

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
August 15th, 2017

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

OTHERS PRESENT: Register of Deeds Monahan, Human Service Administrator Bishop and Maintenance Supt. Oakes.

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

Register of Deeds Kelley Monahan arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
August 15, 2017**

July Revenue

County Revenue 7/2009	\$ 95,760.75	State Revenue 7/2009	\$ 587,752.32
County Revenue 7/2010	\$ 78,183.24	State Revenue 7/2010	\$ 533,618.56
County Revenue 7/2011	\$ 73,874.18	State Revenue 7/2011	\$ 588,695.04
County Revenue 7/2012	\$ 97,870.27	State Revenue 7/2012	\$ 873,670.08
County Revenue 7/2013	\$ 91,743.38	State Revenue 7/2013	\$ 753,309.12
County Revenue 7/2014	\$105,609.67	State Revenue 7/2014	\$1,363,522.56
County Revenue 7/2015	\$ 95,930.06	State Revenue 7/2015	\$ 895,613.76
County Revenue 7/2016	\$ 96,422.98	State Revenue 7/2016	\$ 939,816.96
County Revenue 7/2017	\$ 92,220.96	State Revenue 7/2017	\$ 885,240.00

Foreclosures

2009 100 year to date
2010 134 year to date
2011 128 year to date
2012 120 year to date
2013 95 year to date
2014 94 year to date
2015 64 year to date
2016 74 year to date
2017 50 year to date

1. Block chain technology is being introduced to land records. I recently shared a Ted Talk from MIT with the NH Registry of Deeds Association. We will be discussing this technology during the NHAC conference in September. The you-tube link to the September 2016 MIT talk is <https://www.youtube.com/watch?v=Pl8OIkqwRpc>

2. July brought us an unusual number of disruptive people. I spoke with the Sheriff regarding the behavior of a local person.

Respectfully Submitted,

Kelley J. Monahan

Commissioner Lauer asked if everyone had a chance to read the minutes from the August 8th meeting. Commissioner Piper had several edits.

Commissioner Piper moved to approve the minutes from the August 8th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

CA Libby submitted the Subrecipient Agreement – New Hampshire Alliance of Regional Development Corporations for Commissioner Lauer to sign.

CA Libby read an invitation to the Commissioners for the Belknap County Community Corrections Center Opening on August 17th at 2:00pm.

The Commissioners reviewed the proposals for the 2017 MicroEnterprise Grant Administrator. Two (2) proposals were received:

Molly White - \$18,000

Hadfield Associates - \$18,000

CA Libby stated that Shelley Hadfield has been administering the grant since it started. She does a fantastic job and CA Libby is very happy with her work. She recommends that they accept the proposal from Hadfield Associates.

Commissioner Piper moved to accept Hadfield's proposal of \$18,000 to administer the 2017 MicroEnterprise grant. Commissioner Ahern seconded the motion.

Discussion:

Commissioner Lauer stated that Shelley Hadfield has always done a good job for the county. Commissioner Ahern requested to review both of their resumes.

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

Human Services Administrator Bishop arrived and gave the following report: (* see attached)

August 15, 2017

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- CAP report
- Recoveries

2.) Legislation:

- LTSS meeting 8/8/17
- SB 553 meeting 8/9/17

3.) Other:

- Blood Drive August 4th
- Walk NH

Maintenance Superintendent Oakes arrived to discuss the bids for the forced sewer main project that were opened last week and give his monthly report. He handed out a spreadsheet breaking down the four (4) bids making sure all the information was equal. He reviewed all the qualifications and references with the Commissioners and answered various questions. After reviewing all of the information Supt. Oakes stated that he is recommending that the Commissioners accept DuBois and King's proposal of \$33,882.00 based on their excellent references and information provided in the bid.

Commissioner Piper moved to accept Dubois and King's bid of \$33,882.00 for the Forced Main Sewer Project. Commissioner Ahern seconded the motion and all were in favor.

