

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

May 17th, 2016

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

OTHERS PRESENT: Michelle McEwen – CEO Speare Memorial Hospital, Atty. Saffo , Supt. Oakes, ASD Gilding. Ralph Akin

Commissioner Cryans called the meeting to order at 9:05AM and began with the Pledge of Allegiance.

Commissioner Cryans stated that former Rep. Ralph Akins was present at the meeting. R. Akins stated that he was on the Executive Committee from 1998-2001. He stated that he appreciates what the Commissioners have done with the county complex and how far it has come in 2000 when he was on the Executive Committee.

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

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

Commissioner Richards moved to approve the minutes from May 9th. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 1186-1187.

Innovation Award Submission – CA Libby stated that this innovation award submission from John Bishop of the Maintenance Department states that it will improve efficiency and quality of work as well as improve safety. J. Bishop would like to rebuild the DoC mechanical stairs. The stairwells in roof accessible areas are too steep and not wide enough to move equipment and boxes to the mechanical areas safely. There are four (4) sets of stairs that should be improved. His proposal is to rebuild the stairs with modified longer and wider treads. The cost of the project would be just the cost of materials as the whole project can be done in house. The materials will cost around \$3,000.

Commissioner Lauer moved to award John Bishop \$200 for his innovation submission. Commissioner Richards seconded the motion and all were in favor.

CA Libby stated that the first Region 7 – IDN Meeting is on Thursday at 10:00am at NCHC in Littleton.

CA Libby read a letter from Tri – County Cap – thanking the Commissioners for supporting their programs.

CA Libby reminded the Commissioners that the Delegation is meeting at 9:00 on Monday to set elected officials salaries and the Executive Committee will have their regular meeting immediately following the Delegation meeting.

Michelle McEwen, CEO Speare Memorial Hospital arrived to discuss with the Commissioners, the possibility of getting a letter of support and commitment for their IDN application.

She explained that the state has been granted \$150 million over the next five (5) years. They want to make sure everyone has access to the funds so they have created regions. CEO McEwen stated that she is asking the county to be an affiliate member. They are not asking for money, only asking for partnership in the project planning. The state is going to ask each region to do six (6) projects over the next five (5) years. Three (3) community based projects and three (3) state based projects; care transition, capacity building, and integration projects.

She explained that the \$150 million will be split up over five (5) years, 30 million a year and the state will take a part of that for administration. Commissioner Richards asked CEO McEwen feels this is enough money. CEO McEwen stated that she feels it is not enough but it is something to start and will do the best they can with the money they are given.

R. Akin stated that he has seen the state take money and use it for something else. He asked if it is federal funds does that mean they cannot use that \$30 million to fund the general funds. CEO McEwen stated that they cannot use it to fund general funds it has to be used towards the Medicaid program.

Commissioner Lauer moved to join region 5 as an affiliate and write a letter of support. Commissioner Richards seconded the motion and all were in favor.

CA Libby stated that the Health Insurance Meetings started yesterday and the benefits fair will be June 7th

Supt. Oakes arrived and gave the following report:

April 19 – May 16, 2016

COMPLEX

Preventative Maintenance (PM) – Performed various PM tasks throughout

Safety Audit – An inspector from the Dept. of Labor (DOL) 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 cited the county's safety program and several deficiencies in Maintenance, the Nursing Home and Farm areas. All departments have addressed the majority of cited violations. The Farm Manager stated he would have all his Safety Data Sheets completed for the Farm by May 18th and the Human Services Director said she would have the county safety program updated and copies out*

to department heads by the end of May. On May 3rd I sent the county's response letter to NH DOL.

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 sent 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. *Last week Boyd Aluminum delivered all the windows they owed the county.*

Fire Damper Inspections – Completed 4-year damper inspection in the Dept. of Corrections and are in the process of doing the same thing in the Nursing Home and Administration Building.

