

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Highway
North Haverhill, NH 03774
May 16th, 2017

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

OTHERS PRESENT: 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.

Human Services Administrator Bishop arrived and gave the following report:

May 16, 2017

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report (no report)
- CAP report(no report)
- Recoveries – (*see attached sheet)

2.) Legislation:

- Div. III Finance work session on SB155 today

3.) Other:

- Stress 101 Lunch & Learn April 28th 18 attendees
- March of Dimes Walk, Sunday, May 21 9:30am
Grafton County Team has 21 walkers!

Commissioner Lauer asked if everyone had a chance to read the minutes from the May 9th meeting.

Commissioner Ahern moved to approve the minutes from May 9th meeting.
Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check register 1184.

County Administrator Libby submitted a Certificate of Vote – Bureau of Drug & Alcohol Grant for Commissioner Lauer to sign. The current grant runs through June 30th of this year. This is a

contract extension through September 30th of this year. The DoC is currently in the application process for the grant which was due yesterday.

Commissioner moved to authorize the County Administration to enter into the contract with the State of New Hampshire for discussion purposes. Commissioner Piper seconded the motion.

Discussion:

Commissioner Ahern asked CA Libby if she has read the document and is comfortable with the agreement. She stated that she has read it and is comfortable with it.

The Commissioners voted on the motion and all were in favor.

Supt. Oakes arrived and gave the following report:

Supt. Oakes stated that the Commissioners had asked him to look into what a HVAC certified employee would cost in comparison to the costs of all HVAC repairs that they are currently paying for. He handed out the attached report breaking down all the repair costs and salary costs and answered various questions from the Commissioners.

April 19 – May 15, 2017

COMPLEX

Forced Sewer Main – Surveyor THOMAS S. SMITH, L.L.S. LAND SURVEYING AND MAPPING is close to finishing the survey. I will review his 1st draft with him tomorrow, May 17th.

HVAC Technician Position – See attached report

911 Addressing – The following structures are now assigned building numbers to help first responders find their way around the complex better when responding to emergencies: Heifer Barn, Dairy Barn, Pig Barn, Farm Stand, Isolation Valve Building and Water Tank

COURTHOUSE

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

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Life Safety – Fire curtain (large roll-up door) separating the kitchen from the dining room periodically hangs up on RH side when closing. *We replaced numerous worn and broken door slat alignment tabs and leveled the door.*

Life Safety - CMS (Centers for Medicare & Medicaid Services) approved some new code responsibilities that we must implement. One of those code requirements dictates an annual inspection of all fire and smoke doors. All documentation must be maintained 3-years. I've spent several hours compiling a list of all these doors and created a spreadsheet to track the inspections. Thus far a handful of doors have failed because the doorframes lack fire rating tags. I will likely have to schedule a special inspector in to inspect the subject frames to establish the fire rating. Although I can't say with absolute surety the frames will meet the required ratings, I am confident they will.

HVAC – The compressor failed in the air conditioning system that supports the Meadow and Granite dining rooms. The repair cost is going to be substantial because of the age of the system and type of refrigerant needed (see attached e-mail). The average lifespan of an AC system is 15-20 years. The AC systems at the nursing home are in their 15th year now, thus I expect to see more failures over the next 5-years. With this said, we need to establish a contingency fund that is capable of paying for replacement systems as they fail. I recommend that fund start off at \$25,000.

HVAC – The kitchen hood make-up air unit propane-fired burner kept tripping on alarm...*Found burner plugged and dirty...cleaned. Tried firing but had no spark...Replaced spark module. Cleaned out propane sediment trap on main line too.*

ADMINISTRATIVE BUILDING

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

Deeds Service Area – Project complete

HVAC – Baseboard zone valve failed in basement corridor causing the heat to run continually...*replaced valve assembly*

HVAC – A section of the heating coil in one of the building's major air handlers burst and flooded portions of the building. *We've since soldered the failed section and put the air handler back on line. We are still in the process of repairing flood-damaged walls and ceilings in the bathroom directly below this unit.*

DEPT. OF CORRECTIONS

Preventative Maintenance (PM) – Performed various PM tasks throughout

Area F Sitting Area – The masonry ½ wall supporting large screen TV's in the sitting area has become detached from the floor and can be rocked back and forth. *Mas-con epoxied rebar into floor and poured concrete into center of the wall around the rebar to secure the wall.*

HVAC – Heat pump WHP-H1 Motor Saver failed...*Contacted Trane for warranty part*

HVAC – Heat pump WHP-G1 Circuit A is low on refrigerant and there is no sign of a leak...*Trane is scheduled to complete warranty repair on 5/22*

HVAC – Heat pump WHP-H3 had 35 thermal faults for Module 2 circuit A. *North Country Mechanical swapped the motor protector from circuit A to circuit B to see if the faults follow. Monitoring unit for further troubleshooting. Trane will look at it on 5/22.*

Laundry – No. 2 dryer sooted up and flame rod not proving...*Pulled burners, cleaned and reinstalled. Checked manifold pressures .25" WC with RH and .48" WC with both. Cleaned out pile of lint built up around dryer behind panels.*

Kitchen – Walk-in freezer door gaskets leaking...*replaced seal on one and trimmed the other*

Life Safety – Installed backflow devices on 15 mop sinks throughout

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Farm Outbuilding – Richard Thompson inspected the building and drafted an estimate of materials needed to restore the structure (see attachment). I reached out to River bend Career & Technical Center and spoke with the Building Trades Instructor, Lance Mills, about the project. *Still waiting to meet with Lance to see if he will take it on*

Dairy Barn – North elevation wall on South barn has major rot in structural timbers and sheathing in lower 8' of entire wall. We've replaced about ½ so far

BIOMASS PLANT

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

Biomass Energy Savings – See attached report

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

CA Libby submitted the Doc Superior Court Report for the month of April for the Commissioners to review.

CA Libby submitted an Educational Assistance Application for an Attorney's Office employee who is taking classes towards her degree in Public Safety Management.

Commissioner Ahern moved to approve the educational assistance application.
Commissioner Lauer seconded the motion and all were in favor.

CA Libby requested the Commissioners approval to close the Commissioners' Office on Monday July 3rd. She stated that the staff will use their earned time and a notice will be posted letting everyone know the office will be closed that day.

Commissioner Piper moved to approve the request to close the Commissioners' Office on Monday July 3rd. Commissioner Ahern seconded the motion and all were in favor.

CA Libby suggested that on Tuesday May 30th the Commissioners can meet to sign check registers and approve minutes but can dress down to tour the complex afterwards.

April Financial Reports:

Monthly Variance Report:

Revenue:

CA Libby stated that it was a dismal month for revenue but does not believe it is a trend. It was timing of receiving revenue that does not show up on this report. She explained revenue checks were received from the Sheriff's Department on May 2nd and do not show on this report. She explained the other sources of revenue and noted that she believes that April was an off month and that the numbers will even out by year end.

Expenses:

CA Libby stated that the expense budget is looking good and there is nothing of concern.

Prorated Report:

CA Libby stated that they are under expended by \$1.2 million

There is an unassigned fund balance of \$1,488,381.42

Over Expenditure Report:

CA Libby stated that there are many accounts that are over expended but that is not uncommon at this point in the fiscal year.

CA Libby stated that the Executive Committee will meet at 4:00 next Monday May 22nd followed by the Commissioners Public Hearing on their Proposed FY18 Budget at 6:00pm.

CA Libby reviewed the Budget Public Hearing PowerPoint with the Commissioners.

Commissioner Issues:

Commissioner Piper attended the Hanover Select Board meeting last night to talk about the budget and answer questions.

Commissioner Ahern attended the Campton Select Board meeting last night. He gave them an overview of the budget as well.

Commissioner Lauer and Commissioner Ahern attended Chad Morris' retirement party at the Woodstock Station.

10:53 AM With no further business the meeting adjourned

Wendy A. Piper, Clerk