

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 17th 2015

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

OTHERS PRESENT: Supt. Oakes, HSA Bishop

EXCUSED: Commissioner Cryans

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

Commissioner Richards stated that she would like to recognize the top three (3) employees in the Walk NH contest that ran from August 2013 – July 2014. Renee Shields came in first with 1,111 miles, Susan Cunningham came in second with 770 miles and Julie Libby came in third with 729 miles.

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

HSA Bishop stated that there are many floating figures for the CAP and that they are not sure what is going to happen. She discussed the proposed budget cuts from HHS with the Commissioners and ED Libby.

Commissioner Cryans called into the meeting and stated that he will not be able to stay on the line and participate by phone as he was attending the dedication of the Welcome Center in Hookset to Ray Burton. He stated that he attended UNH Extension meeting last night and it was the most attended meeting he had been to. They have five (5) new members. He will report back on the dedication of the Welcome Center at next week's meeting.

HSA Bishop stated that the Wellness Committee had shirts and hats made up to give away as prizes for various wellness events. She brought in one (1) of each to show the Commissioners.

The Commissioners spoke with HSA Bishop about taking over Cindy Swart's position with social services after this year. They stated that they would be interested in going out with HSA Bishop to different agencies and learning more about them. HSA Bishop stated that she is willing to give it a try next year and that they can talk more about it in more detail once they get through the budget season.

Supt. Oakes arrived and gave the following report:

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout
Sprinkler Inspections – On 2/25 Hampshire Fire Protection completed the quarterly inspection of all sprinkler systems throughout the complex. All passed inspection without any noted discrepancies

COURTHOUSE

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

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Sprinkler Inspection – On 3/3 Hampshire Fire Protection completed the 5-year obstruction inspection of the nursing homes' one wet system and two dry systems. No problems noted

Emergency Lighting – On 3/9 CFW Electric completed the installation of 31 battery operated emergency lights throughout the nursing home

HVAC - Radiant floor heating loop on Meadow putting out too much heat even with pump off. Mixing valve doesn't seem to be working...replaced mixing valve

Laundry – Secondary LP regulator on outside of building is worn and needs replacement. New one back-ordered

Laundry – Dryer room evaporator fan motor failed...replaced fan motor

Storage – 69 Basement continually gets cluttered with resident furniture, wheelchairs, broda chairs and other care devices, often clogging egress paths... Constructed several large platforms to store items above and below to maximize space

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. *Estes & Gallup (E&G) is supposed schedule sleeving on 3/19*
- **Masonry** – The masons have completed about 90% of there work on Maple
- **Fire-stopping**– The drywall sub completed 100% of the inner shaft walls throughout Maple. *Estes & Gallup employees fire-stopped 95% of the inner wall assemblies...awaiting Hilti Engineering Judgments on unfinished areas*
- **Fireproofing, Flooring and Ceiling** – E&G 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 ... *We accepted the bids of Northern Plasterworks for fireproofing and Brian Tilton for acoustical ceilings*

- ❑ **Kitchen Equipment** – All the kitchen equipment for the new dining room kitchenettes arrived and is stored awaiting installation. *E&G's cabinetmaker completed fabricating the cabinets. They are awaiting installation*
- ❑ **Kitchenette** - The kitchenette has been studded out, plumbing stubbed and the wiring run to all the new service locations. *Walls have been sheet-rocked and mudded...awaiting paint and primer*
- ❑ **Changes**
 - ❑ We've approved over \$20,000 in miscellaneous change orders to address unforeseeable issues that have come up. Most have been plumbing and under slab issues
 - ❑ We have several discretionary changes waiting in the wings for possible approval (contingent on other necessary work)
 - Replace resident bathroom floors
 - Refinish all natural woodwork throughout resident areas in 69 Building
- ❑ **Chase Walls**
 - ❑ On March 26th Ron Anstey from the State Fire Marshall's Office will be on site to inspect the existing CMU chase walls. Most had their 1-hour fire rating compromised when carving out sections for plumbing during initial construction in 1968. Most have 1 ¾" of integrity when 2.1" is required.

Bathroom Floor Project – Mayo's Furniture & Flooring is scheduled to replace 25 bathroom floors throughout the 2003 building between March 25 and April 6th. My staff will remove and reinstall all the toilets.

ADMINISTRATIVE BUILDING

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

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. They recently removed the monitoring equipment and we are awaiting the test results

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. That did not fix the problem. Found dip switches in wrong position...repositioned to correct problem

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. Installed new compressor and 2nd capacitor to fix problem

HVAC - Heat pump HP-B13 outside damper not communicating with DDC...*CTI reprogrammed on 2/17*

HVAC – Radiant heat in lobby in alarm for slab temp 117... *CTI troubleshot to bad floor sensor on 2/17...parts ordered*

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 2/26 the Trane tech changed out all four pressure transducers and two compressor control to fix the problem*

HVAC – WHP-C1 heat pump has bad high pressure switch...*On 2/26 the Trane tech replaced the bad high pressure switch*

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. *Requested quote from Simplex*

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. On 3/2 a Cummins Northeast tech recalibrated the generator to its engine and the fault went away*

Roof Drains - All roof drains other than area A & B were frozen where they dump into catch basins, causing water to back up in under slab sanitary drain pipes and come out of clean out covers in some locations (areas H and F)...Thawed drains at manholes to relieve backup

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

Supt. Oakes discussed the issues that he is having with the Nursing Home project with the Commissioners. He stated that there are now weekly meeting with the contractors, architect and County officials on Wednesdays to discuss how things are coming. The Commissioners stated that they would like Tim Estes of Estes & Gallup to be in attendance at these meetings and that he should know that the Commissioners are not satisfied with the way this project is going.

