

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
March 15th, 2016

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

OTHERS PRESENT: HSA Bishop, Supt. Oakes, CA Saffo

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

HSA Bishop arrived and gave the following report:

February 16, 2016

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date (*see attached reports)

- Payment by Towns Report
- Recoveries

2.) Legislation:

- SB553 Medicaid managed care bill hearing today. She stated that they are trying to delay Medicaid Managed Care until July of next year.
- No discussion thus far regarding CAP for FY17. HSA Bishop stated that they are 65% expended on their cap but will have to wait and see if they receive enough bills to cover the cap for the year.

3.) Other:

- Strategy for Social Service Budget. HSA Bishop stated that most of the agencies have returned their questionnaires. She will be getting together with Commissioner Cryans next Tuesday to map out what kind of information they want to talk about on April 7th and make sure that one uniform report is produced.
- 1115 Waiver Public Information Session Thursday, 6- 8 pm @ Littleton Hosp.

Commissioner Cryans asked if everyone had a chance to read the three (3) sets of minutes that needed to be approved. Commissioner Richards had a couple of edits for each set of minutes.

Commissioner Richards moved to approve the minutes of the March 10th budget meeting as amended. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards moved to approve the minutes from the March 3rd meeting as amended. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Lauer moved to approve the minutes from March 8th as amended. Commissioner Richards seconded the motion and all were in favor.

Commissioners signed check registers 731; 733-735; 1151-1156.

Clarification on Policy – CA Libby stated that upon further clarification about the policy that the Commissioners amended last week regarding employees who work sixteen (16) hour shifts. They have several different scenarios where people are regularly scheduled for sixteen (16) hour shifts. CA Libby stated that they have some clarifying language so that they exempt those people from being subject to being paid overtime. CA explained that last week the Commissioners changed the policy from employees requested to work to employees who are approved to work. They want to add at the end so the policy will now read “Employees approved to work a double shift of sixteen (16) hours straight shall receive time and a half for the second eight (8) hours shift even if the employee has not worked forty (40) hours. It is not applicable to employees who are regularly scheduled for twelve (12) hour shifts, employees who are regularly scheduled for double shifts or Deputy Sheriff’s”.

Commissioner Lauer moved to approve the policy with the changes as stated. Commissioner Richards seconded the motion and all were in favor.

Supt. Oakes arrived to open three sets of bids. He stated he had solicited bids for FY17 Trash & Recycling, Woodchips and Off-road Diesel and Propane.

Trash & Recycling

Casella Waste Management

FY17 \$1,786.60 / FY18 3% increase / FY19 3% increase

Commissioner Lauer moved to accept Casella Waste Management’s bid as proposed. Commissioner Richards seconded the motion and all were in favor.

Wood Chips

North Country Procurement

FY17 –FY18 Product #1 Bole Wood with Limbs Attached - \$52/ton

Product #2 Mixed Hardwood Bole Wood - \$57/ton

Limlaw Chipping & Land Clearing, Inc.

FY17 \$59 per ton / FY18 \$60 per ton

Cousineau Forest Products

FY17 – FY21 \$59 per ton no diesel clause

The Commissioners had a discussion regarding the length of the agreement. Commissioner Richards requested that Supt. Oakes contact North Country Procurement and Limlaw to see if they would be willing to lock in for five (5) years as Cousineau had offered to do. She stated that she would like to go with a Grafton County company but knows that the Commissioners need to do what is best for the budget. The Commissioners also discussed at length the different types of chips that North Country Procurement had bid on. Supt. Oakes did not feel that this wood was what he had specified in the bid and felt that it may have less BTU output. The Commissioners asked Supt. Oakes to contact the bidders for additional information and clarification.

Off-road Diesel (ORD) & Propane

Supt. Oakes solicited bids for Propane and Diesel and no bids had been received at the time of the meeting. Supt. Oakes stated that he thought that it was odd that at least Dead River did not bid as they normally do.

Supt. Oakes gave the following report before leaving to contact the bidders on the woodchips.

