

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
December 20, 2016

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

OTHERS PRESENT: HSA Bishop, Supt. Oakes, CA Saffo, Supt. Elliott, Treasurer Parker, Commissioner Elect Omer Ahern.

Commissioner Cryans called the meeting to order at 9:05 and began with the Pledge of Allegiance.

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

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- Recoveries
- LTC Pilot update – HSA Bishop stated that they have a person who is out in the Mascoma area identifying possible candidates for the pilot. There is a hold up at the moment because they are trying to get ahold of the Imagine Care people who will be providing the technology to the participants.

2.) Legislation:

- SB553 (Managed Medicaid Phase 2) Workgroup meetings –The last meeting for the year was held last week. She explained that the plan going forward is to have two groups meeting simultaneously in January several times a month, one (1) for the Nursing Homes and one (1) for the choices for independent living.

3.) Other:

- FY18 Social Services update – HSA Bishop stated that most of the applications are in. Upper Valley Children's Center sent their application via email the day they were due. She explained that they are required to deliver or mail a hard copy. They sent in a hard copy that arrived on Monday. She asked the Commissioners what they would like to do. The Commissioners stated that they will allow HSA Bishop to accept the late application. She also noted that NANA called asking for an extension due to the director having personal issues to deal with. She approved a one (1) week extension.

- Wellness activities:

Well 100 Challenge ended 12/11
Snowshoe Trek at county in January
8 week Cardio Class beginning in January

Supt. Oakes arrived and gave the following report:

November 15 -- December 20, 2016

COMPLEX

Fire Damper Inspections – Completed 4-year fire damper inspection at the nursing home. Still in progress of completing this inspection in the Administration Building.

Fire Extinguishers – VT Fire Extinguisher completed all of our annual maintenance throughout the complex.

Sprinkler Systems – Hampshire Fire Protection completed all of our quarterly inspections throughout the complex...no issues were found.

Forced Sewer Main – On 11/1 the forced sewer main under the Administration parking lot failed causing sewage water to boil to the surface when the pumps ran. Although we were unable to determine who has ownership of the forced main in this location (us vs. Haverhill), we chose to immediately address the leak and deal with the cost later. Through a blend of in-house staff and contractors, we dug up the parking lot to expose the main and found a section of the main had rotted away. We borrowed a specialized pipe seal from Woodsville Water & Light and secured it to the outside of the pipe to stop the leak. The area has been backfilled and compacted with stay-mat at the finished surface. However, I've put off paving because I don't think it is prudent at this juncture due to the poor condition of the sewage main. The Town of Haverhill has experienced 2-3 leaks on this same forced main along route 10 and according to Stewart McDonald, their Road Agent, they are seeking grant money to replace their section. If we still own a section of this main, I suggest we contact a civil engineer to determine the best course to follow in replacing our section. *Since our last meeting Julie and I met with the Town of Haverhill and the Woodsville Fire District to see if they had any documents clarifying the boundaries of the forced main sewer and to identify the exact location of the interceptor where the two systems converge. Neither party had the documentation we sought. The Haverhill Town Manager stated she was sure the town did not have ownership of the forced main on county property because she didn't have a right away authorizing repair access. She stated she was sure we own from our pump station to the interceptor and the Town of Haverhill owns everything else. None of the parties know where the interceptor is because it was not constructed in the location specified on the contract documents. We've been in consultation with Pathways Consulting, LLC, formally T&M Associates, Inc, the engineering firm that designed the Haverhill*

sewer extension in the late 1990's, to see if they have record drawings that show As-built conditions that waived from the original design or route.

Exterior Lighting – Since our last meeting we received and installed all the new LED lighting earmarked for the parking lots and entrance drive at the Nursing Home and Alternative Sentencing Building. We also installed all new LED lighting wall packs on the Nursing Home, Administration Building and Maintenance-Farm Building. The new lighting in these areas is impressive and the energy savings will be a big plus too. With your approval, I would like to upgrade some of the exterior lighting at the courthouse using \$2,700 that will be left over from the Circuit Court carpeting job. I had \$8,000 budgeted for carpet and the job came in around \$5,300.

Generator (Nursing Home & Biomass Plant) - Low coolant ALARM due to water heater wires shorted. *Fixed wiring and installed a fused disconnect on circuit and wired heater back up*

Generator (Nursing Home & Biomass Plant) - Fuel sending unit bad...keeps causing fuel level to bounce around and subsequent LOW and HIGH fuel ALARMS...*replaced sending unit and calibrated to exact fuel height*

COURTHOUSE

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

Building Automation System (BAS) – Since meeting with CTI, they submitted specifications on the proposed new equipment and suggested programming sequences. *CTI installed the new Niagara BAS at the courthouse as scheduled and the system is working fairly well. We did have a couple minor glitches, which CTI remedied right away. The job is virtually complete other than making a few graphic changes.*

Courthouse Carpeting – The Floor-Works has ordered the Circuit courtroom carpeting and is scheduled to install it next week.

HVAC - Pneumatic valve and reheat box not working outside of Lawyers Lounge...*Had to cut valve head off to rebuild unit...checked good when complete*

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Resident Wander-prevention System – ESL Distributing, LLC. And Door Controls, Inc. 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. Both contractors came back and made several adjustments that corrected most of the issues. While reviewing the effects of the adjustments I identified two new issues with the system that the original scope of work did not anticipate. Once I relayed to Craig the two new issues, he found

funding to cover the cost of implementing the changes and ESL will be back on 11/22 to implement the changes. *ESL returned one last time to implement the latest changes. All is working well now.*

HVAC – Temperature & pressure gauge leaking...*isolated boiler and installed new gauge*
HVAC – Heat exchanger coil in air handler HRU 4 was leaking...*removed coil, made solder repair and reinstalled*

HVAC – Reheat coil in kitchen ductwork burst due to freezing... *removed coil, made solder repair and reinstalled*

Hospital Beds – 35 new electro-mechanical beds came in...about ½ have been assembled and put in use. We are in the process of stripping the old beds of usable parts in preparation to scrap them.

ADMINISTRATIVE BUILDING

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

HVAC – Deeds Corridor cold due to baseboard heat zone valve failure...*replaced zone valve actuator and valve assembly*

HVAC – 2nd Floor Ladies Restroom cold due to baseboard heat zone valve failure...*replaced zone valve actuator and valve assembly*

HVAC – Maintenance Blueprint Room cold due to baseboard heat zone valve failure...*replaced zone valve actuator and valve assembly*

DEPT. OF CORRECTIONS

Clean Chemical Fire Suppression Systems – Interstate Fire Protection completed the 6-month inspection of the DOC's three clean chemical fire suppression systems. All systems inspected/tested good

HVAC – Heat pump WHP-F1 circuit B shutting down on low pressure...*Trane replaced the bad fitting and reserviced the system Freon. While testing the effectiveness of the repair they determined the compressor was bad. Trane installed the new warranty compressor.*

HVAC - Unit will not run...*found faulty motor protector...replaced motor protector*

Window – Large window in DOC Maintenance Office cracked...*installed new window*

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

Kitchen – Upper RH & LH convection ovens stopped working...*replaced ignition modules*

Fire Alarm - Internet interface Trouble port A...*rebooted main panel*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

CORN CRIB – Foundation collapsed on East side of structure following heavy rains. *Ed Paige Excavating razed the structure and restored the embankment where the building once stood.*

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. Work is still in progress.*

Dairy Barn - Rannai On-demand hot water heaters 1 and 3 have bad ignitor/flame rods...*replaced ignitors*

Dairy Barn - East grain bin lower metal section rotting out and upper wall has hole...*Sheathed lower metal section with plastic liner (Manger Liner) and patched wooden wall*

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Renovation Project – Over the last few weeks my department has been in the process of constructing Bill Gilding a new office in the A.S. Building. The new office is in the large open area that encompasses a service window. The only work remaining is to install the door and doorframe.

VEHICLES & EQUIPMENT

1-Ton Dump Truck – One of the catalytic converters failed on the truck. Although the truck's 5-year/50,000 mile warranty expired last year, Ford Motor Corporation agreed to my request to split the cost 50/50 on the \$2,000 repair because the truck had less than 15,000 miles on it when the part failed.

¾ Ton Truck Plow – The plows lighting harness failed...*replaced bad harness*

1-ton truck salt spreader – The clutch failed yesterday morning before completing the salting of the complex...*the part is due in today.*

Preventative Maintenance (PM) – Performed various PM tasks

Supt. Oakes asked for permission to use left over money that was not used from the Circuit Court Carpet replacement to upgrade courthouse parking lot lighting. He stated that he will only use the left over money if there is enough left over to fully cover the cost of the lighting. The Commissioners approved Supt. Oakes using left over money from the Circuit Court Room Carpet.

Supt. Oakes thanked Commissioner Cryans and Commissioner Richards for their friendship and support and wished them the best of luck.

Atty. Saffo arrived and requested to go into nonpublic session.

* 10:00 AM - Commissioner Richards moved to enter into non-public session for the purposes of consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A:3, II (l) . 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.

* 10:30 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 Lauer seconded the motion and all were in favor.

Supt. Elliott arrived and requested to go into nonpublic session.

* 10:35 AM - 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. 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 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.

* 10:43 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 Lauer seconded the motion and all were in favor.

CA Libby stated that the Commissioners will need to hold a regular Commissioners' meeting next Tuesday, 12/27/16 at 9 AM. The Commissioners confirmed their availability.

CA Libby stated that taxes were due yesterday. She noted that they have received all but two (2) tax bills. She received notice from Ellsworth will not be sending in their tax payment yet because they had just send out the tax bills to their residents. Piermont has also not sent in their tax check. She stated that there is roughly \$22.5 million dollars in their checking account.

Treasurer Parker arrived to give her recommendation for the investment of tax receipts.

Recommendation for Investment of Funds

Bids were solicited for the investment of tax receipts on the following types of accounts:

- CDARS accounts for 4, 13 and 26 weeks.
- CD rates for 1 to 5 months
- CD rates for 6 month period
- Money Market Rates

All accounts must be fully collateralized and/or covered by FDIC insurance. Funds must be available for immediate withdrawal if necessary without any early withdrawal penalties.

Bids were due by 4:00 PM on Friday December 16th, 2016.

Bids were received from the following banks:

- Woodsville Guaranty Savings Bank - .70% ICS Sweep Account
- Meredith Village Savings - .60% CD or MM
- Mascoma Savings Bank - .50% Municipal Savings Account
- Service Credit Union - .35% Money Market; .30% CD
- Ledyard Bank - .10% - .35% for various investment options

The only bank that was sent the RFP and did not respond or wish to submit a proposal was Lake Sunapee Savings.

My recommendations are as follows:

Woodsville Guaranty Savings Bank has once again offered the County the best rate and terms.

Meredith Village Savings also offered a competitive rate and I would recommend investing \$1,000,000 for a period of six (6) months in a CD at MVSBS. Mascoma Savings also provided a competitive bid and I would recommend investing \$500,000 in the Municipal Savings Account which can be withdrawn at any time. I would recommend that the balance of our funds remain at WGSB since they have given us the best rate with maximum ease and flexibility

Commissioner Richards moved to invest \$1,000,000 for a period of six (6) months in a CD at Meredith Village Savings, invest \$500,000 in a Municipal Savings Account at Mascoma savings which can be withdrawn at any time and invest the balance of the funds at WGSB. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes from Minutes from December 13th meeting.

Commissioner Richards moved to approve the minutes from December 13th.
Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 40; 1101; 1103-1106.

CA Libby read a request from UNH Cooperative Extension to close office on Tuesday, December 27th. She stated that the two (2) county employees will use their earned time for that day. Commissioner Richards requested that they leave a message on their phones stating that they will be closed that day.

Commissioner Lauer moved to approve the request from UNH Cooperative Extension to close their office. Commissioner Richards seconded the motion and all were in favor.

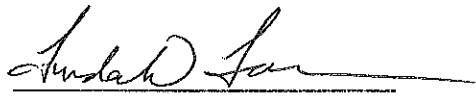
Commissioner Lauer stated that she attended a dedication at the Exit 44 Welcome Center off of Interstate 93, which has been named The Ray Burton Welcome Center.

Commissioner Cryans stated that the employee holiday party was a very nice turnout. Steve and his staff did a wonderful job on the food.

Commissioner Cryans spoke on behalf of Commissioner Richard's and himself and thanked CA Libby and her staff up for all the work they do. He stated that the whole management team is very easy to work with and he will miss working here. He wished Commissioner Lauer and Commissioner Elect Omer Ahern, who was in attendance at the meeting, the best as they take over.

11:11 AM with no further business the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "Linda D. Lauer", written over a horizontal line.

Linda D. Lauer, Clerk

Grant Total by Town

From: 07 / 2016 To: 11 / 2016

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases
ALEXANDRIA	33,185.80	4	2,106.32	1	35,292.12	5
ASHLAND	31,657.46	5	36,192.84	8	67,850.30	13
BATH	54,262.92	6	1,633.08	1	55,896.00	7
BETHLEHEM	75,252.90	9	18,210.13	5	93,463.03	14
BRIDGEWATER	-1,970.64	3	4,238.40	1	2,267.76	4
BRISTOL	71,810.52	10	31,168.49	10	102,979.01	20
CAMPTON	47,813.50	7	28,343.34	9	76,156.84	16
CANAAN	38,093.97	7	16,261.42	6	54,355.39	13
DORCHESTER	0.00	0	9,401.91	2	9,401.91	2
EASTON	0.00	0	8,177.35	1	8,177.35	1
ENFIELD	49,324.82	6	39,189.56	10	88,514.38	16
FRANCONIA	29,897.17	5	4,887.56	1	34,784.73	6
GRAFTON	48,497.15	6	24,847.98	4	73,345.13	10
GROTON	4,288.29	1	0.00	0	4,288.29	1
HANOVER	91,713.37	10	12,494.66	5	104,208.03	15
HAVERHILL	361,038.24	48	74,475.74	20	435,513.98	68
HEBRON	14,115.29	2	0.00	0	14,115.29	2
HOLDERNESS	24,496.65	4	0.00	0	24,496.65	4
LANDAFF	23,196.35	2	6,326.02	2	29,522.37	4
LEBANON	360,761.51	48	111,586.05	30	472,347.56	78
LINCOLN	85,575.85	9	8,384.96	3	93,960.81	12
LISBON	135,504.96	13	60,356.60	15	195,861.56	28
LITTLETON	259,202.57	31	124,765.71	36	383,968.28	67
LYMAN	5,769.12	2	0.00	0	5,769.12	2
LYME	16,275.88	3	8,948.58	1	25,224.46	4
MONROE	22,081.93	3	5,655.12	1	27,737.05	4
ORANGE	9,974.93	1	3,916.72	1	13,891.65	2
ORFORD	11,105.95	1	22,474.98	3	33,580.93	4
PIERMONT	22,960.22	4	4,581.82	2	27,542.04	6
PLYMOUTH	91,189.03	9	37,772.26	10	128,961.29	19
RUMNEY	22,930.90	4	0.00	0	22,930.90	4
SUGAR HILL	7,962.89	1	5,766.77	1	13,729.66	2
THORNTON	21,535.45	2	24,656.83	5	46,192.28	7
WARREN	27,928.87	3	14,477.11	3	42,405.98	6
WATERVILLE	12,575.48	1	6,073.78	1	18,649.26	2
WENTWORTH	37,335.53	4	2,605.80	2	39,941.33	6
WOODSTOCK	41,619.15	5	21,159.85	9	62,779.00	14
XXXXX	-251,780.00	1	0.00	0	-251,780.00	1
Grand Total Count:	38 1,937,183.98	280	781,137.74	209	2,718,321.72	489

2017 RECOVERIES

Yearly Comparison by Category:

	<u>FY 05</u>	<u>FY 06</u>	<u>FY 07</u>	<u>FY 08</u>	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>	<u>FY 15</u>	<u>FY 16</u>	<u>FY 17</u>
OAA	3,329.19	1,653.21	921.75	84.00	4,155.75	0.00	0.00	121.47	0.00	7,797.95	0.00	0.00	0.00
APTD	7,234.88	7,792.33	22,903.47	8,021.27	7,703.85	9,194.83	1,896.05	4,678.04	9,823.56	8,340.25	11,872.41	4,120.97	0.00
INC	167,814.26	81,951.55	75,987.80	98,901.58	82,160.57	68,864.90	108,198.38	113,498.16	122,895.30	166,393.61	133,485.99	68,520.55	35,054.89
ANB	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,330.60	0.00	0.00	0.00
<u>DCYF</u>	79,472.22	64,323.81	60,257.00	53,355.60	19,428.43	7,364.96	6,484.20	2,921.93	2,338.00	3,206.71	2,737.27	799.48	95.72
	257,850.35	155,720.90	160,070.02	160,362.45	113,448.60	85,424.69	116,578.63	121,219.60	135,056.86	198,069.12	148,095.67	73,441.00	35,150.61

BREAKDOWN by Month

	<u>FY 16</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTALS</u>
OAA			0.00	0.00	0.00									0.00
APTD			0.00	0.00	0.00									0.00
INC			30,943.89	2,120.07	1,990.93									35,054.89
ANB			0.00	0.00	0.00									0.00
<u>DCYF</u>		30.24	34.93	16.18	14.37									95.72
<u>TOTALS</u>		30.24	30,978.82	2,136.25	2,005.30	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35,150.61

Statutory credits received by year

SB 409 CREDIT	130,846.08	135,155.63	134,974.30	154,555.54	405,553.00	385,865.41	369,992.00	436,979.00	449,594.00	274,069.00	264,250.00	254,733.00	251,780.00
% OF TOTAL CR	6.54	6.76	6.75	7.73	8.11	7.72	7.40	5.82	5.96	5.48	5.29	5.09	5.03

HB 2 credits begin