

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

April 21st 2015

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

OTHERS PRESENT: HSA Bishop, Supt. Jim Oakes, CA Saffo, NCC – Michele Moren- Grey, Donna Lane, Olivia Beleau - AHEAD, Robert Fillion

Commissioner Cryans asked if everyone had a chance to read the minutes from April 14th. Commissioner Richards had a few edits.

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

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

HSA Bishop stated that they received a \$100 bonus for exceeding last year's health assessment numbers.

Commissioner Richards asked how the no smoking policy is going. HSA Bishop stated that she has not caught anyone smoking but has heard that employees have witnessed other employees smoking. The issue is they are not bringing that information forward to the appropriate staff members so the issue is not being addressed. Commissioner Richards asked who needs to address these issues. HSA Bishop explained that the employee should feel comfortable in stating that this is a tobacco free complex and ask whomever is smoking to stop or they can go to their department head.

HSA Bishop stated that the March of Dimes walk is going to be held on May 3rd and Grafton County has a team put together to participate.

Supt. Oakes arrived and gave the following report: (*see attached)

The Commissioners signed check register 1168.

*9:48 AM - Commissioner Richards moved to enter into non-public session for the purposes of discussing the dismissal, promotion, or compensation of any public employee or the disciplining of such employee according to RSA 91-A:3, II (a). 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.

*10:05 AM 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 Cryans seconded the motion and all were in favor

Michelle Moren-Grey from North Country Council arrived for Mid Grant Public Hearing – RDC Capacity Grant.

Commissioner Cryans opened the public hearing at 10:07AM.

M. Moren-Grey from North Country Council stated that this is the mid grant update on the CDBG 14405 which is the Regional Corporation Capacity building funds. The funds for this particular grant are used to assist RDC's and their operations which in turn benefit job creation and training. Out of the \$200,000 received each RDC has received \$19,000. There are ten (10) RDC's throughout the state. As a result each RDC has created at least one (1) job to benefit low to moderate income employees. To date they have created six (6) total jobs. It is expected that they will meet their job creation by mid-May. Each of the remaining RDC's has guaranteed one (1) job creation by the end of the month if not the beginning of next month. The project is on track to meet if not exceed job creations by the years end. The jobs that have been created so far have been full time service and technical jobs that are fully benefited.

Commissioner Cryans asked M. Moren-Grey if she has had a chance to meet the new Executive Director of GCEDC. She stated that she has not had a chance but is looking forward to meeting him and working with him.

Commissioner Richards stated that she has heard North Country Council is moving to a new location. M. Moren-Grey stated that they are moving into the old Littleton hospital where AHEAD is located.

Commissioner Cryans asked for public comment. There were none.

10:12AM Commissioner Cryans closed the public hearing

Commissioner Lauer stated she went to Littleton Hospital Friday with Dr. Wilmot as a follow up to the meeting at the Department of Corrections with mental health agencies. She stated that she was introduced to Howard Mitz who is a physician at Littleton Hospital. She explained that he is going to be getting in contact with NHA Labore because he is doing research on Alzheimer's. He is looking for a protein marker in the blood that may be indicative of Alzheimer's and he may approach NHA Labore to see if they can solicit resident volunteers to donate blood.

Commissioner Lauer attended the Holocaust Memorial Service in Bethlehem on Sunday.

Commissioner Lauer stated that she came down to the Alternative Sentencing building yesterday. The American Legion donated three (3) computers to the resource center that they

have set up and afterwards they talked to some of the American Legion representatives and Mike Owens from the VA about the issues facing veterans.

Commissioner Richards stated she met with Holderness select board and discussed the budget process.

Commissioner Cryans stated he attended the Commissioners Council meeting in Concord.

GRAFTON COUNTY CDBG Application

Public Hearing
April 21, 2015
10:30am

Informational packets were available for the public.

10:30AM Commissioner Cryans Opened the Public Hearing – Planning Study for Bethlehem Workforce Housing Development

Community Development Block Grant funds are available to municipalities through the NH Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for microenterprise projects, up to \$500,000 for public facility and housing projects, and up to \$500,000 for emergency projects. All projects must directly benefit primarily low and moderate income persons or households. Up to \$12,000 per planning study.

This hearing is to discuss a proposed Planning Study application for up to \$12,000 for design and cost estimating services to bring infrastructure to the property boundary, an appraisal and a market study for the Bethlehem Workforce Housing Development, a 20 unit multifamily townhouse development using factory built components.