February 16 – March 14, 2016

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Trash & Recycling Bids – Review bids today and select vendor

Fuel Bids - Review bids today and select vendor ,

Safety Audit – An inspector from the Dept. of Labor stopped by unannounced to perform a safety audit of the county's safety programs and to inspect all our buildings. The inspector completed his audit of the safety programs and inspected the nursing home. *He came back a week later and finished his inspection of the remaining buildings. He cited a few issues in the Maintenance and Farm areas. My department has addressed all the issues cited for the Maintenance Dept.*

Window Warranty – Boyd Aluminum still has not honored our 10-year window warranty claim for the nursing home and Administration Building. They owe the county approximately \$7,500 worth of glass. Turned issue over to the County Attorney. She will be sending them a letter advising that her office will be initiating a small claims suit against them if they do not honor the warranty within a specified period

Sprinkler Inspections – Hampshire Fire Protection performed quarterly inspections of all our sprinkler systems...*no deficiencies were noted*

Fire Alarm Secondary Inspections – Alarmco completed all but the nursing home and everything so far has tested well

Elevator Fire Service testing – Stanley Elevator and Alarmco completed the annual fire service testing of all applicable elevators throughout the complex...*all passed the test*

COURTHOUSE

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

Jury Panel Room – Plate glass window cracked...*Mayo's Glass replaced window*

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen Appliance – Steam kettle burner motor failed...*replacement motor has been on backorder for 3-weeks (due in sometime this week)*

Tubs – New tubs on Profile and Maple have gouges from new lift chairs because LNA's are not raising chairs high enough. *Repaired tub gelcoat and added rubber bushings on chairs to provide soft contact point with tubs*

Kitchen Hood – Make up air unit cleanable metal mesh filters were falling apart...*replaced filters*

Purchasing Dept. Storage – Clean utility rooms on Meadow and Granite need base cabinet sand upper cabinets removed to accommodate Purchasing Dept.'s new storage shelves. *Removed cabinets & countertop from Meadow location; patching walls and tile floors. Still need to paint walls and assemble shelves.*

ADMINISTRATIVE BUILDING

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

HVAC – Heat not working in Deeds main counter area due to a programming error linking AC3 to FC-14 through conditional programming. *Trane tech reprogrammed*

HVAC – Zone valve stuck open in room 024 causing room to be hot...*replaced zone valve*

Lighting - Exterior light staying on during daylight hours...*replaced bad photocell*

Plumbing – Backflow device on boiler makeup water failed 6-month test...*rebuilt valve and retested...tested good*

Fuel Tank – Underground storage tank spill bucket cover damaged by plows...*replaced spill bucket cover*

DEPT. OF CORRECTIONS

HVAC – Heat pump HP-H7 serving kitchen area has capacitor, fan motor and harness shorted out...*Trane ordered replacement parts and will replace under warranty once parts come in*

HVAC – Heat pump HP-B17 not heating employee locker rooms (suspect bad compressor)...*awaiting Trane to send a tech to troubleshoot*

HVAC – Heat pump WHP-C1 keeps locking out on circuit B...*Trane tech troubleshoot to leaking reversing valve...ordered rebuild kit*

Showers – 12 showers throughout facility have blistered and pock marked walls...*repaired six and other six are in progress of being fixed*

Exterior Grease Trap – Boudraults Septic performed quarterly pumping

Plumbing – Several electronic flush control circuit boards burned out prematurely...Determined Interstate Electric installed under-sized transformers for these systems. *Interstate Electric agreed to pay for damaged circuit boards and for replacement of transformers. We've replaced 10 of 17 transformers requiring replacement*

Plumbing – Dishwasher back flow device failed 6-month test...*replaced 2nd check valve and retested...tested good*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

PLUMBING – Backflow device failed 6-month test...*rebuilt device and retested...tested good*

BIOMASS PLANT

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

Emissions Fee – Submitted stack test results to NH DES...reduced FY15 annual emissions fee \$1,347

Plumbing - Backflow device failed 6-month test...*rebuilt device and retested...tested good*

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Plumbing – Building lacked backflow device on domestic water supply...*installed new backflow device and tested...test good*

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

TRAINING/OTHER

Nothing new to report

Supt. Oakes left the meeting to attempt to contact the bidders for the Woodchips for further clarification on bids submitted.

CA Libby read a notice from NH Council of Resources and Development for state owned surplus land in the Town of Ashland. The State Liquor Store in Ashland is being sold and the notice is to see if the Commissioners are interesting in purchasing it. The Commissioners stated that they are not interested in purchasing the store. Commissioner Richards stated that she is still trying to put together a meeting with Bristol Representatives to discuss the closing of the Bristol Liquor Store.

Tri-county Community Action Letter – CA Libby read a letter stating that they are applying for funding through USDA Rural Development to conduct a low income single family housing preservation program in Coos, Carroll and Grafton Counties during the upcoming year. The letter went on to discuss details regarding what the funding would be used for if they were to receive it.

CA Libby submitted a CDBG Grant Agreement for the APD CDBG for Commissioner Cryans to sign and initial and Commissioner Lauer to sign.

Stepping Up Initiative –CA Libby stated that this is a NACO sponsored initiative to address the number of mentally ill in our jails. NACO is asking that counties across the country participate in this. She handed out a packet for the Commissioners to read and decide if they want to participate. They will have a further discussion about it on March 29th. She noted that Hillsborough and Merrimack are both participating.

Atty. Saffo arrived to discuss the Commissioners' Northern Pass Intervenor status.

Atty. Saffo and the Commissioners discussed issues that they felt would be pertinent for the Commissioners to testify about. Atty Saffo stated that they need to communicate with other intervenors so they are not duplicating their issues in presentations. She said that the Commissioners need to make sure they represent Grafton County as a whole because that is a piece of the puzzle that no one else can offer. She suggested that they should start with getting a county map of Grafton County and getting accurate information to present. Atty. Saffo went on

to state that she would like to start chipping away at what their message will be and decide if they need to hire experts in those areas. Commissioner Richards and Atty. Saffo stated that they will be attending the SEC meeting on Monday and get more information.

Atty. Saffo stated that in regards to Drug Court and their numbers she is working on getting information regarding how many drug court plea offers have been made and will share it with Alex Casale from Strafford County and Chief Justice Tina Nadeau and address any concerns they may have about the program.

February Financial Reports:

Variance Report:

Revenue

CA Libby stated that the report shows that the nursing home is almost \$900,000 below where they are supposed to be at this point. She explained that \$859,000 of that is Proshare and bed tax money that they do not receive on a regular monthly basis. She stated that where they are behind in Medicaid revenue they are making up for in Medicare and private pay residents. They had an average daily population of 122 residents for the month of February. CA Libby told the Commissioners that Finance Manager Dawn Jurentkuff stated that she feels if they get \$1.6 million in proshare and \$300,000 in bed tax in the next two (2) quarters they will come close to making revenue numbers. CA Libby stated that she suspects the farm will not reach the budgeted revenue. They may also be a little below revenue at the jail but not significant.

Supt. Oakes returned to the meeting and stated that he had spoken with Bob Berti from North Country Procurement who stated that he would not be able to lock in a 5 year contract but would lock in at the \$57 for two years and then there would be a \$1.00 increase for every .50 increase in the cost of diesel going forward. Supt. Oakes also stated that he had spoken with Mr. Berti about the Bole wood with limbs attached that were being offered at \$52/ton. He stated that he is just not comfortable with this type of woodchip at this point and it is not what was specified in the bid so he didn't feel it was fair to the other bidders. Mr. Berti also verified that there was probably a minimal difference in the BTU output. Supt Oakes stated that he had not gotten a hold of Limlaw as of yet. He also stated that he called his contact at Dead River and that they had mailed a bid on March 9th. He stated that they bid \$1.18/gallon on propane and \$2.04/gallon on diesel. CA Libby stated that there have been a lot of issues with the mail lately and so it was not surprising that the bid hadn't been received on time. She stated her concern was that if others had also bid via mail and that they just hadn't been received either. The Commissioners further discussed both sets of bids and asked Supt. Oakes to contact both Dead River to confirm what today's prices were and to call Irving and see if they had submitted a bid. Commissioner Cryans asked Supt. Oakes to have Dead River fax a copy of their bid.

CA Libby continued the discussion of the February financial reports.

Expense

- CA Libby stated that there is nothing that is out of the ordinary at this point. She stated that the Nursing Home Nursing Department is high at this point and she isn't certain on whether it will be over budget at year end or not.

Prorated report:

CA Libby stated that this report is based off of them being 66.67% through the fiscal year. Expenses are still outpacing revenues. She stated that she will be figuring out soon what they will be able to use for surplus for FY17. She stated that she had spoken with Tony Stiles, who is the chairman of the Employee Council, and he had said the employees feel they do not have enough information about health insurance to figure out what else they would like to request for this year. CA Libby stated that at this point they are going to wait to see what the final rates come in at. They are also in the process of getting a quote through SchoolCare for Cigna to see what their rates will be as well.

GCEDC Request for Funding – CA Libby handed out a copy of the letter requesting \$75,000 for FY17 which is up from the \$50,000 that the county currently funds them.

