

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

February 19, 2013

PRESENT: Commissioners Mike Cryans, Ray Burton and Martha Richards, Director Julie Clough and Secretary Martino.

OTHERS: Harold Brown (intermittently)

Rick Tyler, Mark Deem and Lisa Langlois from the **Employee Council** arrived.

9:05 AM Commissioner Cryans opened the meeting which began with the Pledge of Allegiance.

Chairman Mark Deem of the Employee Council said that they were still gathering comments from employees as to what to propose to the Commissioners. He said that there was some discussion about changes to FMLA that employees felt tentative about which stemmed from a fear as to what the changes might be. He asked if the Board had anything they would like to comment on regarding proposals and Commissioner Burton said that he wasn't sure what the Board would be looking at and to keep in mind that there was a new Executive Committee that would be reviewing the budget. Commissioner Cryans asked that the Council keep in mind that there was a increase in the Retirement fees that the County will be burdened by.

The Employee Council will return with proposals once they have collected all the information from participating members.

\*9:09 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 Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards "yes"; Commissioner Burton "yes" Commissioner Cryans "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*9:40 AM- Commissioner Cryans declared the meeting back in public session.

Commissioner Burton moved to permanently seal the minutes from the just completed non-public as divulgence of the information would have an adverse effect on someone's reputation (other than a board member),. Commissioner Richards seconded the motion. All were in favor.

Commissioner Burton moved that the Grafton County Board of Commissioners and on behalf of the people of Grafton County in appreciation for the work that

they did on the new Jail, offer Director Clough, Superintendent Libby and Superintendent Oakes the monetary amount of \$5000 each, which was seconded by Commissioner Richards. All were in favor.

There will be no Commissioner Meeting on the 26<sup>th</sup> of February.

Commissioner Burton was excused.

**Human Service Administrator Nancy Bishop** arrived and presented the Commissioners the expenses by town and recoveries, which are doing better than expected.

HSA Bishop said that the new Governor's FY14/15 budget appears to throw a different light on the County HS budget but without knowing all the details it's hard to tell what will happen. She said she would expect there would need to be new legislation that speaks to this issue if it were to proceed.

\$168 was collected for the American Heart Association "Red Dress Day" which has been sent off.

The Wellness Fair is scheduled for the 14<sup>th</sup> of March from 10:00 to 2:00 PM at the Nursing Home.

**Maintenance Superintendent Jim Oakes** arrived with his report \*(see attached) Supt. Oakes reviewed the process of the biomass project and said that he expected that the commissioning for the building would be in April though there still may be a couple of things to finish up.

Commissioner Richards said she was concerned about the number of problems that are still ongoing at the Jail. Supt. Oakes said he expected to continue to find issues as time goes on, until everything gets worked out.

The Commissioners will tour the biomass building on March 5<sup>th</sup> with Supt. Oakes.

**Corrections Superintendent Glenn Libby** arrived with his report \*(see attached) Census at the Jail is 115 with 22 in Drug Court (1 in custody, 1 absconded) and 7 out on electronic monitoring.

After discussing the Operation Impact program that Sgt. Larson runs, Commissioner Richards stated that she wanted to be sure that all schools in Grafton County are aware of the program.

Commissioner Richards asked Supt. Libby if he was planning to work with the Farm Manager to get fresh vegetables for the Jail this summer. Supt. Libby said that it was a struggle last year and he would probably consider another plan of action this year that includes expansion.

H. Brown was recognized and said that he had heard “rumors” that there was a part of the Jail that couldn’t be heated above 45 degrees and asked Supt. Libby if that was true. Supt. Libby said that was false.

Supt. Libby informed the Commissioners that there is currently an inmate awaiting trial who has some serious medical issues that may end up costing the County \$15K a week. He said he was working to get the inmate back into the community.

10:50 AM Commissioner Burton returned.

Commissioner Cryans asked if everyone had read the minutes and if there were any edits. One change was made.

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

The Commissioners signed the check registers.

Commissioner Cryans signed the CDBG MicroEnterprise drawdown request for Plymouth GCEDC.

