

GRAFTON COUNTY COMMISSIONERS' MEETING
Enfield Police Department
Main Street, Enfield NH
September 16th 2014

PRESENT: Commissioners Michael Cryans, Martha Richards and Linda Lauer, Executive Director Julie Clough and Admin Assistant S. Norcross.

OTHERS PRESENT: Supt. Oakes, HSA Bishop, RD Monahan, Enfield Town Manager Steve Schneider

Commissioner Cryans called the meeting to order at 9:00am and began with the Pledge of Allegiance.

Supt. Oakes arrived and gave the following report:

COMPLEX

Biomass District Heating System Project

Open Issues

- ❑ Resolve As-built Drawings discrepancies
- ❑ Unresolved engineering problems related to start up
 - ❑ Bypass controls...submitted change order proposal to mechanical engineer for approval. On 5/27 engineer verbally approved proposal. *Settlement reached where engineer's insurer will pay for change. Work scheduled for week of Nov 3rd*
 - ❑ Expansion issues...performed cold start for engineer on 5/27 to verify whether differential pressure equipment, introduced into the project as a change order, would allow system to run at 30 psi without blowing off pressure relief valves in nursing home and Admin Bldg boiler rooms. Highest system pressure recorded during test was 28 psi. However, in the past system pressure often took more than 24-hours stabilize. This test was conducted just for several hours. Due to the short duration of the test the results were inconclusive whether the issue was fully resolved or not. *Retesting scheduled for Nov 6th and 7th*

Water Tank – Pressure-washed tank to eliminate mildew buildup. Still need to paint sections

Underground Propane Tanks – Dead River completed bar-hole and cathode testing of Drug Court Building and Nursing Home tanks. Drug Court one failed. We replaced the anode bags and have Dead River scheduled to retest it on 9/26

COURTHOUSE

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

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Life Safety & Renovation Add Project

- Held project kickoff meeting with architect, code consultant and construction manager (CM)
 - Signed CM contract
 - Construction documents due 9/12
 - 1st pass cost estimate due 9/26
 - Construction start date 11/10
 - Phasing – bottom up, floor at a time
 - 3rd party inspection of Hilti fire-stopping
 - Ordered tubs and stands
 - Kitchenette layouts and equipment specification review
- H.P. Cummings response to fire stop issues in 2003 and 1969 buildings (*request closed session*)

Dryer Booster Fan Project – Met with Daniels Equipment rep to finalize measurements for fan unit base and support structure. *Dennis McLam is in process of welding up frame and gathering materials for concrete base.*

HVAC – Heat recovery unit 1 had worn pulley sheaves on exhaust fan and exhaust fan motor...*replaced sheaves and belts*

HVAC – Air conditioning condensing unit 1 failed to work last weekend...*North Country Mechanical replaced one relay and repaired another relay connection*

Laundry – Mop washer pump died...*replaced pump*

Laundry – Washer #1 had four leaking solenoid valves...*rebuilt all four*

ADMINISTRATIVE BUILDING

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

Relocation Project

- Ordered and received smoke detectors, CO detectors and special toilet seats with assist bars...*awaiting installation*
- In process of constructing firewall and door at top of middle stairwell

- ❑ Meadow Leasing dropped off 40' storage container for items being stored during project...started filling
- ❑ Intertek was on site last week to identify and label several fire and smoke doors
- ❑ TV Guy was on site last week to run Direct TV feed into attic space in prep for residence
- ❑ IT move to basement essentially complete. Moving payroll to basement on 9/16

DEPT OF CORRECTIONS

Windows – Inmates in Area F broke several security windows, mostly exterior ones. *Replaced four with on hand stock. Had to special order ones for upper west wing area*

Roof – Traction material purchased to put down on roof to prevent slips/falls...*in process of laying out and installing*

Washers – Three washers in inmate housing areas were inoperative for broken pumps and bad seals...*fixed all three*

Electrical – Several emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. *Interstate Electric troubleshooting further on 7/28 (warranty)*

J-Connector – Heat pump for this area does not adequately heat this space...*in process of adding Modine heater by elevator*

HVAC – ERU – A1 and C1 snow stop sensors off by several degrees...*calibrated to correct*

Front Entrance – Grafton County Dept of Corrections sign affixed to glazing at front entrance had the letter Y fall off and break. *Ordered and installed new letter*

Sprinkler System - Electric shutoff valve for housing unit F not working (fire panel address M1-142). *Installed two new relays*

Plumbing – Inmates broke vacuum breaker on faucet next to ice machine...*replaced vacuum breaker*

BIOMASS PLANT

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

Farm

Gutter Cleaner Roof Project – Support frame constructed and trusses on site awaiting install

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

V-Plow – Plow slowly drops on its own and right wing folds back under resistance. Took plow to PTO (contractor) for troubleshooting and repair

Commissioner Cryans asked Steve Schneider, Enfield Town Manager, if he would talk a bit about the Town of Enfield. S. Schneider discussed various aspects about the Town of Enfield with the Commissioners and answered any questions they had.

*9:50 AM - Commissioner Lauer moved to enter into non-public session for the 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 Richards 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.

*10:15 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Richards seconded the motion and all were in favor.

*10:15 AM - Commissioner Lauer moved to enter into non-public session for the purposes of discussing the hiring of any person as a public employee according to RSA 91-A:3, II (b). Commissioner Richards 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.

*10:20 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Richards seconded the motion and all were in favor.

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

Commissioner Cryans asked if everyone had a chance to read the minutes from the September 9th. Commissioner Richards moved to accept the minutes from September 9th. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 627 & 628; 1040 – 1043.

ED Clough submitted the following forms to be signed.

Commissioner Cryans signed the Professional Services Agreements for Hadfield Associates for the CDBG MicroEnterprise.

Micro Enterprise Grant:

The Commissioners signed the Authorization to Submit Claims.

Commissioner Cryans signed the Finding of Exemption form.

Commissioner Cryans also signed the Request for Release of Funds & Certification and four (4) Sub Recipient Agreements.

The Commissioners signed two (2) NHRS Group II Certification Forms for two (2) new Correctional Officer positions.

ED Clough stated that the Grafton County Farm Bureau Annual Meeting will be held Saturday October 11th at Horsemeadow Senior Center at 5:30pm. The Commissioners stated they will all be attending.

ED Clough gave each Commissioner a North Country Council Broadband Initiative brochure and reviewed it with them.

ED Clough stated that the Commissioners need to open the proposals for the Administration of the Emergency Grant for the Grafton County Senior Citizens Council. One (1) proposal was received and it was as follows:

Donna Lane \$11,950

Commissioner Richards moved to accept Donna Lane's proposal of \$11,950 to administer the Emergency Grant for the Grafton County Senior Citizens Council. Commissioner Lauer seconded the motion and all were in favor.

ED Clough stated she received an email from Bob Gasser seeking approval for one more officer, Officer Luke Fry of Enfield, who attended the Annual Drug Court Conference in Anaheim last year; to be on the panel for the discussion on the topic "What does Law Enforcement Expect of Drug Courts on October 2nd". It is \$117 for the hotel room, \$100 for the travel and food is \$48 for the one day.

Commissioner Richards moved to accept the request. Commissioner Lauer seconded the motion.

Discussion:

Commissioner Lauer asked if the budget will support all these travel requests so early on in the year. ED Clough stated that it may limit the amount of people who can attend the annual conference in the spring. Commissioner Cryans stated this will have to be the last thing that they approve.

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

ED Clough stated that she just received an email from Shelley Hadfield which has the drawdown requests for WREN for all the paperwork that the Commissioners just signed and it needs to be sent right back to her. ED Clough asked permission from Commissioner Cryans to use his signature stamp when she gets back to the office because she does not have a way to print out the forms. Commissioner Cryans stated that ED Clough could use his signature stamp.

Commissioner Richards discussed her breakfast meeting that she had with Mark Scarano to discuss new concept from NACO where they would send people here to host a county economic type forum, bringing in their own people at their own expense. She stated that she is willing to be the point person for event. It will be held sometime between January and June with the grant being due October 3rd. It is an easy grant that M. Scarano stated he will take care of but because it is a County related item this office will need to do the sign off.

11:45 AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk