

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

December 23, 2014

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

OTHERS PRESENT: ITM Ruggles, ASD Amero, Supt. Oakes

Commissioner Cryans called the meeting to order at 9:03AM and began with the Pledge of Allegiance.

ITM Ruggles arrived and requested a bid waiver for the lease of the capital budget item Enterasys Network core routers. He stated this is a budgeted item for this year. It is through Carousel Industries who they have worked with before. He stated that this item was budgeted for forty – eight (48) month lease with a dollar buy out at the end of the lease. They received a 6.18% financing rate from US Bank who works with Carousel. The total price for equipment and the annual support contract is \$71,462.00. He answered various questions from the Commissioners regarding the system.

Commissioner Lauer moved to approve the bid waiver on the core router system and accept Carousel Industries quote of \$71,462.00. Commissioner Richards seconded the motion. All were in favor.

ITM Ruggles then gave the following report:

Grafton County Department of Information Technology
Monthly Summary Report
December 23, 2014

Summary:

Continue training with new IT employee on network orientation and system operations.

Work with Vendor on Budgeted Core Router replacements for the County network.

Finished Video Conferencing attempt for Attorney's Office Trial.

Get caught up on invoices and billing.

Start planning for Document Imaging Project with Vendor for Admin and Nursing Home.

IT – Department of Information Technology

- Setup software to maintain set amount of backup images to control disk space usage.
- Brought Domain systems up to date on version and patches for Anti-virus.
- Completed Microsoft Monthly Security Updates on all systems
- Deployed update from Microsoft to correct an earlier update that was known to cause

issues with future updates creating security risk if not corrected.

- Disabled accounts of users from departments no longer employed by Grafton County.
- Resolved issue users were having with silverlight.
- Bought Domain systems up to date with latest AV version.
- Performed maintenance on all servers while no one was in the office after holiday. (Thanksgiving)
- Verified and labeled all spare laptops in storage in IT Dept.
- Cleaned up and reconfigured the three laptops for video conferencing .
- Trained with Barry on using Kaspersky and PDQ Deploy.
- Setup automated scheduled weekly with Windows Defrag on all servers.

AO – Attorney’s Office

- Corrupted OS on laptop restore image.
- Assist Attorney's with Multimedia.
- Resolved issue with OS on laptop and locating document.
- Assisted Outside contractor for video conferencing trial and testimony.
- Assisted Staff with transferring large files to outside Agencies.
- Resolved boot issue and finding document for Attorney.
- Maintenance on Laptops used for the courtroom.
- Improved desk space area for employee and set up with wireless mouse better ergonomics.
- Did maintenance on attorneys LT and set her up with appropriate printer
- Resolved issue with users’ phone head set.
- Created long Ethernet cables for video conferencing trial.
- Removed and transported the large HDTV from admin building to courthouse and back for trial.

AS – Alternative Sentencing

- Set up user with Scan-to-Email on Sharp Multifunction printer.
- Set up user's laptop to connect to monitor, and use as a desktop.
- Completed some cable housekeeping on a couple of station's cables and wires.
- Installed new Sharp print driver on all PC's.
- Setup print to file on new Sharp MX 2600n color copier
- Cleaned up wire run in one of the offices.
- Added new MF printer to all users and included retention for security.
- An issue came up with the retention set up, and is now behind us.
- Assisted employee with copying enlarged images on 11x17.
- Helped employee with issue printing to the MF printer.
- Assisted employee with an error from an email attachment
- Helped employee with printing a certain document.
- Set employee up to work also in the DoC.

CE – Cooperative Extension

- Completed training with user on how to access accounting software and interdepartmental campus folder share.

CO – Commissioners Office

- Resolved issue with label printer.
- Restored document for user from backup.

