

## GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday, October 16, 2012

PRESENT: Commissioners Cryans, Burton and Ahern and Director Clough.

OTHERS: Harold Brown

9:07AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Commissioner Cryans commented that at 11:00 AM the Commissioners would be holding a groundbreaking ceremony for the Woodchip Biomass Plant. He stated that when completed the plant would reduce the consumption of fuel oil at the Complex by 90% and that the woodchips would be provided from local sources and would help provide jobs for local people. Supt. Oakes commented that the project came \$600K less than budgeted and that the cash flow projection numbers would look even better than first projections, which were for a cash positive project in the first year.

Commissioner Cryans thanked Maintenance Supt. Oakes and Executive Director Clough for their roles in this project.

Commissioner Burton stated that this will be a natural renewable resource and it is a win-win for everyone.

Commissioner Ahern stated that he believes that the County could have maximized savings by including a power component with the project. He feels that with the monies that remain from the jail project there would have been plenty of money to pay for that. He then stated that the majority of the Board voted for the heat only component so that is what is being built. He stated that none-the-less it is a win-win project and will be a great benefit to local people.

Commissioner Cryans stated that he did not feel that adding the electric component made sense financially.

**Maintenance Superintendent Jim Oakes** presented his report \*(see attached). Supt. Oakes reviewed his report in detail including the Biomass District Heating System; the Automated Isolation Valve project; Old Jail. Commissioner Cryans told Supt. Oakes that the Executive Committee had discussed the Hazardous Materials study that was done and some were wondering why there was so little asbestos in the old Jail buildings. Supt. Oakes speculated that the asbestos may have been abated when the addition was put on the Jail in the 1980's. Commissioner Burton stated that the next public discussion on "what to do with the old jail" will take place on November 30<sup>th</sup>. He asked if Supt. Oakes and Director Clough could have a recommendation for the Committee and a timeframe. They stated they would.

Supt. Oakes went on to review the lightning protection for the Nursing Home. Commissioner Ahern asked about the fire alarm panel and if the panel was separate from the Nursing Home's utility power. Supt. Oakes explained in detail the events of the lightning strike and how the damage was caused to the fire alarm panel. The panel does run off the Nursing Home's utility

power, but the problem with the panel occurred under generator power after lightning had damaged the generator.

Supt Oakes went on to discuss the Sprinkler System Testing that was done at the Complex on October 1<sup>st</sup>. There were a couple of issues discovered at the new DoC that Supt. Oakes defined as critical and must be addressed immediately. He has forwarded the report from Tri-State Fire Protection onto Dan Smith at HP Cummings yesterday. D. Smith is working with Hampshire Fire Protection, who is the company who installed the system, to resolve these issues quickly. Commissioner Ahern commented that he sees that Hampshire Fire Protection is the subcontractor being used for the Biomass Plant as well. He stated he was concerned and wanted to see how they handle this matter. Supt. Oakes stated that he believed they would be responsive and aggressive in taking care of these matters. They were used on the Nursing Home project as well and have continued to be responsive with any issues that have come up with that. Supt. Oakes will report back to the Board with an update.

Supt. Oakes then reviewed items in the Courthouse that Maintenance has been working on including: renovations for the County Attorney's Office which are scheduled to be finished by November 15<sup>th</sup> and the State requested modification work for ADA compliance. Commissioner Ahern asked who was paying for these renovations. Supt. Oakes stated that the State was paying.

Supt. Oakes then moved to the Nursing Home and stated that they are having a number of issues with the heating system, which he stated is not unusual in the shoulder seasons. He did mention to the Commissioners that he has just found out that all six egress light systems in the Nursing Home were found to have been inoperable since the July 23<sup>rd</sup> lightning strike. Parts have been ordered but they are backordered for four (4) weeks. Commissioner Cryans asked for Supt Oakes to explain the function of these, which he did. He then asked if the Nursing Home had been made aware of this and Supt. Oakes stated that he had not made them aware but would do that. Commissioner Burton asked how often these are tested and if the results of the tests are documented. Supt. Oakes stated they are tested monthly by his staff and the inspections are documented. Commissioners asked for further explanation of how this had been undetected since July. Supt. Oakes stated that further details of this would need to be addressed in a non-public session.

