

GRAFTON COUNTY COMMISSIONERS' MEETING

Department of Corrections
North Haverhill, NH 03774
November 20, 2018

PRESENT: Commissioners Lauer, Ahern & Piper, County Administrator Libby and Admin. Asst. Norcross.

OTHERS PRESENT: HR Director Karen Clough, Maintenance Supt. Jim Oakes, County Attorney Saffo.

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

Commissioner Lauer asked if everyone had a chance to read the minutes from the November 13th meeting. Commissioner Lauer and Commissioner Piper had a few edits.

MOTION: Commissioner Ahern moved to approve the minutes as amended.

Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 20; 1068-1072.

FY 2020 Worker's Comp & Property Liability NTE Rates – CA Libby stated that they have a 14.1% or \$24,033 decrease in property liability and a 2.6% or \$6,723.00 increase in the Workers Comp insurance.

CA Libby gave each of the Commissioners a resident's name for the Secret Santa program at the Nursing Home.

CA Libby stated that there is a Scoping Meeting on the Baker River Dam No. 8, Dorchester & Groton on November 29th at 10:00am.

CA Libby stated that the County has had an established practice in the past where anyone who retires from the county with over thirty (30) years of service gets a cash gift of \$10/year of service when they retire. She asked if this is something the Commissioners would like to continue. Commissioner Lauer and Piper were in favor of continuing the practice. Commissioner Ahern asked if these employees who would receive this bonus get longevity as well. CA Libby stated that they do.

MOTION: Commissioner Piper moved to continue the practice of the retirement cash gift for employees retiring after 30 years. Commissioner Ahern seconded the motion for discussion purposes.

Discussion: Commissioner Ahern stated that he has constituents who are struggling to pay taxes. He stated that every dollar counts. It is not that he doesn't appreciate the employees but it has a broader impact. Commissioner Lauer stated that because the precedent has been set and because it is rarely done she feels they need to continue it.

These employees have given an exceptional amount of time to the county. Commissioner Piper stated that she remembers these tokens as a show of esteem when they are making decisions regarding the budget. All these are marvelous ways to show appreciation when the taxpayers cannot afford other ways.

The Commissioners voted on the motion. Commissioner Lauer and Commissioner Piper were in favor. Commissioner Ahern was in opposition. With the vote being two (2) in favor and one (1) in opposition the motion passes.

HR Director Clough arrived and requested to go into nonpublic session.

MOTION: * 9:23 AM Commissioner Ahern moved to enter into non-public session for the purposes of the hiring of any person as a public employee according to RSA 91-A:3, II (b) Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

*10:29 AM Commissioner Lauer declared the meeting back in public session.

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

Supt. Oakes arrived and gave the following report:

COMPLEX

Fire Alarm Testing – Completed primary testing of our building’s fire alarm systems. Other than the following minor discrepancies, all systems tested well.

1. Nursing Home – replaced one outside strobe and one pull station
2. Administration Bldg. – replaced batteries in fire alarm notification circuit panel due to low amp hour readings
3. Maint. / Farm Bldg. – replaced fire panel batteries due to low amp hour readings
4. Courthouse- In process of replacing horn/strobe

Generators – Powers Generator had concerns about the age of the 140 KW generator serving the barns, Maint. / Farm shop and main sewage pump station and the large load on the 6.5KW generator serving the Alternative Sentencing Building. Since hearing their concern, I had Royal electric do a load analysis of the 140KW generator and they are in the process of analyzing the 6.5KW one. The purpose of the analysis is to determine the size of replacement units.

Moved Trees – Had contractor move four trees with a tree spade. I had him move three maples from the cluster of trees by the Biomass Building and transplant them along the courthouse drive.

I had him move one oak from a detention pond by the DOC and transplant it to the left side of the Administration Building main entrance where we had removed a dying spruce tree.

Hydrants – In coordination with Woodsville Water & Light, my department flushed all of the complex's fire hydrants.

Trash Service – My account manager at Casella stopped by to tell me that at contract renewal next year Casella will be cutting its trash removal service to once a week, whereas it currently does it twice a week. They have two options to meet this goal

1. Add more dumpsters at no additional charge
2. Install a compactor at the DOC, at no charge, that will handle the whole complex's trash and get rid of the dumpster's altogether. If we chose this option, their technician would install and wire in this system. However, we would incur an electrical cost for running the compactor. I do not have a cost estimate on the utility cost at this time. I also need to speak with Tom Elliot to see if he has any concerns since it would be hooked to his facility and it would be inmate labor, under the supervision of CO's, who would be gathering the trash throughout the complex and running it through the compactor.

COURTHOUSE

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

Boiler 2 - Low water cutout switch not working properly... Took apart, cleaned, reassembled/installed and tested

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Exterior Doors – Three exterior doors to 69 Building need replacement due to heavy corrosion. Received three new doors and painted all of them. Hung two of three so far. We will change the last one in the spring upon return of warmer weather.

Emergency Lights – Replaced batteries in 20 emergency lights that failed 90-minute test

Stairwell – Meadow stairwell door will not open from the stairwell side. Found broken mechanism in lock assembly on occupied side. Replaced locking mechanism assembly

Kitchen – Dishwasher rinse solenoid valve corroded and sticking open, causing hot water to run continuously. Fixed by installing a solenoid valve rebuild kit

Kitchen – Warming oven producing strong burnt electrical smell. Troubleshoot to bound fan motor. Replaced motor.

Electromechanical Bed – Actuator on bed wouldn't operate...ordered a warranty replacement

ADMINISTRATIVE BUILDING

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

Chiller Unit – Outside loop glycol level burst protection not low enough...added 10-gallons of propylene glycol

Generator – Lab report showed glycol level too strong, inhibiting heat transfer. Drained of a few gallons and added water...retested good.

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen – Dishwasher booster Pressure Relief Valve (PRV) leaking...replaced PRV

Exterior Lighting – Wall pack fixture mounted to building near areas D&E was full of rain water due to bad seal. Fixture is no good...I ordered a replacement

Generator – Experienced engine fault code during routine engine run. Despite the code, the generator ran fine and transferred power as designed. Could not get fault to clear, so I had a Cummins Northeast generator tech come on site to determine what the issue was. After to talking to his factory reps, he was able to clear the fault code.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Dairy Barn

1. Replaced numerous clapboards on West elevation and fixed broken windows. Prepped elevation for painting. On hold for painting weather next year.
2. South section of Barn, West high drive area beams and bracing smashed by sawdust delivery truck. One of the farm employees witnessed the accident and is retroactively getting the company's insurance information so we can make a claim. I am in the process of trying to find a contractor that does timber frame repairs so we can get a repair estimate.

Pig Barn

1. Section of floor and timber under chicken coup area is rotted and needs replacement...on hold until existing work on dairy barn is complete.
2. Bad spot in pig barn floor on RH side of high drive...removed rotted boards and installed PT planking
3. Loft storage needs toe-kick and safety rail protection...cleaned out loft and installed safety rails and toe-kick boards
4. Interior stairwell has large gap between lowest wooden step and concrete footing in piggery. Filled gap with so lowest step transitions onto footing, which acts as the last step down
5. Left post 1/2 down on LH side of piggery has a broken diagonal brace...replaced brace

6. Piggery floor is uneven on East end and has open pit in floor where floor drain is (covered by bucket). Installed floor grate and patched uneven floor with concrete

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

¾ Ton plow Truck – The left shock corroded through and lost all its hydraulic fluid. Fadden Automotive replaced both front shocks on truck

¾ Ton Plow Truck – Side step failed on driver's side due to body corrosion. Became loose and broke when one of my staff stepped on it to get into the truck. With winter upon us, it will have to stay this way until bodywork can be done next fiscal year.

¾ Ton Plow Truck – Hood pistons will no longer hold hood up. Replaced both pistons

OTHER

Energy independence

- **Revision Energy:** Jack Ruderman conducted a site visit of the complex yesterday to scope out the feasibility of installing three solar systems that would serve our three largest power consumption sources, the nursing home, courthouse and Dept. of Corrections. He will draft a presentation for the Board of Commissioners with a tentative plan of presenting the 3rd week of January. His presentation will encompass a global view of the proposed solar systems and proposed purchase power agreement that is an option for paying for the project.
- **Sewage Rate Increase Notice** – The attached rate increase will go into effect beginning with November's billing. In October we paid \$3,586.67 for 612,472 gallons of sewage disposal. Using this new formula, we would have paid \$4,810.20 for this same exact volume. This equates to a 34% increase, 18% less than the 52% increase we were told to expect for FY19.
- **Plowing Incident:** Update to attached e-mail

County Attorney Requests:

CA Saffo has asked the Commissioners to consider hiring County Attorney-elect Hornick as a paid employee for the month of December. She discussed this last week with the Commissioners and stated that she does have funds within her budget to do this. There are also a couple of conferences that she would like CA-elect Hornick to attend representing Grafton County.

CA Libby stated that North Country Health Consortium has reached out to the County Attorney-elect and asked her to attend the New England Drug Court Conference in Massachusetts next week and they are paying for all expenses associated with the conference. The Commissioners and CA Libby felt that this was fine and did not involve the county in any way since she would be attending on her own.

Atty. Saffo arrived to answer questions the Commissioners had about her requests for the County Attorney-elect. She stated that she feels it is in the County's best interest to bring her in ahead of time to learn as much as she can and make for a smooth transition. She stated that she is willing to classify her as an unpaid intern if that would make things easier. There are two (2) conferences that the new County Attorney is willing to go to. She stated that one (1) of them is being funded by North Country Health Consortium and the other is covered by a grant so there is no cost to the county. The conference is in Washington DC and the question is if she is allowed to go as a representative of Grafton County even though she is not an employee until January and what the liability may be by having her go. Atty. Saffo stated that she has emailed the grant office to see if County Attorney-elect Hornick can attend that conference as the newly elected official. CA Libby stated that she has contacted Primex to ask about the liability of it.

Commissioner Ahern stated the two (2) things he wants to see are: that taxpayers will not pay any money for this as the elected official is not taking office until January 2nd and they need to make sure that there are not any ethical and professional conduct issues. Commissioner Piper asked if there is a history of newly hired department heads coming in to train with current department heads in order to insure a smooth transition for county operations. She stated that taxpayers are still paying whether it is a new elected official vs a regular department head coming in ahead of time.

After further discussion the Commissioners stated that County Attorney Elect Hornick is welcome to attend the Drug Court Conference on her own as long as there is no cost to the county. They will wait to hear about the Washington DC Conference and whether that will be an option or not.

Commissioner Issues:

Commissioner Lauer spent Saturday at the Service Academy interviews in Manchester.

All three (3) Commissioners attended the Executive Committee meeting yesterday.

11:45 AM With no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper,
Clerk