

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
April 16, 2013

PRESENT: Commissioners Mike Cryans, Raymond Burton and Martha Richards, and Director Clough.

Employee Council members Mark Deem, Rick Tyler and Lisa Langlois arrived.

9:10 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Commissioner Cryans asked for a moment of silence for the tragic events that occurred at the Boston Marathon yesterday.

Employee Council members presented their response to the Commissioners regarding salary and benefits.

Grafton County Employee Council

Mark Deem – Chairman, Rick Tyler – Co-Chairman, Lisa Langlois – Secretary

DATE: April 16, 2013

The Grafton County Employee Council (GCEC) would like to thank the Grafton County Commissioners for their counter proposal and for allowing sufficient time to receive feedback from the members. The GCEC Officers have reviewed feedback and tallied our member votes; your proposal for a 1% Cost-of-Living Adjustment was unanimously defeated by employee council members.

The GCEC respectfully submits a counter offer to your counter proposal:

1. The members support a COLA of 2.5% and respectfully request a review of your earlier offer.

[Note: the members have lost a COLA of 1.875% from last year's Consumer Price Index Increases and now there's an additional COLA of 1.7% this year]

We understand the Commissioners concerns pertaining to the retirement system increases that the county will have to undertake. Therefore we have decreased our proposal to 2.5%.

2. The members would like to see a proposed increase of .25 per hour for shift differential.
3. The members support an On-Call increase to \$2.50 per hour and we thank the commissioners for their support.

Thank you for allowing the Grafton County Employee Council Officers time to receive and share feedback from the members to you.

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

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 Cryans seconded the motion. All were in favor.

Employee Council members came back in. Commissioner Cryans explained the Commissioners position. He stated that the increases in retirement costs, the slight decrease in the health insurance and step increases all had to be taken into consideration. He said County government is a good place to work. The Commissioners are offering the employee’s a 1.50% COLA. Commissioner Cryans stated that he doesn’t want to look back at previous years as there have been pluses & minuses over the years. He explained that this took some wrangling between the Commissioners. The Commissioners very much appreciate the employee’s, but they can not give them everything they ask for. They have to look at things that benefit the whole organization. He also stated that we must all realize that the taxpayer is funding this and we want to be fair. He stated that he thinks this is a reasonably good increase coupling everything together. He stated that this was the Board’s final decision.

Mark Deem asked if this was the final and that meant there was no need to go back to the employees and ask for more input. Commissioner Cryans said he does not think it would be easy to get anything different. M Deem asked about the increase in shift differential. Commissioner Cryans said that they are not going to be able to address that this year.

The increase of an additional .50% is about \$100K.

Rick Tyler explained that they get a lot of inquiry and questions from the Employee Council members and they need to be able to answer their questions. Commissioner Cryans re-iterated that the Commissioners are looking for a balance that is fair to everyone.

Commissioner Burton said that at the end of the day the delegation has the final say financially. He also added that there may be additional costs that get handed down to the

County from the Legislature. He stated that public employment is good employment and that you get a lot of benefits working for government. He stated is very pro employee.

M. Deem said it would be very difficult if the Union gets a larger raise than the Employee Council. He also expressed that the employees were not supportive of a 1% COLA. He asked the Commissioner if that is the best offer. Commissioner Cryans stated that it was.

Rick Tyler stated that he has been working with the Benefits Committee and wondered where the Commissioners were at with the proposal that they had received a couple of weeks ago. Commissioner Cryans stated that those changes are included in the budget as it stands right now. Commissioner Burton stated that people worked hard on that and it is in the budget. He is supportive of it.

Commissioners thank the Employee Council for coming in.

Human Service Director Nancy Bishop arrived to review her report.

HUMAN SERVICES MONTHLY REPORT April 16, 2013

1.) LTC Expenses to date:

- Expenses to Date Report – HS Director Bishop stated these are right on track. The County will meet its cap in June.
- Recoveries Report – through January we have collected \$85K which is above what was budgeted.

2.) Legislation:

- Update of House Budget FY 14 & 15 – When the Legislature voted on HB 1 & HB 2 – Rep. Kurk offered a floor amendment that would have decreased County liability significantly. All Grafton democrats voted against this amendment. The amendment failed by 13 votes. She is following it closely as it goes through the Senate.

3.) Wellness

- Wellness Fair update – 50 people completed surveys. People enjoy the wellness fair. Out of survey: onsite yoga, stress and relaxation, walking and exercise. Wellness committee will be looking at providing workshops.
- Yoga classes & release form & legal opinion – N. Bishop gave the Commissioners a copy of a release that employees would have to sign off on before participating in onsite yoga. The Wellness Committee does have an instructor who would like to do this for free starting in the fall going into the spring. Employees would

participate on their own time. N. Bishop asked if the Commissioners would be willing to allow on-site yoga classes. Commissioners agreed. It was recommended that we have legal counsel look at this release.

- March of Dimes Walk – May 5th. Grafton County will have a team
- Men's Health for Women – 3 sessions planned – LGC will provide free of charge – geared to women – men do not take good care of themselves and more prompting from women to get them to a healthcare provider.
- Chair massages for Employees – Employees are very interested in a program at the County. The Wellness Committee has a program where a person would come in and provide a 10/15 minute chair massage. Part of stress management/relaxation. Employees would pay for the service and it would be on their breaks.

4.) Safety Policy:

- Review Safety Policy – N. Bishop handed out a draft Safety Program. She stated that we have been working on developing best practices for health and safety for a couple of years. We are almost there. She stated that she is presenting the draft to the Commissioners for them to approve. Commissioner Cryans asked if we currently have a Safety Program. N. Bishop stated that we do have a manual this is an update. This is to help make everyone aware of safety procedures and protocols that should be followed. Commissioner Cryans asked who get a copy of this. N. Bishop stated that all departments will get a copy and all employees will get a copy of the policy and they will have to sign that they received it. The Commissioners will review it and vote on it at next Tuesday's meeting.

N. Bishop also gave the Commissioners a policy on Slips, Trips and Falls which they will also take up next week.

Commissioner Richards asked what the Joint Loss Committee is. N. Bishop explained what the Joint Loss Committee is and that it is mandated by the DOL.

Commissioner Cryans told N. Bishop that as the budget stands right now – we have incorporated Cindy's recommendations and made some changes to the diversion programs. We have increased both the Valley Diversion and CADY to \$16K and put seed money in the budget for the Northern area. N. Bishop asked what the plan was to get something started in the Northern Area. Commissioner Cryans stated there isn't really a plan yet. He said they didn't want to leave the Northern area out so they put money in to

start something. N. Bishop asked if this is something the Attorney's Office will take care of that if it gets approved. Commissioner Cryans stated that is not known yet.

Cooperative Extension Office Manager Deb Maes arrived to meet with the Commissioners. Ms. Maes gave out a brochure on the Emerald Ash Borer. She recently attended a meeting where this was discussed.

D. Maes reported that 4H camp registrations are on-going.

D. Maes told the Commissioners that the Extension website has been updated and changed. The goal is to make it more interactive and more informative.

D. Maes stated that yesterday was Operation Military Kids – Purple up day.

There will be Extension Advisory Council meetings on April 29th and May 20th.

There will be a State Advisory Council meeting in Concord on Thursday, April 18th.

Deb Maes presented an updated Job Description to the Commissioners for the support staff in her office. It would make both positions in the UNH Cooperative Extension office essentially the same. They would have the same job description and both would be Administrative Assistants. Currently one is a labor grade 3 and one is a labor grade 4. She feels that both should be the same labor grade since they are doing the same job. Commissioner Cryans asked if it was included in FY 14 budget. D. Maes explained that there would be enough monies in their FY 14 budget for this. Commissioner Burton moved to make both support staff positions in the UNH Cooperative Extension office be a Labor Grade 4 and have the same job description. Commissioner Richards seconded the motion. All were in favor.

