

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday, May 7, 2014 9:30AM**  
Administration Building  
33 West Street, Keene, NH 03431

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**PRESENT:** Commissioners Pratt, Zerba, and Rogers

**STAFF:** Director of Finance Trombly, MNH Facilities Manager Harrison, and Assistant County Administrator (ACA) Bouchard.

**GUESTS:** June Hammond, Selectperson Westmoreland, Dale Pregent, former Mayor of Keene.

**At 09:30AM** – Commissioner Pratt opened the meeting and recognized MNH Facilities Manager Harrison. Harrison presented the following Maplewood Facilities Quarterly report.

**MNH Facilities report to the Commissioners**  
**Covering Q1 FY2014**

**Accomplishments**

- Hired the Maintenance II replacement, Casey Bourke on an altered dayshift schedule of Wed –Sun. He will transition to this shift in mid-April.
- Met with Daniel’s rep on possible dryer replacements and ducting requirements. Honeywell is also going to bring in one of their Engineers to look at the ducting.
- The Honeywell door holder / delay project was completed on the south stairwell doors. These are now in compliance and are set up the same as the north stairwell doors.
- Our electrician attended the two day code update class
- Set up multiple meetings with Control Technologies to review possible options for replacing the Honeywell EBI system and PM at the Admin Building, Court House, Water Treatment Plant and Waste Water Treatment Plant
- 4<sup>th</sup> floor north end tub / shower room was completely renovated. West Rindge Builders completed the shower rebuild, Monadnock Flooring installed the new floor in the tub room and the facilities crew prepped and painted the walls and installed the new tub. State inspector approved the work
- Hired Houghton to replace seven valves on the first floor. Discovered these were bad while trying to fix a hot water issue on the 2<sup>nd</sup> floor shower.
- RFP’s sent out for Energy Audit and DA Tank engineering / equipment specification

**Concerns**

- Gas piping is undersized going to the new steamer in the kitchen, waiting for a quote to add a larger section. Newer more energy efficient equipment is more susceptible to pressure and flow fluctuations than older models.
- Finding multiple hot water supply and return valves are either bound up or marked as “Valve not working” We are replacing them as we find them and or have a need to repair other areas up stream
- Lack of response to RFP’s at times
- Boiler room roof will need replacement – multiple leaks as the snow melted – ice built up under the rubber membrane

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**Budget**

| <b>Account</b>              | <b>2014<br/>Budget</b> | <b>MTD<br/>Actual</b> | <b>YTD Actual</b> | <b>Budget<br/>Balance</b> | <b>Percent<br/>Remain</b> |
|-----------------------------|------------------------|-----------------------|-------------------|---------------------------|---------------------------|
| P/R Staff MNH               | \$288,394              | \$26,079              | \$73,542          | \$214,852                 | 74.50%                    |
| P/R Overtime MNH            | \$8,500                | \$781                 | \$2,790           | \$5,710                   | 67.18%                    |
| Outside Services MNH        | \$129,282              | \$7,883               | \$32,088          | \$97,194                  | 75.18%                    |
| Supplies MNH                | \$8,400                | -\$114                | \$2,181           | \$6,219                   | 74.04%                    |
| Electricity MNH             | \$138,800              | \$9,690               | \$35,730          | \$103,070                 | 74.26%                    |
| Fuel #4 MNH                 | \$282,017              | \$31,614              | \$99,830          | \$182,187                 | 64.60%                    |
| Auto Repair MNH             | \$11,500               | \$1,863               | \$1,915           | \$9,585                   | 83.35%                    |
| Building Repair MNH         | \$47,350               | \$4,816               | \$11,015          | \$36,335                  | 76.74%                    |
| Equipment Repair            | \$37,350               | \$7,608               | \$14,396          | \$22,954                  | 61.46%                    |
| <b>Total MNH Facilities</b> | <b>\$1,186,035</b>     | <b>\$111,614</b>      | <b>\$341,542</b>  | <b>\$844,493</b>          | <b>71.20%</b>             |

**Looking Forward**

- RFP's to go out in April - Deaerator Tank equipment replacement, replace condensate pump in the boiler room, shower re-tiling in five remaining rooms and Domestic hot water control
- Parking lot swept in April
- Paint and carpet H/R hallway and paint schedulers office
- Paint and carpet in the transportation office
- Boiler #1 opened up, cleaned and inspected
- Spring equipment PM – Honeywell

The Commissioners asked a number of questions concerning the HVAC maintenance agreement with Honeywell and discussed the rebuilding of the five (5) remaining resident shower rooms at Maplewood.

A discussion began concerning the leaking roof in the boiler room at Maplewood and Harrison said that he was in contact with Centimark the roofing contractor that installed the new roof on the Nursing Home last year to obtain a price estimate for boiler room and the areas over the administrative wing that were not done last year. Once an estimated range has been established it would be included in the 2015 budget request. Commissioner Pratt suggested that if the urgency is high to replace the boiler room roof then it might be appropriate to consider the request at the mid-year 2014 budget review sometime in August. Harrison will present the estimate at forthcoming meeting for discussion and review.

