Admin Bldg boiler rooms. Highest system pressure recorded during test

was 28 psi. However, in the past system pressure often took more than 24-hours stabilize. This test was conducted just for several hours. Due to the short duration of the test the results were inconclusive whether the issue was fully resolved or not. *Will redo test early next winter when we have a larger thermal load and 24 staff coverage*

Hydrants – Completed 6-month flush of hydrants

Catch Basins – Completed annual cleaning of catch basin sumps and flushed sewage line between nursing home grease trap and main sewage pump station

Fire Alarm Work (capital outlay project) – Installed several new pull stations, a strobe, sprinkler tamper switch in nursing home and Admin Building

Courthouse

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

Windows – Several panes fogged and one large one found cracked...*replaced several smaller windows throughout and one large pane in hearing room 2*

Elevator - Car door clutch bent out of roller pickup alignment...*ordered part*

Nursing home

Preventative Maintenance (PM) – Performed various PM tasks throughout

Emergency Egress Light Project – CFW Electric installed egress lights in all the stairwells

Emergency Egress Light Recall – 28 fixtures installed last year have recalls on their circuit boards...*we inspected all and ordered replacement circuit boards*

Generator - MDP-EG transfer switch did not automatically transfer during power outage. *ASCO tech found the phase rotation not set up correctly at MDP-EQ breaker on generator, thus reason why transfer switch did not work. Corrected phase rotation at back of transfer switch since there was more room to swap cables around. I've been corresponding with Giguere Electric about this since they were the last ones to work on the generator.*

Beds - 30 new beds for nursing home arrived 7/21

Dryer Booster Fan Project – Waive bid request

Safety – Tasco Security installed and programmed two new panic alarms in the finance offices

Kitchen – Dishwasher conveyor motor shaft seal leaking...*replaced conveyor shaft seal*

Kitchen – Dishwasher water temperature booster not heating rinse temperature to 180 degrees...*replaced thermostat*

Kitchen - Mixing valve line for dishwasher leaking...*replaced mixing valve and corroded piping*

Plumbing – Cast iron sewage drainpipe rotted out in chase...*temp fixed with fiberglass repair kit until we get longer access during upcoming project*

Domestic Hot Water – Inadvertently broke shaft on small mixing valve thermostatic group...*replaced thermostatic group*

Hydronics – Pump 2 shaft seal leaking...*rebuilt pump with shaft seal kit and body gasket*

HVAC – Heat Recovery Unit (HRU) 4 supply fan bearing was bad...*replaced bearing*

HVAC – HRU 2 had bad outdoor air temp/humidity sensor...*replaced sensor*

HVAC – Air Conditioning Condensing Unit (ACCU) 1 had a bad crankcase heater...*replaced heater*

HVAC – Ductless split AC unit in laundry washroom had bad capacitor on condensing unit...*replaced capacitor*

Energy Conservation - Staff keep leaving lights on in housekeeping closet near ramp area of 69 building...*installed occupancy sensor*

Grease Trap – Sump loaded with sand and causing grease-laden water to flow over Tee into sewer lines. Calkins Excavating pumped trap down and removed sand. Found plugs eroded and source where sand was coming into sump. *Pumped tank down and installed new mechanical plugs*

Administrative Building

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

Sprinkler System – Three heads in Deeds Archive space are too close to new suspended ceiling...*Hampshire Fire Protection tech rotated sprinkler main and installed three new style heads*

HVAC - Belimo valve B338 leaking from stem, between HRU's 1 and 2...*replaced valve*

HVAC – ACCU 1 and 5 had bad fan cycling switches...*replaced switches*

HVAC – ACCU 1 compressor contactor contacts worn...*replaced contactor*

Dept of Corrections

Sprinkler System - Sprinkler electric shutoff point 140 thru 143 wiring not correctly supervised. Discovered installed actuators are missing relays to work properly. SMRT approved submittal to add relays and contacts. *Hampshire Fire & Interstate Electric scheduled to complete on 7/28 (warranty)*

HVAC - Multistack WHP-F1 has many faults over a long period of time and maintenance has a list of alarms going back months. *Trane tech rebuilt reversing valve and adjusted head pressure controls. Unit still experiencing low-pressure faults. Suspect head pressure controls need more adjustment of controls may be cause. Contacted contractors to further troubleshoot (warranty)*

HVAC – Heat pump WHP-H2 circuit A tripping on Thermal faults regularly...*Trane tech ordered a power module (warranty)*