Executive Committee – CA Libby stated that the Executive Committee is meeting Monday March 21st at 10:00am. She stated that they will need to have a full delegation prior to June 1st to set elected officials salaries and the public hearing date will need to be set as well. She asked the Commissioners if they are interested in proposing the Executive Committee meeting, Delegation meeting to set salary setting and public hearing all in one (1) night. The Commissioners discussed it and decided they should propose having the public hearing one Monday and the other two (2) meetings the other Monday. Those two (2) Mondays would most likely be May 16th and May 23rd.

HR Director Position:

Commissioner Lauer moved to make changes to the Employee Handbook, Chapter 2 Employment Practices #2 Reporting of Appointed Persons. The change will be to make the HR Director report directly to the Commissioners. The revised policy will now read: The County Administrator and ***the Human Resource Director*** will report to the Board of Commissioners.

According to RSA 30-B:4, the Superintendent of the Department of Corrections as an agent of the County Commissioners shall report to the Board of County Commissioners and be answerable to it for the efficient and effective operation of county correctional facilities.

Per direction of the Commissioners the Superintendent ***and the Human Resource Director*** works in conjunction with the County Administrator on a day-to-day basis.

The following positions will report to the County Administrator: Nursing Home Administrator, Maintenance Superintendent, Farm Manager, Human Service Administrator and IT Manager.

Commissioner Richards seconded the motion and all were in favor.

CA Libby stated that they will get the job posted internally.

CA Libby stated that Carol Kilmister from Primex will come up before the interviews to meet with the interview panel. She would then come up to facilitate the interviews. CA Libby stated that Supt. Elliott, DON Laura Rahne, Steve Miesel and one (1) Commissioner will make up the panel. CA Libby stated that she will sit in on interviews as well but will recuse herself if need be. The Commissioners stated that they would like to have an outside county HR Director to sit on the board. CA Libby stated that they would look into contacting another county HR Director. She went on to stated that they are looking to have Carol Kilmister come up the morning of March 25th to meet with the interview panel then come back up on the 31st for interviews but with the Commissioners requesting to have an outside person sit in on the panel she will need to see if those dates work with their schedule.

Supt. Oakes returned to the meeting and stated that he had spoken with Dead River and had a copy of their faxed bid. Today's prices from Dead River were \$1.17/gallon for propane and \$2.00/gallon for diesel. He stated that he called his contact at Irving and in fact that gentleman is not responsible for bids and therefore the person that is responsible didn't receive the request for the bid. Supt Oakes stated since Dead River was contacted and faxed a copy of their bid today that it wouldn't hurt to have Irving submit a bid as well. Supt. Oakes stated that Irving's bid for propane was \$1.304/gallon. Irving does not do a fixed price for diesel so there was no bid from them for that.

Commissioner Lauer moved to accept the bid that was submitted today from Dead River for both propane at \$1.17/gallon and diesel at \$2.00/gallon. Commissioner Richards seconded the motion. All were in favor.

Next the Commissioners continued their discussion regarding the Woodchip bids. The decision was between locking in for a five (5) year contract versus a two (2) year contract. Only Cousineau offered the five (5) year contract at \$59/ton for the entire period. North Country Procurement's bid was for \$57/ton for two (2) years. After much discussion the Commissioners concluded that locking in for five (5) years made the most sense.

Commissioner Lauer moved to accept the bid from Cousineau for \$59/ton for the period of five (5) years. Commissioner Richards seconded the motion and all were in favor.

*12:00PM - Commissioner Richards moved to enter into non-public session for the purposes of consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with anybody or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph according to RSA 91-A:3, II (e). 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.

*12:05 PM Commissioner Cryans declared the meeting back in public session.

Commissioner Richards 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.


Commissioner Richards stated that she will not be able to attend the Executive Committee meeting on Monday.

Commissioner Lauer stated that she visited three (3) agencies Friday and will visit her last (2) this Friday.

Commissioner Cryans stated that he will be coming up next Tuesday to meet with HAS Bishop and finish up his social service agencies.

12:06 PM With no further business the meeting adjourned.

Respectfully Submitted,



Linda D. Lauer, Clerk

recoveries

2016 RECOVERIES

Yearly Comparison by Category:

	FY06	FY07	FY08	FY09	FY10	FY11	FY12	FY13	FY14	FY15	FY16
OAA	3,329.19	921.75	84.00	4,155.75	.00	0.00	121.47	0.00	7,797.95	0.00	0.00
APTD	7,234.68	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	5,512.85
INC	167,814.26	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	22,483.79
ANB	0	0	0	0	0	0	0	0	12,330.60	0.00	0.00
DCYE	79,472.22	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	514.08
	257,850.35	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	28,510.72

BREAKDOWN by Month

FY16	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTALS
OAA		.00	.00	.00	.00	.00	0.00						-
APTD		607.16	3,424.89	.00	.00	.00	1,480.80						5,512.85
INC		3,883.29	3,209.08	4,292.33	3,030.54	469.34	7,599.21						22,483.79
ANB		.00	.00	.00	.00	.00	0.00						-
DCYE	65.97	129.16	72.03	52.35	83.84	49.74	60.99						514.08
TOTALS	65.97	4,619.61	6,706.00	4,344.68	3,114.38	519.08	9,141.00	-	-	-	-	-	28,510.72

Statutory credits received by year

	SB 409 CREDIT	% OF TOTAL CR	begin	HB 2 credits	begin
	130,846.08	6.76	134,974.30	405,553.00	385,865.41
	6.54	6.76	6.75	8.11	7.72
			7.73	7.40	5.82
			154,555.54	369,992.00	436,979.00
			7.73	7.40	5.82
			274,069.00	449,594.00	264,250.00
			5.48	5.96	5.29
			254,733.00		254,733.00
			5.09		5.09

Grant Total by Town

From: 07 / 2015 To: 02 / 2016

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases	
ALEXANDRIA	45,023.17	7	4,025.58	1	49,048.75	8	
ASHLAND	55,088.37	7	47,725.96	8	102,814.33	15	
BATH	89,820.30	7	0.00	0	89,820.30	7	
BETHLEHEM	117,394.56	11	28,570.69	4	145,965.25	15	
BRIDGEWATER	42,805.20	2	6,748.00	1	49,553.20	3	
BRISTOL	138,366.17	15	33,423.29	11	171,789.46	26	
CAMPTON	114,878.73	10	63,955.68	9	178,834.41	19	
CANAAN	103,919.45	10	26,913.43	5	130,832.88	15	
DORCHESTER	10,599.18	2	8,885.72	2	19,484.90	4	
ENFIELD	100,449.12	11	58,359.63	10	158,808.75	21	
FRANCONIA	48,406.48	3	12,106.75	3	60,513.23	6	
GRAFTON	55,859.06	4	45,269.64	5	101,128.70	9	
GROTON	14,169.43	1	0.00	0	14,169.43	1	
HANOVER	156,911.71	15	23,282.10	8	180,193.81	23	
HAVERHILL	574,835.32	57	118,434.54	23	693,269.86	80	
HEBRON	17,245.31	1	0.00	0	17,245.31	1	
HOLDERNESS	34,748.54	5	669.10	1	35,417.64	6	
LANDAFF	43,546.93	3	10,357.67	2	53,904.60	5	
LEBANON	596,834.26	66	179,705.89	28	776,540.15	94	
LINCOLN	167,711.00	14	23,611.69	4	191,322.69	18	
LISBON	185,607.21	13	70,517.14	12	256,124.35	25	
LITTLETON	359,490.18	36	171,973.83	37	531,464.01	73	
LYMAN	-583.55	1	0.00	0	-583.55	1	
LYME	61,750.17	4	2,840.47	1	64,590.64	5	
MONROE	28,480.93	4	7,492.98	1	35,973.91	5	
ORANGE	13,801.82	2	213.00	2	14,014.82	4	
ORFORD	33,081.38	3	12,698.06	3	45,779.44	6	
PIERMONT	63,293.58	7	10,965.03	3	74,258.61	10	
PLYMOUTH	136,431.49	12	52,297.30	11	188,728.79	23	
RUMNEY	47,448.73	3	5,854.21	1	53,302.94	4	
SUGAR HILL	0.00	0	8,119.59	1	8,119.59	1	
THORNTON	24,319.41	2	26,288.47	4	50,607.88	6	
WARREN	72,997.14	8	19,649.71	5	92,646.85	13	
WATERVILLE	15,300.15	2	8,619.08	2	23,919.23	4	
WENTWORTH	50,369.89	6	8,188.49	2	58,558.38	8	
WOODSTOCK	52,042.13	4	49,645.43	8	101,687.56	12	
XXXXX	-254,733.00	2	0.00	0	-254,733.00	2	
Grand Total Count:	37	3,417,709.95	360	1,147,408.15	218	4,565,118.10	578