

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

August 16th 2016

PRESENT: Commissioners Cryans, Richards and Lauer, CA Libby and Admin Assistant S. Norcross.

OTHERS PRESENT: FM Kimball, HSA Bishop, Supt. Oakes, NHA Labore

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

Commissioner Cryans noted that he attended the Belknap County 4H Fair.

FM Kimball arrived and gave the following report:

- 1) Currently milking 79 cows. We are shipping 5,900lbs daily, averaging 76 lbs per cow.
- 2) Price of milk continues to slowly increase, now at \$15.97 per hundred weight.
- 3) We are finished with 3rd crop. Seeded down 12 acres on island.
- 4) With not much rain, crops have developed faster than normal.
- 5) Pumpkins are already orange. Farm stand is doing okay.

The Commissioners then opened bids for the purchase of a new Feed Cart. Three (3) bids were received and they were as follows:

Hicks Sales – w/ Trade: \$ 7,000.00 w/out Trade: \$ 6,592.00

Derochers – w/ Trade: \$ 6,000.00 w/out Trade: \$ 6,804.00

Bailey Equipment – w/ Trade: \$ 6,000.00 w/out Trade: \$ 6,449.00

FM Kimball stated that he will review the bids and return with a recommendation.

Commissioner Cryans asked if everyone had a chance to read the minutes from August 9th.

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

CA Libby stated that the National Correctional Employees Union did file a petition to unionize the jail. The petition has been posted and an election date will be set.

Engagement Letter – Devine Millimet – for the refunding of the jail bonds. This cost is built into the whole computation of the savings of the bonds. CA Libby explained that they anticipate fees will be \$25,000 but it will not cost the county that amount. It will come out of the savings of the

bonds. CA Libby explained that Devine Millimet is the only firm in NH that does this type of work.

Commissioner Lauer moved to waive bid and go through Devine Millimet for the legal services associated with refunding bonds. Commissioner Richards seconded the motion and all were in favor.

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

Supt. Oakes arrived and gave the following report:

Jun 21 – Aug 15, 2016

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Elevators – Stanley Elevator completed the quarterly inspections on all six elevators throughout the complex...*no defects reported on most elevators. Elevator in nursing home main lobby needed a new contactor.*

Fire Damper Inspections – Completed 4-year damper inspection in the Dept. of Corrections and vast majority of dampers in the Nursing Home and Administration Building. A dozen or more need access doors relocated or added to better facilitate inspection. *In process of getting access door sizes for a material order.*

Boilers & Pressure Vessels: A Travelers Insurance inspector inspected all of the county's nine boilers and five pressure tanks to recertify them for another 2-years. *No defects reported.*

Generator – Fuel totalizer on the nursing home/biomass generator failed...*replaced totalizer*

Generators – Both the nursing home/biomass and Admin Building generators needed their fuel tank vents raised 3' to meet code...*installed extension tube one each*

Generator – The block heater on the Senior Center generator failed...*replaced block heater*

COURTHOUSE

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

HVAC – Condensate pump for York evaporator not working and water leaking through ceiling into dispatch area...*Replaced micro switch on condensate pump*

Circuit Court – Several bats made their way into the courtroom. *Removed bats and repaired section of cobra vent at soffit where they were getting in.*

County Attorney's Office – Requested data drop in old breakroom... *Used 25 pair cable to pull two Cat 5E cables into room, terminate one top floor telephone room the other at switch in basement electrical room*

Windows – Several windows throughout the building were fogged...replaced windows

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – several in-duct heat exchangers could not be cleaned due to lack of access...*installed duct access doors in a few locations and still have several more to do to complete job*

HVAC – Domestic hot water pump experienced bearing failure...*replaced pump*

HVAC – ACCU 3 had bad expansion valve...*North Country Mechanical installed a new one*

HVAC – Ductless split AC system for kitchen storeroom failed...*replaced system due to no availability of parts since Trane doesn't manufacture them anymore*

Life Safety Concern – Craig asked that we install glazing in two doors coming from clean utility rooms on Granite and Meadow due to hazard of door striking passersby...*installed glazing kits*

Employee Entrance Doors – Sliding doors opening but will not close...*troubleshoot but could not find cause of fault. Door Controls Inc. tech disconnected redundant safety beam sets in doors to reenable system. Also replaced door decals*

Laundry – Washer #2 temperature sensor bad causing machine to shutdown...*replaced sensor*

Laundry – Dryer #3 experienced motor bearing failure...*installed new bearings*

Kitchen – Water dumping into ice bin of ice machine...*replaced bad water inlet valve*

Kitchen – Refrigerator door seals torn in Maple and Granite kitchenettes...*installed new seals*

Bathing Unit – Tubs on Meadow and Granite experienced failure of two-way valves, causing uncommanded flow of cleaning chemicals...*replaced valves*

Satellite TV System - System shuts down during generator tests and requires manual restart each time...*installed UPS battery backup to resolve issue*

Electro-mechanical Beds – Several beds failed due to bad electromechanical parts...*repaired all using spare parts stripped from beds that were scrapped last fall*

Windows – Replaced numerous fogged windows throughout facility

ADMINISTRATIVE BUILDING

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

HVAC – ACCU 3 experienced compressor failure...*North Country Mechanical replaced the compressor*