Supt. Oakes then gave the following report:

July 19 – August 14, 2017

COMPLEX

Force Main Sewer Project – I've completed my review of the four proposals received for the subject project and have created the attached spreadsheet to help formulate a selection.

Road to Water Tank – With recent storms the roadway to water tank has lost a lot of material and will have to have some brought in and then graded. I'm waiting on a local contractor to get back to me on the availability of a grader and compactor for this job. I anticipate completing this work in the next 2-3 weeks.

Outbuilding by Silage Bunkers – Lance Mills, the Building Trades Instructor for River Bend Career & Technical Center has stated they are not going to take on the repairs of the subject building (see attached e-mail).

COURTHOUSE

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

Pavement Crack Filling - Courthouse Parking lot and drive crack-filling complete.

Circuit Court Office Ceiling Abatement Project – Richard and I coordinated with the Administrative Office of the Courts (AOC) personnel responsible for the upcoming project. All agreed to temporarily relocate the Circuit Court staff to the old Family Division office space on the 2nd floor of the courthouse on Oct 19th and 20th with a planned abatement date of Oct 21st and 22nd (Sat-Sun). Once the abatement is complete, my staff will fix the broken HVAC equipment that was unreachable prior to the abatement, install new suspended ceilings, lighting and HVAC ductwork in these spaces. We anticipate our work will take approximately 5-6 weeks to complete, barring no unforeseen problems.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Life Safety - CMS (Centers for Medicare & Medicaid Services) approved some new code responsibilities that we must implement. One of those code requirements dictates an annual inspection of all fire and smoke doors. All documentation must be maintained 3-years. A list of all these doors was created plus a spreadsheet to track the inspection findings. Numerous doors have failed because the gaps between the doors and frames are too large for the specifications and some doorframes lack fire rating tags. *An inspector from Certified Door inspected the subject doors and frames with tags and applied new tags to each saying they met fire door certification requirements. We also corrected all but a few locations by installing new smoke seals, sweeps and replaced one bad door frame. The few remaining doors are on hold for parts that are backordered.*

HVAC – Condensing Unit fan motor failed on ACCU 1, the AC system serving most common areas of the 2003 Building...*replaced fan motor*

HVAC – The compressor failed in ACCU5, the air conditioning system that supports the Maple and Profile on the north end of the 1969 Building. *Richard had North Country Mechanical (NCM) replace the compressor with a like one and serviced the unit back up with R22, the original refrigerant. The cost of the repair totaled _____.*

HVAC – The compressor failed in ACCU 2, the air conditioning system that serves Granite and Meadow dining rooms. As an interim measure, we installed two portable window AC units per floor as we explore various options for its repair or replacement. *Due to the old age of this*

system, NCM recommended replacing the entire AC system, which includes an evaporation unit up in the attic. I received three bids for this work and the cost was as follows:

ARC Mechanical \$22,201 / Roy Refrigeration \$15,300 / NCM \$13,699 (see attached bids)

Due to the high cost of replacing this system, which is one of our smaller systems, we asked the contractors for other lower cost options. Our concern is the eventual replacement of much larger systems down the road and if this system is so expensive than surely the larger systems will be exponentially more expensive, thus the logic for spending more time than usual to explore all options. After further consultations, we determined the most cost effective and best long-term solution is to convert the ACCU 2 AC system over to 407c refrigerant after replacing its compressor. ARC wasn't interested in quoting this modified scope of work. Roy Refrigeration sent me a revised quote and I am now just waiting on NCM to send me theirs.

Laundry – In preparation for a new 40-lb. Washer and ozone generator my staff plumbed the location for the new washer and installed new electrical service to the area with CFW Electric's oversight. I'm waiting on the okay from Craig to place the order for the new equipment.

Bathroom Floors – Banwell Architects reengaged Estes & Gallup (E&G) to correct several deficiencies related to the central bathroom floor on Maple, at E&G's expense. Craig requested we make some additional corrections to the central bathroom floor on Profile, but we will be responsible for the cost of those corrections since we told E&G everything was good there at the completion of the project 2- years ago. Craig gave E&G a Sep 18th start date for this work. The work to each bathroom will take a week each and will be completed one bathroom at a time since they must be taken out of service to accomplish this work. A different contractor than the original will accomplish this work.

Plumbing – The 180-degree water circulation pump on the domestic hot water system failed.
Replaced pump

Kitchen – Bakery faucet worn out...*replaced faucet*

Smoke Detector – Detector in room 410 keeps going activating even though there is nothing to cause it. *Replaced detector*

ADMINISTRATIVE BUILDING

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

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – Heat pump WHP-H1 & G1 Motor Saver failed... Trane replaced one of motor savers and reordered another...*Contacted Trane for warranty part*

HVAC – Heat pump WHP-D1 Heat pump keeps going into ALARM when it tries to switch from cooling to heating. July 13 Trane tech said reversing valve is hanging up and needs rebuilding...*Trane is to order rebuild kit and repair said unit*

HVAC – Air handler ERU-C1 has noisy exhaust fan bearings...*replaced bearings*

Communications – Intercom call boxes at three door locations not working. Have to use radios to communicate. *COMTEC scheduled to repair these later in August*

Entrance – Granite pavers heave in the winter time posing trip hazard...*in process of fixing base under subject pavers*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Dairy Barn – North elevation wall on South barn has major rot in structural timbers and sheathing in lower 8' of entire wall. *Removed all rotten structure, sole plate and sheathing and replaced with new. Built new entrance door. Installed new clapboards up high and metal siding down low. Power-washed, scrapped, caulked, primed and painted*

Dairy Barn - South elevation rotted at base of wall where sidewall comes in contact with soils near feed cart area...*contractor excavated soils away from building in prep for work*

Slop Shed – Donnie requested power and water for slop shed. *Coordinated with contractor to dig ditch, lay insulated water lines (hot and cold) from milk house to slop shed and install electrical from main barn panel to slop shed in conduit. Back-filled ditch, seeded and mulched. Still need to hook up steam cooker, power vents, lighting and water.*

BIOMASS PLANT

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

In-ground Structure – Manhole entrance damaged by tractor during winter plowing...*rebuilt manhole entrance*

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Nursing Home Transport Van – Wheelchair lift struts leaking oil and left not working properly because of this...*replaced struts*

Employee Recognition Dinner Dates –CA Libby stated that she is tentatively looking to hold it at the Robert E. Clifford Memorial Building and have the Happy Hour cater the dinner. The Commissioners discussed possible dates and stated that either Wednesday September 27th or October 4th would work for all of them. CA Libby stated that she will discuss those dates with the Happy Hour and see if they are available.

DMV Rental Space – CA Libby stated that she had four (4) DMV employees come to look at the potential rental space in the basement of the Administration Building on Friday. She stated that they are not sure if that space will work as they do not have a way to secure their belongings behind the open counter space along with a few other concerns. CA Libby stated that she is waiting to hear back from them. She told the Commissioners she would keep them up to date as she found out more information.

CA Libby requested to go into nonpublic session.

* 10:49 AM Commissioner Ahern moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A:3, II (e) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 10:59 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion

* 10:59AM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 11:39 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor.

Commissioner Issues

Commissioner Ahern asked if a herdsman for the farm has been hired yet. CA Libby stated that there has not been a herdsman hired and she does not know of any other applications either.

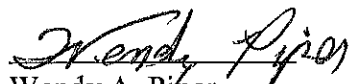
* 11:41 AM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

* 12:14 PM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner Piper seconded the motion and all were in favor.

12:14 PM with no further business the meeting adjourned.

Respectfully Submitted,


Wendy A. Piper,
Clerk

Grant Total by Town

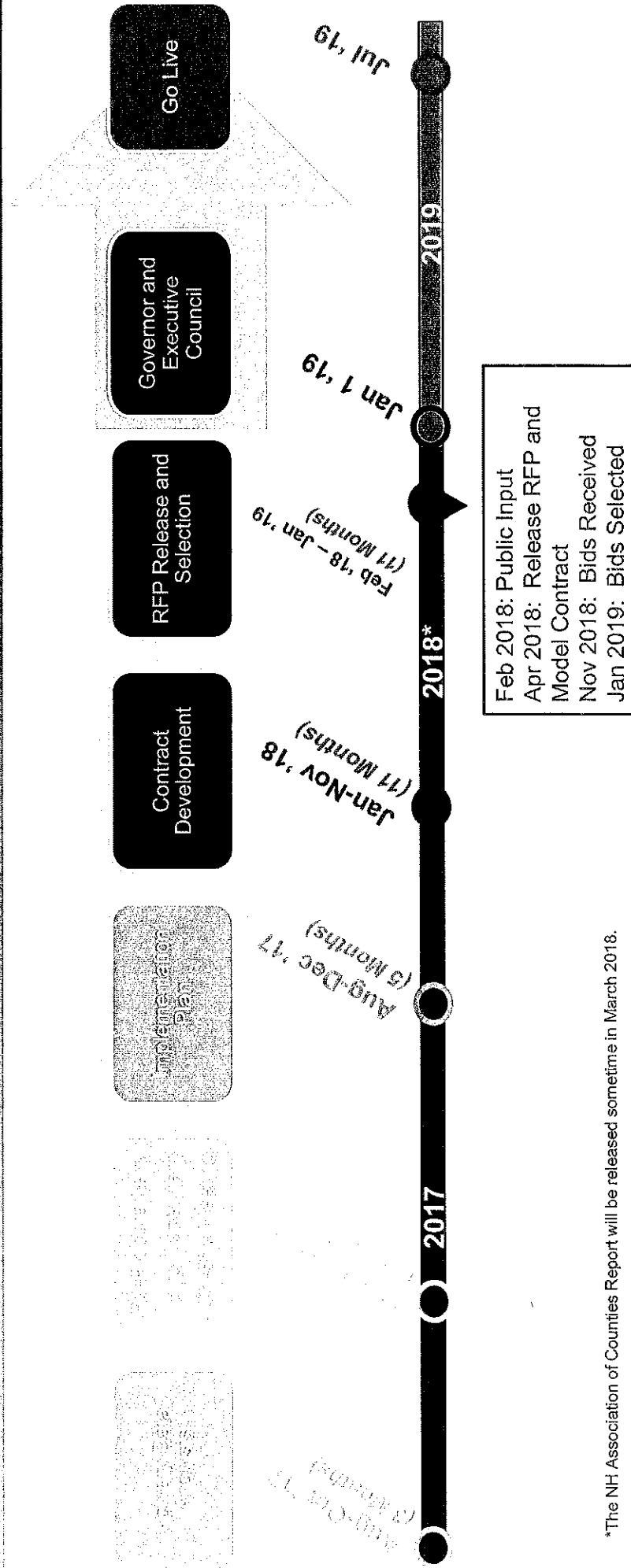
From: 07 / 2017 To: 07 / 2017

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases	
ALEXANDRIA	3,588.17	2	2,056.31	4	5,644.48	6	
ASHLAND	14,339.54	6	2,358.18	4	16,697.72	10	
BATH	11,777.24	5	0.00	0	11,777.24	5	
BETHLEHEM	12,329.76	6	5,079.57	6	17,409.33	12	
BRIDGEWATER	3,514.37	2	844.70	1	4,359.07	3	
BRISTOL	14,309.44	8	7,619.46	9	21,928.90	17	
CAMPTON	7,430.78	4	8,160.16	14	15,590.94	18	
CANAAN	9,653.02	5	2,005.83	6	11,658.85	11	
DORCHESTER	0.00	0	2,047.82	3	2,047.82	3	
ENFIELD	5,186.48	3	7,630.51	10	12,816.99	13	
FRANCONIA	3,041.46	2	475.62	2	3,517.08	4	
GRAFTON	7,969.45	4	3,271.86	6	11,241.31	10	
GROTON	1,972.24	2	0.00	0	1,972.24	2	
HANOVER	17,426.57	9	2,394.89	5	19,821.46	14	
HAVERHILL	80,643.32	39	16,884.32	23	97,527.64	62	
HEBRON	2,322.03	1	0.00	0	2,322.03	1	
HOLDERNESS	1,877.00	1	0.00	0	1,877.00	1	
LANDAFF	4,757.00	2	1,513.86	2	6,270.86	4	
LEBANON	70,952.08	41	25,572.61	31	96,524.69	72	
LINCOLN	19,971.45	10	3,104.24	3	23,075.69	13	
LISBON	29,593.65	13	15,097.80	14	44,691.45	27	
LITTLETON	57,632.26	26	21,352.09	30	78,984.35	56	
LYMAN	489.99	1	0.00	0	489.99	1	
LYME	6,257.67	3	85.20	1	6,342.87	4	
MONROE	4,344.47	2	564.88	1	4,909.35	3	
ORANGE	0.00	0	942.70	1	942.70	1	
ORFORD	1,440.03	1	4,131.48	3	5,571.51	4	
PIERMONT	4,059.42	2	102.35	1	4,161.77	3	
PLYMOUTH	9,323.83	4	4,846.71	7	14,170.54	11	
RUMNEY	2,018.71	1	0.00	0	2,018.71	1	
SUGAR HILL	0.00	0	1,783.74	1	1,783.74	1	
THORNTON	2,256.27	1	2,540.41	3	4,796.68	4	
WARREN	7,604.62	4	2,855.68	3	10,460.30	7	
WATERVILLE	2,643.30	1	97.98	1	2,741.28	2	
WENTWORTH	17,677.41	4	161.88	2	17,839.29	6	
WOODSTOCK	15,085.16	7	2,591.32	3	17,676.48	10	
XXXXX	-250,080.00	1	0.00	0	-250,080.00	1	
Grand Total Count:	37	203,408.19	223	148,174.16	200	351,582.35	423

FY17 State Bill Reconciliation Summary

	ACTUAL CLAIMS				1/12th	difference
	INC	HCBC	Total		Payment	
Jul	203,408.19	148,174.16	351,582.35		342,292.00	(9,290.35)
Aug						-
Sep						-
Oct						-
Nov						-
Dec						-
Jan						-
Feb						-
Mar						-
Apr						-
May						-
Jun						-
TOTALS	203,408.19	148,174.16	351,582.35		342,292.00	(9,290.35)

IMPLEMENTATION TIMELINE – RFP AWARD 6 MONTHS PRIOR TO GO-LIVE



*The NH Association of Counties Report will be released sometime in March 2018.

IMPLEMENTATION TIMELINE – RFP AWARD 6 MONTHS PRIOR TO GO-LIVE

Activities	Dates	2017				2018														
		AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR										
Actuary Data Analysis	Aug - Oct. 2017																			
Re-Procurement Consultant on Board	Oct. 11, 2017																			
On-Site Re-Procurement Meeting	Oct. 12-17, 2017																			
Implementation Plan	Aug. - Dec. 2017																			
Contract Development	Jan. - Nov. 2018																			
RFP Public Input Period	Feb. 2018																			
RFP and Model Contract Issued	Apr. 1, 2018																			
RFP Bids Received	Nov. 1, 2018																			
RFP Bids Selected	Jan. 1, 2019																			
Contract Approved by Governor and Executive Council	Jan. 1, 2019																			
Go-Live	Jul. 1, 2019																			

*The NH Association of Counties Report will be released sometime in March 2018.