Parking Lots and Drives – Swept all paved areas throughout complex

Landscaping – Cut down and removed dying maple tree at front of courthouse. Had contractor relocate three birch clumps from back of courthouse/DOC J-connector area and transplanted two near area where we removed maple tree at courthouse and put one in front of the Admin Building main entrance

Landscaping – The county master gardeners spruced up the raised beds between the Alternative Sentencing Building and the courthouse

Generators

- *Cummins generator that supports the barns, sewage pump station and Maintenance/Farm Building* - Has a single-wall steel diesel fuel tank that requires secondary containment in the event of a primary tank rupture. Department staff fabricated a steel secondary enclosure and are in the process of installing it to meet Environmental Protection Agency and Dept. of Environmental Services (DES) requirements
- *Perkins generator that supports the Administration Building* - Had a diesel fuel tank secondary containment alarm float switch that was not wired to set off an alarm in the event of a rupture. Wired float switch to activate alarm. It also lacked crash barriers to safeguard the generator and base-tank...installed large granite blocks saved from past projects
- *Caterpillar generator that supports the nursing home and biomass plant* - Lacked crash barriers to safeguard the generator and base-tank...installed large granite blocks saved from past projects
- *Koehler generator that supports the courthouse* - Lacked crash barriers to safeguard the generator and base-tank...installed large granite blocks saved from past projects

COURTHOUSE

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

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC – Air Condensing Coil Unit (ACCU) 3 has bad compressor on one circuit and other compressor had Freon leak and lost all its Freon. *Installed new compressor for one circuit and fixed leak on other and reserviced.*

HVAC – Heat Recovery Unit (HRU) 3 running on warm side...*replaced sticking heat valve actuator*

HVAC – Kitchen hood makeup air unit not preheating air on colder mornings...*cleaned burner and ignitor.*

Patient Lift – EZ stand lift actuator slowly drops weight during weight test...*replaced actuator...weight tested good*

Kitchen Equipment – Upper food steamer keeps blowing fuses...*replaced bad contactor*

Kitchen Equipment – Lower food steamer lost power...*ordered replacement contactor*

Kitchen Equipment – Found cracked pilot line on range during preventative maintenance (PM) check...*replaced line and leaked checked*

Fire Safety – Found Physical Therapy staff propping smoke door (not supposed to). *Had contractor install magnetized door prop tied to fire alarm so door releases to the sealed position in event of fire*

Propane – During PM checks found leaks on kitchen system secondary regulator next to building... *Repaired leak and tested good*

ADMINISTRATIVE BUILDING

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

HVAC – ACCU 3 and 4 both have pitted contactors...*replaced contactors*

DEPT. OF CORRECTIONS

HVAC – Heat pump HP-H7 serving kitchen area has capacitor, fan motor and harness shorted out...*Trane replaced all the subject parts under warranty*

HVAC – Heat pump WHP-C1 keeps locking out on circuit B...*Trane tech rebuilt reversing valve*

HVAC – Heat pump WHP-D1 has low pressure alarm on both circuits which means it cannot heat nor cool at this point...*notified Trane*

HVAC – Heat pump WHP-B2, circuit B contactor failed...*locked out circuit...awaiting Trane to replace*

Glass – Inmates in Area E (women’s house) broke a security window between the dayroom and recreation yard. Did not have spare in stock...*Ordered replacement glass.*

Training Room – CO’s tried folding room divider panels while in locked position and damaged door to floor seals...*parts backordered*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

PIG SLOP COOKING OPERATION – I’ve been working with the Farm Manager and Dead River to set the Farm up with a safer cooking operation for the pig slop. *Dead River hooked up new stock pot. Farm says it takes too long to heat slop. Put call into Dead River to see if they can increase gas pressure.*

Farm Road – The road to the back 40 acres is in rough shape. It needs ditching and installation of about four culverts and cleaning of several others to mitigate water runoff that has washed out the road in several locations. Various spots need gravel and the whole road needs grading to remove large rocks and to smooth it out. *A local contractor excavated ditches the whole length of road and fixed all the culverts. The Farm Manager said he would fill in low spots of the road with gravel from the county property and the contractor will come back and grade the road once this is complete.*

Fuel Tank – The farm’s tractor refueling setup does not meet environmental standards and fire code based on an environmental engineering review and New Hampshire DES feedback.