Commissioner Burton thanked Deb Maes for coordinating the video conference that will take place next Monday with Commissioner Nick Tompas.

Commissioner Richards asked how other Extension office's doing around the State. D. Maes explained that the seven (7) counties that have calendar year budgets have approved extension budgets for the upcoming year. Sullivan, Hillsborough and Grafton will be looking to get budgets passed for July 01.

Commissioner Cryans asked if everyone has had a chance to read the minutes from April 4, 2013. Commissioner Richards and Cryans had some edits. Commissioner Richards moved to approve minutes with the edits. Commissioner Burton seconded the motion. All were in favor.

Commissioner Cryans asked if everyone has had a chance to read the minutes from April 9, 2013. Commissioner Richards and Cryans had some edits. Commissioner Richards

moved to approve minutes with the edits. Commissioner Burton seconded the motion. All were in favor.

Supt. Jim Oakes arrived and presented the following report to the Commissioners:

Maintenance Department
Monthly Report
Mar 26 – Apr 15, 2013

COMPLEX

Biomass District Heating System

Work completed since last meeting

- ✓ Finished mechanical installation work in plant
- ✓ Finished insulating hydronic pipes in all existing building tie-in locations
- ✓ Installed 3-way valve in Dept of Corrections (DOC) geo-vault
- ✓ Completed chemical testing of existing boiler systems water prior to mixing
- ✓ Completed initial flush of boiler system
- ✓ Installed fire alarm and 98% of electrical in plant
- ✓ Completed majority of controls work in plant and existing buildings
- ✓ Completed final grading of sub-grade soils
- ✓ Installed IT switch cabinet and ran conduits for data and voice interface with fire alarm, and CTI and Messersmith controls

Work scheduled for next few weeks

- ✓ In process of insulating pipes and breaching in plant
- ✓ Reroute DOC boiler room hydronic, add bypass, add 2-way valve & add expansion tank
- ✓ Install brick façade
- ✓ Clean, flush and fill boiler system
- ✓ Test fire alarm/sprinkler alarm system
- ✓ Fire boiler and perform functional test of it and associated equipment
- ✓ Paint exterior
- ✓ Pour concrete aprons and door stoops. Address a few quality issues in various locations
- ✓ Pave driveway and swale
- ✓ Spread topsoil, seed and mulch

Engineering Design of Automated Isolation Valve & Vault

Project is substantially complete and valve works well. Still need to paint exterior once weather stays above freezing. Morrill Construction still owes us O&M manuals and As-built drawings.

Sprinklers – Tri-State Fire Protection completed the quarterly inspection and test of the sprinkler systems in the Admin Building, Nursing Home and Maintenance/Farm Shop. All checked good. I had to reschedule the DOC due to a call away.

HVAC Preventative Maintenance (PM) – North Country Mechanical completed some of the annual PM inspections and maintenance in the Admin Building, Nursing Home and Drug Court Building. We are addressing a few minor issues discovered.

Courthouse

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

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Boiler System – Boiler #2 in alarm and will not reset. The nozzle was cleaned and adjusted. Also adjusted hi-fire micro-switch

Laundry – #3 washer pillow block bearing bolts loosened up and one broke. Replaced all bolts and retorqued

Electric Beds – Replaced numerous motorized actuators and other electrical parts

Plumbing – 2-inch coupling in In-Service bathroom leaking above suspended ceiling. Ordered repair parts. Also discovered two other leaks in boiler room. Ordered parts. All will require scheduled shut down to repair. *Shutdown and repairs were completed without complication*

ADMINISTRATIVE BUILDING (1930)

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

Water Meter – Replaced 2-inch water meter with 1-inch one to reduce monthly water meter fee from \$86.25 to \$26.95

