

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

February 17<sup>th</sup>, 2015

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

OTHERS PRESENT: Director Andross, HSA Bishop, Supt. Oakes

Director Andross arrived to request the following bid waiver. Director Andross stated that they are proposing to purchase the equipment for their interoperability repeater project at a price of \$119,000. This project is entirely funded by the FY12 Federal Homeland Security funds that were awarded to them in 2013. He stated that Ossipee Mountain has been their primary source of communications equipment for some time and more importantly they have provided excellent service and maintenance for all of their communications gear for both the uniformed division and the dispatch center. He stated the radio equipment they will procure is all listed on the NH State Bid and in their experience, dealer pricing, were it to bid, will never be better than the rates in the state bid agreements.

Commissioner Lauer moved to waive the bid on the purchase of the equipment for the interoperability repeater project and award the bid to Ossipee Mountain Electronics in the amount of \$119,000. Commissioner Cryans seconded the motion and all were in favor.

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

Commissioner Richards arrived.

Supt. Oakes arrived and gave the following report:

**January 20 – February 16, 2015**

**COMPLEX**

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

**Energy Savings** – In the nursing home parking lot and entrance drive we replaced a 100w metal halide light with a 40w LED and 400w metal halide light with a 100w LED. Both energy efficient LED lights provide similar lumens as the higher watt metal halide lights. Within the next month we will change the remaining metal halide fixtures over to LED to reduce power consumption. We did the same test in the Heifer Barn, replacing 400w metal halide light with a 100w LED.

**Generator Enclosures** - Circuit board fried on one of two egress lights in the nursing home and Admin Building generator enclosures... Installed new egress light fixtures and tested

## COURTHOUSE

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

## NURSING HOME

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

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

- ❑ **Plumbing** – All the underground plumbing has been video scoped, flushed clean and re-video scoped. In this process we found one other section of underground pipe on the West wing that needs to be replaced or sleeved. We are awaiting a sleeving cost estimate...*No change*
- ❑ **Plumbing** – All under slab plumbing work is complete in main bathroom area and temporary service to Profile is in place. *All the trenches have been backfilled with concrete*
- ❑ **Plumbing** – *All sink, toilet and tub stub plumbing is complete and awaiting fixture installation after floors are complete*
- ❑ **Masonry** – The masons have completed about 90% of there work on Maple
- ❑ **Drywall** – The drywall sub completed 100% of the inner shaft walls throughout Maple. *Estes & Gallup employees fire-stopped 75% of the inner wall assemblies*
- ❑ **Fire stopping training** – *Hilti provided a day of hands on training on 1/26 to Estes & Gallup employees and two maintenance dept employees.*
- ❑ **3<sup>rd</sup> Party Testing & Inspections** – *Allen Brown from S.W. Cole was on site for his 1<sup>st</sup> visit when Hilti is here for fire-stopping training. He also did some preliminary inspections of which all passed inspection. He will be back when the inner wall assembly fire-stopping is complete*
- ❑ **Fireproofing, Flooring and Ceiling** – Estes & Gallup solicited bids just from one source for each of these trades. I asked them to get more bids to ensure we were getting the best value for our project vs. just meeting GMP ... *No change*
- ❑ **Kitchen Equipment** – All the kitchen equipment for the new dining room kitchenettes arrived and is stored awaiting installation. Estes & Gallup’s cabinetmaker is in the process of fabricating the cabinets. *No change*
- ❑ **Kitchenette** - *The kitchenette has been studded out, plumbing stubbed and the wiring run to all the new service locations*
- ❑ **Potential Added Work 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 (*awaiting quote*)
  - ❑ Replace floors in resident bathrooms (*awaiting quotes for two options*)
  - ❑ Move nurse stations out from wall 1-foot (*awaiting quote*)

- ❑ Re-laminate nurse stations and PT office counters (*awaiting quote*)
- ❑ Complete unfinished masonry lintel in elevator shaft (*awaiting quote*)
- ❑ Refinish all wood finishes (*awaiting quote*)

**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. *Daniels Equipment tech and CFW Electric completed the project 2/6. With the system in operation, the laundry has cut drying times of each load by 5-minutes. This equates to a 1 hour and forty minute reduction of drying time per day and 680 hours per year. Within the next few months we should be able to determine what the real propane cost savings will be. Additionally, Ralph Daniels cut over \$1,100 from the invoice due to late delivery of this system.*