HVAC – Flow valve in fan coil in room 227 failed...*replaced valve*

Windows – Numerous windows throughout the building are fogged...*replaced several windows throughout*

DEPT. OF CORRECTIONS

HVAC – Heat pump HP-H7 shorted harness...*Trane ordered part*

HVAC – Heat pump WHP-B2, circuit B contactor failed...*locked out circuit...awaiting Trane to replace*

HVAC – Heat pump WHP-F1 circuit B shutting down on low pressure...*notified Trane. Also has bad compressor protection module on circuit A...awaiting Trane to replace*

Kitchen – RH steam kettle not working...*ordered replacement thermostat*

Kitchen – Tilt-skillet pilot carryover line 1/2 burned through...*installed new pilot carryover tube*

Glass – Inmates in Area E (women's house) broke a security window between the dayroom and recreation yard. Did not have spare in stock...*Replaced glass*

Propane Tanks – Dead River completed cathodic and bar hole testing of the six underground propane tanks... 2nd tank in from West has leaking head. *Dead River techs removed liquid and burned off excess gas. They removed head and installed new plumbers tape on threads and reinstalled head. Leak check good once put under pressure*

Propane – Regulator failed on vaporizer system...*installed new regulator*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Fuel Tank – The farm's tractor refueling setup does not meet environmental standards and fire code based on an environmental engineering review and New Hampshire DES feedback.

- *Environmental deficiency* - From an environmental standpoint, there is no safeguard to contain a spill during dispensing operations. *To address this problem we will construct a refueling area capable of containing up to a 20-gallon spill. I drafted construction plans and submitted them to DES for review and approval. DES approved the plans. We completed construction of the pad.*
- *Fire code deficiency* – The farm’s tank is a UL 142 listed tank with a tank-mounted refueling dispenser currently being used to dispense diesel fuel to the farm’s tractors. Per Nation Fire Protection Agency code 30A , the only fuel dispensing equipment compatible with this tank is a remotely operated gas pump that must be 50-feet away or greater from the tank or any buildings. From cost and environmental standpoints, it is not practical to convert this tank to this configuration. Last week I ordered a new UL2085 listed tank that is designed for tank-mounted fuel dispensing. *Installed new tank on the new refueling pad.*

BIOMASS PLANT

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

Underground Piping – Pipes in vaults near nursing home kitchen and by barn failed due to heavy corrosion. VHV sent an estimator on site to determine what is needed to fix everything. Awaiting VHV estimate.

Commissioner Richards moved to waive bid on the biomass underground piping work and contract with VHV to perform the work. Commissioner Lauer seconded the motion and all were in favor.

Biomass Fuel Savings – The FY16 estimated fuel savings was \$87,142.15 (see attached spreadsheet)

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Bathroom Flooring – Vinyl flooring in main bathroom delaminated and peeling...Valley Floors installed new flooring

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Supt. Oakes noted that three (3) projects are currently going on. The three (3) projects are the nursing home repointing, parking lot expansion and ACME Lightening will be in tomorrow to start the lightening protection project at the Biomass Plant.

NHA Labore arrived to discuss purchases that he would like to make at the nursing home.

NHA Labore explained to the Commissioners that he would like to purchase an ID Wander Guard System through ESL Distributing from Pittsfield NH. The proposal is to install system on the door to the Meadow Unit, the main entrance on Route 10 and at the employee entrance. He explained to the Commissioners that they have two (2) residents who have been known to wander and it is a safety concern. These residents will have a bracelet that will alert staff if they get past these exits. He explained how the system works and noted that he has planned on forgoing some of his capital projects to be able to have the funds for this system. He stated that this is more important than other capital projects he had budgeted for. The total price of the system is \$12,817.90. He also noted that he has seen this system in use at a previous job and stated that it works very well.

Commissioner Lauer moved to waive bid and purchase the ID Wander Guard System through ESL Distributing in the amount of \$12,817.90. Commissioner Richards seconded the motion and all were in favor.

NHA Labore stated that the purchase of a new bladder scanner was planned in this year's capital budget. He received a quote from Verathon of \$10,095.00. He explained that they have worked with this company since they have had a bladder scanner which has been eighteen (18) years. They are great to work with and NHA Labore recommend that the Commissioners waive bid and accept their quote.

Commissioner Richards moved to waive bid on the purchase of the bladder scanner and accept Verathon's quote of \$10,095.00. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards asked NHA Labore to put together a 5-10 year plan for the nursing home.

FM Kimball arrived with his recommendation for the purchase of the feed cart. He stated that his recommendation is to go with Bailey Equipment because there are three (3) items that he would like that are included in their price.

Commissioner moved to accept Bailey Equipment's bid of \$6,000 for the purchase of a feed cart. Commissioner Lauer seconded. All were in favor.

CA Libby discussed the NHAC Conference Registrations with the Commissioners and when they will be attending.

Commissioner Lauer stated that she attended housing forum in Woodstock.

Commissioner Richards stated that she and Commissioner Cryans attended the 20 year anniversary at Whole Village in Plymouth.

* 11:10 AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

* 12:02 Commissioner Cryans declared the meeting back in public session.

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

The Commissioners went into nonpublic session.

*12:03 AM - Commissioner Richards 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 Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*12:30 AM Commissioner Cryans declared the meeting back in public session.

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

12:30 PM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk