

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 25, 2018 09:30AM
County Hall
12 Court Street
Keene, NH 03431

Present: Commissioners Peter Graves and Joseph Cartwright, Charles Weed

Staff: Administrator Coates, Maplewood Facilities Director Harrison, and Assistant County Administrator Bouchard

Guests:

At 9:30AM the Chairman opened the meeting and recognized Maplewood Facilities Director Harrison who discussed Master Agenda Item #578: MNH Facilities semiannual report to the Commissioners - covering 2017 Q4 – 2018 Q1

Harrison presented the following report:

Accomplishments

Q4 2017

- 2nd pair of new washing machines were installed
- Old well house in the field was demolished
- Active shooter drill at the nursing home
- Rob called in Granite State Rural water to assist with locating underground water and sewer lines
- Set up training on new washers for both laundry and facilities staff
- E.E. Houghton to repair a leak in a 2” hot water line in ALF
- Rob and Dave attended training to maintain their water and Waste water licensing
- E.E. Houghton in to dig up the water valve to the daycare house
- Honeywell in on the fall PM
- Honeywell and Stanley in for annual testing of the elevators
- Spence valve replaced for the boiler oil pre-heating system
- Multiple building project related meetings / tours

Q1 2018

- Mike helped Keene ID breaker panels and worked on a building alarm issue
- Biomass bid tour of MNH boiler room
- Building Access system – replaced a panel that was going into alarm
- Reviewed drawings with laundry management to make needed adjustments
- Assisted Kathryn in determining temporary office locations for staff displaced by the demolition of Administration
- Daniels brought the factory rep in to repair the sticky door handle on washer #4
- Patrick Davis, 2nd shift Facilities staff was employee of the month in February
- Reviewed pre-construction projects with Engelberth
- All recliners were attached to the walls on resident floors
- Reviewed / approved electrical drawings for door locks, wander guards, door magnets, security cameras and phones

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 25, 2018 09:30AM
County Hall
12 Court Street
Keene, NH 03431

- A major backup and flow into the kitchen required outside service and replacement of piping in the kitchen ceiling
- 6 bay garages – crew cleaned out, doors were replaced, trim work started
- Boiler oil pressure issues – caused us to re-route a temporary pipe until outside serves could be brought in to assist with clearing the underground line.

Concerns

- Bus – Repairs required this year to the undercarriage to pass inspection, recent problem with the transmission 4/24 waiting for results
- Managing traffic flow constraints to the back-parking lot – food delivery’s, fuel, staff, etc.
- IT and phone systems cut over work prior to demo

Budget

Account - Q4 2017	2017 Budget	Dec. Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$309,290	\$43,686	\$305,941	\$3,349	1.08%
P/R Overtime MNH	\$8,500	\$1,545	\$5,206	\$3,294	38.75%
Outside Services MNH	\$172,940	\$7,932	\$157,337	\$15,603	9.02%
Supplies MNH	\$11,350	\$2,420	\$5,655	\$5,695	50.18%
Electricity MNH	\$145,000	\$10,012	\$135,576	\$9,424	6.50%
Gas/LPG MNH	\$37,440	\$4,498	\$40,137	-\$2,697	-7.20%
Fuel #4 MNH	\$162,997	\$22,476	\$138,710	\$24,267	14.89%
Auto Repair MNH	\$12,500	\$755	\$13,043	-\$543	-4.34%
Building Repair MNH	\$47,350	\$2,040	\$41,522	\$5,828	12.31%
Equipment Repair MNH	\$40,000	\$7,382	\$44,839	-\$4,839	-12.10%
Total MNH Facilities	\$1,160,443		\$1,108,795	\$24,447	6.24%