Boiler System – Pump 4 to old jail in alarm...replaced bad fuse in disconnect

NEW JAIL

Fire Alarm – 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. Held meeting with all key players to discuss project document discrepancies and ambiguities. Contractors reprogrammed fire alarm and currently system is being retested as we speak. *Simplex & Interstate Electric spent a 1 ½ weeks repairing issues, programming devices and completed full test of alarm. We still need to crosscheck results to ensure everything was fixed.*

Fire Alarm – The main fire panel registering system trouble from FIKE clean agent system covering electrical rooms. Replaced graphic micro control card 10-2411 in FIKE annunciator next to Cheeta clean agent panel

Geothermal - Need to program ERU loop reset schedule so heat pumps don't trip out in shoulder season switching between cooling and heating. Work in progress by Controls Technology Incorporated (CTI). *Unsure if CTI has yet tested changes*

Boiler System – Boiler #2 intermittently going into alarm status for flame failure. Granite State Plumbing & Heating has sent a technician to fix the problem this morning

Sprinkler System - Sprinkler head enclosed in shroud over cell doorway F05 is leaking. Notified HP Cummings yesterday

Security – Door F206B shows closed while open. Also doesn't show open at Central when lock is opened with a key. COMTEC repair issue through software program change

Security – E106A door lock won't secure. Replaced relays and reset lock mechanism

Interphone System - Interphone not working at Property Exchange window B128. COMTEC repair issue through software program change

Paging System – E101D and C204 DXL for overhead paging in fault. COMTEC replaced DXL decks

HVAC – Experiencing air imbalance throughout building in various locations when associated air handlers go into economizer mode. Determined supply pressure is greater than exhaust at these times. CTI is in process of reprogramming all affected units.

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 – Heat pump WHP-H3 is in alarm daily with circuit or thermal fault. It is also not getting DHW pretemp above 83. It should be preheating to 110. Granite State Plumbing & Heating (GSP&H) troubleshooting problem

HVAC - Trane needs to verify that all WHP type heat pumps are programmed to run below 42 degrees. Some are tripping out in the low 40-degree range

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HCAV - Additional programming required to program air handling unit energy wheels to meet Trane sequence to allow defrosting. *I believe the programming is complete, but I'm unsure if it has been tested yet*

HVAC - Room A145B temp doesn't get above 66 degrees even though reheat coil RHT-A4 is putting out 92.9 degrees. GSP&H and CTI troubleshooting

HVAC – ERU-F1 air handler energy wheel power light doesn't work. Contractor ordered replacement

HVAC – Variable air volume unit VAV-G12 for rooms G108 and G109 do not get above 64 degrees. GSP&H and CTI troubleshooting

HVAC - Variable air volume unit VAV-G4 for areas G111 and G109 do not get above 64 degrees. GSP&H and CTI troubleshooting

HVAC – Heat pump HP-10 serving maintenance area is not heating properly due to improper air balance. Contractors troubleshooting

HVAC – Heat pump WHP-C1 Sounds bad, possible low refrigerant. Notified GSP&H

HVAC - Staff bathroom area B109 won't come up to temp. Notified contractor

HVAC – Heat pumps B-6 and B7 can't adjust temperature. Notified contractor

HVAC – Heat pump ERU-F1 Supply bearings are getting noisy. Notified GSP&H

Plumbing – Numerous stainless steel pins behind each inmate toilet installed to prevent flushing foreign objects below grade are missing. Installed threaded rod as a temp measure. Notified GSP&H

Lighting – Several exit lights throughout aren't working. Interstate Electrical replaced a number of circuit boards in some and battery packs in others. *Three have failed since. Notified HP Cummings*

Lighting – Inmates in Area D are prying night light covers off in sleeping areas. Ordered more secure fixture covers to remedy problem. *Parts due to deliver sometime in May*

Lighting – Area F rec yard light found dangling/damaged by inmates. Replaced broken rec yard light support cable and other support cables with chain hanger

Bunks – Captain Lafond has requested we add more bunks to Areas C and D due to increased populations in these areas. We have gathered materials to start in Area D.

Main Entrance - All 4 entrance doors open to the point that the handles hit the glass on the wall by the hinge. *HP Cummings installed new door stops*

Siding - Exterior siding falling off under South side window of J-Connector. Notified HP Cummings

OLD JAIL

Salvage – We are in process of removing items that can be reused throughout complex.

Demo – Advertised RFQ/P to do demo. I will be conducting site visits with bidders between 4/22 and 5/3. Demo schedule is 6/3 – 7/26.

Sewage Pump Station – Coordinated with CFW Electric to provide cost estimate to move power from old jail to Maint/Farm Building in next 2-weeks

Fire Alarm – Removed fire panel. Also contracted with Norris to migrate alarm devices located in prior inmate housing areas of the Admin Building to the Admin Building fire alarm panel on 4/19

Asbestos Abatement – Contracted with the Scott Lawson Group to abate all asbestos 4/24 – 4/26

Power Meter – Contracted with Giguire Electric to move power meter from old jail to biomass plant power feed. This was completed yesterday.

Boiler System – I've contracted with VHV based on T&M to sever and cap the hydronic lines that feed the heating system at the old jail. This work will likely be done next week

Tunnel – I've contracted with a local mason to construct a wall on the old jail side of the tunnel to cap the tunnel before demolishing the old jail

Shrubs – In process of transplanting shrubs from in front of the old jail to areas in front of 69 building and Drug Court Building

FARM

Greenhouse – Gable vent fan motor failed...replaced motor

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

- ✓ A few of my staff have requested for personal use certain items earmarked for scrap in the old jail. I do not have the authority to give them any county property. However, I suggest having a silent auction to allow other county an opportunity to bid on these items as well. Do I have your approval to proceed with the silent auction?

There was a discussion as to whether or not the County should allow Maintenance employees or any employees to have or purchase scrap items from the old Jail. It was discussed that if it were to happen it should be open to all employees in order to be fair. The value that we would get from scrap was discussed. It was agreed that we would not want employees doing this on our time, but that we wouldn't want employees in there after hours on their time due to liability issues. Commissioner Cryans thinks we shouldn't bother with this. Commissioner Burton feels that we should allow employees to view, bid and get the equipment out. Commissioner Richards agreed with Commissioner Cryans. The Commissioners decided that any salvageable property would be taken to Stockley's for salvage – not sold or given to employees.

- ✓ We received a check for \$7,353.67 in reimbursement for the material cost of the water meter, one backflow device and 2 reducers to go from 6" to 4". However, the material and labor to install them cost the county \$10,332.00 I e-mailed Bob Fagnant yesterday and relayed that the county commissioners want reimbursement for the labor and materials, not just materials. Please send a check for \$2,978.33 to cover the labor.

Commissioner Burton mentioned that once the Biomass plant is finished should be a formal public reception.

The Commissioners signed the check registers.

The Commissioners reviewed the monthly NACO prescription drug report for March.

The Commissioners received a letter from the NH Division of Historical Resources informing that the Rockywold-Deephaven camps in Holderness and Sandwich were being considered for the National Register of Historical Places.

Director Clough informed the Commissioners that she had received an email from Shelley Hadfield that the Orford group has decided that they are not ready to seek CDBG funding in July; therefore, they will not be bringing forward an application to the Board.

Commissioner Issues:

Commissioner Cryans stated at the last NHAC meeting G. Maglaras was elected to another two-year term as Chair of the Commissioners' Council.

12:00 PM being no further business, Commissioner Richards moved to adjourn the meeting. Commissioner Burton seconded the motion. All were in favor.

Respectfully Submitted,

Raymond S. Burton, Clerk