- *Environmental deficiency* - From an environmental standpoint, there is no safeguard to contain a spill during dispensing operations. To address this problem we construct a refueling area capable of containing up to a 40-gallon spill. I’ve drafted construction plans and submitted them to DES for review and approval.
- *Fire code deficiency* – The farm’s tank is a UL 142 listed tank with a tank-mounted refueling dispenser currently being used to dispense diesel fuel to the farm’s tractors. Per Nation Fire Protection Agency code 30A , the only fuel dispensing equipment compatible with this tank is a remotely operated gas pump that must be 50-feet away or greater from the tank or any buildings. From cost and environmental standpoints, it is not practical to convert this tank to this configuration. Last week I ordered a new UL2085 listed tank that is designed for tank-mounted fuel dispensing. There is a 4-5 week lead time to manufacture the tank

BIOMASS PLANT

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

Boiler – *Completed spring shutdown and cleaning of boiler tubes...put system back on line*

Boiler – Several ash grates are warped and in need of replacement. *Ordered grates...will replace during fall shutdown*

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

TRAINING/OTHER

R.Akins commended the Commissioners and staff on the work that has been done on the campus.

Director Gilding arrived and requested to go into nonpublic session.

* 10:37AM - Commissioner Richards moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A:3, II (c) . 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.

* 11:22 AM Commissioner Cryans declared the meeting back in public session.

Atty. Saffo arrived and requested to go into nonpublic 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.

* 11:23 AM - 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.

* 11:42 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 Lauer seconded the motion and all were in favor.

April Financial Reports:

CA Libby stated that through ten (10) months nothing has changed substantially. They are still behind in revenue at the Nursing Home, Jail, Farm, Sheriff, and CA Office. She stated that she received notice from DHHS that June 14th they will receive their Proshare Payment and will know the amount the first week in June. CA Libby went on to state that on the expense side, nothing is alarming at this point in time. The farm is over expended by \$9,000. She stated that the Nursing Department is \$95,000 over expended for where we should be at this point in time. They are \$105,000 over expended in traveling nurses.

CA Libby discussed appropriation transfers with the Commissioners. She stated the total amount is \$9,910.00. Extension Operations is the largest. She explained that they pay UNH a set dollar amount annually on two (2) line items, their Educator Salaries and their Extension Operations. When the county did their budget they used different numbers than UNH used. The totals were the same but the way it was broken down was different. This moves the money within the accounts to reflect how UNH is billing the county.

Commissioner Lauer moved to approve the appropriation transfers in the amount of \$9,910.00. Commissioner Richards seconded the motion and all were in favor.

Nursing Home Appropriation Transfers – CA Libby stated that these figures are from FM Jurentkuff and her projections of what the accounts will be over expended by year end. The transfers total \$252,656.00. CA Libby discussed the various account transfers with the Commissioners.

Commissioner Lauer moved to approve the Nursing Home appropriation transfers in the amount of \$252,656.00. Commissioner Richards seconded the motion and all were in favor.

Commissioner Lauer attended the Drug Summit last week and stated that it was very valuable. She attended sessions on Drug Courts and Drug trafficking.

Commissioner Cryans stated that he attended the Primex conference at the Mt. Washington hotel.

Commissioner Cryans stated that at last night's public hearing all department heads and County Administrator did a good job presenting the budget. Now the budget will move to the Executive Committee who will meet on the following dates at 9:00am to review the budget:

June 3rd
June 6th
June 13th
June 17th
June 20th – if needed

12:04 PM With no further business the meeting adjourned.