HVAC – Heat pump WHP-D1 circuit A tripping daily on Low Pressure fault... *Trane tech replaced low-pressure transducer (warranty)*

HVAC – Heat pump WHP-C1 circuit A tripping regularly on High Pressure Sensor fault...*Trane tech replaced high pressure transducer (warranty)*

HVAC – When Heat pump J1 is in cool mode, electric heater is staying on...*CTI reprogrammed (warranty)*

HVAC – Make Up Air unit freeze stat status does not acknowledge a reset...*CTI programmed reset (warranty)*

HVAC – Building Automation Control computer erroneously shows unit heaters UH-B2, UH-C1, & UH-F1 room description...*CTI reprogrammed (warranty)*

HVAC – Air handler ERU-D1 has bad supply fan bearings...*ordered parts*

HVAC - Coil pump for air handler AHU-G1 only runs in hand. Seems to have lost its auto programming when tripped during lightening storm...*CTI to reprogram next time on site*

Electrical – Five emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. *Interstate Electric troubleshooting further on 7/28 (warranty)*

Biomass Plant

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

HVAC – Biomass return temperature sensor bad in DOC sallyport... *CTI tech replaced (warranty)*

Hydronics - Pump in alarm for VFD message that said NST...*Called Schneider Electric and found out NST is code for No Command to Run. Called CTI and they reprogrammed VFD*

Farm

Potato Digger - Conveyor gear teeth completely broken off and worn out...*replacement part unavailable due to age*

Dairy Barn - Farm help damaged SE door by hitting frame with tractor and knocking the frame and wall section off sill plate... *Jacked back up and pushed back into place and secured beams with steel plates*

Maint/Farm Building

Preventative Maintenance (PM) – Performed various PM tasks throughout

Overhead Doors - All three overhead doors have been damaged from previous backing accidents...*Contractor replaced all three sections*

Drug Court Building

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC - Water leaking from condensate pan under furnace closest to the door... *Found condensate line plugged. Cut line to clear and then patched back together. Cleared other unit's condensate line at same time as preventative measure*

Vehicles & Equipment

Preventative Maintenance (PM) – Performed various PM tasks

Other

Supt. Oakes requested a bid waiver for the installation of the dryer booster fan which was approved in the FY15 budget. He recommended going through Daniels Equipment and their quote of \$14,500. He explained that they are a well-known company in the area. They have

worked on the laundry equipment before and he would feel most comfortable going through them.

Commissioner Richards moved to waive the bid on the installation of the dryer booster fan and award Daniels Equipment and their quote of \$14,500.

Commissioner Cryans then opened RFP's for the Construction Manager for the nursing home renovation project and they were received from the following companies:

Estes & Gallup

CM fee: 2.5%

Preconstruction fee: \$5,500

Change order fee: 4% for change orders over \$25,000 and 0% ones less than \$25,000

General conditions: Not stated

Allied Cook Construction

CM fee: 5%

Preconstruction fee: \$0

Change order fee: 8%

General conditions: \$113,673

PM Construction Co.

CM fee: 5%

Preconstruction fee: \$5,000

Change order fee: 10%

General Conditions: Not stated

MacMillin

CM fee: 3.5%

Preconstruction fee: \$6,000

Change order fee: Not stated

General Conditions: \$96,805

Supt. Oakes stated that he will review the proposals with Jules Chatot from Banwell Architects and have a presentation/recommendation for the Commissioners next week.

Commissioner Cryans asked if everyone had a chance to read the minutes from the July 8th meeting. Commissioner Lauer moved to approve the minutes. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers.

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

HSA Bishop discussed the final recoveries report for FY14 and stated that this is highest they have ever had.

ED Clough submitted the Executive Director Job description to be signed by Commissioner Cryans.

Commissioner Cryans signed the FY2015 MS 46 for the Department of Revenue Administration.

ITM Ruggles arrived to discuss the renewal on their antivirus malware software. He explained that he received three (3) quotes. GovConnection submitted a quote of \$30.00 per computer. Global submitted a quote of \$30.86 per computer and Shi submitted a quote of \$26.00 a computer.

ITM Ruggles stated that Shi came in at the lowest price of \$26 per seat for a three (3) year contract which will total \$6,500 and he recommends awarding the contract to them.

ITM Ruggles answered various questions from the Commissioners regarding the antivirus software.

Commissioner Lauer moved to accept the quote for the antivirus malware software renewal from Shi with their amount of \$6,500. Commissioner Richards seconded the motion and all were in favor.

ED Clough reviewed the NaCO Prescription Drug Report for the month of June. She stated that there was a price savings of \$4,253.07 which was an average price savings of \$19.07 or 31.81% with 96 utilizers. The price savings for the life of the program is \$691,096.68.

Commissioner Cryans signed the Municipal Certificate for Polly's Pancake CDBG.

ED Clough submitted a Grant Agreement for the Micro Enterprise CDBG for Commissioner Lauer's signature.

ED Clough submitted the Livermore application for reimbursement to towns and cities in which federal and state forest land is situated to be signed by all Commissioners.

Commissioner Cryans signed the HUD certification form for the Gile Project CDBG.

Commissioner Cryans signed the Municipal certification form for the Gile Project CDBG.

The Commissioners discussed holding a meeting in each of their districts in September & October. The Commissioners each selected dates and stated that they will decide where they want to hold their meeting and contact the appropriate person to set it up.

All three (3) Commissioners signed the MS-232 DRA form for Livermore for the budget of the town as voted.

Commissioner Cryans signed the request for release of funds and certification environmental assessment for the AHEAD CDBG.

Commissioner Cryans signed six (6) forms for the Close out Certification and Final Drawdown Requests for the 2013 MicroCredit.

Commissioner Cryans signed the Gile Project Determination of Environmental Exemption and request for release of Exempt activities fund.

ED Clough reviewed FY14 yearend financial reports with the Commissioners.

She explained that four (4) departments finished under in revenue but overall the year finished up \$2 million over in revenue largely in part to the nursing home.

ED Clough stated that on the expense side they had received permission to over expend Human Services and Farm by more than \$5,000 both of which did finish the year over spent by greater than the \$5000.

ED Clough reviewed the list of final appropriation transfers that were done. Total amount being \$429,000 and \$256,000 of that was the transfer to the Med B line.

Commissioner Lauer moved approve the final FY14 appropriation transfers. Commissioner Richards seconded the motion and all were in favor.

ED Clough reviewed the requests for encumbrances from FY14 for the various departments.

Commissioner Lauer moved to approve the requests for encumbrances from FY14. Commissioner Richards seconded and all were in favor.

Commissioner Lauer stated that she went to Cone Heads Ice Cream in Woodstock, with Senator Jeff Woodburn.

Commissioner Richards stated that Sunday July 13th she attended the Inn on Newfound for the celebration for the Iberdrola wind project being cancelled.

Commissioner Richards stated she also attended the Alexandria select board meeting as they were being presented with a permit request for EDP a Portuguese wind company to put a meteorology tower up to study for the next year. She stated that a motion was made to accept the permit but there was no second.

11:20AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk

July 22, 2014

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Recoveries
- FY15 CAP

2.) Legislation:

- LTC legislative committee meeting Aug. 21
- County LTC workgroup meeting July 29th

3.) Other:

- Wellness/Fitness Room open house (Aug ?)

recoveries

Yearly Comparison by Category:													
	FY 05	FY 06	FY 07	FY 08	FY 09	FY 10	FY11	FY12	FY13	FY14			
OAA	3,329.19	1,653.21	921.75	84.00	4,155.75	.00	0.00	121.47	7,797.95	7,797.95			
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			
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			
ANB	0	0	0	0	0	0	0	0	0	12,330.60			
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			
	178,378.13	91,397.09	99,813.02	107,006.85	94,020.17	78,059.73	110,094.43	118,297.67	140,516.81	198,069.12			
BREAKDOWN by Month													
FY 12	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTALS
OAA	.00	8.22	.00	61.01	.00	.00	0.00	0.00	.00	.00	.00	7,728.72	7,797.95
APTD	.00	.00	.00	400.01	.00	.00	0.00	0.00	.00	.00	2,942.24	4,998.00	8,340.25
INC	.00	13,107.00	25,822.55	9,511.55	11,084.12	10,388.59	14,594.33	6,253.01	5,990.85	25,475.09	20,980.23	23,186.29	166,393.61
ANB												12,330.60	12,330.60
DCYF	199.05	87.52	229.53	69.19	150.92	51.66	61.08	2,028.67	21.22	127.76	92.99	87.12	3,206.71
TOTALS	199.05	13,115.22	25,822.55	9,972.57	11,084.12	10,388.59	14,594.33	6,253.01	5,990.85	25,475.09	23,922.47	48,330.73	198,069.12
Statutory credits received by year													
					HB 2 credits	begin							
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		