

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

October 21<sup>st</sup> 2014

PRESENT: Commissioners Michael Cryans, Linda Lauer and Martha Richard. Executive Director Julie Libby and Admin. Assistant S. Norcross.

OTHERS PRESENT: Sheriff Doug Dutile, Supt. Jim Oakes

Commissioner Cryans called the meeting to order at 9:00AM and began with the Pledge of Allegiance led by Sheriff Dutile.

Sheriff Dutile was present for the opening of bids for the purchase of three (3) 2015 Police Interceptors Cruisers. Three (3) bids were received and were as follows:

Grappone Ford – \$24,802 per vehicle

AutoServ - \$24,952 per vehicle

Gateway - \$24,676 per vehicle

Sheriff Dutile stated that he would review the bids and give the Commissioners his recommendations later on in the meeting.

Sheriff Dutile stated that he has an issue regarding the firing range and FM Kimball's fields that he would like to discuss with the Commissioners. Sheriff Dutile handed out pictures that were taken in 2013 of the fields and firing range. He explained that there is a lot of traffic on that road because it is not gated or blocked off and FM Kimball's hay fields are being driven on as well as trash being dumped at the firing range. He stated that he would like to make signs that state no unauthorized motor vehicles are allowed but foot travel is permitted and place them down by the farm stand. People will be able to park in the designated parking area.

Commissioner Richards expressed concerns of the signs not working. Sheriff Dutile stated that he feels it will prevent some from driving up there and if it does not work he will come back to the Commissioners with another recommendation but he would like to try this first. The Commissioners were all in agreement and Sheriff Dutile stated he will have two (2) signs made up and placed at the bottom of the road.

Commissioner Cryans asked if everyone had a chance to read the minutes from the October 14<sup>th</sup> meeting. Commissioner Lauer moved to approve the minutes. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 633; 1059-1061

ED Libby reviewed the NACO Prescription Drug Report for the month of September with the Commissioners. She stated that there was an average price savings of \$19.73 or 30.99% and a total of \$3,827.91. There were 83 utilizers in the month of September and over the life of the program there has been a total savings of \$702,283.34

ED Libby submitted the CDBG Agreement for Polly's Pancake Parlor for Commissioner Cryans signature and initials.

Sheriff Dutile arrived with his recommendation. He stated that after reviewing the bids he recommends the Commissioners award Gateway Motors with their low bid of \$24,676 per vehicle.

Commissioner Lauer moved to accept Gateway Motor's low bid of \$24,676 per vehicle. Commissioner Richards seconded the motion and all were in favor.

Two (2) bids were received for the purchase of three (3) new cruisers at the Nursing Home on Monday October 20<sup>th</sup> but were not received in time by the Commissioners' Office for the meeting. ED Libby opened the two following bids on Wednesday, October 22, 2014:

Flanders & Patch - \$25,202 per vehicle  
Irwin Automotive Group - \$24,692 per vehicle.

Gateway remained the low bidder.

Supt. Oakes arrived and gave the following report:

### COMPLEX

#### **Biomass District Heating System Project**

##### Open Issues

- Resolve As-built Drawings discrepancies
- Unresolved engineering problems related to start up
  - Bypass controls...submitted change order proposal to mechanical engineer for approval. On 5/27 engineer verbally approved proposal. *Settlement reached where engineer's insurer will pay for change. Work scheduled for week of Nov 3rd*
  - Expansion issues...performed cold start for engineer on 5/27 to verify whether differential pressure equipment, introduced into the project as a change order, would allow system to run at 30 psi without blowing off pressure relief valves in nursing home and Admin Bldg boiler rooms. Highest system pressure recorded during test was 28 psi. However, in the past system pressure often took more than 24-hours stabilize. This test was conducted just for several hours. Due to the short duration of

the test the results were inconclusive whether the issue was fully resolved or not.  
*Retesting scheduled for Nov 6<sup>th</sup> and 7<sup>th</sup>*

**Water Tank** – Pressure-washed tank to eliminate mildew buildup. Painted sections of tank

**Underground Propane Tanks** – Dead River completed bar-hole and cathode testing of Drug Court Building and Nursing Home tanks. Drug Court one failed. *We replaced the anode bags and Dead River retested...checked good*

**Sprinklers** – Hampshire Fire Protection did a quarterly inspection of all sprinkler systems throughout the complex and 5-year open pipe inspection of the Admin Building sprinkler system. All worked and looked well

**Fire Alarms** – Alarmco completed the annual primary inspection of all fire alarm systems throughout the complex, other than the nursing home. That will be scheduled within the next week or so. All other building systems worked well. There were a few possible issues at the Dept of Corrections that Alarmco is researching before giving me the final results

### COURTHOUSE

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

**Elevator** – Car door clutch bent out of roller pickup alignment...*Stanley Elevator tech replaced due to extreme metal fatigue*

### NURSING HOME

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

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

- Held project kickoff meeting with architect, code consultant and construction manager (CM)
  - Construction documents completed 10/20
  - 1<sup>st</sup> pass cost estimate completed (*see attached Cost Information sheet*)
  - Construction start date 11/10 probably not likely with Tim Estes just putting sub work out to bid yesterday
  - 3<sup>rd</sup> party inspection of Hilti fire-stopping...*in process of finalizing RFQ/P and scope of work*
  - Tubs and stands arrived. Rejected one stand for shipping damage
  - Craig ordered equipment for kitchenettes

**Dryer Booster Fan Project** – *Fabricated steel frame, poured concrete base and placed frame on base. Received control panel yesterday and we are in the process of hanging it in place. Will coordinate electrical work for sometime later this week or early next week*

**Laundry** – Dryer 1 failed to operate intermittently...*replaced spark igniter*

**HVAC** – Unit Ventilator 1 had Freon leak in coil line...*North Country Mechanical soldered pinhole and reserviced unit*

**HVAC** - Server room evaporator coil unit fan died...*replaced fan motor*

**Beds** – Several actuators and actuator control assemblies failed on older beds...*repaired all using parts cannibalized from demo beds*

**Elevator** – 69 Building elevator locked out on 1<sup>st</sup> floor and would not go anywhere. Replaced blown fuse in controller

### **ADMINISTRATIVE BUILDING**

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

#### **Relocation Project**

- ❑ Installed smoke detectors, CO detectors and special toilet seats with assist bars
- ❑ Constructed firewall and door at top of middle stairwell
- ❑ Completed moving staff from 2<sup>nd</sup> floor to basement and stored all excess belongings in storage container
- ❑ TV Guy staff completed installation of Direct TV system in all rooms
- ❑ Installed door to close off room 237
- ❑ Installed privacy curtains in double occupancy rooms
- ❑ Fabricated handrails for corridors and in process of installing them
- ❑ CFW Electric installed several new circuits throughout
- ❑ Fire-caulked various penetrations throughout 2<sup>nd</sup> floor
- ❑ Tasco added a panic alarm at the main receptionist counter on the 2<sup>nd</sup> floor
- ❑ Screened building for HVAC issues prior to residents occupying...*replaced zone heating valves in four rooms*
- ❑ Alarmco installed magnetic door hold-opener at Maintenance Corridor which is tied to fire panel

### **DEPT OF CORRECTIONS**

**Windows** – Inmates in Area F broke several security windows, mostly exterior ones. *Replaced four with on hand stock. New windows are in and awaiting installation*

**Roof** – Traction material purchased to put down on roof to prevent slips/falls...*installed*

**Roof** – Fabricated and installed two galvanized ladders to transition from Area roof to Vehicle Sallyport roof and from that roof to the J-Connector roof

**Kitchen** – Lower right convection oven would not light...*replaced spark igniter*

**Electrical** – Several emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. *Interstate Electric troubleshooting further on 7/28 (warranty)*

**J-Connector** – Heat pump for this area does not adequately heat this space...*in process of adding Modine heater by elevator*

**HVAC** – Air handler ERU-D1's supply fan vibrates around 50 hz. *In process of troubleshooting problem.*

### **BIOMASS PLANT**

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

### **Farm**

**Gutter Cleaner Roof Project** – Support frame constructed and trusses on site awaiting install

**Dairy Barn** – Northeast doors falling apart...removed and put on burn pile. Need to fabricate new ones in next few weeks

### **MAINT/FARM BUILDING**

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

**HVAC** - Draft inducer bearings for Modine heater model are bad...*replaced draft inducer motor*

### **DRUG COURT BUILDING**

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

### **VEHICLES & EQUIPMENT**

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

**V-Plow** – Plow slowly drops on its own and right wing folds back under resistance. Took plow to PTO (contractor) for troubleshooting and repair. Replaced motor and pump. *Adjusted piston release pressures and welded cracks*

**Boom-lift** – United Rentals completed the annual ANSI inspection, replaced all the tires and repaired a couple of swivel coupling leaks

### **OTHER**

Richard, Dennis and I attended a DES-sponsored continuing education class at Littleton Fire Station. The class pertained to changes in the Revised Total Coliform Rules that will go into effect in 2015

\*9:47 AM - Commissioner Lauer moved to enter into non-public session for the 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. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c). Commissioner Richards 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.

