

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

October 18, 2016

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

OTHERS PRESENT: HSA Bishop, Sheriff Dutile, Sgt. Kelly, Supt. Oakes, Pat Garvin, Justin Slattery, AS Director Gilding, Office Administrator Farina.

Commissioner Cryans called the meeting to order at 9:00am and began with the Pledge of Allegiance.

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

Sheriff Dutile arrived to open bids for the purchase of a new cruiser. Four (4) bids were received and were as follows:

Meredith Ford – \$ 27,890.00

Irwin Automotive Group - \$ 27,592.00

North Country Ford – \$ 29,044.00

Grappone Ford – \$ 28,342.00

Sheriff Dutile stated that he will review the bids and return with a recommendation.

Sheriff Dutile returned and recommended that the Commissioners accept Irwin Automotive's low bid of \$27,592.00.

Commissioner Lauer moved to accept Irwin Automotive Group's low bid of \$27,592.00.
Commissioner Richards seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

September 20 – October 17, 2016

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Damper Inspections – Still in process of completing 4-year damper inspection in the Nursing Home and Administration Building. A dozen or more need access doors relocated or added to better facilitate inspection. *Installed several access doors and trip tested fire dampers. Still have a few left to complete.*

Generators – Powers Generator completed all of the annual inspections/tests on our generators ... *no major defects were found*. However, they determine we should be having the Dept. of Corrections generator load-banked annually because the generator grossly over-sized. Its normal connected load is only 10% of its total capacity. Per NFPA 110 - Standards for Emergency and Standby Power Systems, section 8.4.2, emergency generators shall be run at 30% minimum load for 30-minutes on a monthly basis or otherwise be load-banked annually (see attached reference). Powers Generator has provided a quote of \$4,695 to perform this service; however, this was not budgeted for and will be a large increase to my annual contract services budget at the DOC.

Generators – Base tanks below DOC, Nursing Home and Admin Building generators were getting heavily corroded in spots. Removed rust, primed and painted base tanks

Underground Storage Tank (UST) Inspections – NH DES and Lakes Region Environmental Services (LRES) completed the annual inspection of our four in-ground fuel tanks and electronic monitoring systems. All passed except for the one at the DOC. Although there were no signs of active leaks at the time of the inspection, the inspector found an absorbent pad in one of the sumps that was tinged red from dyed diesel fuel and stated she could not pass this UST until it could be confirmed the system definitely wasn't leaking. To determine this will require doing a tank and sump tightness test. NH DES has given us 30-days to address this issue. I've been trying to coordinate the test with LRES since 9/27 and just a few days ago they finally committed to a 10/31 test date. Since LRES's availability is beyond NH DES's 30-day window, I requested an extension from NH DES.

Parking Lots – All of the parking lots and drives have numerous cracks in the asphalt, particularly around the Administration Building and courthouse. Pressure-washed and filled cracks with hot tar/rubber mixture all around front of Nursing Home, Admin Building and Barns. Ongoing project until it gets too cold to continue. Will resume in the spring if not completed this fall.

COURTHOUSE

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

Building Automation System – Since meeting with CTI, they submitted specifications on the proposed new equipment and suggested programming sequences. We reviewed the submittals and requested modifications to some of the programming sequences.

Window – Sliding window in County Attorney's area fogged...replaced window

HVAC – Condensate pump for Dispatch AC evaporator failed...replaced pump

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Resident Wander-prevention System – ESL Distributing, LLC. Installed a resident wandering prevention system called Secure Care at the main entrance, employee entrance and main entrance

to Meadow. Although the system is operational, the nursing home is not using it yet due to operational inconsistencies at the exterior entrances. I am in the process of coordinating their return to work out the bugs.

PT & Activities Yards – Fences and gates weathered...power-washed and sealed

Life Safety – During life safety inspection the inspector suggested adding a new exit light to the stairwell by the laundry. *I inspected the building for similar findings and ended up having my staff add several new exit lights in questionable areas throughout.*

Life Safety – Discovered several exterior emergency lights broken by the masonry contractor...*replaced all of them at the contractor's expense*

ADMINISTRATIVE BUILDING

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

DEPT. OF CORRECTIONS

HVAC – Heat pump WHP-F1 circuit B shutting down on low pressure...*Trane troubleshot to fitting that failed causing freon leak...ordered parts .*

HVAC – Air handler ERU-A1's exhaust fan overheated and failed...ordered new motor

HVAC – Fan blade failed on Unit heater B2...ordered new fan blade

Window – Large window in DOC Maintenance Office cracked...ordered new window

Kitchen – Serving station rollers frozen in place due to heavy corrosion (poor design)...ordered new stainless steel rollers

Geothermal System – Detected system is taking on too much glycol mix at system make-up tank. *Inspected equipment throughout building for evidence of leak but found none. We've pressure tested all but one last geothermal loop and have yet to find any conclusive evidence of a field leak. If the last loop passes the test, the only other possibility would be a bad pressure tank.*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

CORN CRIB – Foundation collapsed on East side of structure following heavy rains. *Since our last meeting the insurer sent an engineer out to view the structure and to render a conclusion why the event occurred. The engineer reported that the retaining/foundation wall that collapsed was never constructed properly to hold back the soil load against it, thus over time collapsed*

from being over-stressed. The engineer further concluded it would easily cost \$10,000 or more to properly construct a new foundation, capable of retaining the subject soils. Based on the engineer's report, the insurer denied our insurance claim. In closing, Paige Excavating provided a quote of \$2,170 to raze the structure, backfill the foundation to stabilize the slope and seed and mulch. I've accepted their quote and the work is scheduled for late November.

DAIRY BARN – Structural support, sill and siding rotted around window and door on West elevation of barn. *Removed rotted window frame, door frame, portion of wall and sill to prep wall for new materials. Since our last meeting much of the surrounding structure has been replaced and the job is close to being finished.*

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Emergency Power – IT requested two new circuits be installed to support servers in basement cage area. My staff installed the circuits and CFW Electric inspected and approved them before putting them into service

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Vertical Mast & Boom Lifts – United Rentals completed the annual ANSI inspections on our two lifts. One passed inspection and the other didn't. The one that didn't has a few hydraulic leaks, requiring the lift be taken off-site for repair.

Commissioner Cryans asked if everyone had a chance to read the minutes from the October 11th meeting.

Commissioner Richards moved to approve the minutes from October 11th meeting.
Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 1065 and 1067.

CA Libby submitted an eighteen (18) month extension request for the AHEAD – Better Homes project. The project extension would be until June 30th 2018. She stated that there have been many delays and obstacles to this project and that is why they are requesting an extension.

Commissioner Linda moved to extend the timeline for the Better Homes project until June 30th 2018. Commissioner Richards seconded the motion and all were in favor.

Pat Garvin and Justin Slattery, President of the NH Alliance of RDC's, arrived to discuss an amendment to the current RDC Capacity grant. P. Garvin explained that the grant had been on hold since last April due to issues between HUD and CDFA. They have now resolved their issues and the project can move forward. They have changed the name for the grant to Business Technical Assistance and they are requesting an amendment to the grant and extend the end date to June 30th 2017. She stated that this will give them more time to meet the job creation requirement due to the grant being put on hold.

P. Garvin stated that the next item they wanted to discuss with the Commissioners is next year's grant application. She explained that CDFA has requested that the next application for the same activity be prepared and submitted in this calendar year. The funds need to be applied for in 2016 because they want to make sure they use funds from this year even though it will not start until July 1st 2017. She explained that the Commissioners would need to hold a public hearing to begin the application process. She stated that she can begin writing the application now before the public hearing. The Commissioners signed the grant writing agreement that states the county has no obligation unless the grant gets approved. A date of November 15, 2016 was agreed to for the Public Hearing.

Commissioner Lauer moved to enter into agreement and give P. Garvin permission to start working on the grant application. Commissioner Richards seconded the motion and all were in favor.

AS Director Gilding arrived to discuss the final Drug Court Policy with the Commissioners. He explained that this is the document that everyone all agrees on. The team has agreed that they will meet once a month to go through section by section to make sure everything is being kept up to date. AS Director Gilding answered various questions from the Commissioners.

Commissioner Lauer moved to approve the October 18, 2016 Drug Court Policies and Procedures. Commissioner Richards seconded the motion and all were in favor.

AS Director Gilding asked the Commissioners if they want him to move forward with applying for the \$150,000 in Drug Court funding. He stated that the policies as written make them eligible for the funding. The Commissioners gave AS Director Gilding permission to move forward and submit the application for the \$150k Drug Court funding.

Office Administrator Alison Farina arrived to have the Commissioners accept and sign off on the VAWA Grant for the Attorney's Office. She stated that this is a grant for \$30,000 that they have been receiving for years and have received again this year.

Commissioner Lauer moved to accept the VAWA Grant in the amount of \$30,000. Commissioner Richards seconded the motion and all were in favor.

CA Libby submitted the Amendment to the NH Alliance of RDC's Grant for Commissioner Cryans and Commissioner Lauer to sign.

CA Libby stated that they had the bond closing was on Friday. They received \$111,716.24 to pay

for all bond issuance costs. Everything went well and it was a successful refunding of the bonds.

TAN Update/ Tax Invoices – CA Libby stated that they have borrowed \$4.6 million to date. Tax bills will go out late this week or next week.

CA Libby and the Commissioners discussed dates for the Commissioners Christmas party and set a date of December 15th.

Commissioner Cryans presented his FY 2016 Annual Report Dedication nominee Jeff Hastings of Hanover, who started the CHaD races in 2006, with the Annual Report at the CHaD Races that was held on October 16, 2016.

*11:13 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). Commissioner Lauer seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans “yes”; Commissioner Richards “yes”; Commissioner Lauer “yes” Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:50 AM Commissioner Cryans declared the meeting back in public session.

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

11:50 With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk