

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy

North Haverhill, NH 03774

June 17<sup>th</sup> 2014

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

OTHERS PRESENT: RD Kelley Monahan, HSA Nancy Bishop, Supt. Jim Oakes

EXCUSED: Commissioner Martha Richards

Commissioner Cryans called the meeting to order 9:05AM and began with the Pledge of Allegiance.

RD Monahan arrived and gave the following report:

**Grafton County Registry of Deeds  
Kelley J. Monahan Register  
Report to Commissioners  
June 17, 2014**

**May Revenue**

County Revenue 5/2009	\$81,485.33	State Revenue 5/2009	\$428,311.68
County Revenue 5/2010	\$73,723.38	State Revenue 5/2010	\$471,019.20
County Revenue 5/2011	\$67,760.52	State Revenue 5/2011	\$476,699.52
County Revenue 5/2012	\$86,267.78	State Revenue 5/2012	\$526,609.92
County Revenue 5/2013	\$89,545.78	State Revenue 5/2013	\$676,503.36
County Revenue 5/2014	\$69,213.64	State Revenue 5/2014	\$624,243.40

**Foreclosures**

2009	68 year to date
2010	100 year to date
2011	93 year to date
2012	85 year to date
2013	95 year to date
2014	77 year to date

**Equipment Surcharge Balance \$134,651.47**

CD	\$60,835.08
Bank of NH	\$73,816.39

Revenue goal FYI 2014	\$950,000.00
11 month actual	<u>\$782,939.83</u>
	(\$167,060.17)

1. The Fidler Educational Forum that I attended in Davenport Iowa on May 19-21 was excellent. The topics were very pertinent, the discussion is always of great value and with Fidler assisting the counties with a \$300.00 travel stipend, it is always well worth the time and expense.

2. I would like to commend Maintenance Supervisor Jim Oakes and his staff for a job well done in the historic records vault. The wall that was problematic has been striped and sealed. The drop ceiling that has been placed over the area of the ceiling that would gather moisture and leak has been a great improvement. Recently, the sprinkler company replaced all of the heads in this room. We were finally able to remove the sheet plastic that has covered the books since last July. I now feel fairly confident about our storage situation. I will be watching the temperature and humidity closely this summer. I will be completing our disaster recovery plan for this area by September.
3. Governor Hassan has signed HB1122 into law.

**Respectfully Submitted,**

**Kelley J. Monahan**  
**June 17, 2014**

Commissioner Cryans asked if everyone had a chance to read the minutes.

Commissioner Lauer moved to approve the minutes from the June 10<sup>th</sup> meeting. Commissioner Cryans seconded the motion and all were in favor.

The Commissioners signed the check register.

ED Clough presented a Timber Tax Warrant- TR Dillon Logging for Livermore for the Commissioners to sign. They have a Yield Tax of \$3,394.

ED Clough read a thank you letter from Trinity Church Yard Cemetery Association to the Commissioners for supporting the maintenance of the cemetery by the work crew and Sgt. Webster at the Department of Corrections.

Commissioner Cryans attended the ribbon cutting for the Mid-State Health Center in Bristol in Commissioner Richards's absence. Congresswoman Kuster was also in attendance along with an additional eighty (80) to one hundred (100) people.

Commissioner Cryans attended the Lakes Region Planning Commission Annual Meeting in Meredith. Jeff Rose, Commissioner of DRED, was the keynote speaker.

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

HSA Bishop stated that May is the last bill that will be paid this year, they have reached their CAP.

