

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

November 19th 2013

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

Commissioner Cryans called the meeting to order at 9:08 AM and began with the Pledge of Allegiance.

Commissioner Cryans noted that he had attended the service for Commissioner Burton on Saturday in Bath. The church was full, mainly people who were family and friends of Commissioner Burton. He said that he was pleased that Director Clough and Commissioner Richards attended. Governor Hassan, President of PSU, Sara Jane Steen, Ray's sister Joan, two (2) members of the community all spoke about him. Alden Minot and Tom Sammon both spoke about his living in Bath and their experiences with him. Commissioner Cryans stated that he had the privilege to speak about Commissioner Burton and his role as a County Commissioner, Executive Councilor and friend. Former Congressman and friend of Commissioner Burton's, Bill Zelliff was also in attendance.

Commissioner Richards stated that there were hidden aspects of Commissioner Burton's life that she learned about. Commissioner Cryans stated that the Honor Guard was there and played TAPS and then present the flag to the family.

HSA Bishop arrived and gave the following report: (see attached)

HSA Bishop stated that they have processed four (4) bills so far, July through October. She just received November's last week. She stated they are couple weeks behind on recoveries.

HSA Bishop discussed the Social Services Applications with the Commissioners. She gave the Commissioners a copy of the narrative portion of the application. She stated the real decision that needs to be made is whether to open it up to everyone, or decide if they want to narrow the focus, or send it out only to people they have funded in the past. Commissioner Richards and Commissioner Cryans stated that they are in favor of opening it up to all and potentially get new clients. HSA Bishop said they opened the application to everyone last year and received new clients and she believed that one of them got funded.

HSA Bishop stated she plans to send out the applications earlier this year. Her plan is to send it out by the end of this week and have it due before Christmas so they are done by the holiday season.

HSA Bishop discussed the Health Assessment Initiative with the DOC. There will be laptops available at shift changes for the DoC employees to fill out their online Health Assessment through HealthTrust and receive their \$75 reimbursement for participating in the survey. The employees will receive a health profile once the survey is finished that will point out problem areas and provide information on services to help with those problems if the employee chooses to do so.

Supt. Oakes arrived and gave the following report:

October 15 – November 18, 2013

COMPLEX

Biomass District Heating System Project

Work completed since last meeting

- Commission rest of controls, boiler alarms and electrical
- Deliver O&M manuals and As-builts

Open Issues

- Complete testing of boiler alarms
- Unresolved engineering problems related to start up
 - Bypass controls
 - Expansion issues

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

Work completed since last meeting

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

Sidewalk & Retaining Wall Project

- Complete

Asphalt Sealing and Pavement Patching Project

- Complete

Greenhouse Relocation

Work completed since last meeting

- Moved across the road...90% complete.

Open Issues

- Move and hook up LP tanks
- Wire in circuit breaker panel
- Connect shed to main structure
- Miscellaneous small things

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, came on 10/24 and made program changes to correct this issue. Alarmco came back on 10/30 and completed their inspection. Alarmco also identified a wiring and programming code issue with the Biomass building's fire alarm. Giguere Electric returned to the site and corrected them.

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. Everything passed inspection

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. The State's inspector from DES was here the next week and determined the annunciator worked fine. The Lakes Region Tech was testing it wrong.

COURTHOUSE

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

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 GCM staff installed new curtains*

Kitchen Equipment – Lower convection oven goes out before coming up to temperature setting of 300. Need to bump it to 500 to get it to stay on. Troubleshoot to bad temp control and potentiometer. *Replaced both*

Laundry – Dryer exhaust louver in back wall failed to close...*replaced actuator*

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. Ordered replacement tubes*

Laundry – Dryer #2 wouldn't start. *Found ignition module not sending power to igniter. Replaced module with one from stock. Dryer runs now but with dirty flame. Tried adjusting gas valve but that did not help. Cleaned soot from burner tubes and troubleshoot problem to bad gas valve. Installed gas valve with LP conversion kit and adjusted*

HVAC – Heat not working in Volunteer Coordinator's Office...*Replaced bad zone valve*

HVAC – Heat not working in room 409... *Replaced bad zone valve*

HVAC – Radiant floor heating (zone 3) not working. Discovered supply and returns lines incorrectly hooked up. *Swapped*

HVAC – Staff broke thermostat off wall in Profile tub room. *Installed new thermostat*

Plumbing – Pump intake screen broke on Meadow Penner bathroom tub...*replaced intake screen*

Sidewalk - Employee entrance sidewalk is lower than abutting asphalt parking lot. *Shimmed with concrete to prevent trip hazard*

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.
Replaced transformer

HVAC – Heat does not work in 1st floor ladies room...*Replaced bad zone valve*

NEW JAIL

Fire Alarm – Simplex and Interstate Electric corrected all but two discrepancies noted from last Alarmco test. CTO ran wires for alarms, Simplex programmed and we are now waiting on Interstate electric to wire in relays

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*

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...*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. 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 in progress*

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

Propane System - Vaporization system spark module doesn't work. Found cracked solar panel and batteries corroded off terminals. *Ordered new parts*

BIOMASS PLANT

Boiler - Boiler needs to be tuned to low, medium and high fire when it is cold outside. *Messersmith completed*

FARM

Dairy Barn – In process of upgrading dairy's pulsator system. *Dennis has few hours work remaining to complete the upgrade*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

HVAC - Inmates damaged the Hot Dawg Modine propane heater by throwing rocks and potatoes through front grill. *Had to replace fins, springs and inducer motor with gaskets*

DRUG COURT BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Propane System – A citizen ran over the propane tank in side yard, shearing off pressure relief valve and causing massive propane leak. *Fire Dept and Dead River tech responded. Recovered 350 gallons of propane in tank and had to burn off the liquid. Replaced pressure relief valve. Tested system for leaks and reserviced tank. Installed new shroud and backfilled. Installed granite blocks around tank to prevent reoccurrence*

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

Sander – Motor starter failed...*Replaced starter*

OTHER

*9:33 AM - Commissioner Richards moved to enter into non-public session for the purposes of 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 Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Richards “yes” Commissioner Cryans “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*9:49 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Richards 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 Richards moved to approve the minutes from the November 12th meeting. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed the check registers.

ED Clough presented an Educational Assistance Application for a Dispatcher to the Commissioners. Commissioner Richards moved to accept the Educational Assistance Application. Commissioner Cryans seconded the motion and all were in favor.

ED Clough gave the Commissioners their Secret Santa name that was sent over from the Nursing Home.

ED Clough stated that this year’s employee holiday party will be held on December 19th at 2:00 in the Nursing Home’s activities room. She said that last year they did a number a gifts for the employees that were given in a raffle and asked the Commissioner’s if they want to do that again this year. They agreed on buying gift cards to different stores in the area to give away.

ED Clough stated that the County VISA Card had Commissioner Burton as the primary holder and that she has paperwork for the Commissioners to sign that will remove his name and add Commissioner Richards. Commissioner Cryans signed the paperwork that requests to have Commissioner Burton’s name removed from the card. Commissioner Cryans and Richards both sign paperwork to add Commissioner Richards to the account.

ED Clough said that she received a call from Charlie Green from Ross-Wood Post #20. He had stated that Commissioner Burton had played the piano at their Thanksgiving senior dinner for years. They wanted to know if the County had a picture of him that they could put on the piano for the dinner. Commissioner Cryans requested that ED Clough have a new picture of him printed out and framed to give them.

ED Clough stated that we are getting ready to launch new website and asked the Commissioners if they would like a dedication/write up on the home page for Commissioner Burton. Commissioner Cryans stated that he thought that would be very nice. ED Clough said that she will take care of the write up.

ED Clough presented a copy of the draft ad for Commissioner vacancy. The plan is at the Executive Committee meeting next Monday they will review and authorize the ad to go out to the public. The applications will be due December 13th and Executive Committee will meet December 16th to decide who they will interview. The full Delegation will then vote in January on who will be chosen to fill the vacancy. The goal is to have someone in the position by the end of January.

ED Clough gave the Commissioners a copy of the agenda for Monday's Executive Committee Meeting. Atty. Saffo is coming to discuss her report on the bonus' that were given out and she will also be discussing the Alternative Sentencing program with the Committee.

ED Clough stated that next week's Commissioners meeting will be held at the DoC and interviews for the Superintendent-In-Training will take place after the meeting at 11:00am.

Commissioner Cryans stated that if anyone from Commissioner Burton's Commissioner District has a question; it should be forwarded to Executive Director Julie Clough at 603-787-6941. If anyone from his Executive Council District has a question they need to contact the Executive Council Office at the State House in Concord at 603-271-3632.

Commissioner Cryans stated that on December 14th at Plymouth State University there will be Memorial Service for Ray Burton at the Student Union Building at 1:00pm.

Commissioner Richards stated that she attended a meeting on Biomass Plants that the Ammonoosuc Energy Board put on that was open to the North Country. She said that 40-50 people were in attendance who were possibly interested in woodchip, or wood pellet plants in their districts, business, homes etc. She stated that there was talk of possible development for a wood pellet plant in Coos County.

10:29AM with no further business the meeting adjourned.

Respectfully submitted,



Martha B. Richards, Vice-Chair

November 19, 2013

HUMAN SERVICES MONTHLY REPORT

1.) LTC Expenses to date:

- LTC Expenses report
- Recoveries

2.) Legislation:

- No Report

3.) Social Services Applications – Review & Schedule Release

4.) Other:

- Great American Smoke-Out Day/Tobacco Free kickoff (11/21/13)
- Health Assessment Initiative with DOC

Grant Total by Town

From: 07 / 2013 To: 10 / 2013

Town	INC \$	# I Cases	HCBC \$	# H Cases	Total \$	# T Cases
ALEXANDRIA	27,632.78	4	5,028.11	2	32,660.89	6
ASHLAND	49,649.47	8	6,097.15	4	55,746.62	12
BATH	41,494.60	8	0.00	0	41,494.60	8
BENTON	7,429.95	1	0.00	0	7,429.95	1
BETHLEHEM	64,752.49	9	31,330.32	9	96,082.81	18
BRIDGEWATER	2,353.66	2	3,498.14	4	5,851.80	6
BRISTOL	69,213.76	12	17,299.71	7	86,513.47	19
CAMPTON	38,030.14	8	35,710.77	15	73,740.91	23
CANAAN	50,616.06	8	18,367.36	8	68,983.42	16
DORCHESTER	0.00	0	3,551.22	1	3,551.22	1
EASTON	13,088.68	1	0.00	0	13,088.68	1
ENFIELD	97,711.49	15	31,837.97	9	129,549.46	24
FRANCONIA	20,426.09	3	1,448.12	1	21,874.21	4
GRAFTON	20,160.81	3	22,458.55	8	42,619.36	11
GROTON	-272.35	1	0.00	0	-272.35	1
HANOVER	68,175.05	14	734.73	1	68,909.78	15
HAVERHILL	234,284.36	44	73,075.41	25	307,359.77	69
HEBRON	22,549.68	3	6,010.09	1	28,559.77	4
HOLDERNESS	26,314.58	4	2,045.92	2	28,360.50	6
LANDAFF	32,943.53	5	5,002.83	2	37,946.36	7
LEBANON	311,387.05	46	93,662.22	29	405,049.27	75
LINCOLN	47,827.73	12	3,628.89	3	51,456.62	15
LISBON	99,664.03	14	22,603.97	10	122,268.00	24
LITTLETON	181,939.46	32	81,744.80	29	263,684.26	61
LYMAN	9,996.62	2	0.00	0	9,996.62	2
LYME	31,450.62	6	2,387.88	1	33,838.50	7
MONROE	22,846.16	4	4,932.98	3	27,779.14	7
ORANGE	9,710.33	1	0.00	0	9,710.33	1
ORFORD	13,969.31	2	8,258.39	2	22,227.70	4
PIERMONT	33,217.06	6	3,502.94	3	36,720.00	9
PLYMOUTH	55,966.66	12	29,914.07	10	85,880.73	22
RUMNEY	60,290.65	9	7,698.83	3	67,989.48	12
SUGAR HILL	6,463.20	1	3,177.15	1	9,640.35	2
THORNTON	17,246.85	4	10,265.32	2	27,512.17	6
WARREN	38,238.35	8	13,472.17	5	51,710.52	13
WATERVILLE	7,033.65	1	1,809.26	1	8,842.91	2
WENTWORTH	0.00	0	695.94	1	695.94	1
WOODSTOCK	13,700.32	2	19,578.70	7	33,279.02	9
XXXXX	-274,069.00	1	0.00	0	-274,069.00	1
Grand Total Count:	39 1,573,433.88	316	570,829.91	209	2,144,263.79	525

- Grafton County FY 2013 Figures

BILL MONTH	INC BILLED	INC PAID	HCBC BILLED	HCBC PAID	TOTALS PAID	% CAP billed to date
Jul-12	363,170.30	81,222.75	145,851.87	143,233.68	224,456.43	
Aug-12	449,442.85	446,278.25	115,488.64	112,357.95	558,636.20	
Sep-12	697,785.89	685,668.73	178,404.15	173,230.33	858,899.06	
Oct-12	394,461.88	394,461.88	145,312.38	142,017.85	536,479.73	
Nov-12	504,671.52		136,357.11		0.00	
Dec-12					0.00	
Jan-13					0.00	
Feb-13					0.00	
Mar-13					0.00	
Apr-13					0.00	
May-13					0.00	
Jun-13					0.00	
RSA 167:18-a Credit	-274,069.00					
TOTALS (paid)		1,607,631.61		570,839.81	2,178,471.42	
Totals (billed)	2,409,532.44		721,414.15		3,130,946.59	47.854
			<u>total</u>	<u>county CAP</u>	<u>CAP Balance</u>	
Grafton County Cap %			99,453,000.00	6,542,661.00	4,364,189.58	
% of CAP expended to date				33.30		

recoveries

RECOVERIES

Yearly Comparison by Category:

	<u>FY 05</u>	<u>FY 06</u>	<u>FY 07</u>	<u>FY 08</u>	<u>FY 09</u>	<u>FY 10</u>	<u>FY 11</u>	<u>FY 12</u>	<u>FY 13</u>	<u>FY 14</u>
OAA	3,329.19	1,653.21	921.75	84.00	4,155.75	.00	0.00	121.47	8.22	8.22
APTD	7,234.68	7,792.33	22,903.47	8,021.27	7,703.85	9,194.83	1,896.05	4,678.04	9,823.56	0
INC	167,814.26	81,951.55	75,987.80	98,901.58	82,160.57	68,864.90	108,198.38	113,498.16	122,895.30	38,929.55
<u>DCYE</u>	<u>79,472.22</u>	<u>64,323.81</u>	<u>60,257.00</u>	<u>53,355.60</u>	<u>19,428.43</u>	<u>7,364.96</u>	<u>6,484.20</u>	<u>2,921.93</u>	<u>2,338.00</u>	<u>516.1</u>
	257,850.35	155,720.90	160,070.02	160,362.45	113,448.60	85,424.69	116,578.63	121,219.60	135,065.08	39,453.87

BREAKDOWN by Month

	<u>FY 12</u>	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	<u>TOTALS</u>
OAA		.00	8.22	.00										8.22
APTD		.00	.00	.00										-
INC		.00	13,107.00	25,822.55										38,929.55
<u>DCYE</u>	<u>199.05</u>		<u>87.52</u>	<u>229.53</u>										<u>516.10</u>
TOTALS	199.05		13,202.74	26,052.08										39,453.87

Statutory credits received by year

	SB 409 CREDIT	% OF TOTAL CR	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	<u>TOTALS</u>
SB 409 CREDIT	130,846.08	6.54	135,155.63	134,974.30	154,555.54	405,553.00	385,865.41	369,992.00	436,979.00	449,594.00	274,069.00			3,929,555.55
% OF TOTAL CR			6.76	6.75	7.73	8.11	7.72	7.40	5.82	5.96	5.48			516.10