

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

January 7, 2014

PRESENT: Commissioners Mike Cryans, Martha Richards, Director Clough and Admin Assistant S. Norcross.

Commissioner Cryans called the Meeting to order at 11:05AM and began with the Pledge of Allegiance.

FM Kimball arrived and gave the following report:

- 1) We are currently milking seventy two head of cattle. We are shipping 11,200 pounds of milk for an average of 78 pounds of milk per cow.
- 2) We are dealing with cold weather and lots of ice around our barn area
- 3) We are fixing equipment and have been discussing options for Garden Planting in the spring
- 4) The price of milk is twenty two dollars and forty cents per hundred.

FM Kimball stated that inmate labor is doing well. He stated that there are changes he wants to make to the farm before he retires in regards to inmate labor. He went on to state that he believes that the County should look into having a Correctional Officer assigned to watch the inmates that are in the barn. FM Kimball stated that they are no CO's they are just farmers.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards moved to approve the minutes from the December 17th 2013 meeting. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed the check registers.

Supt. Oakes arrived and gave the following report:

COMPLEX

Biomass District Heating System Project

Work completed since last meeting

- Completed testing of boiler alarms

Open Issues

- Review of As-built Drawings

- ❑ Unresolved engineering problems related to start up
 - ❑ Bypass controls...working with engineers to identify solution
 - ❑ Expansion issues...resume troubleshooting in spring once on tail end of heating season

Greenhouse Relocation...complete

Engineering Design of Automated Isolation Valve & Vault

Project is substantially complete and valve works well. Morrill Construction still owes us O&M manuals and As-built drawings. Jason is paying Pathways to complete...*No update*

Fire Extinguisher Maintenance – VT Fire Extinguisher completed the annual maintenance on all extinguishers throughout the complex.

COURTHOUSE

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

Fuel Monitoring System - L2 Interstitial space fluid sensor is bad putting the Veeder-Root underground fuel tank monitoring system into ALARM. Troubleshot to bad sensor. Ordered sensor and notified NH Dept of Environmental Services since repair can't be completed until part comes in at the end of this week

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Emergency Egress Lights – CFW Electric installed 28 new emergency lights throughout the nursing home per Craig Labore's request to better illuminate key areas during transitions between utility and generator power

Kitchen Hood System Make Up Air Unit (MAU) – Direct-fired propane heater in MAU keeps blowing out and going into ALARM. Discovered mixing plates on burner assembly are cracked and may be causing irregular airflow. *Ordered new burner assembly from manufacturer. Manufacturer sent wrong one. Sent wrong one back and are currently awaiting correct one*

Kitchen Equipment – Lower pizza oven had bad pilot assembly, propane orifice and thermocouple. *Installed oven safety valve retro kit but had problems with pilot light staying lit. Ordered new safety valve retro kit (warranty replacement)*

Kitchen Equipment – Upper convection oven wouldn't light...*replaced spark module*

HVAC – Radiant floor heating zone 3 mixing valve not working properly due to sediment buildup and restriction of internal mechanisms. *Tried cleaning but that did not work. Replaced valve*

HVAC – Mechanical room exhaust fan motor died. *Replaced motor assembly*

Sprinkler System - Sprinkler pipes and coupling heavily corroded above light fixture in room 117A. *Hampshire Fire Protection (HFP) scheduled to replace on 1/15*

Safety Concern - Bathroom by front receptionist area opens out into hallway, which can be a striking danger to passersby. The same problem exists with bathroom in the Admin space on 2nd floor. *Removed doors and frames and installed new ones that allow doors to swing in*

Electric Beds – Replaced several electromechanical parts on beds to keep everything in service

Laundry – Dryer #1 all four-burner tubes are cracked, one almost all the way around. Also burner box has a few small holes and needs to be patched. *Replaced worst tube and patched burner box. Installed new tubes upon receipt from manufacturer*

ADMINISTRATIVE BUILDING (1930)

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

Sprinkler System – HFP installed backflow prevention device in sprinkler main along with isolation valves and tamper switches. *Installed chain and lock to prevent closing of tamper switches until I can get Norris to wire and program them into fire panel*

HVAC – Heat recovery unit #2 exhaust damper motor was weak and hindering full opening of dampers, which prevented activation of proving switch and operation of exhaust fan. *Manually opened to activate switch and then ordered new motor*

NEW JAIL

Fire Alarm – Simplex and Interstate Electric corrected all but two discrepancies noted from last Alarmco test. Controls Technology Incorporated (CTI) ran wires for alarms, Simplex programmed and we are now waiting on Interstate electric to wire in relays. *Through communication error tech wired to wrong air handlers. Waiting for them to come back and fix*

Sprinkler System - Sprinkler electric shutoff point 140 and 141 wiring not correctly supervised. *Interstate Electric tech installed relays and tested system. Fire panel recognized closure of valve during powering but Supervisory TROUBLE did not latch at panel when power was removed once valve was fully closed. Interstate Electric tech believes HFP tech needs to adjust valve. HFP will make adjustment on 1/15 when on site for quarterly inspections*

Clean Chemical Fire Suppression System - System for H102a and b periodically goes into TROUBLE for open circuit. *Found exterior strobe cover screws loose. Tightened*

Kitchen Equipment - RH kettle transformer overheating...*replaced transformer*

Boilers - On both boilers the steel choke & end rings that are factory welded to the blast tubes have melted away due to an erratic flame. Granite State Plumbing & Heating (GSP&H) tech replaced the blast tube chokes, igniters and refractory around tubes. Also retuned both. #1 boiler still sounds rough. GSP&H coordinating with burner manufacturer to get tech on site. *Tech came back on site and retuned burner*