Supt. Oakes arrived and 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. *On 5/27 engineer verbally approved proposal. I am now in the process of trying to secure funding from engineer's insurer to pay for this change as well as get reimbursement for to two other change orders we paid for that engineer said he would reimburse us for*
  - Expansion issues...performed cold start for engineer on 5/27 to verify whether differential pressure equipment, introduced into the project as a change order, would allow system to run at 30 psi without blowing off pressure relief valves in nursing home and Admin Bldg boiler rooms. *Highest system pressure recorded during test was 28 psi. However, in the past system pressure often took more than 24-hours stabilize. This test was conducted just for several hours. Due to the short duration of the test the results were inconclusive whether the issue was fully resolved or not.*

**Utility Power** - Ceramic fuse holder for 3-phase power coming into complex broke apart, causing brown out...WW&LD replaced fuse holder and fuse

**HVAC** – North Country Mechanical completed most of our annual preventative maintenance on the AC and refrigeration equipment throughout the complex, with the exception of the DOC. That is scheduled for this week

#### COURTHOUSE

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

**Elevator** - Elevator door touching rollers on floor doors...*adjusted car door arm*

**Windows** – Several panes fogged and one large one found cracked...*Mayo's Glass is providing repair estimate*

#### NURSING HOME

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

**Kitchen** – Dishwasher conveyor motor shaft seal leaking...*parts ordered*

**Kitchen** – Replaced worn out door seals on Meadow freezer unit and main kitchen walk-in freezer

**Kitchen** – Lower bakery oven wouldn't stay lit...*replaced bad pilot thermocouple assembly and adjusted gas pressure*

**Laundry** – Dryer 1 shutting down on high temperature...*replaced high temperature sensor*

**HVAC** – Heat Recovery Unit #5 not cooling like it should...*North Country Mechanical repaired ACCU 5 condenser Freon leak*

**HVAC** - Building Automation System computer system that controls HVAC system had experienced numerous long-term programming issues. *Trane sent one of their controls techs over and fixed everything free of charge*

**Electric Beds** – Replaced various parts on several beds to maintain bed fleet

**Grease Trap** – Sump loaded with sand and causing grease-laden water to flow over Tee into sewer lines. *Calkins Excavating pumped trap down and removed sand. Found plugs eroded and source where sand was coming into sump. Backordered parts to fix grease trap*

#### **ADMINISTRATIVE BUILDING**

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

**Sprinkler System** – Three heads in Deeds Archive space are too close to new suspended ceiling...*Hampshire Fire Protection tech rotated sprinkler main and installed three new style heads*

**Life Safety** – Replaced batteries in two egress lights

**HVAC** - Building Automation System computer system that controls HVAC system had experienced numerous long-term programming issues. *Trane sent one of their controls techs over and fixed everything free of charge*

**Attics** – Purchased drop ladders for three attic access points. *Installed one to replace dilapidated one leading to elevator machine room and have two more to install leading to North and South attics*

#### **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 approved submittal to add relays and contacts. Awaiting Hampshire Fire to complete work (warranty)*

**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 (warranty)*

**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. *GSP&H techs removed head pressure controls from B2 and H. Should be getting an \$8,000+ credit back*

**HVAC** - Heat pump H4 tripping on low pressure...needs refrigerant. *Trane will service next time on site (warranty)*

**HVAC** – Heat pump WHP-H2 circuit A tripping on Thermal faults regularly...*Trane tech ordered a power module (warranty)*

**HVAC** – Heat pump WHP-D1 circuit A tripping daily on Low Pressure fault... *Trane tech ordered a low-pressure transducer (warranty)*

**HVAC** – Heat pump WHP-C1 circuit A tripping regularly on High Pressure Sensor fault...*Trane tech ordered a high pressure transducer (warranty)*

**HVAC** – When Heat pump J1 is in cool mode, electric heater is staying on...*CTI scheduled to be on site 6/17 to troubleshoot and fix (warranty)*

**HVAC** – Make Up Air unit freeze stat status does not acknowledge a reset...*CTI scheduled to be on site 6/17 to troubleshoot and fix (warranty)*

**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** – Building Automation Control computer erroneously shows unit heaters UH-B2, UH-C1, & UH-F1 room description...*CTI scheduled to be on site 6/17 to troubleshoot and fix (warranty)*

**HVAC** – Air handler ERU-F1 stays in cooling mode during the winter, possibly causing multi-stack issues with WHP-F1 per Trane, when calling for heat...*CTI scheduled to be on site 6/17 to troubleshoot and fix (warranty)*

**HVAC** – Heat pump WHP-H1 both circuits tripping on Reversing Valve Failure and Circuit faults. *Trane tech reran wires to reversing valves and tested (warranty)*

**Electrical** – Five emergency exit lights are in alarm (reoccurring problem). Suspect too many common wires clumped together. *Interstate Electric troubleshoot on 5/22...fixed one but the rest still have issues (warranty)*

**Kitchen Equipment** – Steam kettle jacket losing water over time, pressure gauge not working. *Manufacturer sent new pressure relief valve and gauge and we installed them (warranty)*

**Laundry** – Washer tub split open in inmate housing unit Area F. *Replaced washer*

**Freon Alarm System** – All four Freon alarm systems are overdue calibration. *CTI calibrated*

## **BIOMASS PLANT**

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

**HVAC** – Biomass return temperature sensor bad in DOC sallyport... *CTI scheduled to be on site 6/17 to replace (warranty)*

**FARM**

**Greenhouse** - Fan that fills void between plastic layers died...*Replaced fan assembly*

**Baler** - Donnie requested hitch for baler...*fabricated and installed one*

**High Dump Wagon** - Center hinge broke... *Welded it back in place and welded braces to better support it*

**Pig Barn** – 2-Bay rolling doors delaminated and falling apart. *Constructed new doors and hung*

**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 Dodge** – Back bumper and quarter panel damaged in accident...*submitted insurance claim and took truck to Northland Auto Body for repair*

**OTHER**

**Training** – Rick Colbeth & Toby Compo both attended 1-day propane vaporization system training seminar in Brentwood, NH, giving them the necessary training to work on our propane vaporization system at the DOC

**Training** – Steve Whitcomb attended a 4-day training seminar in Manchester, NH for basic electricity and maintenance troubleshooting

**Training** – Toby Compo attended the Gas Related and NFPA 54 1-day training seminar in Manchester, NH to get the continuing education credits necessary to renew his gas-fitters license

10:25AM With no further business the meeting adjourned

Respectfully submitted,

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Linda D. Lauer, Clerk

June 17, 2014

## HUMAN SERVICES MONTHLY REPORT

### 1.) LTC Expenses to date:

- LTC Expenses report
- Recoveries

### 2.) Legislation:

- LTC committee
- Endowment for Health
- County LTC workgroup

### 3.) Other:

- Wellness/Fitness Room waiting for flooring installation
- May BP Challenge
- NC Health Summit June 27<sup>th</sup>

