

## GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

May 21st 2013

PRESENT: Commissioners Ray Burton, Mike Cryans and Martha Richards, Director Clough and Admin Assistant S. Tempelmeyer

Commissioner Cryans called the Meeting to order at 10:05 and began with the Pledge of Allegiance.

ITM Brent Ruggles stated that he was present to request a bid waiver for a replacement phone system for the Administration Building. He stated the reason for the bid waiver request was the fact they have already used Carousel for the phone system at the new Department of Corrections. This is a very technical piece of equipment that not only is a phone system but it will be configured to work with the current network. Carousel has worked with the County over the past year and ITM Ruggles stated that he feels going through a different vendor will add additional unneeded costs such as labor, reverse engineering etc. He stated this phone system is to work conjointly with the Jail. If there is a problem with the phone system at the jail this would provide backup and vice versa. He submitted a proposal from Carousel with the total amount being \$24,644 which was already figured into the budget. He stated it will be identical to the system at the jail. This system will provide for seven (7) departments: the Commissioner's Office, Human Services, IT, Human Resources, Deeds, Maintenance and the Dept. of Corrections.

Commissioner Richards moved to approve the bid waiver request for the new phone system and to purchase it from Carousel Industries for \$24,644. Commissioner Burton seconded the motion.

Discussion:

ITM Ruggles stated his plan down the road is to reduce the number of phone systems in the County. He is looking to consolidate six (6) phone systems down to two (2). The system will allow direct calling from the Administration Building to the jail instead of calling out on outside lines. He stated that he's looking to eventually bring this phone system to the Sheriff's Dept., Dispatch, Attorney's Office and the Nursing Home.

Commissioner Richards asked if anything will be done with the old phones once they are replaced. ITM Ruggles stated that there will be some salvage value with the old phones, the County won't get a lot of money but there are companies that will buy them.

Commissioner Richards asked if we still get bills from Verizon. ITM Ruggles stated we currently have a contract with Fairpoint and they are currently in the midst of this change. ITM Ruggles is looking to bring in a digital direct feed for the phone systems here;

currently the County uses copper analog trunks. He stated that they are hoping to reduce total phone bill 50% if not 60% with the new digital technology. The downside is that they need to maintain 30 lines in use for various alarm systems. It is mandated by law that they have to have copper feeds.

Commissioner Burton asked if there will be an answering system so that way if someone wants to get ahold of someone specific they can. ITM Ruggles stated that it will. It's going to have voicemail capabilities that will give them better flexibility and it is simple to use.

Commissioner Burton asked if there was any other phone company in Grafton County that could bid on this if it were to be advertised. ITM Ruggles stated that he does not believe so due to the complexity involved. There would be reverse engineering where Carousel knows how to work the phone system and just installed it in the Jail last year so he feels that they would be saving money in labor costs.

ITM Ruggles stated that Carousel is located in Rhode Island but has regional offices in New Hampshire, New York, Massachusetts, Connecticut as well as Maine.

Commissioner Burton asked that the response time was if you were to call them with an issue. ITM Ruggles stated that they have 24/7 help and are very quick to respond. With the warranty you send back the defective one and get a new phone the next day.

Commissioner Burton asked if there were technicians available to come out and help. ITM Ruggles stated that most are able to remotely connect for technical assistance.

Commissioner Burton asked if this was going to set up with FairPoint Communications ok. ITM Ruggles stated that we are in phase one (1) right now to get things schedule. He stated he has met with the Fairpoint Local Manager two (2) weeks ago, Jessica Russo who is out of Bath to set up what they want as far as the project goes as well as looking at bottom line dollars.

ITM Ruggles stated that they are under a five (5) year warranty with this phone system.

Commissioner Richards stated she appreciates IT bringing the County into the 21<sup>st</sup> century

No further questions, all were in favor

HSA Bishop arrived with the following report:

#### HUMAN SERVICES MONTHLY REPORT

##### 1.) LTC Expenses to date:

- Expenses to Date Report

- Recoveries Report
- 2.) Legislation:
- No Update
- 3.) Other

HSA Bishop stated that they are on track with expenses to date. We will be paying one more full bill and the June bill should only be a partial. This is the month that will show transactions that were processed under the new system.

She stated that recoveries are about a month behind. She stated that she received an email from Betsy Miller at the Association of Counties this morning stating that there will be a hearing on the Human and Health Services budget today in Concord.

Commissioner Richards asked HSA Bishop to explain the Grant Total by town report and what that means. HSA Bishop stated that these are the expenses that are processed on a monthly basis. She stated that the INC stands for the Nursing Home Services and HCBC stands for Home and Community Based Care. Commissioner Richards stated that she realized that Lebanon, Haverhill and Littleton are larger populated areas but wanted to know if those numbers are standard of what HSA Bishop has seen in the past with Nursing Homes. HSA Bishop stated that it is standard. Haverhill tends to have a few more people because there are some Vermont people coming in and those do not get tracked as Vermont residents. Commissioner Richards asked if the number of cases in both categories were essentially stable from what HSA Bishop has seen over time. HSA Bishop stated it is a cumulative amount for the year so far. She stated that they are averaging 270 Nursing Home clients that are billed each year. She stated there has been a decline the last few years but they are starting to see an increase in numbers again.

Commissioner Burton asked HSA Bishop if she is able to make address labels. He stated that he is putting together a memo along Jo Moncher who is the Health and Human Services State Outreach Coordinator for Veterans. The memo is to all social service organizations asking them to watch for any homeless veterans. He stated that if they can prevent just one (1) Veteran from being homeless then it is worth it. Commissioner Burton stated when the memo is finished he will have Commissioner Cryans and Richards read it over and see if they have any suggestions.

Commissioner Cryans asked if everyone had a chance to read the minutes from May 14<sup>th</sup> and if there were any edits. Commissioner Richards had some edits. Commissioner Burton moved to approve the May 14<sup>th</sup> Commissioner Meeting minutes as amended, Commissioner Richards seconded the motion, and all were in favor.

Commissioner Richards moved to adopt the Certificate of Vote for the Governor's Commission Grant funding, Commissioner Burton seconded the motion, and all were in favor. The Certificate was signed by Commissioner Burton.

Director Clough stated there was a correction to the Executive Committee Schedule. There is no longer a meeting on Friday June 14<sup>th</sup>. They will meet and have their regular meeting on Monday June 17<sup>th</sup>. When the meeting is finished they will do the budget wrap up.

Director Clough submitted the official copy of the National Drug Court Month Proclamation to be signed by the Commissioners.

Director Clough reviewed the appropriation transfers that will be done for accounts that are over expended currently with the Commissioners. She stated that she will be going through the financial reports and identifying any departments that will need written permission from the Executive Committee to get money transferred. Director Clough stated that at this point the only department that looks like it will need this is the farm. She is in process of creating a more detailed breakdown of farm expenses.

NHA Labore arrived and requested to go into non public session with the Board.

10:48 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. according to RSA 91-A:3, II (c) 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.

11:15 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.

Commissioners Richards stated she received an email from Heather Bryant regarding the recent meeting regarding the vegetables and she was pleased with the progress.

Commissioner Richards stated that NHPR was interviewing young CEO's in southern NH on how they were attracting young employees. She stated that she would like to have a workshop about job inspiration into the North Country at the County Conference. She would like to bring in a young CEO from a company and find out how we can get some new technical companies in the northern part of the state. Commissioner Richards stated that she would like to see an atmosphere where we can keep young people in the area. Commissioner Burton stated that he supports Commissioner Richards' idea of a workshop.

Supt. Oakes enters meeting and gives following report:

**MAINTENANCE DEPARTMENT REPORT  
TO GRAFTON COUNTY COMMISSIONERS**

**Apr 16 - 20, 2013**

**COMPLEX**

**Biomass District Heating System Project**

Work completed since last meeting

- ✓ Completed insulating pipes and breaching in plant
- ✓ Rerouted DOC boiler room hydronic, add bypass, add 2-way valve & add expansion tank
- ✓ Installed brick façade
- ✓ Cleaned, flushed and filled boiler system
- ✓ Tested fire alarm/sprinkler alarm system
- ✓ Fired boiler and performed functional test of it and associated equipment
  - Experienced system over-pressurization issues in Nursing Home and Admin Building boiler systems. GWR Engineering troubleshooting root cause.
- ✓ Painted exterior and installed flashing to bridge area from clapboards to brick veneer
- ✓ Poured concrete aprons and door stoops. Addressed a few quality issues in various locations
- ✓ Paved driveway and swale
- ✓ In process of spreading topsoil, seed and mulch
- ✓ Work on punch list