Commissioner Richards asked if everyone had a chance to read the minutes from the March 10th meeting. Commissioner Richards had a few edits.

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

Commissioner Richards asked if everyone had a chance to read the minutes from the March 12th budget meeting. Commissioner Richards had a several edits.

Commissioner Lauer moved to accept the March 12th minutes as amended.
Commissioner Richards seconded the motion and all were in favor.

The Commissioners signed check registers 658; 1148-1150.

ED Libby reviewed the NACo Prescription Drug Report for the month of February with the Commissioners. She stated that there was a price savings of \$4,556.37 which is an average of \$27.28 or 38.10% with a total of 77 utilizers. There has been a price savings of \$725,900.73 over the life of the program.

ED Libby reviewed the February month end financial reports with the Commissioners.

Variance Report

ED Libby stated that a few departments are behind budget; the most significantly behind are the Nursing Home and Sheriff's Department. The nursing home is mostly behind due to the pro share payment that only comes once a year. They are behind \$533,333.33 in the proshare payment. They are ahead in bed tax payment but behind in Medicaid. She stated that she believes

with the proshare payment and bed tax payments the Nursing Home will finish where it is supposed to.

Expense

ED Libby stated that HSA Bishop's budget will be over expended by year's end due to not enough being budgeted for the cap but will not be as over expended as what this report shows.

ED Libby stated that her two (2) departments of concern are dietary and nursing department in the nursing home. They could both potentially be over expended at year's end.

Prorated Report:

ED Libby stated that they are over revenue and under expended by \$300,000 and have an unassigned fund balance of \$514,015.97.

Commissioner Issues

Commissioner Richards and Lauer both stated that they are going to start visiting their towns but agreed to wait until the Commissioners proposed budget is out before going.

Commissioner Richards stated that the New Hampshire article got printed in the NACo newspaper. She stated she sent send copy to CA Saffo and ASD Amero.

10:34AM with no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk

March 17, 2015

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- Recoveries

2.) Legislation:

- State budget update

3.) Other:

- Wellness Update

Grant Total by Town

From: 07 / 2014 To: 02 / 2015

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases
ALEXANDRIA	64,390.72	7	4,057.90	2	68,448.62	9
ASHLAND	82,333.21	8	28,751.90	7	111,085.11	15
BATH	100,021.86	9	1,101.36	1	101,123.22	10
BENTON	20,771.27	3	0.00	0	20,771.27	3
BETHLEHEM	168,772.52	13	28,970.09	7	197,742.61	20
BRIDGEWATER	24,256.03	2	8,166.21	2	32,422.24	4
BRISTOL	148,095.25	15	15,466.82	4	163,562.07	19
CAMPTON	122,899.23	9	74,511.24	16	197,410.47	25
CANAAN	88,823.05	9	38,328.71	5	127,151.76	14
DORCHESTER	0.00	0	11,458.29	2	11,458.29	2
ENFIELD	84,905.69	14	61,411.87	12	146,317.56	26
FRANCONIA	12,384.51	3	6,268.39	2	18,652.90	5
GRAFTON	52,804.25	4	36,416.77	5	89,221.02	9
GROTON	8,545.15	1	0.00	0	8,545.15	1
HANOVER	82,291.42	8	17,477.46	6	99,768.88	14
HAVERHILL	653,030.50	56	140,165.01	26	793,195.51	82
HEBRON	26,486.32	4	0.00	0	26,486.32	4
HOLDERNESS	57,095.60	5	1,349.62	1	58,445.22	6
LANDAFF	52,597.41	4	12,910.30	2	65,507.71	6
LEBANON	503,576.57	45	176,252.54	30	679,829.11	75
LINCOLN	153,462.35	12	18,154.39	2	171,616.74	14
LISBON	244,573.14	17	50,141.04	10	294,714.18	27
LITTLETON	390,020.01	43	174,151.83	33	564,171.84	76
LYMAN	10,857.86	1	0.00	0	10,857.86	1
LYME	64,224.96	5	0.00	0	64,224.96	5
MONROE	70,220.12	5	5,072.33	3	75,292.45	8
ORANGE	24,236.40	1	1,547.40	1	25,783.80	2
ORFORD	29,452.94	2	14,771.60	3	44,224.54	5
PIERMONT	70,280.49	7	11,577.45	3	81,857.94	10
PLYMOUTH	146,662.51	12	46,868.91	9	193,531.42	21
RUMNEY	61,798.71	8	4,229.51	1	66,028.22	9
SUGAR HILL	3,329.97	1	13,687.32	2	17,017.29	3
THORNTON	38,561.25	3	18,041.61	3	56,602.86	6
WARREN	93,565.25	7	24,505.47	6	118,070.72	13
WATERVILLE	14,176.28	1	4,387.27	2	18,563.55	3
WENTWORTH	21,881.53	4	3,369.45	2	25,250.98	6
WOODSTOCK	21,563.27	5	44,788.54	7	66,351.81	12
XXXXX	-264,250.00	1	0.00	0	-264,250.00	1
Grand Total Count:	38 3,548,697.60	354	1,098,358.60	217	4,647,056.20	571