# County Report

From: 07 / 2013 To: 05 / 2014

Town	INC Pd\$	# I Cases	HCBC Pd\$	# H Cases	Total Pd\$
ALEXANDRIA	78,952.65	6	14,934.33	2	93,886.98
ASHLAND	133,548.61	10	20,704.61	5	154,253.22
BATH	147,070.53	11	2,605.44	1	149,675.97
BENTON	33,624.26	3	0.00	0	33,624.26
BETHLEHEM	155,902.26	11	78,913.86	9	234,816.12
BRIDGEWATER	15,620.97	3	11,576.23	4	27,197.20
BRISTOL	170,149.14	14	43,419.92	7	213,569.06
CAMPTON	127,119.91	12	99,510.75	18	226,630.66
CANAAN	139,754.62	10	43,928.19	9	183,682.81
DORCHESTER	0.00	0	11,802.58	1	11,802.58
EASTON	24,319.05	1	0.00	0	24,319.05
ENFIELD	216,673.86	19	87,647.38	10	304,321.24
FRANCONIA	43,735.65	3	4,477.90	2	48,213.55
GRAFTON	88,779.67	6	59,835.68	8	148,615.35
GROTON	-272.35	1	0.00	0	-272.35
HANOVER	182,847.35	18	5,757.87	2	188,605.22
HAVERHILL	744,598.55	59	187,845.60	26	932,444.15
HEBRON	68,202.68	3	17,329.32	1	85,532.00
HOLDERNESS	80,204.26	6	5,656.69	2	85,860.95
LANDAFF	83,464.51	5	15,480.75	2	98,945.26
LEBANON	810,854.29	56	252,502.22	35	1,063,356.51
LINCOLN	191,286.42	17	7,896.15	3	199,182.57
LISBON	329,483.06	17	60,766.26	12	390,249.32
LITTLETON	517,944.43	42	211,493.77	33	729,438.20
LYMAN	21,663.74	2	0.00	0	21,663.74
LYME	123,287.24	8	2,606.88	1	125,894.12
MONROE	89,872.54	5	16,078.91	3	105,951.45
ORANGE	10,919.05	1	0.00	0	10,919.05
ORFORD	62,327.58	3	20,089.65	3	82,417.23
PIERMONT	108,410.09	6	12,324.40	3	120,734.49
PLYMOUTH	202,494.39	18	60,129.98	10	262,624.37
RUMNEY	146,693.68	11	13,264.02	3	159,957.70
SUGAR HILL	20,755.68	1	9,607.80	2	30,363.48
THORNTON	40,928.72	6	23,740.92	3	64,669.64
WARREN	85,900.43	9	35,154.82	6	121,055.25
WATERVILLE	21,968.70	1	3,895.96	1	25,864.66
WENTWORTH	-522.02	1	2,035.92	1	1,513.90
WOODSTOCK	49,625.39	4	56,656.38	7	106,281.77
XXXXX	-274,069.00	1	0.00	0	-274,069.00
Grand Total Count: 39	<u>5,094,120.59</u>	<u>410</u>	<u>1,499,671.14</u>	<u>235</u>	<u>6,593,791.73</u>



**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>FY11</u>
OAA	3,329.19	1,653.21	921.75	84.00	4,155.75	.00	0.00
APTD	7,234.68	7,792.33	22,903.47	8,021.27	7,703.85	9,194.83	1,896.05
INC	167,814.26	81,951.55	75,987.80	98,901.58	82,160.57	68,864.90	108,198.38
<u>DCYF</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>
	257,850.35	155,720.90	160,070.02	160,362.45	113,448.60	85,424.69	116,578.63

**BREAKDOWN by Month**

<u>FY 12</u>	<u>July</u>	<u>Aug</u>	<u>Sep</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>
OAA	.00	8.22	.00	61.01	.00	.00	0.00
APTD	.00	.00	.00	400.01	.00	.00	0.00
INC	.00	13,107.00	25,822.55	9,511.55	11,084.12	10,388.59	14,594.33
<u>DCYF</u>	<u>199.05</u>	<u>87.52</u>	<u>229.53</u>	<u>69.19</u>	<u>150.92</u>	<u>51.66</u>	<u>61.08</u>
TOTALS	199.05	13,202.74	26,052.08	10,041.76	11,235.04	10,440.25	14,655.41

**Statutory credits received by year**

					HB 2 credits	begin	
SB 409 CREI	130,846.08	135,155.63	134,974.30	154,555.54	405,553.00	385,865.41	369,992.00
% OF TOTAL	6.54	6.76	6.75	7.73	8.11	7.72	7.40

Sheet 1

<u>FY12</u>	<u>FY13</u>	<u>FY14</u>
121.47	69.23	69.23
4,678.04	9,823.56	3342.25
113,498.16	122,895.30	143,207.32
<u>2,921.93</u>	<u>2,338.00</u>	<u>3119.59</u>
121,219.60	135,126.09	149,738.39

<u>Feb</u>	<u>Mar</u>	<u>Apr</u>	<u>May</u>	<u>Jun</u>	<u>TOTALS</u>
0.00	.00	.00	.00		69.23
0.00	.00	.00	2,942.24		3,342.25
6,253.01	5,990.85	25,475.09	20,980.23		143,207.32
<u>2,028.67</u>	<u>21.22</u>	<u>127.76</u>	<u>92.99</u>		<u>3,119.59</u>
8,281.68	6,012.07	25,602.85	24,015.46	-	149,738.39

436,979.00	449,594.00	274,069.00
5.82	5.96	5.48