**Bathroom Floor Project** – I bid the work to replace 25 bathroom floors and cove base moldings in the 2003 building. So far three companies have come and taken measurements and bids are due 3/9

**Patient Tubs** – One of the tubs on Meadow is down for a mixing valve. *Installed new mixing valve*

#### ADMINISTRATIVE BUILDING

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

**HVAC** – Heat not working in Extension Conference room...*replaced bad zone valve*

#### 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. On 2/12 *Interstate Electrical installed monitoring equipment on circuit for emergency lights, 11, 12 and 13 that are in fault*

**HVAC** - Reheat coil RH-C6 not communicating with building controls computer...*reset transformer and replaced actuator but neither action worked. On 2/5 a CTI tech troubleshot the problem to a bad circuit board. Part is ordered*

**HVAC** – Heat pump HP-B3 compressor won't turn over... *Trane tech troubleshot problem to circuit board and capacitor. On 2/4 a Trane tech installed the parts but they did not fix the problem. He has since ordered a new compressor under warranty*

**HVAC** - Heat pump outside damper not communicating with DDC...*CTI scheduled on 2/17*

**HVAC** – Radiant heat in lobby in alarm for slab temp 117... *CTI scheduled on 2/17*

**HVAC** – ERU-D1 air handler has a broken probe wire on one snow stop...trying to find source for replacement part...*no change*

**HVAC** – WHP-H2 heat pump tripping on high pressure...*On 2/4 the Trane tech troubleshoot issue and ordered warranty parts*

**HVAC** – WHP-C1 heat pump has bad high pressure switch...*On 2/4 the Trane tech came to fix but had wrong part. He reordered what he needed*

**Fire Alarm** - Return duct from Segregation & Protective Custody units missing a duct smoke detector...*New England Tech Air and Interstate Electric techs moved duct smoke to correct location and tested it*

**Generator** – Experienced a 1246 fault code (communication fault between generator's engine and generator). *On 2/6 Cummins Northeast sent a tech up to determine the cause of the fault code and he ran the generator under load to verify if would operate properly with the fault code. The generator ran fine but the tech could not clear the fault. Since his on site visit, he spoke to Cummins Engineering and the engineers say the fault will clear by recalibrating the engine to the generator. I have to schedule them to come back up and do the calibration.*

### **BIOMASS PLANT**

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

### **Farm**

Dairy Barn – Northeast RH sliding door fell partially off track during high winds...Reattached door to track

### **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

### **OTHER**

**Training** – Everyone in the department has completed Criminal Justice Information Services training at the Dispatch EOC so that we can continue to access the dispatch area unescorted

**Staffing** – Toby Compo gave his notice and his last day was 2/6. Since then I have hired Dustin Taylor and he will begin work 2/23.

Commissioner Cryans asked if everyone had a chance to read the minutes from February 10<sup>th</sup>. Commissioner Richards had a couple of edits. Commissioner Lauer moved to accept the February 10<sup>th</sup> minutes as amended. Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 654; 1133-1134

ED Libby submitted a drawdown request for Polly's Pancake Parlor in the amount \$11,624.00 for Commissioner Cryans to sign.

ED Libby submitted the NH Alliance of RDC's Drawdown request in the amount of \$3,000 for Commissioner Cryans to sign.

ED Libby handed out information packets that she received when she met with Deidre DeRoche from Maine Community Health. She stated that they spoke about next year and setting up education events here and in the Plymouth area during open enrollment time which they are targeting October for. Maine Community Health Options will be holding on boarding events for people who have signed up for health insurance and would like to use our facility March 19<sup>th</sup> in the evening for one of these events. She stated that the UNH Extension Conference room is available that evening and as long as there are no objections from the Commissioners she will book the room. There were no objections from the Board.

Commissioner Cryans attended the Corrections graduation on Friday. He stated that there were two (2) Grafton County graduates, Ewing Aldridge and Jessica Pigsley. Officer Aldridge was presented the Honor Graduate Award by Officer Michael Barata who was the recipient of the award in the prior Corrections Academy. Supt. Elliott, Lt. Kendall, Lt. Cremona and Sgt. Eck were all in attendance.

Commissioner Cryans stated that next week's meeting will begin 10:00 next week

10:53 Respectfully Submitted,

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Linda D. Lauer, Clerk