

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

October 15th 2013

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

Commissioner Cryans called the meeting to order at 10:24 AM after attending the annual Grafton County Pumpkin Day with children from Woodsville Elementary and Preschool. They also visited the pig barn, the cow barn and took a hayride to the Pumpkin Patch.

Commissioner Cryans called the Meeting to order at 10:24 AM and began with the Pledge of Allegiance

Commissioner Raymond Burton participated by phone according to RSA 91-A:2 with the reason being that he was unable to attend due to medical reasons. Telephone participation was at his request. It was noted that all votes must be taken by a roll call.

HSA Bishop arrived and gave the following report:

- 1.) LTC Expenses to date
 - LTC Expenses report
 - Update on MMIS to CAP Report
 - Update on Recoveries
- 2.) Legislation
 - No Report
- 3.) Other

HSA Bishop stated that September's bill was the largest they have ever received. She also stated that they have not received any recoveries as of today.

Supt. Oakes arrived and gave the following report:

September 24 – October 14, 2013

COMPLEX

Biomass District Heating System Project

Work completed since last meeting

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- ❑ Test changes implemented in change orders 043 and 044...checked good
- ❑ Commissioned most of controls and boiler operations
- ❑ Completed owner training

Work scheduled for next few weeks

- ❑ Commission rest of controls and electrical
- ❑ Deliver O&M manuals and As-builts

Administration Building Repointing & Repair Project (Project timeline: August 5th – October 25th)

Work completed since last meeting

- ❑ Recaulked all remaining windows
- ❑ Repaired and sealed the following porch decks, landings and steps (North, Extension conference room entrance and Deeds porch)
- ❑ Reinstalled Deeds porch columns and most of the rails
- ❑ Sealed entire building

Work scheduled for next few weeks

- ❑ Minor punch list work
- ❑ Install remaining rails and Extension porch stairs

Sidewalk & Retaining Wall Project

- ❑ Constructed retaining wall
- ❑ Installed culvert
- ❑ Excavated sidewalk routes and laid/compacted base materials
- ❑ Paved walkways

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 Alarm Systems Inspection/Testing: Alarmco completed the primary inspection on almost all of our fire alarms, but they were unable to complete the jail's system due to complications. Essentially, the air handling and smoke control equipment kept resetting when it should not have. Simplex-Grinnell, the system installer, will be here on 10/24 to make program changes to correct this issue and Alarmco will be back on 10/30 to complete their inspection. Alarmco also identified a wiring and programming code issue with the Biomass building's fire alarm. Currently the project GC and the installer are reviewing the findings. I anticipate they will make the necessary corrections shortly. All other buildings passed inspection, some with minor discrepancies, which we are in the process of fixing.

Sprinkler Systems Inspection/Testing: Hampshire Fire Protection completed the quarterly sprinkler inspections/tests in all our buildings and a 5-year open-pipe inspection of the Maintenance/Farm Building sprinkler system. I'm awaiting documentation of the inspection...to my knowledge there are no significant discrepancies

Underground Storage Tanks (UST): Lakes Region Environmental, Inc. completed our annual UST and fuel monitoring system inspections on our UST systems. The UST system at the jail failed the inspection because its remote fill station annunciator alarm did not activate when the inspector tripped the full and overflow devices as part of the test. *HP Cummings has contacted the installer to come out and investigate the problem.* All other systems passed test.

Kitchen Hood Systems Cleaning & Inspection: Tri-State Hood & Duct completed the semi-annual inspection and cleaning of both the jail and nursing home hood duct systems. Both passed inspection.

Bollards: We received bollard covers for all the bollards throughout the complex. We are in the process of custom fitting them to each bollard

Isolation Valve: Received INPUT 5 OFF NORMAL alarm for isolation valve. Noticed valve operation strayed from set bandwidth. Found corresponding low-pressure alarm on SCADA cabinet in valve building. Remembered WW&LD and we had flushed hydrants this week. Flushed pressure sensing line and system restored immediately

Greenhouse – Started prepping greenhouse to move across the road by farm stand

Old Jail Site – A granite contractor installed the plaques purchased for the foundation stone monument

COURTHOUSE

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

Exterior – In the process of scraping, priming and painting various window frames around the building

Generator – One of two automatic transfer switches (ATS) did not transfer every time tested and display went blank at one point. Tech troubleshoot to bad IMPAC logic assembly. Part ordered. Tech noticed start leads were never run to generator from this ATS and generator phase rotation is opposite of utility. CFW Electric scheduled to fix these issues. Other ATS (single phase) was unable to sense phase loss on C-phase. Tech wired to fix issue.

Boilers – Experienced burner flame failure... Discovered no fuel pressure at gauges. Replaced fuel valve solenoid

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

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

Kitchen Equipment – Dishwasher not maintaining 160 degree wash temp. Hobart replaced rinse arm ends and ordered new curtains for it

Kitchen Equipment – *Installed new steamers*

Kitchen Equipment – Maple dining room Aeroheat warming cart far right well has bad thermostat switch...replaced switch

Laundry – Drum motor on Washer #3 squealing due to bearing failure. Installed temp motor. In process of replacing bearings on one that was pulled

Doors – In process of installing stainless steel plates on lower sections of doors in high traffic areas to reduce wear and tear.

ADMINISTRATIVE BUILDING (1930)

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

Sprinkler System – Hampshire Fire installed backflow prevention device in sprinkler main along with isolation valves and tamper switches. Switches still need wiring and programming by Norris.

Life Safety – Egress light that covers Deeds porch failed test. Replaced circuit board but problem persists. *Ordered transformer.*

NEW JAIL

Fire Alarm – Simplex and Interstate Electric corrected all but two discrepancies noted from last Alarmco test. Control Tech is drafting a change order to implement fix for last two remaining discrepancies

Clean Chemical Fire Suppression Systems: Interstate Fire Protection completed the semi-annual inspection and test. Both systems checked good

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. Both boilers red tagged!!!!

Geothermal - Need to program ERU loop reset schedule so heat pumps don't trip out in shoulder season switching between cooling and heating. Work in progress by Controls Technology Incorporated (CTI). *Unsure if CTI has yet tested changes*

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...*scheduled for completion by 10/4/13*

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. Needs Refrigerant. *Trane verified heat exchanger is bad...parts ordered.*

HVAC - Multistack WHP-B1 won't start automatically. Circuit B has a refrigerant leak. Static pressure 22 psi...*Trane ordered parts.*

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.

HCAV - Additional programming required to program air handling unit energy wheels to meet Trane sequence to allow defrosting. *Programming is complete...awaiting commissioning*

HVAC - Room A145B temp doesn't get above 66 degrees even though reheat coil RHT-A4 is putting out 92.9 degrees. Pushed this into SMRT's lap...engineering issue

HVAC – Variable air volume unit VAV-G12 for rooms G108 and G109 to not get above 64 degrees. Pushed this into SMRT's lap...engineering issue

HVAC – Heat pump HP-10 serving maintenance area is not heating properly due to improper air balance. Contractors troubleshooting

HVAC - Staff bathroom area B109 won't come up to temp. Pushed this into SMRT's lap...engineering issue

HVAC – Heat pumps WHP-B1, B2, H1, H2 and H3 all need head pressure controls to prevent tripping out on alarm. *Work scheduled to be complete by 10/4/13*

BIOMASS PLANT

Chip Feed System – The chip auger was pulling too many chips onto the conveyor, causing the conveyor to become overloaded and loosening up the belt. Because of this the conveyor came off its track, causing an auto boiler shutdown. Messersmith installed new auger reduction gears to slow the feed rate down and we tightened the conveyor belt to correct the problem.

FARM

Dairy Barn – In process of upgrading dairy's pulsator system. Dennis has approximately 2-days work remaining to complete the upgrade

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

Messersmith provided boiler operations training

HRD Donna Cramer arrived and requested to go into nonpublic session.

*11:09 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 Burton seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Burton “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:39 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Burton moved to permanently seal the minutes from the just completed non-public as divulgence of the information would have an adverse effect on someone’s reputation (other than a board member). Commissioner Cryans seconded the motion. All were in favor.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Burton moved to approve the minutes from October 8th. Commissioner Cryans seconded the motion. Commissioners Cryans and Burton were in favor and Commissioner Richards abstained.

Sheriff Dutile arrived and stated that he wanted to discuss an accident he was involved in with his Sheriff’s cruiser on Monday September 23rd at noon. He passed photos of the accident to the Commissioners.

Sheriff Dutile discussed the issues that he is having with the insurance company regarding covering the cost of the totaled vehicle and them not covering the entire price of the car. He stated that he doesn’t believe the County taxpayers should have to make up the extra money that the insurance company won’t cover. The insurance company will cover \$17,900 which leaves them \$6,600 short to purchase a new cruiser.

Director Clough stated that the County does not have replacement value insurance. Since they are a municipality they get vehicles for less but then get less back from insurance in instances like this.

Director Clough stated she thinks it is unfortunate that in a no fault accident the taxpayers are going to be out \$6,600. She stated the Sheriff's Dept. needs a car so something needs to be done.

She stated that she is sure that somewhere in the budget there will be \$6,600 left she's just not sure as of right now where that will come from. She suggested that if need be it could come from the surplus unassigned fund balance.

Sheriff Dutile stated that if he was told to go buy a new vehicle he would need a bid waiver so he can purchase a new vehicle from Gateway Motors where they are purchasing the other new vehicles this year. Bids for new cruisers were just opened a couple of weeks ago and Gateway was the low bidder. Sheriff Dutile stated that if they were to settle with Primex for the \$17,900 they would agree to provide a rental vehicle until his new one arrives.

Commissioner Cryans thought that this sounded like the way to go. The other Commissioners agreed.

Commissioner Burton moved to approve a bid waiver to purchase a new vehicle for \$24,599 from Gateway Motors for the reasons stated above. Commissioner Richards seconded the motion and all were in favor.

Commissioner's signed check registers.

Commissioner Richards wanted to verify that she was having four (4) members of the New Hampshire Wind Watch Group come to a Commissioners meeting to discuss the issue of the Wind Turbines. Director Clough stated that they are scheduled for November 19th.

Commissioner Cryans asked Director Clough if everything was in place for the sub-committee of the Delegation from Coos to come to Grafton County. Director Clough stated that they will be here on November 7th at 10:00AM

12:08PM with no further business the meeting adjourned.

Respectfully submitted,

Raymond S. Burton, Clerk