

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

March 18th, 2014

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

OTHERS PRESENT: Sheriff Dutile, Paul Smith, Gary Hebert, Ken May, Matthew Isham, Gary Smith, Richard Crate, Mary Bleier.

EXCUSED: Commissioner Richards

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

Director of Communications Tom Andross stated that he was in attendance with Paul Hatch from Homeland Security & Emergency Management to have the Commissioners formally accept the EMPG Grant which they applied for a few months back. This grant will assist in the funding for Dispatch's new radio console project. The grant is for \$192,991 and that is a 50% match.

Commissioner Lauer moved to accept the EMPG grant. Commissioner Cryans seconded the motion and all were in favor.

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

Commissioner Cryans asked if everyone had a chance to read the minutes. Commissioner Lauer moved to approve the minutes from the March 4th meeting. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed the check registers.

ED Clough read a letter from Christine Frost from Upper Valley Lake Sunapee Regional Planning Commissioner stating that she has accepted a position as Executive Director for North Country Council and will no longer be working for UVLSRPC.

Deputy Register Beth Wyman arrived and gave the following report:

**Grafton County Registry of Deeds
Kelley J. Monahan Register
Report to Commissioners
March 18, 2014**

February Revenue

County Revenue 2/2009	\$65,148.84	State Revenue 2/2009	\$266,375.04
County Revenue 2/2010	\$54,282.72	State Revenue 2/2010	\$347,089.92
County Revenue 2/2011	\$71,304.59	State Revenue 2/2011	\$554,448.96
County Revenue 2/2012	\$60,013.56	State Revenue 2/2012	\$266,312.64
County Revenue 2/2013	\$58,687.26	State Revenue 2/2013	\$230,022.72
County Revenue 2/2014	\$47,224.49	State Revenue 2/2014	\$313,878.72

Foreclosures

2009 25 year to date
2010 35 year to date
2011 29 year to date
2012 22 year to date
2013 32 year to date
2014 29 year to date

Equipment Surcharge Balance \$128,539.07

CD	\$60,760.12
Bank of NH	\$67,778.95

Revenue goal FYI 2014	\$950,000.00
7 month actual	<u>\$608,617.99</u>
	\$341,382.01

1. For the remaining quarter of FY14 the monthly income for the Registry of Deeds, needs to average \$85,345.51 to meet our projected revenue goal. The number of transactions remains flat. When the economy is very good we see increase revenue and when the economy is very bad, we see increased revenue. This seems to be the middle period. We are still seeing large sales which primarily benefit the state revenue portion, as they receive 96% of the tax stamp, the county receiving 4%.
2. I am in Concord today regarding HB1122. In my absence today, Deputy Register Beth Wyman will be presenting the monthly report.

Respectfully Submitted,

**Kelley J. Monahan
March 18, 2014**

Presented by,

**Beth Wyman
Deputy Register**

ED Clough stated that County Attorney Saffo had spoken with the Commissioners a few weeks back seeking approval to submit an application for the AmeriCorps Victim Assistance Program. She stated they were awarded the grant. The program is a one (1) year program and is effective September 4th 2014 and runs till September 3rd 2015. They have sent the host site contract and County Attorney Saffo’s question is whether or not the Commissioners want to look it over and

sign it or have her take care of it. Commissioner Cryans stated that he is fine with Atty. Saffo signing the contract as long as it has been read through and is understood.

ED Clough submitted RDC Capacity CDBG paperwork to be signed by the Commissioners:

Commissioner Cryans signed the Sub recipient Agreement.

Commissioner Cryans and Lauer both signed the Authorization to Submit Claims form.

Commissioner Lauer moved to adopt the Code of Ethics. Commissioner Cryans seconded the motion and all were in favor. Commissioner Cryans signed the Code of Ethics.

Financial Management Plan

Commissioner Lauer moved to adopt the Financial Management Plan. Commissioner Cryans seconded the motion and all were in favor. Commissioner Cryans signed the Financial Management Plan.

Commissioner Cryans signed Request for Release of Funds & Certification.

Commissioner Cryans signed the Finding of exemption form

Commissioner Cryans signed the Professional Service Agreement with North Country Council which states they will administer the grant for Grafton County.

Commissioner Cryans signed the Grafton County Municipal Certification form in regards to the MicroCredit Application.

ED Clough presented two (2) Educational Assistance Applications.

Commissioner Lauer moved to accept the Educational Assistance Application for a Dispatch employee. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Lauer moved to accept the Educational Assistance Application for the Human Service Administrator subject to available funds. Commissioner Cryans seconded the motion and all were in favor.

Commissioner Lauer stated that at the UNH Extension Advisory Council meeting last night they did an evaluation of Deb Maes and discussed their possible replacements for her once she retires. Commissioner Cryans congratulated his opponent Joe Kenney in his win to replace Ray Burton for the remainder of his term.

Supt. Oakes arrived to open the bids for FY15 Woodchips and Fuel.

Bids were as follows:

Wood Chip Bids (1900-tons)

\$59 a ton - Cousineau Forest Products

\$60 a ton - North Country Procurement

\$68 a ton - Limlaw Chipping & Land Clearing, Inc.

Propane Bids (38,000-gallons)

\$1.765 a gallon - Dead River

\$1.835 a gallon - Irving

Off-road Diesel (4,000-gallons)

Dead River did not bid

Irving submitted a variable price of \$3.821 (market price plus environmental and LUST fees + \$0.175 markup). If market price changes than we would have to pay that plus fees plus markup.

Supt. Oakes stated that he would review the bids and return with his recommendations.

Supt. Oakes then gave the following report:

February 18 – March 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

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.

Tom Wilson from Wilson Engineering Services PC will be here 4/1 at 10 AM and Charles Niebling from Innovative Natural Resource Solutions LLC will be here 4/15 at 10 AM. Both will 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

Elevators – Stanley elevator completed its quarterly inspections of all the elevators on campus. While here we had them correct a few deficiencies we had found (see buildings for details)

COURTHOUSE

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

Elevator - Elevator car floor not aligning with lobby floor at basement level (car floor was 1" too low). *Stanley Elevator tech adjusted floor cam to improve leveling*

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*

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

Laundry – Dryer #3 operated intermittently. *Replaced bad wire between circuit board and temp sensor*

Kitchen Equipment – Food warmer on Maple had two middle wells that didn't work. *Replaced bad infinite switches.*

Kitchen Equipment - Two left burners on Garland range not lighting. *Cleaned pilot orifices*

Kitchen Equipment – Dishwasher micro switch safety stop not shutting machine off when rack contacts it. *Reattached switch with new hardware*

Security – Mag-lock red button in stairwell to Meadow unit is sticking intermittently. *Replaced button*

ADMINISTRATIVE BUILDING

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

Old Inmate Housing Area – In process of rehabilitating sleeping area and bathroom for county employee core training area

DEPT OF CORRECTIONS

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. *CTI restored air handler AHU-B1 but ERU-A1 and D1 are still awaiting completion.*

Sprinkler System - Sprinkler electric shutoff point 140 thru 143 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 being sorted out between Simplex, Hampshire Fire Protection and Interstate Electric*

HVAC – The compressor for heat pump J1 in J-connector cuts out at lower temperatures and locks out at 0 degrees. The backup electric heater within this unit is good down to about 40 degrees but below that it is insufficient to keep the space warm enough. *Found out this heat pump has an auto feature that disables the compressor at extreme low temps, thus unit will never sufficiently heat space in single digit or below zero temps. Will be adding supplemental heat to connector this summer as a capital expenditure*

HVAC – Air handler ERU-D1's return air temp/humidity sensor reading -11% humidity. *CTI ordered warranty replacement*

HVAC – Heaters CUH-H1 and UH-H3 Building Automation System room graphics are inversely applied. *CTI corrected*

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 head pressure controls need more adjustment of controls may be cause. Contacted contractors to further troubleshoot*

HVAC - Radiant floor supply water temps being in alarm. They are constantly in alarm for being too hot or too cold. Suspect 3-way valve control issue. *Turned over to CTI*

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. Techs installed head pressure controls on source side when change proposal called them out for load side. Have determined that we don't need them on these two units, thus have asked for their removal and a credit for materials & labor*

HVAC – Snow-stops for air handlers ERU-A1 and C1 are not working properly due to temperature sensors issues. *Need to order new sensor*

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

HVAC – Numerous reheat coil enclosures lack access doors to coils. *Notified H.P. Cummings of issue since this issue goes back to warranty coverage period*

HVAC - 3-way valve for boiler to internal geo loop injection does not work. *Notified CTI of issue*

Electrical – LED night-lights not working in cells E15 and F31. *Inspecting all other cells for same issue and giving manufacturer a list of ones requiring replacement circuit boards*

Electrical – wall outlets in rooms C119 and C124 aren't working. Circuit breakers and GFI are both fine. *Turned over to Interstate Electric*

Electrical – Five emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. *Turned over to Interstate Electric to fix*

Plumbing - Domestic water supply pressure for whole building is fluctuating too much. *Adjusted pressure reducing valve*

Plumbing – Inmate destroyed flush control in cell F05. *Ordered new one*

Kitchen Equipment – Steam kettle jacket losing water over time, pressure gauge not working. *Notified H.P. Cummings of issue since this issue goes back to warranty coverage period*

Kitchen Equipment - Inmate broke vacuum breaker off faucet serving steam kettles. *Replaced vacuum breaker*

Security – Camera 111 in sub-unit wasn't working. *Helped IT replace camera, conversion box and rerouted Ethernet cable to different feed port*

BIOMASS PLANT

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

FARM

Dairy Barn - Three calving stalls on South end of main barn are falling apart. *In process of totally rebuilding all three*

Dairy Barn - Flooring boards missing in North section of barn at NW rolling door. *Installed new pressure treated flooring*

Dairy Barn - Silent Knight SK5208 10-zone fire alarm panel in TROUBLE mode for NAC 2 circuit. *Alarmco tech lifted wires from NAC circuit 2 and temporarily attached to 28V circuit and then reattached to NAC circuit 2. Problem went away*

Large JD Tractor - Steps to cab broken. *Straightened metal, reinforced with rebar and welded*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Electrical - Light over farm shop doors had LED driver fail. *Replaced driver*

DRUG COURT BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

1-ton V-plow - Plow keeps dropping on its own. *Replaced plow solenoid valve*

OTHER

Lots of snow removal

ED Clough requested to go into nonpublic session.

*10:38 AM - Commissioner Lauer 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 Lauer “yes”; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*10:48 AM– Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Cryans seconded the motion and all were in favor.

Honorable Chief Justice Tina Nadeau arrived to give a presentation regarding Felony Case Flow. She stated that she attended a conference a few years back regarding Felony Case Flow and learned what they are doing to make sure their cases are being handled efficiently as well as seeing how they can get the same justice sooner. The goal is to free up everyone’s time so they are able to focus on larger cases that need more time.

Chief Justice Nadeau stated that there are several different components to the new plan. A uniform continuance policy was implemented due to the lack of consistency within the judges as to why or why not to continue a case and has helped in the past year.

She went on to state that the biggest concern by law enforcement with this new system is that they want to implement filing felonies first in Superior Court. Right now a case gets filed in Circuit Court by the police and then there is an arraignment. About 10-30 days later there is a probable cause hearing in Circuit Court. 10-14 days after the PC hearing then it gets bound over to Superior Court. During the Circuit Court process there is no judge that has the authority to resolve a felony unless the parties decide to reduce it to a misdemeanor and resolve it then. Once it gets to Superior Court it takes 30-90 days to get an indictment. About 30 days after the indictment there is an arraignment and then 30 days after that there is the first hearing that a judge is involved to try to resolve the felony.

She stated that the idea is to get rid of that Circuit Court process that doesn’t help move the case along and file felonies first in Superior Court. The plan is to try to file some legislation next session for pilots in two (2) locations, Strafford and Cheshire County to test and see if this is moving cases a long quicker; saving Counties money by reducing pretrial bed space, or cutting back on police department over time, before the roll it out. The pilots will have to be in place for a year before anything can happen so this change will not happen suddenly. By filing felonies first in Superior Court they are cutting back on pre-trial detention time as well saving the Counties money. She did state that initially the impact on the Counties is that they may have to hire additional attorneys in the County Attorney’s Offices, but she thought with the implementation of Early Case Resolution which is another piece of this plan that it would resolve

up to forty (40%) of cases in their early stages and eventually the need for the additional attorney's would be reduced.

Commissioner Cryans asked Chief Justice Nadeau if this would have any impact on the Grafton County Attorney's office in the upcoming fiscal year. She stated that it would not it would be at least September 2016 before this plan is fully implemented.

Assistant County Attorney Mary Bleier stated that their immediate concern is geography and everything now being filed in their office. The Attorney's Office doesn't have time and attorneys for extra cases that will be put on them. Chief Justice Nadeau stated that she believes by the time this rolls out they will have electronic filing. She stated that police officers should not be driving to Haverhill and having electronic filing and video is something that will be addressed to help that concern.

Chief Justice Nadeau answered various questions from members of various Grafton County Police departments that were in attendance. She stressed that everyone was going to have work together on this as it would mean a lot of change for everyone. She left business cards and stated that if anyone has any questions they can contact her.

Supt. Oakes arrived with his recommendations for the Fuel and Woodchip bids.

Wood Chip Bids (1900-tons)

\$59 a ton - Cousineau Forest Products

Commissioner Lauer moved to accept Cousineau Forest Products bid of \$59 a ton for woodchips. Commissioner Cryans seconded the motion and all were in favor.

Propane Bids (38,000-gallons)

\$1.765 a gallon - Dead River

Commissioner Lauer moved to accept Dead River's bid of \$1.765 a gallon for propane. Commissioner Cryans seconded the motion and all were in favor.

Off-road Diesel (4,000-gallons)

Dead River did not bid

Irving submitted a variable price of \$3.821 (market price plus environmental and LUST fees + \$0.175 markup). If market price changes than we would have to pay that plus fees plus markup.

Supt. Oakes recommended to the Commissioners to reject Irving's off-road diesel bid because it is not fixed per our solicitation and prices are likely to go down sometime in April.

ED Clough requested to go into nonpublic session.

*11:45 AM - Commissioner Lauer 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 Lauer "yes"; Commissioner Cryans stated that a majority of the board voted yes and would now go into non-public session.

*11:49 AM- Commissioner Cryans declared the meeting back in public session.

Commissioner Lauer 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 Cryans seconded the motion and all were in favor.

11:50AM With no further business the meeting adjourned.

Respectfully submitted,

Linda D. Lauer, Clerk