Director Clough brought up the topic of the Perfect Attendance Bonus which has been a negotiated benefit for the Employee Council members. She said that in calendar year 2011, twenty employees received the bonus. She said that employees are now asking about payments for 2012 and whether or not it will be paid out. Director Clough said that the benefit is still in the policy manual and she felt it should be paid out for calendar year 2012.

Commissioner Burton asked if there was money in the budget to do this and Director Clough replied that there was. Commissioner Burton said there really wasn’t any other choice but to pay the benefit.

Commissioner Richards said she would like to see this benefit eliminated and removed from the policy manual. Commissioner Cryans said he thought the policy was a good one.

Director Clough asked if the topic of this benefit should be discussed at the Benefits Meeting which will be held tomorrow and both Commissioner Richards and Burton said they would like to see this on the agenda and Commissioner Richards stated that she is opposed to the concept of the benefit and felt that people should just have enough personal respect for the job to come in on their own without a benefit to do so.

**Nursing Home Administrator Craig Labore** arrived and asked to speak with the Commissioners in non-public session.

\*11:10 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 Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes”; Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

\*11:55 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Richards moved to permanently seal the minutes from the just completed non-public as divulgence of the information would have an adverse effect on someone’s reputation (other than a board member),. Commissioner Burton seconded the motion. All were in favor.

Director Clough said that she has completed the Commissioners budget though she did not add a Finance Director position and asked the Board if they wanted her to include that position. All three Commissioners said they would like to see that position added to the budget, noting they felt strongly the County should have a Finance Director. Commissioner Richards said she would like to attend the NACo Conference in Washington D.C. next year in Washington and asked to have money added in the budget for that.

Director Clough discussed the NHACo Conference and said that the budget will have to include money for the staff that is needed to work at the Conference. She asked the Commissioners if the office could be closed on Monday and possibly Tuesday so that all staff members could attend. Commissioner Cryans said the County only hosts the Conference every ten years and he would like to see it done right stating that it was okay to close the office.

There was further discussion about what some of the preliminary plans for the Conference would be and some names for a keynote speaker were tossed around. Commissioner Burton said he would like to see a table set up for Drug Court and possibly an informational session with them. Nothing concrete was decided.

#### COMMISSIONER ISSUES:

Commissioner Burton said that he received a message thanking the Department of Corrections Community Service for the work that was done at the Orford Library.

Commissioner Richards said she would be holding a Mental Health consortium in the Commissioners conference room on the 25<sup>th</sup> of March beginning at 8:30 AM. She said that Mental Health Coordinator Shelley Golden would be helping with the invitations.

There was discussion about having another Open Dairy Barn Day and Commissioner Richards said she would like to have one this year. Director Clough said she would need to know whether the Board wanted to do that because money would have to go into the

budget for that. Commissioner Cryans said that there is going to be a lot things that will be needed for the Conference this year and if money is going to be put in the budget for both she and Commissioner Burton to attend the NACo Conference in Washing this year, that perhaps waiting another year to do the Open Barn would be better.

Commissioner Richards said she would like to join the NH Farm Bureau and gave Director Clough the brochure for membership.

Commissioner Richards moved that the County should attain membership in the NH Farm Bureau which was seconded by Commissioner Burton. All were in favor.

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

Respectfully,

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Raymond S. Burton, Clerk

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jan 22 – Feb 18, 2013

## COMPLEX

### **Biomass District Heating System**

#### Work completed since last meeting

- ✓ Framed and enclosed biomass plant structure (delayed schedule 4-5 weeks)
- ✓ Installed biomass plant windows
- ✓ Installed biomass plant fascia and soffits
- ✓ Installed biomass plant roof (delayed schedule 1-week)
- ✓ Insulated biomass plant interior and started sheetrock
- ✓ Started biomass plant electrical work
- ✓ Tied in biomass hydronics into DOC boiler system
- ✓ Installed disconnect and wired in automatic transfer switch

#### Work scheduled for next few weeks

- ✓ Install sprinkler system in biomass plant
- ✓ Complete biomass plant sheetrock and paint interior walls
- ✓ Install biomass plant doors
- ✓ Side biomass plant
- ✓ Start mechanical work in biomass plant
- ✓ Continue electrical work in biomass plant
- ✓ Install guardrail system to protect heat exchanger in DOC vehicle sallyport

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

Project is substantially complete and valve works well. Still need to replace marred trim around entry door. We've received some training on the new system but have one more session to go. Morrill Construction still owes us O&M manuals and As-built drawings

**Water Tank** – Water level reporting portion of SCADA system not working. Replaced main circuit board to correct problem

**Elevators** – Stanley Elevator technician completed quarterly elevator inspections in all buildings. All checked good

**Warranty Windows** – I've submitted a list of 80+ windows to Boyd Manufacturing to replace windows with bad seals in both the nursing home and admin building. *February 19, 2013 is last day of 10-year warranty*

## COURTHOUSE

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

**County Attorney Office (CA) Expansion Project** – Entire project is 100% complete

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

**Courtroom 1** – Fabricated and installed ADA handrails at ramp area per State Court system request

**Superior and Circuit Court Service Counters** –Experienced quality issues with adhesives used to hold laminate on vertical sections of Superior Court service counter. While fixing poorly adhered laminate, the contractor broke one section of laminate. He also has problems with gaps between laminate and glue showing. Notified NH Bureau of Court Facilities since they are paying bill.

**HVAC** – Performed efficiency testing of boilers

### **NURSING HOME**

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

**HVAC** - Heat will not shut off in transcriptionist's office. Found MP501 referencing shower room on Maple. Also found Belimo motor burned up. Reprogrammed MP501 and replaced Belimo motor

**HVAC** – Landry washroom AC unit motor failed. Replaced motor

**HVAC** – Propane fired Make up air unit heater for kitchen hood has sticking relay in burner control. Replaced burner control

**HVAC** – Hydronic pump #3 leaking at shaft. Installed shaft seal kit

**Fire Alarm** – Staff on Granite requested tamper-proof covers for pull stations to mitigate resident from tampering. Installed alarmed covers

**Laundry** – Washer #1 has leaking shaft seal...replaced seal assembly (45-50 man-hours!)

**Kitchen** – Dishwasher not maintaining 160 degree wash temp. Replaced bad temperature gauge and probe

**Kitchen** – Ice machine dumping water into ice bin. Replaced bad water control valve

**Security** - Delayed egress function of magnetic locks at double doors on Maple not working. Adjusted door magnets

**Electric Beds** – Replaced numerous motorized actuators and other electrical parts

### **ADMINISTRATIVE BUILDING (1930)**

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

## MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

**HVAC** – During shutdown of Admin Building for biomass tie in we discovered a crack in Boiler #2 segment. Vermont Heating & Ventilating replaced bad segment. *Material covered by 10-year warranty*

**HVAC** – Hydronic pump #2 serving Administration Building has shaft seal leak. installed shaft seal rebuild kit

**HVAC** – Discovered bad gauges on chiller system. Replaced gauges

**Backflow Protection** – RPZ backflow devices connected to chiller and boiler make up water systems are dripping. Disassembled both devices and cleaned internal part san reassembled. Fixed boiler one but chiller one still leaks at air gap. Rebuilt chiller one using rebuild kit. Tested well.

**Security** – Panic alarms in two offices had low batteries that caused TROUBLE alarm. Replaced batteries and tested system. Checked well.

### NEW JAIL

**Fire Alarm Testing** – Alarmco completed the primary fire alarm testing and reported 2-pages of discrepancies. I relayed their findings to Dan Smith of HP Cummings so that he could coordinate the corrections through the various responsible contractors. Some findings have been corrected while others are still in work or in the process of being verified based on project document requirements

**Geothermal System** - Glycol feed not working in auto position for boiler make up. Intermittent pressure switch. Notified HP Cummings. Contractor made adjustments to switch. Problem stills seems to persist.

**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 have tried some new programming schemes to make these units work better. Multistack heat pump issues persist.

**HVAC** – Kitchen hood make up air unit (MAU) coil froze and burst. Contractors installed new MAU coil, tied in exhaust fan to freezestat, added 25% glycol to load side of system and reprogrammed pumps

**HVAC** - Snowmelt systems serving Area D and F air handlers missing sensors and not wired. Electrical contractor fixed but later discovered power supplies are also bad. Parts ordered

**HVAC** - Boiler 1 has propane smell. Contractor repaired leaking shutoff valve



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

**HVAC** - Classroom G101 will not heat. Contractor replaced bad controller on variable air volume unit

**Exit Lighting** – Several exit lights throughout aren't working. Interstate Electrical replaced a number of circuit boards in some and power supplies in others. Parts back ordered for three

**Security** – Door C09 shows unsecured when locked. Adjusted micro switch contact to actuator

**Security** - Door C103 shows open when it is locked. Ground strike latch

**Life Safety** - Backflow device to laundry chemical station is wrong type. Installed proper type and tested. Checked well

**Plumbing** – Electronic flush control systems in a few cells failed due to fried circuit boards. Repaired some with spare parts and cannibalized a few parts from lesser-used areas. Contractor backordered stock

**Plumbing** - Electronic domestic water valves (hot and cold) serving E and D units not closing completely, allowing water to continue to run when closed. Contractor adjusted valves

**Kitchen** – Gas stove left rear pilot light orifices plugged with welding slag. Also Kettle supply hose leaks. Received parts and replaced them in-house

**Warehouse Walk-in cooler** - Condensating internally by compressors. Water may be coming from humidity dripping off chiller. Condensate pan under chiller does not look like it has a drain plumbed to it. Contractor installed accumulator drain tray in compressor area, caulked interior ceiling joint and replaced heat trace tape on door and caulked interior seams

### **OLD JAIL**

**Fire Alarm** - Zone 1 (womens house) in Trouble mode. I believe cause is due to extreme cold due to not heating section

**Fire Alarm** - Smoke detector in elevator control room bad and Strobe by panel failed to work during test

**HVAC** - Both hydronic pumps to main part of the building have shaft seal leaks. Capped off one to allow heating system to thermal cycle. Eliminated bypass so that all water to building runs through entire building heat pipes.

**Plumbing** – In process of removing all stainless steel toilet fixtures before building gets demolished

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

## **FARM**

**Dairy Barn** – Numerous stanchions failed due to heavy corrosion...replaced several

**Dairy Barn** - Gutter cleaner reverse corner broke off. Welded back on

**Dairy Barn** – Milk line PI count (preliminary incubation) high. Milk inspector suggested fixing sags in pipeline. Replumbed pipeline

**Dairy Barn** - Left bulk tank condensing unit not running. Replaced two bad capacitors

## **MAINT/FARM BUILDING**

**Sprinkler** – Per NFPA we replaced two gauges that were older than 5-years

## **Drug Court Building**

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

## **VEHICLES & EQUIPMENT**

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

## **OTHER**

Chris Blake completed a 3-day training backflow device-testing seminar sponsored by New England Water Works

We assisted with fire drills in the nursing home and courthouse. Both went satisfactorily

**February 19, 2013**

**Commissioners Report**

<b>1. Population:</b>	<b>In-house</b>	<b>115</b>	<b>F Unit</b>	<b>49</b>
			<b>E Unit</b>	<b>18</b>
			<b>D Unit</b>	<b>23</b>
			<b>C Unit</b>	<b>24</b>
			<b>Intake</b>	<b>01</b>

**Weekenders: 03      Out of Facility: 42**

**2. Community Corrections Report:**

- a) Drug Court – supervising (22) \* 1 in custody 1 absconded**
- b) Electronic Monitoring – supervising (7)**
- c) Daily Work Release – supervising (0)**
- d) Operation Impact – Sgt Larson – In Canaan/Enfield schools**
- e) Community Work Program: Sgt Webster – In Bethlehem – working at the Town Offices**

**3. General:**

- a) Primex safety inspection - report**
- b) Governor Commission funding/FY14 budget - update**

**4. Personnel:**

- a) Recent resignations - update**

**5. Commissioner Items:**

- a) Commissioner Burton – none**
- b) Commissioner Cryans – none**
- c) Commissioner Richards – f/u Michelle McEwan – IEA's**

**Are there any Commissioner concerns?? Input sought.**