Work scheduled for next few weeks

- ✓ Complete spreading topsoil, seed and mulch
- ✓ Complete bypass in boiler plant and finish programming control points
- ✓ Finish testing and balancing of system
- ✓ Commission everything
- ✓ Deliver O&M manuals and As-built
- ✓ Provide owner training
- ✓ Complete punch list

**Old Jail Demolition Project**

Work completed since last meeting

- ✓ Transitioned fire alarm devices from jail fire alarm that covered tunnel and other inmate areas in Admin Building and installed on Admin fire alarm system. Programmed and tested
- ✓ Completed asbestos abatement throughout
- ✓ Drained domestic water, hydronic heating pipes and sprinkler system and removed all in the area of the tunnel that has to be blocked up

- ✓ Constructed 16-inch concrete wall in tunnel to sever connection between old jail and Admin Building
- ✓ Transitioned sewage pump station power from old jail to Maint/Farm Building
- ✓ Killed power to old jail by disconnecting conductors from main circuit breaker in switch gear shed

Work scheduled for next few weeks

- ✓ Select bidder and start project ASAP

### **Administration Building Repointing & Repair Project**

Drafted Scope of Work, General Conditions, Bid Form and RFP/Q. Put project out to bid. I will conduct site visits with prospective bidders between May 20<sup>th</sup> and June 7<sup>th</sup>. Bids due Monday June 17<sup>th</sup> by 3 PM. Open & review bids June 18<sup>th</sup> and possibly select bidder same day. Project timeline: August 5<sup>th</sup> – October 25<sup>th</sup>.

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

Project is substantially complete and valve works well. Morrill Construction still owes us O&M manuals and As-built drawings. I've spoken to Jason a few times on this matter but they haven't completed the project. I'm holding his retainage until complete.

**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.

**Elevators** – Stanley Elevator tech completed the quarterly inspections on all elevators. All passed inspection without discrepancies

**Kitchen Hood & Ductwork** – VT Fire Extinguisher completed the 6-month inspection and cleaning of the DOC and Nursing Home kitchen hood and ductwork

### **COURTHOUSE**

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

**HVAC** – Crankcase heater on condensing unit compressor is bad. Replaced heater.

### **NURSING HOME**

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

**Sprinkler** - Flow switch on retardable flow chamber doesn't have a delay feature, so every time there is a water pressure spike the flow switch activates and causes a false alarm. Installed new flow switch that has delay feature. Programmed a 45 second delay. Tested device

**Generator** - Generator shutdown on trouble code 190 (actual engine speed under range, erratic or undefined). Also found LS and CE breakers tripped. Reset breakers and started generator (w/o load). Ran fine for 10-minutes and then shut down on code 190 again but breakers did not trip this time. Powers Generator Service tech replaced magnetic pick up and ops checked generator under load. Checked good

**HVAC** - Hydronic leaks in 3" distribution pipes above ceiling in janitor's closet on Meadow and behind nurse's desk on Profile (caused from over-pressurization from biomass TAB process). R2 victolic seal

**Walk-in Cooler** - Middle condensing unit fan motor and contactor bad. Replaced fan motor and contactor is back-ordered.

### ADMINISTRATIVE BUILDING (1930)

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

**HVAC** – Chiller crankcase heaters on 9-ton circuit (2A & B) and one on 14-ton circuit (1A) are bad. Aux contactor on circuit 1B is bad. Replaced crankcase heaters. Aux contactor backordered

**Backflow Device** - Boiler make up water backflow device leaking at scupper. Disassembled and cleaned check valves and relief valve assembly. Reassembled...leak fixed

### NEW JAIL

**Sprinklers** – Tri-State Fire Protection completed the annual inspection and test of the DOC sprinkler system. I provided HP Cummings with a few discrepancies noted during the inspection.

**Sprinkler** - Sprinkler head enclosed in shroud over cell doorway F05 is leaking. Hampshire Fire Protection fixed.

**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.*

**Life Safety Equipment** - The following fire dampers were tested and found loose: M1-6 (rm G-144), M1-7 (rm G132), M1-8 (rm G132) , M1-86 (rm A103), M1-84 (rm A103),

M1-83 (rm A103), M1-81 (rms B126 & A127), M1-155 (rms B128 & A130) , M1-74 (rm A133) and M1-75 (A140). M1-81 (motorized smoke/fire damper located above ceiling in rm A125 needs fire caulking). Activated smoke dampers in all locations. Allowed motor control to max out in closed position. Set dampers to closed positions and secured dampers to shafts with set screws. Checked operation. Caulked M1-81