DoC – Department of Corrections

- Resolved printing issue for users.
- Added user and did training with appointed staff so they can add users to security system in the future.
- Added Printer and Label maker to resolve issue with Emar software.
- Performed maintenance on Programs laptops
- Installed replacement USB NIC adapters on 2 of the 3 Programs laptops.
- Attempted to fix profile driven printing issues on the Brother and Zebra (label) printer.
- Deployed another Brother printer and Zebra Label printer to Medical.
- Tried a Group Policy rule for department users and shared printers.
- Label printer in Medical was printing random documents. Turned out to be Group Policy issue. Undid any changes.
- Set AS employee up to print to the appropriate printers and access certain DoC folders.
- Joey completed training with Sargent at the DoC on security protocols.
- Resolve phone issue in the Bailiffs/Transport Office. Turned out that the DND feature was on.

HS – Human Services

- Employee was unable to open video from hyperlink sent via email. Issue was with website.

HR – Human Resources

- Setup 3 training laptops for at the Jail and Nursing Home to allow users to enroll in Health Insurance Assessment training.
- Resolved issue with HR document archive software, UPS needed to be replaced.
- Assist HR Director with Offline Files

MT – Maintenance

- Assisted Maintenance to meet with remote vendor via remote access to resolve some issues with HVAC control system.
- Setup temporary phone for Estes Gallup construction office.
- Took a backup image of two HVAC PC's. MTCOHVAC (Admin) and MTNHHVAC

(NH)

- Added MF printer in Admin Office to Jim's laptop. Need to print color document.

RD – Registrar of Deeds

- Train and setup users to access accounting software

NH – Nursing Home

- Resolved issues with Lab Software.
- Resolved PDA issues.
- Resolved issue with printer that had the LAN disabled and wireless enabled.
- Reset account and reviewed network folders with user that had been out on family leave.
- Relocated restorative department to new location in Nursing Home. Moved 4 employees computers, monitors and UPS systems and printer from their location downstairs in Maple to up in the NH Admin in the Sun Room, completed wiring.
- Routine toner change in Meadow.
- Printer issue from both PC's in one of the nurses station. Performed power cycle with success.
- Routine toner change in Profile
- Routine resets on a few PDAs that were “frozen”
- Assisted Barry with tracing the phone lines form 4 drops in Meadow and Granite.
- Printer issue in Profile nurses station. Brother printer lost IP address, so lost connection.
- Had to help out Meadow nurses station to change the ring tone on both phones.
- Complete phone training with user returning from FMLA.

SO – Sheriff's Office\Dispatch

- Setup accounts for new TS user.
- Resolved issue with TS users connecting from Bath PD
- Resolved software conflict between IMC and other third party software for SO Communication Director.
- Resolved issue with remote monitoring software.
- Assisted Barry with vacuuming out 2 of the Dispatch console PC's.
- Printer issue in Deputy room. Problem with the network adapter/print server. Did a power cycle and it seemed to have solved the issue.
- Performed maintenance on the 3 PC's in the Deputy's office.
- Set up the 2 PC's for deployment, going to Dawn and Donna.
- Swapped Dawn and Donna from their current workstations to their new ones with dual monitors.
- Setup 2 Demo IT systems for the Director of Communication, tested connections.

ASD Amero arrived and gave the following report: (*see attached)

Commissioner Cryans asked if everyone had a chance to read the minutes from December 16th. Commissioner Lauer moved to approve the minutes from December 16th. Commissioner Cryans seconded the motion and all were in favor. Commissioner Richards abstained.

The Commissioners signed check registers 646: 1102-1105.

ED Libby stated that she would like to request that Woodsville Guaranty issue individual department credit cards. Right now there is a \$20,000 limit on the card and they would need to fill out new application to increase limit to \$40,000. She stated that the Attorney's Office, Alternative Sentencing, IT, Maintenance, Nursing Home, Sheriff's Dept. and Department of Corrections would each have their own credit cards. Each department would get their own statement each month and they would be responsible for reconciling that, attaching all invoices each month and getting them submitted for payment. The existing Commissioners' office credit card will be shared between Human Resources, Deeds, and Human Services. ED Libby explained to the Commissioners that if a department fails to turn in invoices and reconcile their statements each month that department will lose their credit card privileges.

Commissioner Lauer moved to approve the request to WGSB to increase the County's credit card limit to \$40,000 giving each department a \$5,000 limit and to move forward with issuing department credit cards as per the policy that ED Libby submitted to the Commissioners. Commissioner Richards seconded the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

Oct 21 – Nov 17, 2014

COMPLEX

Biomass District Heating System Project

- 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. On 11/5 to perform the 30-psi test. We restarted the biomass boiler at 17 psi and the system pressure grew about 12 psi between cold-start and normal operating temperature (190 degrees). After about 3-hours into the test the boiler system experienced pressure fluctuations, which subsequently resulted in a pressure relief valve (PRV) failure at one of the nursing home boilers. We isolated the affected boiler and discontinued the test per Bill Root's (GWR Engineering) direction. Since then, we've replaced the failed PRV and will conduct a new test tomorrow. *Conducted 2nd test 11/18 – 11/20 and system ran fine. We*

signed a limited release and are in process of getting our last reimbursement from GWR Engineering

Fire Alarms – Alarmco completed the testing of horns and strobes throughout the nursing home and Admin Building. We had one bad strobe that has to be replaced

Underground Storage Tanks (UST) – Lakes Region Environmental completed the annual inspection on all our underground fuel storage tanks. All of them passed inspection other than the courthouse tank. The spill bucket on this tank has a corroded ring seal that needs replacing. We installed a new ring seal to correct the problem

COURTHOUSE

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

ADA Accessibility – Courtroom 1 right outer door not opening in auto opener mode...troubleshoot to bad circuit card

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Life Safety & Renovation Add Project

- ❑ **Plumbing issues** – the drain pipe from the Maple dining room to the sewer main below slab on grade in hallway is completely eroded away (view pieces and parts on Maple during walking tour)
- ❑ **Chase access** – All the chase access openings are so we can inspect all plumbing where it enters slab on grade
- ❑ **Shaft walls** – The drywall sub has roughed in several inner chases throughout Maple
- ❑ **Fire stopping training** – Hilti provided 3-4 hours of classroom training last week to various contractors and one dept employee. Hands-on training is scheduled for sometime next week
- ❑ **3rd Party Testing & Inspections** – I have two proposals for 3rd party inspection of fire-proofing and fire stopping.
- ❑ **Maintenance Dept related work**
 - ❑ Removed all resident bathroom toilets and rebuilt several toilet flanges
 - ❑ Replaced heating zone valves in several rooms with intention of replacing all on each floor
 - ❑ Repaired fin tube covers throughout
- ❑ **Added Scope**
 - ❑ Access and repair underground plumbing leaks
 - ❑ Add cleanouts where pipe stacks are removed
 - ❑ Construct plumbing chases to hide pipes in common bathrooms
 - ❑ Scope all sewer mains and branch drains. Flush all plugged pipes

- Remove carpet in PT Office and replace with VCT tile
- Replace floors in resident bathrooms (awaiting quotes for two options)
- **Conduct project tour at end of meeting**

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. Project on hold. Daniels Equipment Co. sent us the wrong equipment (460 vs. 230 volt system). They wanted to rewire it but I told them I wanted one wired from the factory. *Still awaiting proper equipment from factory*

Laundry – Washer #3 failed to rotate...*bad variable speed drive. Part arrived yesterday and is awaiting*

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

Plumbing – Rebuilt pump shaft seal assemblies on heat pump to 03 building and domestic water pump due to leaks

ADMINISTRATIVE BUILDING

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

Tunnel Stairs – Fabricated and installed gate at top of tunnel stairs to prevent accidental falls

DEPT OF CORRECTIONS

Electrical – Several emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. Interstate Electric removed electrical monitoring equipment and will analyze data to determine next step toward correction. *Received report stating monitored building feeds are normal. Requested contractor monitoring of problem circuits*

Fire Suppression Systems – Interstate Fire Protection completed the 6-month inspection and test of our two systems. Both tested well

J-Connector – Heat pump for this area does not adequately heat this space...*completed installation of Modine heater unit*

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

HVAC - Reheat coil RH-C6 not communicating with building controls computer...*reset transformer and replaced actuator but neither action worked. Need to turn over to CTI*

HVAC – Heat pump HP-B3 compressor won't turn over...*notified Trane since this is still under warranty*

HVAC - Heat pump outside damper not communicating with DDC...*Notified CTI of issue*

HVAC – Radiant heat in lobby in alarm for slab temp 117...*notified CTI*

HVAC - Broken probe wire on one snow stop...*trying find source for replacement part*

Fire Alarm - Return duct from Segregation & Protective Custody units missing a duct smoke detector...*Granite State Plumbing & Heating sent a tech to investigate so they could order parts*

BIOMASS PLANT

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

Chip Delivery System – Experienced several alarms over a week period for fuel delivery issues that shut down boiler. Problem was caused by oversized pieces of wood jamming up in metering auger. *Informed chip broker we did not want chips from this supplier anymore.*

Farm

Gutter Cleaner Roof Project – *Installed the rest of the roofing, flashing and ridge cap. Still need to sheath gable end, install fascia & soffits and install lighting*

Dairy Barn – Northeast doors falling apart...removed and put on burn pile. *Fabricated new ones, hung door rail system and hung new doors*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

DRUG COURT BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Sander - Bearings seized on impeller assembly. *Replaced bearings and shaft assembly*

OTHER

Training – *The department provided annual fire extinguisher training to county employees campus-wide*

Supt. Oakes explained that S.W. Cole's bid for special inspections was for \$660 per visit X 7 visits, which totals \$4,620. However, there is a good possibility they may need one (1) to two (2) additional visits, thus the additional visits would put their work above the \$5,000 threshold requiring commissioner approval. Knowing this Supt. Oakes stated he would like to request a bid waiver.

Commissioner Lauer moved to waive bid on special 3rd party inspections and to accept the proposal from S.W. Cole. Commissioner Richards seconded the motion and all were in favor.

Supt. Oakes then took the Commissioners on a tour of the construction area of the Nursing Home.

ED Libby submitted a CDFA Agreement for Gile Hill for Commissioner Cryans to sign and initial and Commissioner Lauer to sign.

ED Libby read a notice on a change to policy regarding checks for Deeds to the Commissioners that stated as of March 1st 2015 Deeds will be requiring three (3) checks for recording fees, one (1) for recording fees, one (1) for LCHIP Surcharge and one (1) for DRA Transfer Tax.

ED Libby read a thank you letter to the Commissioners from the Boys and Girls Club of the North Country for the \$6,000 funding grant from the County.

ED Libby stated that they have not received tax payments Campton and Canaan as of today. Treasurer Bonnie Parker will follow up with both towns tomorrow when she is in.

ED Libby stated that the Enfield tax check was one (1) day late. By statute she is required to charge interest for everyday the payment is late. She asked the Commissioners opinion on whether or not to waive the one day interest charge. Commissioner Cryans stated that they are going to have to send a bill because if we do not it shows that we do not enforce the due date.

ED Libby stated that NANA has asked for a one (1) week extension on the social services application due to extenuating circumstances. The business manager who takes care of the applications has been very ill and they have had to hire a new one. The Commissioners agreed to the one week extension.

ED Libby had Commissioner Cryans and Lauer sign lease paperwork for the Enterasys Network Core Routers that they just approved the bid waiver on for ITM Ruggles.

ED Libby stated that the next Commissioners' meeting will be on January 7th after the swearing in of elected officials.

Commissioner Richards asked about status of letter to the former Drug Court Coordinator. It was decided that would be discussed at the next Commissioners meeting.

Commissioner Richards asked for an update on inmate that has been at the Department of Corrections for a long time who just had his sentencing. ED Libby stated that he was sentenced to seventeen (17) to thirty (30) years. She stated he has been transferred and is no longer at Grafton County.

Commissioner Cryans stated that he and Commissioner Lauer attended the HISET graduation.

Commissioner Cryans stated that all the Commissioners were able to attend the employee holiday party for the county.

11:05AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk