

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
September 22<sup>nd</sup> 2015

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

OTHERS PRESENT: ITM Ruggles, Supt. Oakes, ASD Amero, Supt. Elliott, Steve Horton, Tim Chase – APD HR, John Stark, Jack Dugan, Shelley Hadfield

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

ITM Ruggles arrived and gave the following report:

Grafton County Department of Information Technology  
Monthly Summary Report  
9-22-15

AO – Attorney's Office

- Set up and deployed new laptop with the external DVD drive for administrative user.
- Set up and deployed new laptop for Attorney, with all necessary audio and video software.
- Resolved issue with problem opening .pdf file
- Completed assembly of the 2 A/V stands for TV and video, moved 70" LED TV's and stands to Courthouse EOC for final assembly.
- Resolved file access issue for Attorney
- Removed unneeded Scan software from systems.
- Resolved issues with email clients.
- Resolved issue with Crystal reports.
- Setup Laptop for Americorp.
- Completed maintenance and cleanup of 2 attorney's laptop.

AS – Alternative Sentencing

- Set up extension for new employee.
- Set up new laptop for new Case Manager.
- Added printer to print server.
- Added new employee's phone to the automated menu option for the department line greeting
- Assisted employee with creating new greeting for the departments main line.
- Added employee to SQL login, to access assessment testing software and database.
- Set up new employee by having her sign in to Windows and email. Got her printer set up

with retention and scan-to-email.

- Set up monitor and wireless peripherals on new laptop.
- Installed PDF editing tool software on one computer.

#### CE – Cooperative Extension

- Created phone extension for temporary employee

#### CO – Commissioners Office

- Installed CD/DVD burning software on recording laptop.
- Employee couldn't open PDF's through web browser. Disabled the Adobe add-in.
- Replaced wireless mouse that no longer worked.

#### DC – Drug Court

- n/a

#### DoC – Department of Corrections\Community Corrections

- Resolved issue with key security kiosk pc.
- Disabled separated employee's accounts.
- Install of training version of inmate software on PC.
- Removed unneeded printer drivers from PC's in Booking/Intake
- Deleted employees profile on particular PC, as it was having issues. Had him log back in and seemed to be resolved.
- Assisted employee with getting headphones to work through laptop.
- Forced Zuercher software updates on machine that could not open it or reach server
- Reset domain and email password for employee.
- Reinstalled OS on employee's laptop that had a failed HDD.
- Deployed the laptop with new HDD, and set up employee's profile.
- Restored image of previously backed-up laptop, onto a duplicate system.
- Cleaned up PC that had potential spyware/malware infection.
- Assisted employee with potentially malicious email.

#### HR – Human Resources

- Updated campus user list for director

#### HS

- n/c

#### IT – Department of Information Technology

- Continue ordering and deployment of 2014-15 budgeted IT equipment all departments.
- Start Deployment of 2 Virtual Server Clusters setup shelves rack and stack UPS and other equipment in Server rooms.
- Started configuration of new replacement Email Server, setup disk drives and configure

RAID arrays.

- Installed all monthly security updates to all PC, Laptop and Server systems.
- Trained co-worker on issuing new laptop to AG.
- Installed new server OS on new email server
- Updated new version of network inventory software
- Trained JRIENDEAU on Avaya Phone System Manager and Voice Mail modules.

MT – Maintenance

- Fixed Graphical Processor Unit and performed maintenance on Superintendents laptop system.

RD – Registrar of Deeds

- n\c

NH – Nursing Home

- Setup, configure and deploy 3 new laptops for In-Service training room
- Setup, configure and deploy Dell tablet\laptop for In-Service Director
- Thanks to Terry Martin
- Set up new HDMI Screen Beam wireless transceiver to In-Service HD TV.
- Setup, configure and deploy Dell tablet\laptop for MDS
- Setup auto-log on with default profile for training laptops.
- Did training on Laptops to be used for LNA s
- Resolved issue with printer wireless had been turned on.
- Perform Maintenance and updates on Profile Kiosks to be re-deployed for upcoming Nursing Home move.
- Replaced printer toner and drums on 2 unit printers.
- Setup computer accounts for new Director of Nursing, setup phone extension and voicemail accounts.
- Meet with new Director of Nursing Laura Rahne and complete phone and PC\Network Orientation
- Moved printer to purchasing agents system.
- Relocate PC system to prevent damage from leaking pipe
- Perform Maintenance on laptop used by NH staff.
- Added icon on laptop that employee was using so they could access LTC software.
- Routine toner change
- Configure, setup and deploy 4 new Chromebooks to be issued to each of the Nursing Units for research.
- Adjust the Windows text size on one of the COW's
- Resolved connection issue at MDS. Ethernet cable wasn't fully seated in the port.
- MD having issue with battery charging on her tablet, resolved
- Set up MDS PC's to print to alternate Sharp Copier MFP.
- Set up new DON to print to MFP.

SO – Sheriff's Office\Dispatch

- Updates and maintenance on console systems.
- Update of servers used for SO
- Had to roll back the driver for the monitor speakers on one of the consoles in dispatch.

Commissioner Lauer asked what the status of the computer lab at the DoC for the HISET testing. ITM Ruggles stated that he should be placing an order on the Chrome Books at the end of this week or beginning of next week.

Supt. Oakes arrived and gave the following report:

**August 18 – September 21, 2015**

### **COMPLEX**

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

**Lightening/Surge Protection Systems** – ACME Lightening Rod Co. started work 9/21 at the Alternative Sentencing Building. They anticipate a 6-week schedule to complete this building, the Nursing Home and Admin Building. CFW Electric ordered the surge protection system for the Alternative Sentencing and anticipates being able to start within a couple weeks

**Sprinkler System Inspections/Tests:** On 9/4 Hampshire Fire Protection completed our quarterly inspections/tests in all sprinkled buildings and the annual inspections/tests in the Nursing Home and Maint/Farm Building...*no defects found*

### **COURTHOUSE**

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

**Raised Planters** – Base of concrete planters eroded from exposure to salt...*in process of reconstructing with granite bases*

**Repointing & Resealing** – *Repointing complete...awaiting subcontractor to finish resealing worked areas*

**Bat Issues** – We've had a few incidents this year where bats somehow entered the building. My staff removed them and sealed possible areas of intrusion. Because this has been a recurring problem from year-to-year, DAS, Bureau of Court Facilities requested we have an outside agency inspect the building to offer further suggestions. In response to this request we had JP Pests Services inspect the building and they subsequently offered to eradicate the problem for \$19,250.000. *Richard has been in the process of filling voids between the brick facade and fascia. The only areas remaining are at the back of the building requiring ladder access.*

**Plumbing** - Water hammer arrestor was leaking from vent in wall behind sanitary napkin holder in bathroom outside County Attorney's offices...*isolated arrestor to stop leak and ordered part.*

## **NURSING HOME**

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

**Survey:** On 9/15 Health & Human Services arrived to conduct the annual survey. *We received a citation for excessive frost buildup within the walk-in freezer. I've since ordered a doorframe heater harness to address the root cause*

**Sprinkler System** – Dry system distribution main leaking above finance office ceiling...*Hampshire Fire Protection schedule to replace rotted section sometime this week*

**Kitchen Equipment** – Dishwasher hot water booster tank failed...*replaced booster*

**Kitchen Equipment** – Right side range burners failed to light...*replaced pilot valve*

**Kitchen Equipment** – Ice machine not making ice due to defective water valve...*replaced water valve*

**Laundry** – 2.5" copper 90 degree fitting leaking above Washer 1... *replaced 90 degree fitting and installed 2 new isolation valves for future repairs*

**HVAC** – Condensing Unit ACCU1 (provides cooling to majority of 2003 Building) has Freon leaks on both circuits...*North Country Mechanical scheduled to fix on Wednesday 9/23*

**HVAC** – Condensing Unit ACCU6 (provides cooling to Activities area) compressor failed due to locked rotor...*North Country Mechanical replaced the compressor and reserviced unit with Freon*

## **Life Safety & Renovation Add Project**

### **Schedule**

- 9/30 Profile - move date
- 11/1 – all remaining 2003 Building complete

### **Remaining work on Profile (prior to occupation)**

- Complete coating of smoke penetrations / 9/22 @ 10 AM visit by H&HS to inspect
- Complete fire-stopping North gable wall penetration into one-story attic section
- Finish cleaning
- Minor paint touch up
- Hang TV mounts
- Move exit sign obstructing sprinkler head by double doors to Admin area
- Relocate obstructed fire alarm strobe in dining room

- Test fire alarm strobes and speaker strobes

**Remaining work in 69 Building (can be done while occupied)**

- Install fire dampers and 1-hour rated floor separation between Maple & Profile Med rooms
- Construct 2-hour rated assembly at top of 69 elevator shaft and finish fire-proofing shaft steel
- Extend gypsum apron to bottom side of roof at 2-hour wall in attic

**Remaining work in 2003 Building**

- Complete repair of 2-hour wall in stairwell by laundry and reinstall wall unit heater in new surround
- Complete fire-stopping penetrations throughout all floors

**ADMINISTRATIVE BUILDING**

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

**Rehabilitation of top floor space** – I solicited quotes from three different painting companies to paint the entire top floor space. Two provided proposals and the 3<sup>rd</sup> did not because of scheduling. The quotes were as follows:

Tuite Painting Company - \$21,689.00

Fortunati Painting - \$11,400.00

Supt. Oakes recommended Fortunati Painting and their bid of \$11,400.

Commissioner Lauer moved to accept the bid from Fortunati Painting and their quote of \$11,400. Commissioner Lauer seconded the motion and all were in favor.

**DEPT OF CORRECTIONS**

**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 WHP-B2 has a dead short in one of the compressor units...Trane ordered warranty replacement compressor...*Trane scheduled on site 9/23 and 9/24*

**HVAC** – Heat pump HP-B15 is low on Freon...Trane will not service due to inaccessibility. Turned over to HP Cummings to resolve...Met with Granite State Plumbing & Heating and HP Cummings. Determined Trane can do the work; it's just difficult due to limited accessibility...*replaced low-pressure switch and serviced unit*

**HVAC** – Heat pump H4 High pressure switch/sensor failure...suspect too much Freon... *Trane scheduled on site 9/23 and 9/24*

**HVAC** – AHU-H1 Heat wheel failure. Burned contactor (Benshaw RSC-9) and overload relay (Benshaw SPO-22)... On 7/8 Trane tech troubleshot root cause of problem to bad heat wheel motor and control box... *replaced contactor, overload relay and heat wheel motor*

**HVAC** - WHP-C1 FOUND THE HIGH PRESSURE TRANSDUCER ON CIR B FAILING...*REPLACED TRANSDUCER AND VERIFIED OPERATION. Also found Circuit B reversing valve failure...Trane to ordered reversing valve rebuild kit... Trane scheduled on site 9/23 and 9/24*

**HVAC** – WHP-A1 Low-pressure problem (possible bad sensor/switch or leak)...*Trane started troubleshooting 6/18 but ran out of time. On 7/8 Trane tech reprogrammed cooling set points (they were too low). Found reversing valve sticking. Trane to order rebuild kit... Trane scheduled on site 9/23 and 9/24*

**HVAC** – WHP-D1 Tripping out on high pressure on circuit A...*Installed new transducer and cable*

**Kitchen Equipment** – Skillet won't stay lit...*in process of installing thermostat probe and thermostat*

#### **MAINT/FARM BUILDING**

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

**Fire Alarm** - Fire Alarm NAC 3 TROUBLE for exterior beacon circuit fault...*ordered replacement beacon*

**Egress Lighting** – Fixture in root cellar failed...*replaced fixture*

**DAIRY BARN** – Nothing to report

**PIG BARN** – Nothing to report

#### **BIOMASS PLANT**

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

**Thermal Recs** – I received from Lew McCreery the proposed agreement between Grafton County and the North Country Resource Conservation & Development Council, Inc (NCRC&D) and the US Forestry Service – Wood Education Resource Center (WERC).

The agreement encompasses the following:

- Grant requirement:

- a. Within 90-days of signing agreement,
  - i. Step 1 - perform stack testing and
  - ii. Step 2 - install thermal flow and temperature monitoring equipment that meets NH DES thermal rec reporting requirements
  - iii. Step 3 – provide NCRC&D and WERC monthly boiler output and fuel data for a period of 3-years
- Estimated cost to perform steps 1 and 2 - \$18,000
  - a. Grant amount \$15,000 (70% up front and 30% upon completion of grant requirement steps 1 and 2)
  - b. Estimated cost to County - \$3,000
- Benefits for County
  - a. Participation in NH thermal rec program if system passes stack test
  - b. \$850 estimated annual savings on emissions cost to NH DES

*Tom Wilson was on site a week ago to determine where we would mount the thermal monitoring equipment*

Commissioner Lauer moved to proceed with the Thermal Rec program and mount the thermal monitoring equipment. Commissioner Richards seconded the motion and all were in favor.

### **DRUG COURT BUILDING**

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

**Central Furnace** – Heat exchanger worn out...*new furnace on hand. In process of getting transition shroud fabricated*

### **VEHICLES & EQUIPMENT**

**Preventative Maintenance (PM)** – Performed various PM tasks

### **TRAINING**

Richard, Dennis & I attended a water seminar at Sunapee Resort last week and earned 3 total contact hours towards continuing education requirements for recertification of our C1A water operator licenses due in December

Commissioner Cryans asked if everyone had a chance to read the minutes from September 15<sup>th</sup>.

Commissioner Richards moved to approve the minutes from September 15<sup>th</sup>.

Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 691; 1045-1047.

ED Libby submitted the MS-45 form to be signed by Commissioner Lauer.

ED Libby read a thank you note from Headrest thanking the county for funding them.

ED Libby submitted a CDFA Monitoring Report to close out the 2014 RDC Capacity Grant for Commissioner Cryans to sign.

ED Libby discussed the NHAC Conference with the Commissioners and when they would be attending so she can send in their registrations.

ASD Amero arrived and gave the following report: (see attached)

Drug Court Meeting Recap- ED Libby stated that she met with Supt. Elliott, Captain Kendall, ASD Amero and Attorney Saffo to discuss the Alternative Sentencing programs. She stated they discussed starting a pretrial diversion program that everyone was in agreement on. ASD Amero is working on the pieces to roll out the program on November 1<sup>st</sup>. She stated that this program will be for first time offenders 18 years and older. ED Libby stated that as far as Drug Court goes they will be looking to revise policies and procedures. Atty. Saffo wants to do a pilot project by enrolling dealers who were arrested on selling \$100 or less in drugs.

Steve Horton, Tim Chase – APD HR, John Stark – Facilities- APD , Jack Dugan- Monadnock Economic Development

Shelley Hadfield arrived for the public hearing on the 2015 Alice Peck day Multi-Specialty Clinic along with Steve Horton, Tim Chase – APD HR, John Stark – Facilities APD , Jack Dugan- Monadnock Economic Development Corporation.

Shelley Hadfield explained that Community Development Block Grant funds are available to municipalities for economic development, public facility and housing rehabilitation projects and feasibility studies that primarily benefit low and moderate income persons. The purpose of the public hearings required for CDBG funding is to solicit the view of citizens on community development; furnish the citizens with information concerning the amount of funds available and the range of community development activities which may be undertaken under the Community Development Act.

CDBG funds are awarded on a competitive basis in New Hampshire and may be used for housing, public facilities, and economic development which have primary benefit to low and moderate income persons. A community or County can apply for up to \$500,000 a year for public facility/housing rehabilitation, up to \$500,000 a year for economic development projects, as well as up to \$500,000 a year in emergency funds. Planning grants are available for up to \$12,000 per year. Up to \$500,000 total is available for micro-enterprise grants for the purpose of promoting small business.

A handout is available describing the proposed project.

### **10:32am the chair opened public hearing # 1 – Grant Submission**

Shelley Hadfield explained that this proposal to be considered by the Commissioners is a CDBG Economic Development grant request for \$500,000. The funds, less administrative costs, will be sub-granted to Monadnock Economic Development Corporation (MEDC) to cover costs associated with the development of the Alice Peck Day Medical Specialty Clinic in Lebanon and result in the creation of 25 new jobs of which at least 60% will be available to low and moderate income persons

Commissioner Richards stated that she had heard of some issues with this project and asked for them to be explained.

S. Hadfield stated that the Lebanon Planning Board had an issue with the drainage and asked them to come back in October with a revised plan.

Commissioner Cryans asked if the old office buildings will be taken down.

J. Stark stated that they will be taking down buildings but not as a part of this grant, it will come out of the hospital capital account.

Commissioner Cryans asked if there was any public input. There was none.

### **10:43 Close Public Hearing # 1**

### **10:43 Open Public Hearing # 2 – Anti-Displacement and Relocation Plan**

Shelley Hadfield explained that if any displacement takes place as a result of this project, the Uniform Relocation Act must be followed, which requires that any displaced household or business in a project using any federal funds must be found comparable housing in a comparable neighborhood at a comparable price. There will be no displacement as a result of this project. Under the certification section of the application, the County will certify that the Residential Antidisplacement & Relocation (RARA) plan is in place, and in the event that it is discovered that this specific project does displace persons or households, a displacement implementation plan must be submitted to CDFA prior to obligating or expending funds.

Commissioner Cryans asked if there was any public input. There was none.

### **10:44 Close Public Hearing # 2**

Commissioner Richards moved to support submission of a CDBG Economic Development Application to provide funds up to \$500,000 for Monadnock Economic Development Corporation to cover costs associated with the development of the Alice

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Peck Day Medical Specialty Clinic in Lebanon and to authorize the Chair to sign, submit and execute any documents that may be necessary to effectuate the CDBG application and contract. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Richards moved to adopt the Grafton County Antidisplacement and Relocation Assistance Plan for this project. Commissioner Lauer seconded the motion and all were in favor.

Supt. Elliott arrived and gave the following report:

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#### Commissioners Report

1. Population:             In House: 112             F Unit: 45  
  E Unit: 28  
  D Unit: 25  
  C Unit: 13  
  Intake: 1

#### 2. Community Corrections Report:

- a) Drug Court: Supervising (14) 1\* in custody
- b) Electronic Monitoring: Supervising (5)
- c) Daily Work Release: Supervising (1)
- d) Operation Impact: Starting 9/30/15
- e) Community Work Program:   Community Corrections supervised work crews at the Bath School, Ray Burton Museum, Alumni Hall in Haverhill, and Town of

Warren.

#### 3. General:

- a) Staff training
  - Supt. Elliott stated that he has numerous staff members currently completing different trainings. All staff members are in the process of completing their CPR training. He went on to discuss the other various trainings his staff members are taking.
- b) Crossroads and Decision Making
  - Supt. Elliott stated that this program will be starting back up October 12<sup>th</sup> and tentatively ending November 17<sup>th</sup>. He stated that when he has a graduation date he will let the Commissioners know.
- c) Farmstand donations to date
  - Supt. Elliott gave the Commissioners a spreadsheet of up to date donations.

Supt. Elliott stated that he hired two (2) new officers.

Commissioner Richards asked Supt. Elliott what his thoughts were on the Drug Court meeting. Supt. Elliott stated that he thought it went very well and everyone knows what they need to do moving forward.

ED Libby stated that the Health Trust return of surplus refunds were issued last Friday.

ED Libby stated that Pumpkin Day will be held on October 13<sup>th</sup>.

ED Libby stated that next week's meeting on September 29<sup>th</sup> there are no dept. heads scheduled and Commissioner Richards will not be at the meeting and suggested not holding a meeting. The Commissioners were all in agreement that there will not be a meeting next week.

#### August Financial Reports:

Monthly Variance Report – ED Libby stated that they are behind in revenue everywhere except Deeds and Sheriff's but they typically start the year off slow.

Nursing Home revenue is down due to a lower census than what was budgeted.

ED Libby stated that they had three (3) payrolls in July, paid 100% of property liability insurance and many service contracts are paid in July so the numbers are skewed right now.

ProRated Report– ED Libby stated that the ProRated report shows that they are under revenue and over expended as well as having a negative unassigned fund balance.

Commissioner Lauer stated that she attended the DoC stakeholders meeting with Commissioner Cryans as well as the GCEDC meeting last week.

All three (3) Commissioners attended the Farm Bureau meeting.

Commissioner Cryans stated that he attended the County State finance meeting and had a report that was given to share with the Commissioners.

Commissioner Richards stated that she and Commissioner Cryans attended the UNH Advisory Council meeting.

\*11:29 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.

\*11:36 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.

11:36 AM with no further business the meeting adjourned.

Respectfully Submitted,

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Linda D. Lauer, Clerk