Respectfully Submitted,

Linda D. Lauer, Clerk

Grant Total by Town

From: 07 / 2015 To: 04 / 2016

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases
ALEXANDRIA	57,719.66	7	4,979.58	1	62,699.24	8
ASHLAND	71,403.22	9	56,081.25	8	127,484.47	17
BATH	97,901.55	8	0.00	0	97,901.55	8
BENTON	-3,300.72	1	0.00	0	-3,300.72	1
BETHLEHEM	141,671.27	11	37,136.03	4	178,807.30	15
BRIDGEWATER	50,238.81	2	8,363.90	1	58,602.71	3
BRISTOL	173,581.55	15	42,931.35	12	216,512.90	27
CAMPTON	141,243.35	11	76,248.60	11	217,491.95	22
CANAAN	117,049.76	11	32,962.86	6	150,012.62	17
DORCHESTER	10,599.18	2	10,836.69	3	21,435.87	5
EASTON	0.00	0	442.07	1	442.07	1
ENFIELD	119,934.44	11	73,473.13	11	193,407.57	22
FRANCONIA	59,773.38	4	14,049.85	3	73,823.23	7
GRAFTON	65,295.02	4	55,168.99	5	120,464.01	9
GROTON	16,395.49	1	0.00	0	16,395.49	1
HANOVER	196,556.98	16	27,858.20	8	224,415.18	24
HAVERHILL	713,788.48	63	147,901.66	25	861,690.14	88
HEBRON	27,419.94	2	0.00	0	27,419.94	2
HOLDERNESS	45,619.54	6	686.25	1	46,305.79	7
LANDAFF	52,643.73	3	12,213.83	2	64,857.56	5
LEBANON	729,244.83	67	214,099.82	29	943,344.65	96
LINCOLN	205,711.54	14	27,643.17	4	233,354.71	18
LISBON	226,360.85	14	91,375.42	13	317,736.27	27
LITTLETON	456,108.24	39	210,366.37	40	666,474.61	79
LYMAN	-189.93	2	0.00	0	-189.93	2
LYME	72,155.16	4	5,974.87	1	78,130.03	5
MONROE	33,993.57	4	9,252.13	1	43,245.70	5
ORANGE	17,726.11	2	4,425.90	2	22,152.01	4
ORFORD	34,815.75	3	18,452.39	3	53,268.14	6
PIERMONT	79,519.46	7	13,607.18	3	93,126.64	10
PLYMOUTH	171,535.36	12	63,389.86	11	234,925.22	23
RUMNEY	58,462.75	3	7,184.02	2	65,646.77	5
SUGAR HILL	0.00	0	9,954.05	1	9,954.05	1
THORNTON	32,619.05	2	33,777.87	4	66,396.92	6
WARREN	74,571.97	10	24,811.24	5	99,383.21	15
WATERVILLE	20,183.55	2	13,077.05	2	33,260.60	4
WENTWORTH	66,937.74	6	11,444.72	2	78,382.46	8
WOODSTOCK	65,604.29	4	65,038.08	9	130,642.37	13
XXXXX	-254,733.00	2	0.00	0	-254,733.00	2
Grand Total Count:	39 4,246,161.92	384	1,425,208.38	234	5,671,370.30	618

- Grafton County FY 2016 Figures

BILL MONTH	INC BILLED	INC PAID	HCBC BILLED	HCBC PAID	TOTALS PAID	% CAP billed to date
Jul-15	417,110.09	283,726.23	118,225.65	116,634.33	400,360.56	
Aug-15	493,335.16	493,335.18	140,402.17	133,310.18	626,645.36	
Sep-15	478,737.11	478,880.35	144,856.76	143,913.97	622,794.32	
Oct-15	456,120.45	333,512.45	145,956.79	144,990.33	478,502.78	
Nov-15	462,666.99	462,666.99	178,702.12	177,531.52	640,198.51	
Dec-15	451,408.17	451,408.17	144,054.10	143,230.70	594,638.87	
Jan-16	452,587.42	452,587.42	140,998.19	140,000.15	592,587.57	
Feb-16	482,600.98	482,600.98	148,952.76	147,796.97	630,397.95	
Mar-16	428,115.13	428,115.13	133,508.00	132,384.51	560,499.64	
Apr-16	428,966.63	428,966.63	146,086.62	145,415.72	575,053.25	
May-16		<i>451,057.55</i>		<i>142,000.00</i>	593,057.55	ESTIMATED
Jun-16		<i>451,100.00</i>		<i>142,000.00</i>	593,100.00	
RSA 167:18-a Credit						
TOTALS (paid)		5,197,957.08		1,709,208.38	6,907,836.36	
Totals (billed)	4,551,648.13		1,441,743.16		5,993,391.29	85.544
			<u>total</u>	<u>county CAP</u>	<u>CAP Balance</u>	<u>% paid</u>
Grafton County Cap %			107,000,000.00	7,006,207.00	98,370.64	98.596
% of CAP expended to date				98.60		
		county budget amount		7,176,312.00		96.259

May 17, 2016

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- Payment by Towns Report
- Recoveries - \$65,311.30
- CAP report

2.) Legislation:

- No report

3.) Other:

- May 18th - Employee Health & Fitness Day
- June 9th – NCHC 5th Annual Health Summit
- August 5 & 6 – Statewide Public Health Emergency Response Exercise