

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

February 21, 2017

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

OTHERS PRESENT: IT Manager Brent Ruggles, Human Services Administrator – Nancy Bishop, Maintenance Superintendent Jim Oakes.

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

IT Manager Ruggles arrived to request an approval on a bid from Dell for the purchase of nine (9) computer work stations that will be going in the Department of Corrections. He noted that these have been budgeted for in this year's budget and they will be replacing touch screen computers that are approaching five (5) years old in the DoC. ITM Ruggles stated that he received three (3) bids and they were as follows:

Dell - \$591.79 per unit

CDW - \$684.98 per unit

PCM Global - \$598.99 per unit

ITM Ruggles explained that in each of the security pods at the jail they have a PC that runs 24/7 which is attached to a touch screen monitor. This allows them to control the unit. Commissioner Lauer asked if they have had any issues with the current ones. ITM Ruggles stated that they have not but when you have a unit that is approaching five (5) years old and is used 24/7 they should be replaced. They will look to auction off the old units.

County Administrator Libby noted that last year they started a replacement process for all campus PCs. This is part of that replacement plan and ITM Ruggles' FY18 budget will have more replacements in it as well.

Commissioner Ahern questioned that the money for these computers comes out of the IT budget. He asked going forward if these should come out of each of the department's budgets not IT. CA Libby explained that all IT related items on the campus comes out of the IT budget except for the Nursing Home because they are expended into their budget for cost reporting purposes.

Commissioner Ahern stated that he is concerned that in looking at the IT budget people will not be able to identify that costs in that budget are associated with other departments. ITM Ruggles stated that in his capital budget he breaks down the costs of the projects by the departments.

Commissioner Ahern moved to accept Dell's quote in the amount of \$591.79 per computer. Commissioner Piper seconded the motion and all were in favor.

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 16th meeting. Commissioner Ahern had several edits.

Commissioner Piper moved to accept the minutes from February 16th as amended.
Commissioner Ahern seconded the motion and all were in favor.

The Commissioners signed check register 1136.

County Administrator Libby submitted the NACo Prescription Drug Report for the month of January. She stated that they had a price savings of \$2067.59 or an average of 38% with a total of fifty - three (53) utilizers. To date \$782,682.42

Human Services Administrator Bishop arrived and gave the following report:

February 21, 2017

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- Recoveries
- LTC Pilot update – HSA Bishop stated that they had to close because Imagine Care pulled the program from their offerings.

2.) Legislation:

- SB553 (Managed Medicaid Phase 2) – HSA Bishop stated that they have been meeting to discuss what they feel should be in the proposal for the RFP.
- SB155 (Postpone implementation of Phase 2 Managed Care) – She stated that she is going to include a 2% increase in her budget based upon what George Maglaris has spoken about in regards to the implementation of phase 2.

3.) Other:

- Wellness activities:

Blood Drive Feb. 17

Maintenance Supt. Jim Oakes arrived and gave the following report:

January 17 – February 20, 2017

COMPLEX

Forced Sewer Main – Pathways Consulting, LLC provided a Preliminary Engineering Opinion of Probable Cost that provides a budgetary estimate that we can use to cover the engineering and physical replacement of the subject line between the county’s main pump station and the interceptor. The cost is \$209,343, which is more than twice what I anticipated (see attachment). The evening of 2/21 I will be meeting with the Town of Haverhill Select board to discuss concerns they have about the project.

- Solicit commissioner’s concerns
- Discussion of county’s position regarding ownership boundaries
- Discussion of proposed project timeline

The Commissioners had a lengthy discussion regarding this issue and Supt. Oakes answered various questions. Commissioner Ahern stated that he would like maps from the Town of Haverhill and the State DOT as well as the quitclaim deed. Supt. Oakes stated that until they see the maps they cannot take a definitive position. They are currently waiting on the maps from the Town of Haverhill. He stated that he will keep the Commissioners informed as he receives more information.