\*9:39 AM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing matters which, if discussed in public, would likely affect adversely the reputation of any person according to RSA 91-A:3, II (a). Commissioner Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Ahern “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and we will now go into non-public session.

9:48 AM Commissioner Cryans declared the meeting back in public session.

Commissioner Ahern moved to seal the minutes of the just completed non public session for the reason that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, Commissioner Burton seconded. All were in favor.

Supt. Oakes continued with his report discussing on-going issues at the new DoC. There are a number of issues that are taking a lot of time on the part of the Maintenance Department. Some of the main issues are dealing with the water-to-water heat pumps for the geothermal system and the boilers, which is affecting the heat in the building. The subcontractors, SMRT and HP Cummings continue to work through these and are hoping that the latest plan they have come up with will address the outstanding issues. Both Commissioner Burton and Ahern stated that they have had phone calls from constituents with relatives in the facility that are concerned about the heating issues. Supt. Oakes stated that this goes back to the continued issues that they are having with Multistack. The issues are being worked on. Commissioner Cryans wanted it conveyed to all parties that the Commissioners do not find this acceptable and resolution needs to be made as soon as possible. They do not want there to be no heat in the facility once winter sets in. Commissioner Ahern stated that he would like weekly updates on this matter.

Supt. Oakes stated that he had received the sign for the Drug Court. He had mentioned that he had ordered the sign not knowing the Commissioners did not want to purchase one and it was too late to cancel the order once he found out. He wanted to know if the sign should be put up. Commissioner Cryans said that he would like the sign put up. He felt since it had been purchased that we might as well use it. Commissioner Ahern disagreed. He said by putting it up the Commissioners are encouraging incorrect procedures.

Commissioner Ahern moved to not hang the sign for Drug Court.

Commissioner Burton stated that he was not going to second that. He asked Supt. Oakes to describe the sign, which he did and then Commissioner Burton stated it would assist the participants.

Commissioner Ahern noted that the Board of Commissioners had previously voted not to purchase a sign and he stated it was setting a bad example. Asking "who is in charge?"

There was no second to the motion so it failed.

Commissioner Burton asked Supt. Oakes if the fire alarm system in the Dairy Barn was working. Supt. Oakes stated that the fire alarm is working, one of the two dialers is not and needs to be replaced, but that there are two for redundancy so as long as one is working the system can function as it is supposed to.

Commissioner Ahern stated that he was still waiting on a report regarding how the County acquired the Kubota from the construction project. Supt. Oakes and Director Clough stated they were not aware he was waiting for such a report.

**IT Manager Brent Ruggles arrived with** a bid request \*(see attached)

IT Manager Ruggles stated that he had received three (3) bids to purchase six (6) of the twelve (12) wireless kiosks that were budgeted for in the Nursing Home budget. These kiosks will be placed in each of the units (3 kiosks per unit) at the Nursing Home. LNAs will get away from using the PDAs which are becoming expensive to repair and out-dated.

He received the following bids:

American HealthTech	\$1,764.00 per Kiosk – does not include Stylus, battery backup or shipping.
POSGuys	\$1,908.00 per Kiosk – does not include Stylus or shipping. Does include battery backup
Dell	\$1,412.50 per Kiosk – does include Stylus and battery backup – free shipping

ITM Ruggles recommends the Commissioners chose the Dell bid. Commissioner Cryans asked why not purchase all twelve (12) at once instead of purchasing just six (6). ITM Ruggles said that he has a fixed price so the next six (6) will cost the same and he would rather not have them sitting around as the plan is to install the first six (6) and see how things go.

ITM Ruggles explained that two (2) of the three (3) vendors bid an ELO system which is a very well known touch screen manufacturer. He also stated that we get very good discounts from Dell through their federal and state programs and we always get free shipping.

Commissioner Ahern asked what the useful life of these were. ITM Ruggles stated he expected to see three (3) to four (4) years.

Commissioner Ahern moved to accept the bid from Dell for the purchase of six (6) of the ELO kiosks as outlined and described by IT Manager Ruggles. Commissioner Burton seconded the motion. All voted in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes and had any edits or corrections.

Commissioner Ahern moved to approve the minutes as written which was seconded by Commissioner Burton. All were in favor.

Commissioners signed the check registers.

County Attorney Saffo submitted a written report for the Commissioners to review \*(see attached.)

Executive Director Clough told the Commissioners that the County had received their tax apportionment from the Department of Revenue Administration and she reviewed a couple of spreadsheets that she had prepared showing comparisons between communities.

Executive Director Clough reviewed the final anticipated costs and surpluses from the Correctional facility construction project. She told the Commissioners that the project finished at \$2.7M under budget and that with interest earned there would be approximately \$3M in cash left over. After using \$2.3M to finance the Biomass Plant there would be an uncommitted amount of \$700K that the Delegation would have to vote to re-purpose or use to make bond payments. She also reviewed that the total project from start to finish (2006 – 2012) cost approximately \$33.6M, with \$3.4M of that being paid from monies that were included in budgets from FY 2006 to FY 2010.

Executive Director Clough told the Commissioners that they had been invited to the Lights On! Celebration at the Haverhill Cooperative Middle School on October 18<sup>th</sup> at 5:00 PM. Commissioner Burton will attend.

### **COMMISSIONER ISSUES:**

Commissioner Burton said that he and Commissioner Ahern attended a candidate's forum at Glenclyff on October 15, 2012 he stated it was well organized.

Commissioner Ahern stated that he had received a request from the Plymouth Senior Center for a donation of potatoes. He will check with Sgt. Webster for availability.

Commissioner Ahern will be attending a Healthcare presentation at Heritage Commons on October 17<sup>th</sup>; he will be attending the Correctional Officers Academy graduation on October 19<sup>th</sup> and the GED graduation on October 24<sup>th</sup>.

Commissioner Cryans stated that he and Commissioner Ahern were at the Conservation Tour that was held on Friday, October 12<sup>th</sup>. They tour began at Ron Willoughby's property in North Haverhill and then went to Windy Ridge Apple Orchard and Winery.

Commissioner Cryans said that he and Commissioner Ahern also attended the Grafton County Farm Bureau dinner on October 13<sup>th</sup>.

Commissioner Cryans mentioned that yesterday 10/15 was the last Executive Committee meeting for the currently elected group and that Charles Brosseau was not seeking re-election and that he was wished well in future endeavors.

Commissioner Ahern mentioned that at the Farm Bureau meeting, the Grafton County Farm Bureau adopted a policy regarding the Northern Pass. The policy was two parts.

1. The Grafton County Farm Bureau opposed the Northern Pass project completely
2. If the Northern pass project is to come through NH all lines must be buried in State of NH owned right-a-ways, roads, etc.

This policy will be passed along to the total NH Farm Bureau for consideration at their annual meeting in November.

Commissioner Ahern stated that he believed that the Commissioners had voted to become a member of the Farm Bureau. Director Clough is to look into that.

Chuck Henderson from Senator Jeanne Shaheen's office was present for the groundbreaking ceremony. Commissioner Cryans asked if he had anything he would like to share. Mr. Henderson stated that he was excited to be here for the groundbreaking. This project has had many champions and support of elected officials and some federal monies. It is exciting to see it begin.

Harold Brown was recognized and stated that there is a large pile of sand at the construction site that he believes has substantial value and the Commissioners should look into what is being done with the sand.

10:40 AM With no further business the meeting adjourned.

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sep 18 – Oct 15, 2012

## COMPLEX

### **Biomass District Heating System**

- General Construction Package
  - ❑ Contract signed and Notice to Proceed issued 9/26/12
  - ❑ Full schedule in place (see attachment)
  - ❑ Schedule of values in hand
  - ❑ Subcontractors firmed up / six of 13 are Grafton County based businesses (see attached list)
  - ❑ Broke ground 10/8/12
    - Chip bunker and alley area excavated and structural fill compacted. Scheduled to form and pour footings and slabs on 10/19/12
    - Adjacent boiler room area currently being excavated. Scheduled for structural fill and compaction this week
- Construction Materials Testing & Special Inspections
  - ❑ Performed compaction tests of chip bunk and alley structural filled areas...passed!
  - ❑ Scheduled to test concrete on 10/19/12
- Commissioning
  - ❑ Contract signed and Notice to Proceed issued 10/5/12
- Asbestos Abatement
  - ❑ The Scott Lawson Group completed the asbestos abatement within the courthouse boiler room on 10/6/12 in preparation for biomass connection in this area.

### **Engineering Design of Automated Isolation Valve & Vault**

- Building and site are approximately 90% complete
- SCADA equipment has been backordered 4-5 weeks...due to deliver week of 10/15/12
  - ❑ Equipment comes pre-programmed so the system should be operational shortly after the electrician installs it

### **Old Jail Disposition**

- ❑ Hazardous Material Survey – The Scott Lawson Group took various material samples throughout the facility on Sep 5<sup>th</sup>. Thus far they have confirmed the presence asbestos in a short section of pipe insulation, caulking around window frames in old sections and floor tiles in old section. Test results confirmed the absence of lead paint
- ❑ Facility Winterization – My staff are in the process of winterizing the facility by draining the heat and domestic water lines in the oldest section of the jail where there isn't any sprinkler coverage. They are also protecting the toilets from freezing by introducing glycol

**Lightening Protection** – After further analysis we determined that the utility power to the nursing home has surge protection. However, the generator side does not. The scheme to protect the generator side requires different equipment than what was initially presented and I am waiting on Brennon Melon from Royal electric to provide me with submittal information for the

## **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

equipment so I can share it with the biomass project electrical engineer to verify that the proposed equipment will not interfere with the current project design. Brennon also gave me a contact person to call to get a quote for a lightening protection system for the nursing home. I have not contacted them yet.

**Backflow Prevention** – Completed all tests on all backflow devices throughout complex, including the new DOC. All passed.

**Fire Alarm Testing** – Alarmco was on site the last week of September and tested all the fire alarm systems other than the one in the new DOC. The new DOC had a trouble message for a negative ground fault. Contractors need to fix before Alarmco will test. The results for the following buildings were as follows:

- ❑ Nursing Home – good
- ❑ Courthouse - good
- ❑ Admin Building – good
- ❑ Maint/Farm Building – good
- ❑ Pig barn – good
- ❑ Cow barn – devices tested well but dialer not working on one line. Alarmco scheduled to fix 10/16/12
- ❑ Old DOC – system tested well throughout most areas. Found bad detector in elevator machine room and strobe by fire panel not working

**Sprinkler System Testing** – On 10/1/12 Tri-State Fire Protection performed quarterly inspections and tests of each building's sprinkler systems. All building systems checked good with the exception of the following:

- ❑ Old DOC - Could not test certain parts of system since my department flooded the preaction system as a precautionary measure since building is unoccupied.
- ❑ New DOC – Actual flow pressures were well below posted pressure calculations required to operate sprinkler system (see attached e-mail and letter from Tri-State Fire Protection). I've notified Dan Smith of HP Cummings of these issues so that he can have Hampshire Fire Protection respond to these issues.

**Catch Basins** – New England Basin Cleaners performed a 2-year cleaning of the 44 catch basin sumps

### **COURTHOUSE**

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

**County Attorney Office (CA) Expansion Project** – Conference room area work is 98% complete. Will start main office side renovations this week. Estimate total project completion by Nov 15<sup>th</sup>.

**Sheriff Dept Cell Renovations** – HP Cummings is about 100% complete in their renovation to make this area into file storage



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**State Modifications** – Continue to coordinate state requested modification work:

Superior and Circuit Court Service Counters – Construct new service counters that incorporate ADA height requirements and new glass curtain walls that follow new counter contours. Will install counters Oct 17-19<sup>th</sup>. Glass curtain walls to follow shortly after.

- Removed glass curtain walls from existing Superior and Circuit Court service counters

**Jury Deliberation Room** – Large plate glass window cracked...Mayo's Glass replaced panel

## NURSING HOME

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

**Electric Beds** – Replaced shorted wand on electric bed and a couple of striped actuators on other beds

**HVAC** – Replaced several bad heating zone valves throughout various resident rooms.

**HVAC** - Replaced leaking heat valve in ceiling by MDS Office and

**HVAC** - Rebuilt leaking hydronic pump in boiler room

**HVAC** – Baseboard heat not working in Meadow Dining Room. Replaced bad transformer that powers MP501 local controller

**Paging System** – Couldn't hear overhead announcements well. Installed overhead speaker in office

**Kitchen** – Dishwashing area spray arm bracket broke...TIG welded and reattached

**Melink System** – System runs in smoke purge mode in off position. Air Solutions & Balancing tech reprogrammed I/O processor

**Emergency Egress Lights** – All six egress light systems were found to be inoperable from 7/23 lightning strike. Parts are back-ordered with 4-week lead-time.