**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 tech tested gas pressures, flame strength, exhaust emissions, wiring, and original set points to spec and found all good. Did notice flame sensor voltage slightly off and fluctuating. Moved sensor to boiler 1 to see if problem would follow. As of 4/29 problem did not follow to boiler 1 nor did it manifest itself with boiler 2

**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 In alarm daily with circuit or thermal fault. Also not getting DHW pretemp above 83. 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

**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 to not get above 64 degrees. GSP&H and CTI troubleshooting



**HVAC** - Variable air volume unit VAV-G4 for areas G111 and G109 to 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*

**Bunks** – Captain Lafond has requested we add more bunks to Areas C and D due to increased populations in these areas. In process of completing Area D.

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

## **FARM**

**Equipment** – Welded a variety of pieces of equipment for the farm

## **MAINT/FARM BUILDING**

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

## **Drug Court Building**

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

## **VEHICLES & EQUIPMENT**

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

## **OTHER**

**Centrifugal Pump Training Course** – Richard, Dennis and I attended this training seminar in Franklin, NH to get the CEU's needed to maintain our C1A water operator's licenses

**Master Gardeners** – The Master Gardeners spent a Saturday recently freshening up the beds by the gazebo and the gardens out in front of the courthouse

**Maintenance Position** – I was unable to find a person with the skills that would be a good fit for the 3<sup>rd</sup> position at the DOC. I just re-advertised the position

Supt. Oakes stated that he had done background checks and references on three (3) lowest bidders for the jail demolition. He stated that all were very capable of doing the work. He handed the Commissioners a spreadsheet and reviewed it with them. He stated that all references spoke very positively of them. He stated that going by references and experience that his suggestion is to accept the low bid from Spears Brothers.

Commissioner Richards moved to accept the bid from Spears Brothers Building and Wrecking for the demolition of the old jail, Commissioner Burton seconded the motion, and all were in favor.

Commissioner Cryans asked if the demolition should go pretty fast. Supt. Oakes stated that the most time consuming part of the project will be getting in there and gutting out the building. He stated that since they are crushing a lot of the material and filling in the hole, they can't have mixed debris. Supt. Oakes stated that Spears Brothers wants to start May 28<sup>th</sup>. He stated the job site will be fenced off to keep pedestrians and vehicles out.

Commissioner Cryans stated that with the Nursing Home and Jail, HVAC issues appear to be the most common things you hear with these buildings. Supt. Oakes stated these things provide comfort so that is where the most complaints come from. He stated that he is disappointed it's taking so long to get some of these things fixed in the new facility. Supt. Oakes stated that despite the list of on going issues there are a lot more things that are going right.

Sheriff Dutile arrived and requested to go into non public session.

11:50 Commissioner Richards moved to enter into non-public session for the purposes of The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a).

12:06 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.

Commissioner Burton stated on Tuesday June 4<sup>th</sup> at Noon in Lincoln, Southern NH Services will dedicate a housing project, and will be named the Ray Burton Commons. He stated that he would like to be excused at 11:00.

Commissioner Burton stated he has made a call to the State Forester to see if we can get a collector in the trees to catch the Ash Bore here in Grafton County.

Commissioner Burton stated that he along with his fellow Commissioner, Martha Richards attended a historic event last Saturday, May 18<sup>th</sup> – which was Founders Day in Haverhill, part of the Town's 250<sup>th</sup> Anniversary celebration.

Commissioner Burton stated that he donated a book on Haverhill, NH and Newbury, VT to the historic room at the Commissioner's Office to be autographed by the Commissioners.

Commissioner Burton stated that he attended a North Country Workplace Education Program earlier that morning. The program works with Littleton High School, Profile High School, Lisbon High School, and White Mountains Regional High School. It places high school interns at work sites like Garnet Hill and New England Wire. He stated that after the budget settles he's going to ask Bob Butson if he will approach the authorities at Woodsville High School to see if they will participate. Commissioner Burton stated that if they agree he will ask Mr. Butson to come to a Commissioners Meeting with a possibility of placing high school level interns at Grafton County.

12:30 Commissioner Richards moved to enter into non-public session for the purpose of the hiring of any person as a public employee according to RSA 91-A:3, II (b) 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.

12:45 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.

Commissioner Richards moved to make an offer of employment for the HR Director position. The motion was seconded by Commissioner Burton. All were in favor.

12:55 PM With no further business the meeting adjourned

Respectfully Submitted,

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Raymond S. Burton, Clerk