

COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy.
North Haverhill, NH 03774
Tuesday July 19, 2011

PRESENT: Commissioners Omer C. Ahern Jr. and Raymond Burton, Executive Director Clough and Secretary Martino.

EXCUSED: Commissioner Cryans

Sheriff Dutile and Director Andross arrived

9:03 AM Commissioner Ahern said that he would be leading the meeting today as Commissioner Cryans was away on vacation and opened the meeting with the Pledge of Allegiance led by Director Andross.

Sheriff Dutile said that he and Director Andross would like to discuss an employee issue in non-public session

*9:05 AM - Commissioner Burton 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 Ahern seconded the motion. This motion requires a roll call vote, Commissioner Ahern called the roll. Commissioner Burton "yes"; Commissioner Ahern "yes"; Commissioner Ahern stated that a majority of the board voted yes and will now go into non-public session.

9:18 AM - Commissioner Ahern declared the meeting back in public session.

Commissioner Burton moved to seal the minutes from the non public session which was seconded by Commissioner Ahern. All were in favor.

*(this motion is an amendment made at the meeting on July 26, 2011 to edit the minutes)

Commissioner Burton moved to concur with the action and recommendation of the Sheriff according to a letter to the Commissioners dated July 12, 2011, which was seconded by Commissioner Ahern. All were in favor.

Commissioner Ahern thanked Sheriff Dutile and Communication Director Andross for their service to Grafton County.

Maintenance Superintendent Oakes arrived with his report, *(see attached). There was a discussion about the water tank and Commissioner Ahern said that there was a lot of conversation about it at the Executive Committee yesterday. There was a question as to whether or not the cost of the valve, which the Commissioners unanimously voted approval on, needed to go through the Delegation. Director Clough said that she did not agree with the interpretation of the Executive Committee regarding

having them approve work projects and said if they approved the budget, they approved the work.

Supt. Oakes explained where the \$90K for the valve would be coming from, which included encumbered funds from both the water tank and another project area. Commissioner Ahern said that he agreed with Supt. Oakes that there needed to be clear communication between the County and Woodsville Water & Light regarding that valve. Supt. Oakes said he intends for there to be.

Commissioner Burton said that he still feels that the sooner the County can supply their own water, the better.

Supt. Oakes provided an updated quarterly Jail report which was done by H.P. Cummings. There was a schedule of what would be done during the next month. He said that despite some slow down's in the beginning; the opening of the Jail should still be on schedule.

There was a discussion about the change order log which was also attached to the report. Director Clough said that total change orders have amounted to about \$337K. She said most of the changes have been initiated by the County with the expectation of making things better in the long run.

Commissioner Ahern asked if there were any corrections to the minutes from July 12, 2011. One correction was made.

Commissioner Burton moved to approve the minutes as corrected which was seconded by Commissioner Ahern. All were in favor.

The Commissioners signed the check registers.

The Commissioners signed the MS-46 Report which refers to the Commissioners proposed budget, and gets returned as a report to DRA.

The Commissioners signed the close-out paperwork for the MicroCredit 2010 programs. All conditions of the grant have been met.

Both Commissioner Ahern and Commissioner Burton will be attending the retirement ceremony for Captain Leavitt on Thursday.

COMMISSIONER ISSUES:

Commissioner Burton said that Richard Long, who was a former Commissioner in Belknap County, and his wife Brenda, are building a home in Bath. He said that Brenda Long would like to do some volunteer work with the Dept. of Corrections. Commissioner Ahern said he has known Richard Long for some time and that Belknap is

suffering a loss and Grafton County is gaining a benefit.

Commissioner Ahearn said that in light of Supt. Libby's comment about not being able to take a vacation, he feels it is really important that the employees are taking their vacations. He asked if there was a policy in place for Dept. Head succession.

Commissioner Burton said that has always been a concern. Director Clough said that most departments have a second in command, though she does not. She said she has never shared some of the specific things that she is responsible for.

Commissioner Ahern asked if there was a written policy somewhere and she replied there was not. Commissioner Ahern asked who would step in for Director Clough and she said there isn't anyone.

This discussion continued. Commissioner Ahern said he feels there needs to be a department head succession policy in place.