## ADMINISTRATIVE BUILDING (1930)

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

**Security** – Magnetic lock keypads at upper ramp door working intermittently. Replaced keypads

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

## NEW JAIL

**Plumbing** – Water pressure within the building is often erratic, especially when kitchen is operational. Contractor replaced main pressure reducing valve on domestic water line where it comes into the building in boiler room

**Door Controls** – We continued to have numerous doors throughout the building either show open when closed or show closed when open. My staff and a couple of vendors have implemented various fixes to address these issues.

**Fire Alarm** - "Loop 4 open isolator circuit trouble" causing 43 abnormal outputs at Control panel for duct smokes that don't work. Troubleshoot to burned 24vdc power supply on circuit card 566-074. Simplex replaced circuit card. While in process they found circuit to duct smokes had hard ground fault. Interstate Electrical troubleshoot problem to a pinched fire alarm wire. Once corrected there was still a negative ground issue at the panel causing system to remain in "Trouble" mode. Awaiting either Simplex or Interstate to fix.

**HVAC** – Contractors continue to work Multistack heat pump issues. Many of the heat pumps keep tripping off line in alarm and some have experienced compressor failure and refrigerant leaks. The contractors repaired the units that had the failed compressor and refrigerant leaks and have tried some new programming schemes to make these units work better. Multistack heat pump issues persist.

**HVAC** – Contractor shorted out motor and contactors that drive energy wheel in air handler AHU-H1. Notified HP Cummings...still awaiting contractor to fix

**HVAC** - There was no one-way check valve in the makeup water line that separates Multistack heat pump WHP-G1 load side supply from the load side supply of WHP-H2. Essentially, there is nothing stopping one heat pump system from feeding into the other when running. Contractor installed check valve to segregate systems.

**HVAC** - Boiler 2 in alarm for code 19 flame failure. Reset boiler but it would not stay running. GSP&H tech determined that Boiler #2's pilot flame was not set correctly, thus making it go into flame alarm. He adjusted this and we haven't had an alarm since.

**HVAC** - Boiler 1 out on high limit alarm 10/11. Back in alarm on the evening shift for low water cut out. Reset system 10/11 AM. Reset system, verified glycol feed system is in auto and checked system pressure (at 5 psi) 10/11 PM. GSP&H in process of further troubleshooting problem.

**HVAC** - Air handler supply fan bearings are grinding. Contractor ordered replacement bearings. Contractor will change upon delivery

## **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

**Air Balancing** – When the air handlers go into economizer mode the building becomes too pressurized causing doors to open or close hard. The contractors are still troubleshooting this issue

**Rec Yard Wall Leaks** – Contractor confirmed water was seeping through walls in various recreation yards. Mascon resealed exterior masonry walls

**Officer Work Stations** – Moldings and toe kicks coming off workstations in Areas D and F. Contractor repaired.

**Window** – Inmate broke exterior window in cell C22. Replaced window

**Kitchen** - Inmate broke rinse hose off manifold assembly in dishwashing area by striking it with a cart. Rebuilt manifold and hose assembly

**Sewage Pump Station** - Sewer pump high voltage alarm. Electrician contractor adjusted sewage pump relay settings

### **FARM**

**Dairy Barn Fire Alarm** - Line 2 Communication Trouble. Line 1 still works fine. Alarmco will replace dialer on 10/16

**Pig Barn** – High drive light burned out. Replaced bad fixture

**Mixer Wagon** – Welded steel plates over various body holes

**Potato Digger** – PTO support yoke broke...welded back in place

### **MAINT/FARM BUILDING**

Nothing significant to report

### **Drug Court Building**

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

**Signage** – Ordered new 2' x 3' Grafton County Drug Court sign from NH Correctional Industries. Will hang on Building once it arrives

### **VEHICLES & EQUIPMENT**

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

## **MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS**

**¾ Ton Pickup** – Olivarian Auto replaced tires and drained, flushed and reserviced differential in preparation for winter operations

**1 Ton Dump Truck** – Olivarian Auto drained, flushed and reserviced differential in preparation for winter operations

**Boom-lift** – United Rentals completed annual ANSI inspection...checked good

### **OTHER**

**Radio Repeater** – Received FCC authorization for new maintenance radio frequency for repeater. Ossipee Mountain Electronics, Inc. should be installing equipment within the next month