The Commissioners thanked Manager Harrison for his report and thanked him for his good work and for the great improvement that has been seen in the Maplewood Facilities Department in the last year.

Commissioner Pratt then recognized ACA Bouchard who presented the quarterly review for the Keene campus.

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Bouchard presented the following information:

**Keene Facilities Report – Q1 2014**

**Overview:**

- Replaced sump pumps in Courthouse cistern outside of boiler room
- Completed preliminary RFP for Courthouse renovation and conducted walkthroughs
- Multiple meetings with David Lay SMRT Architects, on Courthouse renovation plans and drawings continue.
- Scheduled Courthouse Boiler for inspections and tear downs for June 2014
- Significant leak in Court Room #2 found. One hole located and patched another is still un-located.
- Completed Spring maintenance on Campus grounds and Latchis parking lot
- Received and completed approximately 425 work orders from January through April.
- Completed reconfiguration and re-wiring of Registry of Deeds office
- Cleaned basement and storage area of Administration building removing years of accumulated materials.
- Completed county-wide generator maintenance agreement for 2014 with Powers Generator.
- Received quote for Administration building 2015 underground oil storage tank replacement.
- Completed Blood Farm RFP and awarded listing to RE/Max of Keene
- Completed a number of meetings with CTI as a possible replacement vendor for Honeywell in Keene.
- Discovered that despite concentrated effort to repair and seal outside stairs at rear of Courthouse last fall, the extreme winter cold and weather have once again made one set of the stairs unusable and have damaged the other two sets of stairs.
- Snow Fence installation project on old Court House roof completed.
- Replaced / upgraded emergency lights throughout Administration building to meeting JLMC and Fire Department requirements.
- All PM's completed for 1st quarter 2014
- Waste Water and Water Treatment Plants – No issues of note
- Fixed boiler starting/running/swap over issues with Honeywell & Lawrence Bros. (Motors, starter, and pneumatics)
- Repaired outside water spigot damaged by Construction Company working on New Courthouse.
- Installed stairwell security locks in new section of old courthouse.
  
- **Pending 2nd Quarter 2014:**
- Identification and removal of thousands of yards of old and obsolete cabling throughout Courthouse.
- Completion of wall repairs and prep work in “new” section of Courthouse.
- Resolution of sub-leasing issue at Farm

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- RFP for Survey of Blood Farm / County property
- Identify and resolve Panic Alarm problems in Administration and Courthouse
- Repair of old courthouse RTU cooling leaking scheduled for week of 5/5/14. (Location of leak was finally identified from last year).
- Repair/replace windows sashes in Finance area of Administration building.

A discussion arose concerning the Old Courthouse renovation RFP and how the work would be administered and managed. ACA Bouchard said that he and the Administrator Wozmak had come to believe that because of requests from the contractors and sub-contractors for complete bid packages and detailed site drawings, that the best course of action was not to try to act as the general contractors on the project as originally planned but to engage a Construction Manager who would work with the architect (SMRT, Inc.) in a design build partnership.

Commissioner Pratt expressed his concern that the contractors who had already responded to the initial RFP be in a priority position to work with the Construction Manager and SMRT and they not be made to start all over again to be considered for contract awards. ACA Bouchard assured Commissioner Pratt that it was a priority to both him and Administrator Wozmak that the contractors who have already responded be given first consideration whenever possible for the awarding of the work.

Bouchard went on to say that a revamped RFP notice would be presented at next week's Commissioners Meeting for their review.

Commissioner Pratt asked ACA Bouchard to pass on to the Keene Facilities staff the Commissioners gratitude for the great progress that has been made in the last year in identifying and fixing numerous problems throughout the Keene campus. He said the Commissioners were very pleased with their hard work and great results.

ACA Bouchard was then recognized for the purpose of providing the Weekly Operational update report.

Bouchard said that the only item of note for the week was the reconvening of the Delegation Farm Committee and that a reorganization and informational meeting would take place on Monday May 19<sup>th</sup> at Maplewood. He went on to say that he and Administrator Wozmak would be presenting the Farm Committee with some background information from previous years and would discuss the status of the Blood Farm and the County farm lease.

The Weekly Census was reviewed.

The Commissioners then reviewed the Master Item list and no changes were made.

The Commissioners reviewed the manifest and **Commissioner Rogers moved to accept the manifest as presented and the motion was seconded by Commissioner Zerba. Upon vote the motion passed unanimously.**

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**The Commissioners then reviewed the minutes of April 30, 2014 and Commissioner Zerba moved to accept the minutes as presented. Commissioner Rogers seconded the motion and upon vote the motion passed unanimously.**

The Commissioners then reviewed the Commissioners Calendar one correction was noted.

Commissioner Pratt suggested that we invite the UNH Coop Forester Steve Roberge to a meeting in June to get an update on the emerald ash borer threat. ACA Bouchard will extend an invitation for the meeting to be held on June 18<sup>th</sup>.

At 11:11AM there being no further business to discuss, **Commissioner Rogers moved to adjourn the meeting. The motion seconded by Commissioners Zerba and upon vote the motion passed unanimously.**

Respectfully Submitted,  
R Zerba, Clerk