Account - Q1 2018	2018 Budget	March Actual	YTD Actual	Budget Balance	Percent Remain
P/R Staff MNH	\$318,497	\$29,420	\$82,040	\$236,457	74.24%
P/R Overtime MNH	\$8,500	\$819	\$2,179	\$6,321	74.36%
Outside Services MNH	\$147,061	\$9,168	\$36,089	\$110,972	75.46%
Supplies MNH	\$9,300	\$1,114	\$2,029	\$7,271	78.18%
Electricity MNH	\$145,000	\$11,027	\$33,108	\$111,892	77.17%
Gas/LPG MNH	\$49,200	\$3,738	\$10,615	\$38,585	78.42%
Fuel #4 MNH	\$147,541	\$11,633	\$46,152	\$101,389	68.72%
Auto Repair MNH	\$12,500	\$953	\$1,311	\$11,189	98.51%
Building Repair MNH	\$47,350	\$3,251	\$7,523	\$39,827	84.11%
Equipment Repair MNH	\$40,000	\$501	\$8,584	\$31,416	78.54%
Total MNH Facilities	\$1,140,865	\$90,437	\$283,070	\$857,795	75.19%

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 25, 2018 09:30AM
County Hall
12 Court Street
Keene, NH 03431

Looking Forward

- Temporary office moves in May
- Spring equipment PM with our staff and Honeywell
- Campus wide spring clean up
- Boiler 1 & 2 cleaning and inspection
- Demolition day!

Bruce Harrison
Facilities Director

The Commissioners thanked Harrison for his report and then recognized Administrator Coates for the Weekly Operations Report.

Coates said that the installation of the new roof on the Administration Building that has been delayed for almost two (2) years and is being scheduled to start mid-to-late June. He also said that the RFP for the replacement of the windows for the building will issued shortly.

He then reviewed a communication from Senator Kahn concerning a pending bill that effects County Finance departments through the implementation of a mandatory audit bill. Independent Audits have been in effect in Cheshire County for many years and it is felt that a mandatory bill that primary effects one County should not be made into law.

He then discussed a seminar that he attended with the HR Director on current trends and issues in the HR world. He said it was a very good seminar and he was glad he was able to attend.

May 16th is the date for the Nursing Home employee recognition dinner at Maplewood. The Commissioners meeting that week will be held at the Nursing Home.

Coates then discussed a pending lawsuit emanating from the New Hampshire Association of Counties (NHAC) suing the national Drug Companies for the distribution of opiates and the County's potential role as a litigant in the suit.

He said that a conversation with the City of Keene Director of Public works concerning their solar installation for the DPW building on Marlboro Street. He said that there was not a clearly a specific measurable gain that could be shown but it was believed to be a positive addition to the keeping the overall cost of energy down.

Coates discussed the trip that he and Bouchard undertook to inspect and review the Westmoreland campus and he discussed the Antioch high tunnel project and irrigation system that is being installed by the University to enhance and support the Maplewood gardens area.

Coates then said that he attended a conference last week and had an opportunity to meet with the Governor where he discussed the Northern Borders project. He said that the Governor will be supporting the application and will be issuing a letter of support to the Congressional delegation.

MINUTES
Cheshire County Commissioners Meeting
Wednesday April 25, 2018 09:30AM
County Hall
12 Court Street
Keene, NH 03431

He then said that he had received an email informing the County that the Federal Farm bill is still being debated and it may push back the implementation date for Cheshire County application to join Northern Boarders. He also relayed his follow-on discussion with the Governor concerning the implementation of managed care within the State.

Coates then said that the Ground-Breaking Ceremony for the Nursing Home will Monday May 21st at Maplewood. The time of the event will be announced shortly.

Old Business

No items were discussed.

New Business

A discussion concerning the NHAC organizational structure was then had and was led by Commissioner Weed.

The Weekly Census was reviewed.

The Weekly Manifest was then reviewed and a number of questions were asked by Cartwright and concerning invoices. At the conclusion of the questions, Commissioner Cartwright moved to accept the Manifest as presented and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.

The minutes of April 18, 2018 were then reviewed and Commissioner Weed moved to accept the minutes and was seconded by Commissioner Cartwright. Upon vote the motion passed unanimously.

The Commissioners Calendar was then reviewed.

At 11:25AM there being no further business to discuss, Commissioner Weed moved to adjourn the meeting. The motion to adjourn was then seconded by Commissioner Cartwright and upon vote the motion passed unanimously.

Respectfully Submitted,

Charles Weed
Clerk, Board of Commissioners