

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

February 18, 2014

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

OTHERS PRESENT: HRD Donna Cramer, Supt. Glenn Libby, SIT Tom Elliott.

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

*9:02 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 Cryans seconded the motion. This motion requires a roll call vote, Commissioner Cryans called the roll. Commissioner Cryans "yes"; Commissioner Richards "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*9:26 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.

Commissioner Richards moved to make Commissioner Linda Lauer the Clerk of the Board of Commissioners for the remainder of the term until January 2015. Commissioner Cryans seconded the motion and all were in favor. Commissioner Lauer abstained.

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Richards had a couple edits. Commissioner Lauer moved to approve the minutes from the February 11th meeting as amended. Commissioner Richards seconded the motion and all were in favor.

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

HSA Bishop reviewed and explained her reports to Commissioner Lauer.

Closed POD Procedures with DOC- HSA Bishop stated she is scheduled to meet with SIT Elliott to start working on the Points of Dispensing for facilities that can't mobilize their people to go to a clinic in case of a public health emergency.

Health Assessments- HSA Bishop stated that she and HRD Donna Cramer went to the DoC last week and set up laptops for employees to complete their health assessments either before or after their shift.

Wellness/Fitness Room- She stated that they are looking to create a permanent room in the basement.

Supt. Oakes arrived and gave the following report:

January 7 – February 17, 2014

COMPLEX

Biomass District Heating System Project

Open Issues

- ❑ Resolve As-built Drawings discrepancies
- ❑ 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

Ash disposal - All our wood chips are hardwood bole chips that meet the definition of clean wood per RSA 125-R:1, the type of product that when burned produces an ash that can legally be spread for agriculture use for producers of less than 500 tons of ash per year (which we fit) per Env-Sw 1701.02 (approved emergency rule) and Env-Sw 1700 (draft final proposal)

Thermal Renewable Energy Credits (T-REC) - In 2012, the NH legislature passed a revision to its Renewable Portfolio Standard (RPS – RSA 362-F) law that provides financial support for renewable energy projects that produce useful thermal energy. Biomass heating projects such as ours that came into service after 1/1/13 are program eligible. Rules to implement the provision will become effective in 2014. Facilities generate one T-REC for every 3,412,000 BTU/HR of thermal energy they produce. Retail electric service providers are required by the RPS law to purchase these certificates, for as much as \$25/MWH. A 3.4 million BTU biomass boiler, operating at full load for 2,500 hours per year, will generate 2,500 T-RECs, worth as much as \$62,500 to the owner of the system – every year the system operates.

I know very little about this new program but have been approached by Tom Wilson from Wilson Engineering Services PC, to see if they can assist us, for a fee, to go after these credits by ensuring our equipment meets the program requirements and help with the necessary paperwork to register and apply for whatever credits we qualify for (see attached e-mail). Charles Niebling from Innovative Natural Resource Solutions LLC approached Martha for similar services (see attached document). I think it

would be beneficial to have both of them come speak to the board so we gain a better understanding of the T-REC program, determine what it will take and cost to get the county program compliant and find out more detail on their fee schedule

Fuel Savings – The county saved \$49,591 in the first 6-months of FY14. We started the biomass boiler for the heating season on 9/26/13, thus the savings is really predicated on three solid months of biomass use (see attached spreadsheet)

Sprinkler System Quarterly Inspections – Hampshire Fire completed inspection at DOC, Biomass, Nursing Home, Administration and Maint/Farm Buildings

COURTHOUSE

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

Controls - DHW pump would not run even though DDC commanded it to run. CTI tech discovered programming in DX9100 had been altered. *Reprogrammed*

Emergency Lighting – Found three emergency light fixtures that failed monthly inspection. Replaced batteries in all three

Fuel Monitoring System - L2 Interstitial space fluid sensor is bad putting the Veeder-Root underground fuel tank monitoring system into ALARM. Troubleshoot 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. *Installed new sensor when it came in but that did not fix problem. Found and fixed a broken sensor wire*

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

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 twice. 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. Received new safety valve retro kit (warranty replacement) and installed it*

Kitchen Equipment – Propane kettle would not come up to proper temperature. *Replaced broken ignition sensor, cleaned burner, kettle jacket, burner tubes, fan housing and fan.*

Kitchen Equipment – Dishwasher drain falling apart. *Soldered up new drain and installed*

Kitchen Equipment – Waring Blender coupling grinding...*replaced coupling*

Kitchen Equipment - Walk-in cooler condensing units were short cycling in cold weather. Contractor installed fan cycle controls on both condensers

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

Laundry – Dryer 1 flame lazy in two center tubes and dropping down into dryer. *Installed new gas valve and LP conversion kit. Adjusted pressures*

Laundry – Dryer 1 shuts down on high temp limit within minutes of running. *Removed large quantity of lint and stuffing jammed in between fan blower and fan housing, caught up on temp probe.*

Laundry – Washer 3 swivel hose leaking...*replaced swivel hose and nozzle*

Laundry – Two make up air louvers behind dryers were not closing when dryers shutdown. *Replaced to bad actuators*

Mechanical Room - Small mixing valve for domestic hot water would not hold temp during low flows even after descaling. *Installed mixing valve rebuild kit*

HVAC – Radiant floor heating zone 2 mixing valve not working properly due to sediment buildup and restriction of internal mechanisms. *Tried cleaning but that did not work. Replaced valve*

ADMINISTRATIVE BUILDING (1930)

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

Elevator - Elevator emergency light had a bad circuit board and transformer and needs to be replaced. *Stanley Elevator tech replaced emergency light assembly*

HVAC - Heat not working in room 223...bad Belimo zone valve. *Replaced zone valve assembly and fuse*

HVAC – Heating system is having a hard time heating spaces on top floor above 72 in coldest weather. *Bled radiators throughout top floor*

HVAC – Heat Recovery Unit exhaust damper motor struggled to fully open dampers. Failure to fully open prohibited activation of proving switch and exhaust fan operation. Found damper bearings bound. *Removed ductwork to access bearings and lubricated with oil to free them up*

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 Hampshire Fire Protection (HFP) tech needs to adjust valve. HFP could not make adjustment on 1/15 when on site for quarterly inspections. Issue turned over to Simplex

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

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-F1 has many faults over a long period of time and maintenance has a list of alarms going back months. *Trane tech rebuilt reversing valve and adjusted head pressure controls. Unit still experiencing low-pressure faults. Suspect controls may be cause. Contacted CTO to further troubleshoot*

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

HVAC – Heat pump HP-10 serving maintenance area is not heating properly due to improper air balance. *Choked 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...*Choked 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 – Snow-stops for air handlers ERU-A1 and C1 are not working properly due to temperature sensors issues. *Need to order new sensors*

HVAC – Lower right snow-stop system for air handler ERU-D1 is not wired properly. *Contractor fixed*

HVAC – Heat pump WHP-H2 slave control at back of unit not working. *Trane tech replaced*

HVAC - Heat pump WHP-H2 keeps tripping out on alarm, which subsequently causes kitchen hood makeup air unit freezestat to trip. Suspect head pressure control (HPC) issue because HPC is wide open vs. feathering on start. *Notified Trane*

HVAC - Found heat pump WHP-G1 breaker tripped. Solenoid to reversing valve was fried and cause for breaker trip. Determined cause was due to Freon line to reversing valve vibrated loose. *Replaced reversing valve and installed locknuts on all heat pump reversing valve connections*

Freon Alarm System – Building Automation System wasn't set up to alarm at front end upon freon alarm activation in mechanical spaces. *CTI programmed alarming feature*

Propane System - Tank hood closest to building was damaged by plow vehicle. *Needs replacement in spring when ground thaws to allow removal*

Lighting – LED night-lights not working in cells E15 and F31. *Turned over to HP Cummings and Interstate Electric*

Laundry - Inmates on F-unit smashed start button in on washer and broke it. *Replaced circuit board which included start switch*

Laundry - 75 # dryer wouldn't start. *Replaced door switch fuse*

Security – Several doors throughout either showed open when closed and or vice versa. In most cases cause was due to loosening hinges. *Applied Loc-tite thread lock compound to hinge screws and tightened*

BIOMASS PLANT

Sprinkler – Backflow device failed 6-month test (1st check). *Disassembled and removed rust scale caught in 1st check. Retested device and it passed*

FARM

Dairy Barn – Milk pipeline washing diverter valve at sink wasn't working right and causing buzzer to alarm. *Replaced diversion valve solenoid and bellows*

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

¾ Ton truck - Wires to plow hand control are breaking down causing plow to operate erratically. *Replaced hand control harness*

¾ ton truck - Ignition switch has worn stop and is cause for key pulling out in accessory position, which leaves power to accessories and drains down battery. *Walker Motors replaced ignition tumbler*

Kubota RTV – Front tires worn and oil plug missing. *Replaced tires and installed new oil plug*

ED Clough stated that the Federal Mileage Rate has changed as of January 1st. We currently reimburse the employees .565 cents per mile and the new rate has gone down to .56 cents per mile.

Commissioner Richards moved to approve the new mileage rate of .56 cents per mile. Commissioner Lauer seconded the motion and all were in favor.

ED Clough discussed the Audit RFPs with the Commissioners. She stated that she has not come up with a recommendation as of yet and she is still looking into the bids and waiting to hear back on a couple messages she has left.

Commissioner Richards stated there is an Open Barn Day meeting today at 1:00pm that she will not be able to attend. She stated that things are falling into place nicely.

10:46AM with no further business the meeting adjourned.

Respectfully submitted,

Linda Lauer, Clerk