\*9:58 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Richards seconded the motion and all were in favor.

Commissioner Richards asked if the nursing home beds will fit through the door way. Supt. Oakes explained that the beds fold up onto a dolly and are able to fit through the door. He stated that they plan to move beds while residents are at breakfast, and activities will help pack their belongings.

ED Libby submitted the CDBG Drawdown Requests for Micro Enterprise CDBG for Commissioner Cryans to sign

ED Libby stated that there will be a North Country Council Regional Plan Public Hearing on November 19<sup>th</sup> at 5:30pm at the Council’s Office at the Rocks Estate in Bethlehem. The topic is going to be “A Plan for New Hampshire’s North Country”

ED Libby stated that North Country Council will be holding training on broad band in the North Country on November 19<sup>th</sup> from 9:00am-12:00pm in Concord.

ED Libby stated that the county received a check for \$20,000 from Coos County from the Livermore Checking account. The letter stated that as of September 30<sup>th</sup> the Coos County agent for Grafton County checking account had a balance of \$27,428.93. The major portion of that balance accumulated over the last year from yield taxes from timber sales conducted in Livermore. They sent a check to Grafton County in the amount of \$20,000 to reduce the balance. ED Libby stated that the check will be put into the General Fund under misc. revenue.

ED Libby stated that there will be a DRA Current Use Public Forum held on November 20<sup>th</sup> at 6:00pm in the UNH Extension Conference Room

ED Libby stated that she received notice that it is time to renew the county's unemployment compensation for 2015 through Primex. ED Libby explained to the Commissioners that the county used to be self-funded with unemployment compensation insurance until January 2013. During the transitional phase in 2012 and finding a new HR Director and they decided collectively that they were paying out a large amount of money in unemployment at the time and they would switch to Primex for coverage for unemployment compensation. ED Libby stated that in 2014 the premium that they paid was \$33,031 for the coverage and through eight (8) months we have expended \$3,890.16. HRD Cramer and Karen Clough would like to bring the unemployment compensation program back to self-fund through the county. Human Resources would be responsible for all paperwork and hearings involving the department of labor and they feel comfortable with bringing this back.

ED Libby answered various questions regarding unemployment compensation with the Commissioners.

Commissioner Lauer moved to bring unemployment compensation back to self-funded by the county. Commissioner Richards seconded the motion and all were in favor.

ED Libby stated that the tax invoices will be going out next week.

ED Libby stated that the county has drawn down \$1,650,000 to date have \$3,350,000 left to date of the Tax Anticipation Note.

ED Libby explained that the county had received two (2) Health Trust – health Insurance Return of Surplus checks. The first was for CY 2012 in the amount of \$60,083.26 and the second was FY 2014 in the amount of \$149,051.68. She went on to explain that she had received a breakdown from HealthTrust as to premiums paid by individual employees and retirees and based on that information the county would return \$37,798.73 of those funds and the county would retain \$171,336.21, which will be credited back to individual department health insurance lines in the fiscal year 2015 budget. Checks will go out to employees during the week of October 27<sup>th</sup>.

ED Libby stated that the county is still receiving invoices for Robert Gasser's cellphone and internet bills and asked what the Commissioners would like to do. The Commissioners agreed that the county should not be paying cell phone and internet bills for one (1) employee.

Commissioner Richards moved as of December 1st the county will cease paying internet and phone bills. Commissioner Lauer seconded the motion.

Discussion:

Commissioner Cryans asked ED Libby if a motion was needed for this or if a letter can be sent to R. Gasser. ED Libby stated that she felt a motion was not needed in this case and that a letter can be sent to him stating that on December 1<sup>st</sup> the county will no longer be paying for his internet and cellphone.

Commissioner Richards withdrew her motion and Commissioner Lauer withdrew her second. They discussed it and agreed that he will be informed in the form of a letter.

The Commissioners will not meet on October 28<sup>th</sup>, November 4<sup>th</sup> or November 11<sup>th</sup>.

The Commissioners stated that they will hold a regular meeting Thursday November 6<sup>th</sup> at 9:00am.

Commissioner Richards discussed the new county tax rate and the DRA figures stand as discussed at the Alexandria meeting on 10/7 and the tax bills will go out next week.

Commissioner Lauer attended the Lisbon and Woodstock selectmen meeting last Tuesday.

\*10:47 AM - Commissioner Lauer 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 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.

\*10:53 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.

10:54AM with no further business the meeting adjourned.



Respectfully Submitted

---

Linda D. Lauer, Clerk