HVAC – Unit heater H1 in delivery area not working. Found heat valve actuator failed. *Removed actuator and manually indexed to open position. Ordered new valve*

HVAC – Heat pump J1 in J-connector locks out and will not start when temp drops below 40 degrees. Have to keep resetting unit to get it to stay running. *Need to consult with CTI to troubleshoot further*

Melink System – MAU fan and exhaust fan weren't ramping back to lower fan speeds after presence of cooking dissipated. *Air Solutions & Balancing tech came on site and reprogrammed microprocessor*

HVAC - Snowmelt systems serving Area D and F air handlers missing sensors and not wired. Electrical contractor fixed but later discovered power supplies are also bad...*Installed new power supplies*

HVAC – Multistack WHP-H3 has had many faults over a long period of time. Circuit B low on charge. Module 01 compressor B is bad and Module 02 has Freon leak. Trane verified heat exchanger is bad...parts ordered. *Trane tech serviced up Freon after replacing compressor, repairing refrigerant leaks and replacing heat exchanger.*

HVAC - Multistack WHP-B1 won't start automatically. Circuit B has a refrigerant leak. Static pressure 22 psi...Trane ordered parts. *Trane tech serviced up Freon after repairing refrigerant leaks*

HVAC - Multistack WHP-F1 has many faults over a long period of time and maintenance has a list of alarms going back months. Trane needs to adjust head pressure control speed. It is too fast.

HVAC - Room A145B temp doesn't get above 66 degrees even though reheat coil RHT-A4 is putting out 92.9 degrees... *need to choke down air vents to other areas prior to room A145B to increase air flow*

HVAC – Variable air volume unit VAV-G12 for rooms G108 and G109 does not get above 64 degrees. *Increased AHU-G1 air supply temp to VAV-G12*

HVAC – Heat pump HP-10 serving maintenance area is not heating properly due to improper air balance. *Need to choke down air vents to other areas prior to room HP-10 to increase airflow*

HVAC - Staff bathroom area B109 doesn't get above 66 degrees on coldest days...*need to choke down air vents to other areas prior to bathroom vent to increase airflow*

HVAC – Heat pumps WHP-B1, B2, H1, H2 and H3 all need head pressure controls to prevent tripping out on alarm. *Trane tech completed all but B2 and H3. These two units still need transformer wired and units programmed*

HVAC – ERU-D1 air handler return air sensor bad. *Installed new one*

Propane System - Vaporization system spark module doesn't work. Found cracked solar panel and batteries corroded off terminals. *Replaced spark module and solar charging assembly*

BIOMASS PLANT

Chip Bunker – Dennis McLam fabricated and installed fixed wheel stops so that trucks delivering chips could drive up on the curb to get their trailers further into bunker for better distribution of off-loaded chips

FARM

Dairy Barn – Milk room Hot Dawg Modine propane heater stopped working. Replaced bad circuit board

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

OTHER

Sewage Rate Increase: Woodsville Fire District (WFD) is adding a \$625 a month base charge to all our bills starting with January's billing (see attached notice and rate sheet). This reflects the rate increase the WFD projected for all its customers required needed to pay for sewage plant upgrades. It adds roughly 22% to an average monthly bill of \$2,800, 8% short of the 30% projected increase for FY14

New Hire: At the end of November I hired Steve Whitcomb to replace Kevin Kennedy. Steve holds a NH Journeyman's Plumbing license and is going for his Master license in the next few months.

The Commissioners opened the sealed bids for the Oak Counter. Two (2) bids were received and were as follows:

Chad Morris- \$51.00

Glenn Libby- \$51.17

Commissioner Richards moved to accept Glenn Libby's bid of \$51.17 for the oak counter. Commissioner Cryans seconded the motion and all were in favor.

ED Clough presented the MS-2 Report of Appropriations Actually Voted for Livermore for Commissioner Cryans and Commissioner Richards to sign stating that no money was appropriated for Livermore for this year.

ED Clough stated that she received a letter from Health Trust stating that for the 2012 period we are going to have another return of surplus for \$60,000 and that will be distributed on September 1st . Health Trust will give ED Clough the numbers for budgeting purposes.

ED Clough stated that the Executive Committee meeting that was scheduled for January 6th was cancelled and has been rescheduled for January 20th with a makeup date of January 24th if that meeting were to be cancelled as well.

ED Clough stated she had a message from Shelley Hadfield asking if the County would be willing to sponsor the Micro Enterprise application again this year. ED Clough stated that it would be no extra work on their end to sponsor the application again this year. The Commissioners agreed to sponsor the application and ED Clough stated that a public hearing will be scheduled later this month or in February.

Commissioner Cryans opened bids for the Sheriffs Department 2008 Crown Vic. Six (6) bids were received and were as follows:

Liberty Motors- \$2118.99
William Doucette- \$1660.00
Robert Rowley - \$1500.00
Grace Quality Used Cars - \$3028.00
Fredrick Coley - \$1156.00
Luke Anderson - \$ 1891.97

Commissioner Richards moved to award Grace Quality Used Cars with their high bid of \$ 3028.00. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Richards stated that they are going to have their first Open Barn Day planning meeting Tuesday January 14th 2014.

Commissioner Richards stated that she will not be able to attend the Executive Committee Meeting on January 27th, Commissioners Meeting on the 28th and the Farm Advisory Meeting on the 28th.

Respectfully Submitted,

Martha B. Richards, Vice- Chair