

GRAFTON COUNTY COMMISSIONERS' MEETING
3855 Dartmouth College Hwy
North Haverhill, NH 03774
May 20th 2014

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

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

Andrew Winter and Laura Beliveau from Twin Pines Housing Trust arrived to give a presentation on the Gile Hill affordable housing units in Hanover that they will be requesting CDBG money for(*see attached presentation).

Commissioner Richards asked if there what the turnover rate was on these low income housing units. A. Winter stated they cap the rent and cap the level of income for people that can be in there. He stated that people have to have some form of income within the program requirements. They tend to see roughly 20%-25% turnover a year which is less than you will see elsewhere.

Commissioner Richards asked if they require certain aesthetics to be maintained by the residents. A. Winters stated they run a tight ship and there are a number of requirements that residents must follow in order to keep the development up to their standards.

Commissioner Lauer asked A. Winter what the shortage for low income housing is. A. Winter stated that they have a vacancy rate of 1% and have a wait list for all of their developments.

The Commissioners decided that are in favor of moving forward with sponsorship of the CDBG. ED Clough stated that the next step will be to have a public hearing which will be held June 10th at 10:30AM.

Commissioner Cryans asked if everyone had a chance to read the two (2) sets of minutes from May 13th and May 16th.

Commissioner Richards had a few edits on the May 16th minutes. Commissioner Lauer moved to approve the minutes of May 16th as amended. Commissioner Richards seconded the motion and all were in favor.

Commissioner Lauer moved to approve the minutes of May 13th. Commissioner Cryans seconded the motion and all were in favor. Commissioner Richards abstained.

The Commissioners signed the check registers.

ED Clough stated that there were bids that needed to be opened on the sale of two (2) 2008 Crown Victoria Police cruisers. The bids were as follows.

Liberty Motors

VIN: 529 \$1,213.99

VIN: 356 \$1,013.99

Bay Ridge Motors

VIN: 529 \$2,455.00

VIN: 356 \$1,855.00

Yousef Dabbagh

VIN: 529 \$768.00

VIN: 356 \$568.00

Grace Quality Used Cars

VIN: 529 \$858.00

VIN: 356 \$454.00

Fred Cooley

VIN: 529 \$1,056.00

VIN: 356 \$856.00

Commissioner Lauer moved to accept Bay Ridge Motors for both vehicles with their high bids of \$2,455.00 and \$1,855.00. Commissioner Richards seconded the motion and all were in favor.

ED Clough presented the NACo Prescription Discount program savings for the month of April to the Commissioners. She stated that the price savings \$3,984.73 and the average price savings is \$18.28. The total utilizers for the month were 105. The total price savings over the life of the program \$683,403.20.

ED Clough gave the Commissioners an invite to the Volunteer Recognition Luncheon Friday June 6th at 11:00am at the Nursing Home. The Commissioners will be here that day meeting with the Executive Committee on the budget so at least one of them will attend the luncheon.

Supt Oakes arrived.

*9:52 AM - Commissioner Lauer moved to enter into non-public session for the purposes of discussing 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 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

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

*10:18 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.

Supt. Oakes gave the following report:

COMPLEX

Biomass District Heating System Project

Open Issues

- ❑ Resolve As-built Drawings discrepancies
- ❑ Unresolved engineering problems related to start up
 - ❑ Bypass controls...*submitted change order proposal to mechanical engineer for approval*
 - ❑ Expansion issues...resume troubleshooting sometime in May

Ozone Generators – Daniels Equipment Co. completed the quarterly inspection of these systems in the DOC and nursing home laundries

Kitchen Hood Fire Suppression Systems – VT Fire Extinguisher completed the 6-month inspection of the DOC and nursing home Ansul systems and replaced the fusible links

Kitchen Hood Ductwork – Tri-State Duct & Hood completed the 6-month inspection and cleaning of the DOC and nursing home hood ductwork

Grease Traps - Boudreaults Septic pumped both the DOC and nursing home in-ground grease traps

Oil/water Separators - Caulkins Excavating and its subcontractor pumped both the DOC and Maint/Farm oil/water separators

Grounds – Stop sign post broken by plow at intersection of courthouse drive and DOC entrance drive. Repaired

COURTHOUSE

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

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Life Safety – Steve Whitcomb is in the process of fixing some of the breaches in the firewalls using masonry and Hilti fire stop products

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. *Installed new burner, adjusted fuel air mixture and tested unit*

Kitchen Hood System Make Up Air Unit (MAU) – Fan nit bearing failed...replaced bearing and sheave assembly

Electric Beds – Replaced several electromechanical parts on beds to keep everything in service. Steve Whitcomb was able to salvage parts from several bad actuators to make 3-4 good ones, saving the county over a \$1,000 in parts

EZ-Stands/Lifts – Replaced lift actuators on two sling lifts and one stand lift due to excessive wear at upper bolt holes

HVAC – Condensing coil froze up on Heat Recovery Unit #5...replaced outside air temperature and humidity sensor

ADMINISTRATIVE BUILDING

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

Old Inmate Housing Area – Completed rehabilitating sleeping area & bathroom for county employee core training area

HVAC – Heat stuck on in room 227 and corridor 243...replaced bad Belimo zone valves

DEPT OF CORRECTIONS

Sprinkler System - Sprinkler electric shutoff point 140 thru 143 wiring not correctly supervised. *Discovered installed actuators are missing relays to work properly. SMRT is in process of approving submittal to add relays and contacts*

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 – 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 sensors*

HVAC – Numerous reheat coil enclosures lack access doors to coils. *New England Air tech completed all and GSP&H had to move two coils to accommodate the last few*

Freon Alarm System – All four Freon alarm systems are overdue calibration. *CTI scheduled to calibrate on 5/21*

Electrical – Five emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. *Interstate Electric scheduled to troubleshoot on 5/22*

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. In contact with Boston Showcase to get parts*

Kitchen Equipment – The lower LH convection oven will not stay running due to a defective gas valve. *Replaced gas valve under warranty program*

Elevator - Shaft seal bad and leaking...Stanley Elevator tech's replaced shaft seal

BIOMASS PLANT

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

Annual Boiler PM – Messersmith tech and my staff performed annual shutdown and cleaned boiler tubes and breach area

FARM

Dairy Barn – Replaced several box fans

Dairy Barn – Repaired fire alarm zone 2 wiring damaged by farm staff during pressure washing of barn

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

DRUG COURT BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Door Bell – Doorbell system failed...installed new wireless one

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks

OTHER

Training/Certification – Jim Oakes attended NH DES' Underground Storage Tank class in Concord for the renewal of his certification for management of all the underground fuel tanks at the complex

Training – Dennis McLam and Chris Blake attended a Belimo 101 training class in Manchester, MA to improve their HVAC troubleshooting and repair skills

Training – Richard Thompson and Dennis McLam attended a UNH Extension sponsored chainsaw safety class right here at the county complex

Commissioner Lauer stated that she attended a teacher's retirement party in Monroe on Sunday.

Commissioner Richards stated that after the Delegation meeting she believes that the best idea is to have a video demonstration for the Nursing Home projects to help justify why they need to be done.

Commissioner Richards suggested holding the Commissioner meetings elsewhere throughout the county as they have done in the past. ED Clough stated that the hard thing with summer is vacations. Commissioner Cryans stated that he thinks either September or October are good months to go. Commissioner Cryans said that each Commissioner should identify a location and coordinate the date with ED Clough.

Commissioner Cryans stated he attended WMCC graduation and received an honorary degree on behalf of the Burton family for Ray Burton. He also stated he was the Commencement speaker at Lebanon College.

Commissioner Lauer stated that she will be going to the Lisbon Boys and Girls Club. She stated that their funding had been cut last year and part of it this year as well. She said she wanted to visit and see for funding purposes if it is something that we should push for.

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


Respectfully submitted,

Linda D. Lauer, Clerk


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**Presentation to Grafton County Commissioners
May 20, 2014**

 TWIN PINES HOUSING TRUST


Who is Twin Pines Housing Trust?



- TPHT, a 501(c)(3) develops, owns and manages affordable housing in the Upper Valley in NH and VT
- Portfolio of 300 units, of which 41 units are single family homes & condos
- Along with The Hartland Group, TPHT was the original developer of Gile Hill and owns 61 rental units

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Gile Hill:
Located in Hanover
Adjacent to DHMC on public transit, town water and sewer



Total Development:
120 Units

Units Built to Date:


61 Rental Units

- 46 Affordable
- 15 Market Rate

44 Ownership Units

- 7 Affordable
- 37 Market Rate

Remaining:
15 units – originally condos, now rental

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Plans to Complete the Development

- Convert final building from 15 ownership units to 15 rental units of affordable housing
- Develop last units using:
 - Low Income Housing Tax Credits (LIHTC's)
 - Federal Home Loan Bank of Boston, Affordable Housing Program
 - Permanent Debt provided by Mascoma Bank
 - Community Development Block Grant funds (CDBG)
- All units affordable to households under 60% of the Area Median Income (AMI)
- 9 of 15 units restricted to households under 50% of AMI
- Family of 3 limit= \$36,288 (60% of AMI) and \$30,240 (50% AMI)



Why the Change in Program?

Cost overruns

- First attributable to challenging site conditions
- Exacerbated by poor timing with sale of market ownership units

Result

- Lower proceeds
- Insufficient resources to pay off the construction lenders - Citizens Bank and the NH Community Loan Fund
- TPHT has worked over the last year to resolve matters



Why is it important to finish Gile?

- Will create 15 units of affordable housing in one of the most expensive communities in the state.
- Additional funds from new LIHTC project will allow for completion of needed site improvements and completion of project.
- Construction would be completed in 2015 instead of dragging on indefinitely.
- Spread costs out over 120 units as originally planned.
- Important to THPT as regional affordable housing agency both financially and reputation-wise.
- Failure to complete the project could be a drag on future efforts to develop affordable housing in the region.



How Would This Change Final Unit Mix?

As Planned:

120 Units

61 Rental Units

46 Affordable
15 Market Rate

59 Ownership Units

14 Affordable
45 Market Rate

60 of 120 affordable (50%)

As Built:

120 Units

76 Rental Units

61 Affordable
15 Market Rate

44 Ownership Units

7 Affordable
37 Market Rate

68 of 120 (57%)



Site Work to be Done

1. Completion of sidewalks, parking and plantings around final building.
2. Paving– the second coat will go onto the lower segment of the drive after Building 4 is completed with a portion done this year.
3. Installation of a sidewalk along Route 120 from Buck Road to Greensboro Road.
4. Installation of lighting on site.



What is Timing for Project?

- CDBG application this summer
- LIHTC application to NH Housing Finance Authority in August
- FHLBB AHP application in September
- All funding completed in December 2014
- Begin construction in April 2015
- Complete construction in fall of 2015