10:30 AM being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Jun 21 – Jul 18, 2011

COMPLEX

Energy Efficiency Upgrade – Replaced four 150-watt incandescent floodlights in Activities yard with four 9-watt LED up-lighting fixtures. Energy savings will pay for lights in less than 1-year.

Water Tank – 2nd Incident...SCADA system circuit board shorted to ground from lightning strike. However we did not lose the tank level transducer and vault temp sensor this time. Replaced circuit board and returned to monitoring service

Water Tank – Notified Woodsville Water & Light of vote to install automated valve. Requested Bob Fagnant contact NH DES to seek their approval on the plan identified in Horizons Engineering Study. I also asked Bob to send me something in writing from his board of commissioners authorizing this work prior to me putting an RFP on the street soliciting engineering design of this project. Lastly, I told Bob I wanted to work closely with him on this project, soliciting his input on all phases of this project.

COURTHOUSE

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

Jail Connectivity Work - Removed plate glass curtain wall separating Superior Court Office from corridor and are currently constructing a new sheetrock wall in its place with a tempered glass side-light next to the door for natural light

Parking Lot Light Poles - Both north and south light poles in main parking lot are heavily corroded. Sanded, primed and painted

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electric Beds – Repaired several electric beds that failed to operate due to worn out electrical/mechanical components

Windows – The seals on 18 double-paned windows failed...replaced all windows with warranty replacements

Domestic Hot Water – 69 Building domestic hot water temperatures drift. Replaced thermostatic group in small mixing valve

Building Water Supply - Pressure reducing valve (PRV) to lower street pressure not working right...gauge shows 100 psi after PRV...ordered rebuild kit. Will rebuild once kit is received

HVAC - Trane 15-ton condensing unit for kitchen hood unit has no refrigerant in 1st stage (circuit 1). Found leak in valve sensing line and cut out bad section, soldered in new and installed new dryer. Leak test good, evacuated system and charged with 24 lbs of R22 Freon

HVAC - Ductless split AC unit in dryer room not cooling...removed & replaced bad capacitor on condensing unit

Dishwasher - Transducer/float part # 00-186091 is cause for low dishwashing temp...replaced transducer

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Deeds Porch Steps – Concrete steps show have various stages of spalling and in the worse spots large chunks of mortar have broken away. Jackhammered steps and hauled away debris. Replaced rail posts at top of stairs, constructed new pressure-treated risers and runs. One of my staff is in the process of fabricating new steel handrails to custom fit the new stairs

HVAC – Air condition condensing unit # 2 will not shutdown when disconnect at HRU # 2 is shut off. DX coil could freeze up when HRU disconnect is off. Added relay into control sequence so that when disconnect is thrown it cuts power to condensing unit

Shade Tree - Large limb broke off maple tree beside Deeds Porch. Discovered majority of tree was rotted throughout its core. Cut down tree and hauled away

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

Plumbing – On numerous occasions cleared various sewage lines of linens flushed by inmates

Lock Block – 2nd incident...Inmate destroyed toilet shortly after installing new toilet. Replaced with stainless steel fixture

Jail East Section – Inmate kicked toilet off wall in cell #3. Installed new seals and reattached

Sewage Grinder – Sewage grinder motor burned up shortly after installing newly built up assembly...replaced grinder motor

FARM

Potato Digger – Donnie requested we fabricate a chain guard for this piece of equipment...fabricated and installed

Dairy Barn – Two lights (100W MH) at back of barn that light gutter cleaner area are good candidates for energy efficiency upgrade...installed 42 LED fixtures. Energy savings will pay for fixtures in 3.5 years

Dairy Barn - Milk pump wouldn't shut off...caused by nicked sensing probes. Replaced probes when and shock-washed the system.

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Nothing to report

VEHICLES & EQUIPMENT

Nothing to report

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Other

Staffing – One of my staff suffered an injury away from work requiring him to go on FMLA and work a reduced schedule for 3-4 weeks. He has since recovered and returned to full time status.

Jail Project

Summary of changes since last walk-through

- ❑ Started exterior metal siding Area H
- ❑ Brick & granite veneer Area B
- ❑ J-connector steel
- ❑ Steel roof girders over vehicle sally port
- ❑ Steel decking over Areas C & D
- ❑ Retaining wall on North elevation
- ❑ Completed water line connection behind facility

See attached Construction Update #3 (April 2011 – July 13, 2011) from H.P. Cummings

See attached 4-week schedule