COURTHOUSE

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

Building Automation System (BAS) – Controls Technology Inc. fixed the few glitches with the new BAS so that everything is working properly and all training is complete.

Fire Alarm – Alarmco and dept. employees completed upgrading the fire alarm to an addressable system.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen – Walk-in cooler evaporator fan failed and system is low on Freon...*serviced Freon and ordered new fan blade*

Kitchen – DHW temperature booster fused disconnect shorted out one of three legs...special order with 10-day lead time. *Replaced fused disconnect*

Kitchen – Dishwasher tray rack has broken welds...*welded stainless steel racks*

Laundry – Washer #3 front bearing in failure mode causing machine to rumble and create imbalanced condition. There is a high potential that the drum/shaft assembly is scored from bearing turning on shaft, potentially escalating repair cost to \$16,000 or more (see attached estimate). *Craig had plans to replace this machine in the next year or so since it is 20+ years old and at the end of its useful life. The new machine will be installed next Thursday.*

Laundry – Dryer #2 won't run...*tightened loose wires on gas valve & replaced control board when the problem reoccurred*

Life Safety – The delayed egress function of the maglocks securing double doors onto Meadow and Maple does not work. Despite numerous adjustments neither will consistently work. *Parts ordered and contractor will install them once the parts are received*

Life Safety – Duct smoke detector in air handler HRU 3 failed...*Contractor replaced duct detector and relay to fix problem*

Administrative Areas - In process of repainting all offices and common areas throughout to support staff shuffle

ADMINISTRATIVE BUILDING

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

Deeds Service Area – Met with Mayo's glass to solicit quote to install glass curtain wall with service windows. The curtain wall will cost \$2,100 and the new counter to accept the window will be approximately \$700.

Deeds archive - Humidifier not working...bad contactor Dri Steem 407001-020. *Ordered part*

Generator – Modine type heater fan failed. *Installed new fan*

DEPT. OF CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Waste Water – The upper bearing in electric motor of pump 2 failed causing its rotor to take out the stator, which caused a major pump failure...I had to order a new pump, costing approximately \$4,000. Our sewage pumps are explosion-proof pumps that are made to order. The factory lead time is 6-weeks. *Replaced pump*

Waste Water – Pump 1 was short-cycling on and off every few minutes...discovered float switch was faulty...cannibalized float switch from pump 1 to fix problem. *Replaced float switch*

HVAC – Heat pump WHP-H1 has a bad motor protector...*Trane shipping warranty replacement part*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Farm Outbuilding – Discussion of plans/outcome for small outbuilding by silage bunkers. It is in disrepair and may not be worth sinking money into it to restore it.

Commissioner Ahern asked about allowing high school shop students to refurbish this as a community service project.

Commissioner Lauer stated that she feels talking to Farm Manager Kimball first is important but feels that the best thing is to get rid of the building. They will still need to provide the materials to the students.

Supt. Oakes stated that he will speak to FM Kimball then reach out to Riverbend Technical Center about what it would involve to have students repair the building. County Administrator Libby stated that he should speak to FM Kimball first. If there is no use for the building then it needs to come down. It does not make sense to put money into it.

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. Toward completion Bill requested we remove the old service window and wall up the opening. *Job complete.*

In process of repainting all offices and common areas throughout to support staff shuffle

VEHICLES & EQUIPMENT

Boom-lift – The main boom will not elevate when commanded...*repaired elevation switch*

Preventative Maintenance (PM) – Performed various PM tasks

OTHER

Fuel Bids – I solicited fuel bids 3 weeks ago. Bids due in March 13th and will open on March 14th.

Snow Removal – The last couple of weeks have been very challenging due to extreme weather. Despite our best efforts to keep the complex cleared of ice and snow there have been numerous reported slips and falls.

Commissioner Ahern asked about the possibility of inmates shoveling snow. Supt. Oakes stated that it is a possibility but they need to be supervised and they do not have the staff to do it. He noted that if the jail has the staff to supervise the inmates then they are welcome to help shovel during bad weather.

Chris Wellington from Grafton Regional Development Corporation arrived to give his quarterly update to the Commissioners. He gave the attached report and answered various questions from the Commissioners.

Commissioner Ahern stated that he had met with Chris Wellington last week and was given a tour of the Enterprise Center. He stated that he had asked C. Wellington what would happen if the county could not fund them \$50,000 anymore. C. Wellington explained that they provide municipal support as well. If they did not receive the \$50,000 he would not be able to do the municipal support. He stated that he understands that the \$50,000 is a large investment but he hopes that they see the value in it. The \$50,000 also helps with the staffing of GRDC. It is hard to get grant funding for the municipal support so this money helps. Commissioner Ahern stated that he also mentioned the gas station problem in Warren. C. Wellington stated that they are working with Warren. They are trying to think long term and work with them. There is a public hearing on March 29th to discuss a community development plan. They can help support the plan but cannot enforce anything. Commissioner Lauer asked if there is any connection with GRDC and UNH Extension. C. Wellington stated he works with Geoff Sewake from the UNH Extension office frequently. The Commissioners thanked C. Wellington for coming in.

CA Libby stated that she received an email from Shelley Hadfield regarding the 2017 MicroEnterprise grant. The county has done this grant for the last four (4) years. There are four (4) businesses that are a part of this grant; Mt. Washington Valley Development Corporation, The Women's Entrepreneurial Network (WREN) and Northern Community Investment Corporation (NCIC.) Shelly Hadfield states in the email that she is hoping that the Commissioners will support the application for the upcoming year. The Commissioners discussed it and were all in agreement to support the application. CA Libby stated that she will have the public hearing March 21st and hold the mid-grant public hearing for the 2016 Microenterprise grant that day as well.

CA Libby submitted an Educational Assistance Application for an employee in the County Attorney's Office who is pursuing a bachelor's degree from Granite State College. She noted that this is an online class.

Commissioner Ahern moved to approve the Educational Assistance Application.
Commissioner Piper seconded the motion and all were in favor.

DMV Rental Space – CA Libby stated that she looked up the information regarding the various leases at the courthouse. She went over the following breakdown:

Court Lease – Four (4) Year Agreement/21,291 Sq. Ft

Year	Price Per Sq. Ft	Increase	Total
1	13.36	No Increase	\$284,400.96
2	13.51	1%	\$287,244.96
3	13.63	1%	\$290,117.40
4	13.83	1.5%	\$294,469.20

Probation & Parole – Five (5) Year Agreement/ 1,650 Sq. Ft

Year	Price Per Sq. Ft	Increase	Total
1	14.59	No Increase	\$24,073.56
2	14.59	No Increase	\$24,073.56
3	14.88	2%	\$24,555.00
4	14.88	No Increase	\$24,555.00
5	14.88	No Increase	\$24,555.00

DMV – Two (2) Year Agreement/200 Sq. Ft

Year	Price Per Sq. Ft	Increase	Total
1	12.00	No Increase	\$2,400
2	12.00	No Increase	\$2,400

CA Libby stated that the other rental spaces only increase roughly 1% and 1% in the DMV rental would amount to \$2.00. Commissioner Ahern stated that if they would like to keep things consistent make the DMV rental \$14.59 to make two (2) out of the three (3) agencies equal. CA Libby stated that is a large jump. She stated that it would be \$518 or 21% increase. Commissioner Piper stated that she is willing to let it go. Commissioner Lauer stated that she does not want to lose the facility for the people in this area. Commissioner Ahern stated that if they ask for a reasonable increase they can say no and make a counter offer. He suggested \$225 a month from the current \$200 which is an increase from \$12.00 a sq. ft. to \$13.50 a sq. ft. The Commissioners discussed it further and agreed that increase is a reasonable request.

Commissioner Ahern moved to offer the DMV rental space in the courthouse at \$13.50 a sq. ft. Commissioner Piper seconded the motion and all were in favor.

11:08AM With no further business the meeting adjourned.

Respectfully Submitted,

Wendy A. Piper, Clerk