This project conforms with Grafton County's Housing and Community Development Plan's Goal of:

Encourage adequate, safe, sanitary, convenient and affordable housing for all age and income groups.

Commissioner Cryans asked for comments from the public. There were none.

10:37 AM Commissioner Cryans Closed the Public Hearing

10:37 AM Commissioner Cryans Opened the Public Hearing – Planning Study for Orford Academy Renovations

Community Development Block Grant funds are available to municipalities through the NH

Community Development Finance Authority. Up to \$500,000 annually is available for economic development projects, up to \$500,000 for microenterprise projects, up to \$500,000 for public facility and housing projects, and up to \$500,000 for emergency projects. All projects must directly benefit primarily low and moderate income persons or households. Up to \$12,000 per planning study.

This hearing is to discuss a proposed Planning Study application for up to \$12,000 for preliminary engineering/architectural design services and surveys to identify hazardous materials including lead paint and asbestos for the renovation of the Orford Academy, located at the intersections of Route 10 and Route 25 into affordable, senior housing.

This project conforms to Grafton County's Housing and Community Development Plan's Goal of: Encourage adequate, safe, sanitary, convenient and affordable housing for all age and income groups.

Commissioner Richards stated that she thought at one point it was felt that this building was not worth putting the renovations into. Oliva from AHEAD stated that this project has been in the works for many years. There was a Steering Committee that was formed ten (10) years ago trying to find a use for the Orford Academy building. A group went in a couple of years ago with Twin Pines and another equity investor. They were not sensitive to the community and started talking about rental Section 8 housing. They did not think it through about how you need to introduce this kind of project to the community. There were people in the community who voiced their opinions and the project did not go through. They came back a year later and said they will only work with them if they put in senior housing. There is a huge need for senior housing in the area. They are very supportive and want the project to go forward.

Commissioner Cryans asked if there were any comments from the public. There were no public comment

10:44 AM Commissioner Cryans Closed the Public Hearing

10:45 AM Commissioner Cryans Opened the Public Hearing – Housing and Community Development Plan

No changes have been made to the existing Housing and Community Development Plan. The HCDP outline goals for the County for housing, economic development and public facilities.

Commissioner Cryans asked if there were any comments from the public. There were no public comments

10:45 AM Commissioner Cryans closed the Public Hearing

10:45 AM Commissioner Cryans opened the Public Hearing - Residential Antidisplacement and Relocation Assistance Plan

These projects are studies only; they do not involve any displacement or relocation of persons (or

businesses). This plan outlines the measures that would be taken to find comparable, suitable housing for persons (or businesses) if there was displacement or relocation.

Commissioner Cryans asked if there were any comments from the public. There were no public comments.

10:46 AM Commissioner Cryans closed the Public Hearing

10:46 AM Commissioner Cryans opened the Public Hearing – Better Homes Project Progress

This hearing is to discuss the progress of the AHEAD's Better Homes CDBG project. This project's intent is to, statewide; replace at least 10 pre-1976 (Pre HUD Code) mobile homes with new high performance manufactured homes. All of the homes will be occupied by low and moderate income households. The matching funds include homeowner mortgages.

This project is behind schedule. AHEAD spent considerable time in the beginning selecting manufacturers and getting model homes built (which are on display in Littleton). Since the start of 2015, AHEAD has done extensive marketing of the program at parks and through press releases. AHEAD expects to complete this project, replacing at least 10 homes, by the end of 2015.

Commissioner Cryans asked for comments from the public. There were none.

10:53 AM Commissioner Cryans closed the Public Hearing

10:53AM Commissioner Cryans opened the Public Hearing – Grafton County Senior Center in Plymouth Sprinkler Replacement/Repair Project Progress

This hearing is to discuss the progress of the Plymouth Senior Center Sprinkler replacement/repair. The project was bid out and awarded to John L. Carter Sprinkler Company. The demo is done; the project will be completed this summer.

Commissioner Cryans asked if there were any comments from the public.

Mr. Fillion stated that they have these public hearings often and it seems like they are reporting to the Commissioners rather than having a public hearing. Donna Lane explained that they put advertisements out in the newspapers stating that the public is welcome to attend or they can write to them with any concerns. They post it in public places as well.

Mr. Fillion stated that the AHEAD offices were out of Littleton and asked why the public hearings are not held in Littleton. Donna Lane stated that it depends on the municipality that is sponsoring the application. It can be the town or the county and in this case it is the county so that is where the public hearings are held.

10:59AM Commissioner Cryans closed the Public Hearing

VOTING

Commissioner Lauer moved to adopt the updated Housing and Community Development Plan. Commissioner Richards seconded the motion and all were in favor.

Commissioner Richards moved to adopt the Residential Antidisplacement and Relocation Assistance Plan for Bethlehem Workforce Housing Development Planning Study. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Lauer moved to adopt the Residential Antidisplacement and Relocation Assistance Plan for the Orford Academy Renovations Planning Study. Commissioner Richards seconded the motion and all were in favor.

Commissioner Lauer moved to approve the submittal of the CDBG Bethlehem Workforce Housing Development Planning Study Application **and** vote to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract. Commissioner Richards seconded the motion and all were in favor.

Commissioner Richards moved to approve the submittal of the CDBG Orford Academy Renovations Planning Study Application **and** vote to authorize the Chairman to sign and submit the application, and upon approval of the CDBG application, authorize the Chairman to execute any documents which may be necessary to effectuate the CDBG contract. Commissioner Lauer seconded the motion and all were in favor.

Atty. Saffo arrived and gave the following report:

**Office of the Grafton County Attorney
Lara Saffo, County Attorney
April 20, 2015
Report to the Commissioners**

The Mission of the Office of the Grafton County Attorney is to pursue justice and promote the safety and security of the County's citizens, thereby enhancing the quality of life in Grafton County. We will seek to achieve these goals by:

- **Striving for just disposition of criminal cases through timely, efficient and effective prosecution.**
- **Ensuring that victims and witnesses of crimes are treated with respect, courtesy, and sensitivity as they cooperate with criminal prosecutions.**
- **Improving the criminal justice system by identifying areas of need and working collaboratively with other criminal justice**

agencies and the community to improve the criminal justice system.

- **Encouraging and promoting crime prevention and early intervention initiatives.**
- **Identifying, promoting and implementing new and innovative approaches to solving crime problems.**

(1) Statistics

Cases referred to the Office of the Grafton County Attorney:

January 1, 2010 – April 19, 2010	139 cases
January 1, 2011 – April 19, 2011	228 cases
January 1, 2012 – April 19, 2012	237 cases
January 1, 2013 – April 19, 2013	304 cases
January 1, 2014 – April 19, 2014	231 cases
January 1, 2015 – April 19, 2015	232 cases

The year end summary is available and will post it on our website. It will include referrals by types of crimes and referrals by town.

(2) New Court Initiative –Felonies First

I testified before both the House and the Senate about the impact of Felony First in Grafton County. The Office of the Grafton County Attorney continues to emphasize the need remind decision makers about the expenses associated with Felony First. I was disappointed to see the legislation at first had a “no fiscal note” for the “Local, county and state levels” however that appeared to be remedied by the version before the Senate, which noted at least that there “may” be a fiscal impact. It appears to be well established that all county attorney offices will need additional assistance during the transition period.

I continue to consider manners to ease us into this initiative. I am asking all law enforcement to send us a copy of all felony arrest complaints within 24 hours by e-mail, facsimile or hand deliver, whatever the agency finds easiest. My biggest concern is the need for 24/7 coverage in the Office of the Grafton County Attorney for all felonies in Grafton County. Currently, we provide such coverage for untimely deaths and sexual assaults only (although we are always available for questions). As we have discussed, the Court is recommending that all felony charges be filed in Superior Court from the

onset. The recommendation presumes that the Office of the Grafton County Attorney would be involved at arrest and be able to file charges first thing Monday morning¹.

I also emphasized the need to avoid law enforcement traveling to North Haverhill, leaving their towns uncovered, for preliminary hearings. Howard Zibel testified that those logistics is why Grafton is one of the last counties to have felony first implemented. It appears well recognized that there will need to be the ability and understanding that law enforcement testify remotely for preliminary hearings.

(3) Office Hours in the Community

As noted in the past part of getting ready for felony first, and in an effort to better serve our police departments and communities, I have identified off site space for the Office of the Grafton County Attorney to hold regular hours. With our software, we can access most files with our laptop computers, and the prosecutors can access e-mails via the internet. They have cell phones as well. Accordingly, we think we can do this in a cost effective manner. In Hanover, we have begun holding monthly office hours at Dartmouth College, as part of our initiative to develop stronger relationships with the student body. In the Plymouth area, we have begun the relationship with PSU's Business Enterprise Center, and will be holding our first office hours on Wednesday at that location, which is close for all police agencies in the Plymouth area, as well as PSU students. We will be holding office hours in the Littleton area as well.

(4) The Skye System

We have developed less expensive alternatives for the court system. I will be meeting with Brent Ruggles.

(5) Early Case Resolution

As noted earlier, we are moving along implementing ECR principles in the Office of the Grafton County Attorney. Initially we were using Strafford County as a template, but we are modifying this approach. Fine tuning our approach is necessary, as we try new things.

¹ For those reading these minutes without background, under this system, felonies would be filed in superior court, and the county attorney offices would be responsible for these cases at arrest. We would handle the initial bail hearings, which are currently handled by the police departments, and have to be available 24/7 for all felonies, and have paperwork ready for the court on short notice. This will significantly increase our workload.

The Chief Justice for the Superior Court came to Grafton County and gave a presentation to police chiefs on this initiative. I have a copy of the powerpoint, if anyone.

While we are only half of the plea negotiation team, meaning we need the defense to be willing to engage in early case resolution, our prosecutors and support staff are expediting sending out discovery and plea offers earlier in the process. This improves justice, as the studies prove that the closer the punishment/resolution to the conduct/crime, the more effective the punishment/resolution. It also saves money, as it is a more efficient manner of running our court system.

(6) Cybercrimes

Grafton County, like the rest of the country, has seen (1) cybercrimes and (2) the need to collect digital evidence in all cases sky rocket. In 2012, Deputy County Attorney Fitzgerald attended a training on cybercrime (also referred to as digital evidence) organized by the Massachusetts Attorney General's Office. He made some excellent connections, including an individual in the Massachusetts Cybercrime Forensic Laboratory, who invited us to visit their cybercrime unit. Last Friday, Attorney Fitzgerald, myself and Detective Eric James traveled to Boston to see what we could learn from them. They were incredibly informative. We discussed cost effective manners to increase access to this expertise in Grafton County. They also provided copies of their strategic plan, their handbook for First Responding Officers, and PowerPoints they use for training. They also identified free webinars that they recommended. Based on this meeting, Attorney Fitzgerald and I have started a Digital Evidence Initiative for Grafton County. Paul is developing a PowerPoint for a 101 training, and will train all the prosecutors. He will also offer a 101 training to law enforcement. We are developing additional short range goals, and will finalize a strategy as well.

(7) Participation in Alternative Sentencing:

a. Drug Court

We continue to screen all referrals to determine whether someone is an appropriate drug court candidate. Our current program prohibits sale related offenses, and requires me to certify that the participant is non violent. There has been, and continues to be, a push to expand the program. I would be comfortable with developing another track, where, like most of the country, the conviction is not vacated (for example, I am uncomfortable with a sale conviction being vacated, and permanently off someone's record so quickly). There are other concerns as well. If the County is interested in expanding the program, I recommend the stakeholders meet again, with commissioner involvement, so a decision can be made one way or the other.

The Office of the Grafton County Attorney continues to participate in the weekly court sessions every Monday, and assist with protocol and form development.

b. Mental Health Court

Mary Bleier is our office's representative for the Mental health court initiative. I continue to support the development of a felony level program as well. I am meeting with the Alternative Sentencing Director to discuss grant opportunities as well.

c. Justice Involved Veterans

I am honored to serve as a prosecution representative on New Hampshire's Justice Involved Veterans Task Force. The Task Force is organizing a state wide, all day conference for June 12, 2015. This will be a vital opportunity to learn about ways we can improve services to veterans in New Hampshire. An excellent source of information about Veterans Courts is at <http://www.justiceforvets.org/>.

d. New initiatives

I look forward to working with Lucille Amero to evaluate whether Grafton County can initiate a pretrial services and adult diversion program. I believe such a program would save taxpayers money and ensure safer communities in New Hampshire. Last month a representative from the Office of the Grafton County Attorney joined a group of people from the Alternative Sentence Department to view the Sparrow Program in Vermont.

(8) Circuit Court

The Office of the Grafton County Attorney does not hire Circuit Court Prosecutors, with limited exceptions. However, we are receiving increased requests for assistance from Circuit Court prosecutors. This work is not reflected in our statistics, but is vital. We have continued to work hard to coordinate and support the circuit court prosecutors in Grafton County. We have started a webpage entitled the NH Prosecutors Network, with a section for Circuit Court prosecutors, which is developing in leaps and bounds.

(9) Juvenile prosecutions

We are also receiving increased requests for assistance in juvenile matters, especially juvenile sex crimes. This is extremely time consuming, but also extremely important. Thus, I have identified a single prosecutor to become an expert on juvenile laws, so she can provide advice in short notice to all agencies.

(10)Victim-Witness Program for Domestic Violence and Sexual Assault cases

We are happy to report that we have received this grant for September 1, 2015 – August 2016. Lia visited the Keene DV/SA Circuit Court Victim Witness Coordinator. It was extremely helpful, again we were given resources we were able to adopt. We also now have the program fully designed and available to the entire county.

(11)The Child Advocacy Center

The CAC has its Shield Our Children from Harm conferenced, signposting cybercrime. Wayne Fortier attended and shared the information with our office. We will be passing some information on at an event at Woodsville High School on May 6th.



I cannot emphasize enough the importance of this multidisciplinary approach towards helping our children. We have developed a new procedure in the Office of the Grafton County Attorney regarding child sexual assault cases, in which our investigator is available to answer police department questions on investigations, our prosecutors review the forensic interview close in time to it occurring, and our Victim-Witness Program is involved soon after the CAC interview occurs. For 2016, I wish to find CAC space in the Plymouth area. The CAC's budget cannot accommodate this commitment.

I do think financial support from the County is appropriate, the question is where in the County budget. I am adding a line item to my budget, but am open to suggestions for alternative sources.

(12)SARTS

- a. Plymouth Area Sexual Assault Resource Team
- b. Upper Valley Sexual Assault Resource Team
- c. Littleton Area Initiatives

We continue to participate in these invaluable initiatives. To learn more about SARTs please see <http://www.nsvrc.org/projects/sexual-assault-response-teams-sart-0> . We participated in a College Sexual Assault Conference and were a panelist on a screening of the Hunting Ground that I hope to bring to the Plymouth area.

(13)Drugs in Our Communities

We have received requests to meet with groups in the Haverhill and Littleton areas designed to tackle substance abuse in their communities and will do our best to participate in these important initiatives.

(14) Training

a. Trainings that we conducted:

The OGCA conducted two trainings on Joshua's Law (the new domestic violence statute) and the Lethality Assessment protocol.

The OCGA presented at the College Sexual Assault conference at UNH School of Law.

b. Training attended:

Sabra Carroll attend the Victim Witness Conference (for which she received a grant).

Melissa Fales will be attending the Commonwealth's Cybercrime Conference. Mariana Pastore and Tara Heater attended the US Attorney's Office's Search Warrant training

Paul Fitzgerald and Carin Kniskern attended the EVAW adult sexual assault conference.

c. The Office of the Grafton County Attorney continues to conduct trainings for law enforcement and will be releasing a calendar for 2015.

d. Google Site

Plymouth State University is assisting in developing a google site for law enforcement. The Office of the Grafton County Attorney can administer the site, and law enforcement can be invited to join with a gmail account. We will have reviewed webinars, announcements and other training materials available 24/7.

e. PSU library

PSU has offered to provide library cards to members of law enforcement who wish to have a library card. The Office of the Grafton County Attorney will maintain a list to provide to PSU's library. Again, we greatly appreciate Plymouth State University's assistance in this initiative.

f. Prosecutors Network

We continue to work on sharing legal research and other resources with prosecutors via a simple system on our website.

g. Intern Brochure

We have received numerous requests for students to intern. While we cannot accommodate all these requests, working with a PSU intern, we have developed a brochure of resources for students that we will post on line. Thank you to Lucas, our PSU intern, who wrote this brochure.

(15) Law student interns

We will have an intern from the UNH School of Law this summer.

(16) Drop box

We are working with defense attorneys to forward discovery electronically via drop box, which would save costs in copying, and have an effective mechanism to track discovery. Thanks again to IT for assisting us with the security issues associated with drop box, and for Thomas Andross for his assistance understanding the NCIC system's requirements on electronic discovery.

(17) Facebook

This project has been delayed as we work through security issues, but we have not given up on having a uniform county facebook page we can go on that has all the police department facebook pages readily available. This is another effective mechanism to relay safety information to the public. In addition, it is vital that the public learns about the many good things happening in our police departments. This is another avenue to spread that information.

As always, if you have any questions, please do not hesitate to contact me. I welcome the opportunity to answer any questions.

11:53 AM with no further business the meeting adjourned.

Respectfully Submitted,



Linda D. Lauer, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

March 17 – April 20, 2015

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Energy Conservation – Upgraded nursing home and Alternative Sentencing parking lot lights, driveway lights and heifer barn lights from high wattage metal halides to low wattage LED's

Water Tank – Replaced vault fan assembly due to bearing failure

Secondary Fire Alarm Inspections/Tests – Alarmco and maintenance dept. staff completed all of the fire alarm secondary inspections throughout the complex. Other than having to adjust the fire curtains in the nursing home kitchen, everything else passed inspection without incident

Annual Elevator Recall Tests – Alarmco, Stanley Elevator and maintenance dept. staff tested the safety and recall functions of every qualified elevator throughout the complex and all passed test without incident

Kitchen Hood Fire Suppression Inspections – VT Fire Extinguisher and maintenance dept staff inspected both the DOC and Nursing Home kitchen hood Ansul fire suppression systems. Both systems passed inspection without incident

Spring Clean Up – Just started this process last week. Completed sweeping the Courthouse parking lot for the motorcycle safety class

COURTHOUSE

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

Repainting & Resealing – Met with two contractors thus far for subject project. Bids due 4/27

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

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

Dry Goods Storage Cooling – In process of installing free-air cooling system that will negate need to run AC several months a year

Life Safety & Renovation Add Project

Schedule – E&G estimates Maple will be complete the last week of May. This week they are supposed to provide us with an update that shows the remainder of the project

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Division of Work

Demolition – 100% complete on Maple

Concrete – 100% complete on Maple

Masonry – 100% complete on Maple

Metals – 100% complete on Maple

Wood Casework – All cabinets for the project are 100% constructed. On Maple all but the tub room cabinet are installed

Fire-stopping / Fireproofing – On Maple all miscellaneous and shaft wall assemblies are 100% complete. S.W. Cole's inspector will do final inspection of Maple on 4/21. Fire-stopping work within 03 Basement is 95% complete and E&G staff is currently working main lobby and corridor by receptionist

Hollow Metal Frames, Wood Doors and Door Hardware – Hollow metal frames on site and 50% installed on Maple. Half door to Maple kitchenette installed

Gypsum – All walls and chases 100% complete on Maple

Wall Tile – Bathroom wall tile not installed yet

Acoustical Ceiling Tile – Maple ceiling grid 100% complete and in process of placing ceiling tiles

Resilient Flooring – 100% complete on Maple

Resinous Flooring – Maple scheduled for mid-May

Painting and Coating – Maple casework mostly complete but all walls still need painting. All millwork needs polyurethane

Specialties (Toilet, bath and laundry accessories) – None of the toilets, sinks or tubs are installed yet

Counter Tops – Maple scheduled for this week

Basic Mechanical – Maple 90% complete...still need to finish plumb kitchenette sink, heating and chilling food wells

Fire Suppression – Maple 95% complete...need to add one new head in chase near front stairwell and raise one head by double doors to lobby

Plumbing - Sleeved bad section of sewer line between room 1163 and corridor. All in wall and below slab plumbing complete. Maple shower, sinks and toilets rough plumbed. Need to finish plumb once fixtures are in.

HVAC – Maple 90% complete...awaiting installation of bathroom fin-tube radiation and O² room exhaust fans

Electrical – Maple lights, nurse call, fire alarm 85% complete

Issues:

Chase Walls - On March 26th Ron Anstey from the State Fire Marshall's Office was 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. *Per Ron's suggestion, E&G is putting together a change request to provide sprinkler coverage to the affected areas. This will be the least expensive option to remedy the problem*

Bathroom Floor Project – Mayo's Furniture & Flooring completed the replacement of 25 bathroom floors throughout the 2003 building. Maintenance dept. staff removed and reinstalled all the toilets.

ADMINISTRATIVE BUILDING

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

Elevator 5-Year Load Test – Stanley Elevator technicians completed the 5-year load test and the elevator passed inspection without incident

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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 – 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 – Heat pump HP-B1 anti-condensate valve failed...*replaced valve*

Fire Alarm -

Kitchen – Lower RH convection oven not heating...replaced Ignition Spark Module

Propane Vaporizer – Unit failed to operate...replaced gas valve

BIOMASS PLANT

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

9-Month Fuel Savings Estimate – The County saved just over \$125,000 between July 2014 and March 2015 (*see attached chart*)

Tours – Provided biomass plant tour on 3/27 to group from Vermont Dept of Forestry & Recreation

Inquiries – I received a call from the Oregon Army National Guard. They are in preliminary discussions with the Army Corp of Engineers discussing the potential of installing biomass plants on some of their installations. The person I spoke with had numerous questions about our plant and was very pleased with the information received

Farm

Dairy Barn – Bulk tank wash pump motor failed. *Replaced motor*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

DRUG COURT BUILDING

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Snow Removal Equipment – Removed plows and sander and are in the process of cleaning, inspecting and repairing them before putting them away for the summer

¾ Ton Pickup - inspection, oil change and various repairs to ball joints, u-joints and brakes

Biomass Fuel Savings Estimate

(July 14 - Mar 15)

	FY15 (9-month)		FY13 (9-month)	
	#2 Oil (gal)		#2 Oil (gal)	
Nursing Home	2,853	\$3,216	42,060	\$3,216
Courthouse	1,074	\$3,216	15,149	\$3,216
Administration Bldg	998	\$3,216	16,633	\$3,216
Total	4,925	\$3,216	73,842	\$3,216
#2 Oil Cost Totals	\$15,838.80		\$237,475.87	
	Propane (gal)		Propane (gal)	
Dept of Corrections	5,819	\$1,765	10,314	\$1,765
Propane Totals	\$10,270.54		\$18,204.21	
	Woodchips (tons)			
Nursing Home	885	\$ 59.00		
Courthouse	281	\$ 59.00		
Administration Bldg	381	\$ 59.00		
Dept of Corrections	141	\$ 59.00		
Total	1,687	\$ 59.00		
Woodchip Totals	\$99,561.91			
	Biomass O&M Costs			
Emissions fee	01-4165-290	\$1,954.00		
Contract Maint	01-4165-299	\$310.00		
Electricity	01-4165-628	\$5,324.00		
Water	01-4165-638	\$243.00		
Sewage	01-4165-648	\$5.00		
Propane	01-4165-658	\$321.00		
Repair & Maint	01-4165-838	\$319.00		
Biomass O&M Totals	\$8,476.00			
Dept of Corrections	DOC Electrical Savings			
	01-4156-627	-\$3,761.00		
DOC Elec Sav Total	-\$3,761.00			
Column Totals:	\$130,386.25		\$255,680.08	
FY15 Savings: 125,293.84				

Note - All cost savings are figured using FY15 contracted fuel costs. The #2 fuel per gallon cost is based what the county would have paid had it entered into a contract with Dead River on 7/14/14 for 90,000 gallons. Biomass O&M cost include - emissions fees, electricity, water, sewage, propane, R&M and contract maintenance. DOC electrical savings is based on not running WHP-H3 to preheat DHW and comparing FY14 (benchmark) and FY15 DOC monthly electrical

April 20, 2015

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- Recoveries

2.) Legislation:

- State budget update

3.) Other:

- Wellness Update

\$100 Bonus for exceeding our HA participation

Grant Total by Town

From: 07 / 2014 To: 03 / 2015

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases
ALEXANDRIA	69,958.15	7	4,426.63	2	74,384.78	9
ASHLAND	95,135.84	8	32,534.08	7	127,669.92	15
BATH	107,963.92	9	1,101.36	1	109,065.28	10
BENTON	23,186.99	3	0.00	0	23,186.99	3
BETHLEHEM	188,481.29	13	34,715.79	7	223,197.08	20
BRIDGEWATER	26,228.57	2	9,264.02	2	35,492.59	4
BRISTOL	164,755.23	15	17,373.83	4	182,129.06	19
CAMPTON	148,982.29	10	81,531.71	16	230,514.00	26
CANAAN	95,207.95	9	41,749.10	6	136,957.05	15
DORCHESTER	0.00	0	13,109.42	2	13,109.42	2
ENFIELD	98,191.86	14	67,173.69	12	165,365.55	26
FRANCONIA	16,293.52	3	7,045.04	2	23,338.56	5
GRAFTON	65,154.37	5	42,502.07	5	107,656.44	10
GROTON	10,975.24	1	0.00	0	10,975.24	1
HANOVER	102,292.94	10	21,448.64	6	123,741.58	16
HAVERHILL	760,025.94	59	158,694.63	26	918,720.57	85
HEBRON	28,624.63	4	0.00	0	28,624.63	4
HOLDERNESS	64,755.00	5	1,358.14	1	66,113.14	6
LANDAFF	59,130.00	4	14,335.94	2	73,465.94	6
LEBANON	579,493.72	48	195,985.33	32	775,479.05	80
LINCOLN	178,052.50	13	19,312.65	2	197,365.15	15
LISBON	271,446.46	17	54,640.18	10	326,086.64	27
LITTLETON	433,759.89	43	197,301.19	34	631,061.08	77
LYMAN	10,857.86	1	0.00	0	10,857.86	1
LYME	72,652.78	5	0.00	0	72,652.78	5
MONROE	76,638.83	5	5,721.32	3	82,360.15	8
ORANGE	26,278.29	1	2,587.20	1	28,865.49	2
ORFORD	35,002.03	2	15,903.71	3	50,905.74	5
PIERMONT	80,018.12	7	12,772.96	3	92,791.08	10
PLYMOUTH	155,747.92	12	53,324.43	9	209,072.35	21
RUMNEY	67,418.57	8	4,465.19	1	71,883.76	9
SUGAR HILL	3,090.67	1	15,282.30	2	18,372.97	3
THORNTON	40,772.17	3	24,630.23	4	65,402.40	7
WARREN	101,779.65	7	27,857.85	6	129,637.50	13
WATERVILLE	16,181.58	1	5,066.04	2	21,247.62	3
WENTWORTH	27,297.86	4	4,226.02	2	31,523.88	6
WOODSTOCK	26,102.19	5	45,923.73	7	72,025.92	12
XXXXX	-264,250.00	1	0.00	0	-264,250.00	1
Grand Total Count:	38 4,063,684.82	365	1,233,364.42	222	5,297,049.24	587

Yearly Comparison by Category:

	<u>FY 05</u>	<u>FY 06</u>	<u>FY 07</u>	<u>FY 08</u>	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>
OAA	3,329.19	1,653.21	921.75	84.00	4,155.75	.00	0.00
APTD	7,234.68	7,792.33	22,903.47	8,021.27	7,703.85	9,194.83	1,896.05
INC	167,814.26	81,951.55	75,987.80	98,901.58	82,160.57	68,864.90	108,198.38
ANB	0	0	0	0	0	0	0
<u>DCYF</u>	<u>79,472.22</u>	<u>64,323.81</u>	<u>60,257.00</u>	<u>53,355.60</u>	<u>19,428.43</u>	<u>7,364.96</u>	<u>6,484.20</u>
	257,850.35	155,720.90	160,070.02	160,362.45	113,448.60	85,424.69	116,578.63

BREAKDOWN by Month

	<u>FY 15</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>
OAA		.00	.00	.00	.00	.00	.00	0.00
APTD		.00	.00	1,735.60	.00	2,818.60	2,773.60	458.89
INC		.00	24,705.83	10,343.92	8,818.27	4,093.86	8,968.24	5,310.27
ANB		0	0	0	0	0	0	0
<u>DCYF</u>	<u>1,649.46</u>	<u>1,649.46</u>	<u>86.51</u>	<u>55.91</u>	<u>100.85</u>	<u>310.91</u>	<u>29.03</u>	<u>87.96</u>
TOTALS	1,649.46	1,649.46	24,705.83	12,135.43	8,919.12	7,223.37	11,770.87	5,857.12

Statutory credits received by year

				HB 2 credits begin		
SB 409 CREDIT	130,846.08	135,155.63	134,974.30	154,555.54	405,553.00	385,865.41
% OF TOTAL CR	6.54	6.76	6.75	7.73	8.11	7.72
						7.40

<u>FY12</u>	<u>FY13</u>	<u>FY14</u>	<u>FY15</u>	<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTALS</u>
121.47	0.00	7,797.95	0.00	0.00	-	-	-	-	-
4,678.04	9,823.56	8,340.25	8,161.32	374.63					8,161.32
113,498.16	122,895.30	166,393.61	76,468.27	14,227.88					76,468.27
0	0	12,330.60	0.00	0					-
<u>2,921.93</u>	<u>2,338.00</u>	<u>3,206.71</u>	<u>2,374.30</u>	<u>53.67</u>					<u>2,374.30</u>
121,219.60	135,056.86	198,069.12	87,003.89	14,656.18	-	-	-	-	87,003.89
436,979.00	449,594.00	274,069.00	264,250.00	5.82	5.96	5.48	5.29		