

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
October 20<sup>th</sup> 2015

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

OTHERS PRESENT: HSA Bishop, Supt. Oakes

EXCUSED: Commissioner Richards

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:

October 20, 2015

#### HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- Recoveries

2.) Legislation:

- State/County Finance Meeting on October 19 –The Committee met with the two (2) MCO's for the Medicaid Managed Care and did an overview of what the counties are thinking about doing for programing to keep people off from Medicaid and trying to get a feel if that is something the MCO's might buy into. She stated that she felt it was fairly positive but does not feel the system is at a point yet where they can make a decision on that yet.

3.) Other:

Wellness Fair on Oct 15<sup>th</sup> – HSA Bishop stated that the Wellness Fair was very successful. There were seventy (70) people signed in but they had more than what was on the list from people who did not sign in and just stopped by. Commissioner Cryans stated that he thought the Wellness Fair was very educational, informative and fun as well. It was very well put together.

Social Service Agency Review process – Commissioner Cryans stated that he asked to have this put on the agenda to discuss a possible template as to what they should all do at each agency. He stated that when he visited his first agency he talked to the Executive

Director and took a tour of the building. He suggested watching an interaction between a provider and a client and talking to someone within the agency. HSA Bishop stated that Cindy Swart always reviewed finances and read audits. The Commissioners, ED Libby and HSA Bishop further discussed a plan as to what they will do while visiting each of their agencies.

Supt. Oakes arrived and gave the following report:

### **September 22 – October 19, 2015**

#### **COMPLEX**

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

**Lightening/Surge Protection Systems** – ACME Lightening Rod Co is virtually complete on the Alternative Sentencing Building, Administration Building and Nursing Home. They are in the process of getting a Lightening Protection Institute Master Installation Certificate for all three buildings. CFW Electric installed the surge protection system for the Alternative Sentencing

**Underground Storage Tanks (UST):** Yesterday an inspector from Lakes Region Environmental inspected/tested all four of our fuel UST's and their respective monitor systems and found them all in good working order

**Catch Basins:** Bellemore Catch Basin Cleaners cleaned all of the catch basins throughout the complex (roughly 45 in total)

**Water Tank:** The tank's altitude valve failed to work and caused an overflow condition a few weeks ago. *Since then we rebuilt the valve and tested it...tested good*

**Generators:** Senior Center and Courthouse generator coolant nitrate levels too low to adequately protect cooling systems from corrossions...replaced coolant and added corrossion inhibitor

#### **COURTHOUSE**

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

**Elevator:** Car stuck on 1st floor with door open. Elevator will not reset. *Stanley Elevator tech found open door relay capacitor bad. R2 capacitor*

**Exhaust fan:** Motor died for fan that serves main bathrooms on basement level, county attorney's bathroom and one next to it. *Replaced motor*

**Raised Planters** – Base of concrete planters eroded from exposure to salt...*in process of reconstructing with granite bases*

## **Repointing & Resealing – *Job complete***

**Bat Issues** – We've had a few incidents this year where bats somehow entered the building. My staff removed them and sealed possible areas of intrusion. Because this has been a recurring problem from year-to-year, DAS, Bureau of Court Facilities requested we have an outside agency inspect the building to offer further suggestions. In response to this request we had JP Pests Services inspect the building and they subsequently offered to eradicate the problem for \$19,250.000. *Job completed in-house*

**Plumbing** - Water hammer arrestor was leaking from vent in wall behind sanitary napkin holder in bathroom outside County Attorney's offices...*Replaced arrestor.*

## **NURSING HOME**

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

**Survey:** On 9/15 Health & Human Services arrived to conduct the annual survey. We received a citation for excessive frost buildup within the walk-in freezer. *Replaced door heater harness and thermostat*

**Sprinkler System** – Dry system distribution main leaking above finance office ceiling...*Hampshire Fire Protection replaced rotted section sometime this week*

**HVAC** – Condensing Unit ACCU1 (provides cooling to majority of 2003 Building) has Freon leaks on both circuits...*North Country Mechanical repaired*

## **Life Safety & Renovation Add Project**

### **Remaining work in 69 Building (can be done while occupied)**

- Install fire dampers and 1-hour rated floor separation between Maple & Profile Med rooms
- Construct 2-hour rated assembly at top of 69 elevator shaft and finish fire-proofing shaft steel...*INW*
- Extend gypsum apron to bottom side of roof at 2-hour wall in attic

### **Remaining work in 2003 Building**

- Complete repair of 2-hour wall in stairwell by laundry and reinstall wall unit heater in new surround
- Complete fire-stopping penetrations throughout all floors

## **ADMINISTRATIVE BUILDING**

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

### **Rehabilitation of top floor space**

- Replaced 20+ windows throughout top floor

- Painting is approximately 50% complete
- Carpet cleaning scheduled for 10/29 & 30
- Misc other work in progress
- Reoccupy 1<sup>st</sup> 2-weeks of November

**Elevator:** Car not leveling on bottom floor...Stanley Elevator tech cleaned and checked tape magnets and sensors

### **DEPT OF CORRECTIONS**

**HVAC** – Heat pump WHP-B2 has a dead short in one of the compressor units...Trane ordered warranty replacement compressor...*Trane completed*

**HVAC** – Heat pump H4 High pressure switch/sensor failure...suspect too much Freon...*requested Trane warranty service*

**HVAC** - WHP-C1 FOUND THE HIGH PRESSURE TRANSDUCER ON CIR B FAILING...*REPLACED TRANSDUCER AND VERIFIED OPERATION. Also found leak on 90 degree suction line on Circuit...fixed and started to re-service. Ran out of Freon (will top off on next visit)*

**HVAC** – WHP-A1 Low-pressure problem (possible bad sensor/switch or leak)...Trane started troubleshooting 6/18 but ran out of time. On 7/8 Trane tech reprogrammed cooling set points (they were too low). Found reversing valve sticking. *Requested Trane warranty service*

**HVAC** - WHP-B1 Reversing valve failure...*notified Trane and requested warranty service*

**HVAC** - HP-H10 Contactor and compressor replacement. Trane has unit information to order up parts and is powered off...*requested Trane warranty service*

**HVAC** - HP-B17 Low pressure alarm...*requested Trane warranty service*

### **MAINT/FARM BUILDING**

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

**Fire Alarm** - Fire Alarm NAC 3 TROUBLE for exterior beacon circuit fault...*replaced beacon*

**DAIRY BARN** – Nothing to report

### **PIG BARN**

**Slop Shed** – Helped form and pour pad for slop shed

### **BIOMASS PLANT**

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

**Thermal Recs** – I received from Lew McCreery the proposed agreement between Grafton County and the North Country Resource Conservation & Development Council, Inc (NCRC&D) and the US Forestry Service – Wood Education Resource Center (WERC).

The agreement encompasses the following:

- Grant requirement:
  - a. Within 90-days of signing agreement,
    - i. Step 1 - perform stack testing and
    - ii. Step 2 - install thermal flow and temperature monitoring equipment that meets NH DES thermal rec reporting requirements
    - iii. Step 3 – provide NCRC&D and WERC monthly boiler output and fuel date for a period of 3-years
- Estimated cost to perform steps 1 and 2 - \$18,000
  - a. Grant amount \$15,000 (70% up front and 30% upon completion of grant requirement steps 1 and 2)
  - b. Estimated cost to County - \$3,000
- Benefits for County
  - a. Participation in NH thermal rec program if system passes stack test
  - b. \$850 estimated annual savings on emissions cost to NH DES
- Bids
  - a. \$4,085 to perform stack testing – Air Pollution Characterization and Control, Ltd. (*cost predicated on doing our stack test in conjunction with Rockingham and Sullivan Counties*)
  - b. \$11,535 to install and program monitoring equipment – Controls Technology Inc. (*waive bid request*)
  - c. \$1,273 to install hot taps for monitoring equipment – Vermont Heating & Ventilation
  - d. **Total:** \$16,893

Commissioner Lauer moved to waive bid on the purchase and installation of the program monitoring equipment and go with Controls Technology Inc. and their bid of \$11,535.00. Commissioner Cryans seconded the motion and all were in favor.

### **DRUG COURT BUILDING**

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

**Central Furnace** – Heat exchanger worn out...*installed new furnace*

### **VEHICLES & EQUIPMENT**

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

## TRAINING

Richard, Dennis & I renewed our C1A Water Operator Certifications

Richard renewed his Underground Storage Tank Class A&B Operator Certificate

Commissioner Cryans asked if everyone had a chance to read the minutes from October 13<sup>th</sup>.

Commissioner Lauer moved to approve the minutes from October 13<sup>th</sup>. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed check registers 698-700; 1057-1059; 1061-1063.

ED Libby submitted a request for out of state travel from Director Andross. She stated that he would like to send three (3) dispatchers to the APCO Atlantic Chapter Conference in South Burlington from October 25<sup>th</sup> – 28<sup>th</sup>. Director Andross and Office Assistant Paronto are attending but their expenses are paid.

Commissioner Lauer moved to approve the out of state travel request. Commissioner Cryans seconded the motion and all were in favor.

ED Libby submitted an Educational Assistance Application for an employee from Dispatch.

Commissioner Lauer moved to accept the Educational Assistance Application. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Cryans signed the following CDBG Paperwork:

- Drawdown Request WREN
- Drawdown Request MWVEC
- Drawdown Request NCIC
- Drawdown Request GCEDC

ED Libby stated that she received an Innovation Idea Submission from the Attorney's Office for Sabra Stephens. The letter stated that she had found a new way to use software to make working more efficient. It saves a huge amount of time as they are now able to upload numerous emails all at once instead of one at a time. ED Libby read an attached email from ITM Ruggles that stated he supports S. Stephens receiving the innovation award.

Commissioner Lauer moved to award the \$200 Innovation Idea Award to Sabra Stephens. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners and ED Libby discussed dates for the Commissioners Christmas Reception and decided on December 22<sup>nd</sup> from 2-3:30 in the Nursing Home Activities Room.

ED Libby discussed the County Report Distribution with the Commissioners and asked them their opinions about emailing the report rather than printing hard copies. She stated that it will

save a lot of money between postage and supplies. There will be copies sent to the State Library as they need hard copies and extras will be made for anyone who would prefer hard copy. Commissioner Cryans and Commissioner Lauer both agreed to send the county reports out via email.

Review September Financial Reports:

ED Libby stated that tax bills will go out this Friday or next Friday. She stated that they have already borrowed \$2.5 million so far. There are many departments that are over expended at this point in the year but ED Libby stated that she thinks that is still working itself out from the three (3) payrolls in one month.

ProRated – ED Libby stated that they are over revenue and over expended by a small amount. They are right on target so far with expenses but not revenue. They have a negative unassigned fund balance at this point.

Commissioner Lauer stated that last Wednesday she went on a Meals on Wheels trip out of Littleton. Thursday she attended the NCC Annual Meeting and she stated that she spent the day at the complex last Friday interviewing County Forester applicants and they have been narrowed down to two (2).

Commissioner Cryans stated that he attended the NCC Annual Meeting as well.

Commissioner Cryans stated that the NHAC voted in Ron White as the new Executive Director.

10:47 AM with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk