

**MINUTES**  
**Cheshire County Commissioners Meeting**  
**Wednesday October 24, 2018 09:30AM**  
**County Hall Building**  
**12 Court Street**  
**Stillman Rogers Conference Room**  
**Keene, NH 03431**

**Present:** Commissioners Peter Graves, Joseph Cartwright and Charles Weed

**Staff:** County Administrator Coates, Finance Director Trombly, Maplewood Facilities Director Harrison, Grants Assistant Shreckengost, and Assistant County Administrator Bouchard

**Guest(s):** Steve Horton, Maplewood Reconstruction Owners Representative

At 9:33AM Chairman Graves opened the meeting and recognized Grants Assistant Shreckengost who discussed Master Agenda Item #620: NH Highway Safety STEP FFY19 Grant Agreement Execution. She described the purpose of the grant for highway safety enforcement laws. **Commissioner Cartwright moved not to accept the grant and was seconded by Commissioner Weed. Upon vote the motion failed 3-0.**

Maplewood Facilities Director was then recognized and discussed Master Agenda Item #621: Maplewood Facilities Department Semi Annual Report:

MNH Facilities semiannual report to the Commissioners - Covering Q2-Q3 FY2018

### **Accomplishments**

#### **Q2 2018**

- Phone, Data Access control and Fire alarm system were all moved into the new alarm / IT room out of the Admin space to allow for demolition. Fire alarm system was replaced
- Capital Environmental in to remove waste drums from the red barn, sand shed and 6 bay garages
- Office moves were started and stopped
- Met with the current garden staff on installation of an irrigation system
- State Survey – Life Safety was deficiency free
- Boilers 1 & 2 were taken down, cleaned, inspected, reassembled and re-fired
- RFP out for the last group of copiers – all are on the same cycle starting in two years
- Replaced a failed hot water re-circulation pump in the boiler room
- Federal Life Safety Inspection – Lack of sprinklers in 2 skylights and fire alarm panel on 2<sup>nd</sup> floor
- Training – FEMA emergency preparedness training Concord DHHS, UST re-certification training at DES

#### **Q3 2018**

- Multiple boiler issues mainly due to lack of oil pressure – Lakes Region cleared the line
- Replaced the exhaust fan motor in HRU-2, main line grounded inside the pipe
- Split systems from the old fire alarm room and old server room put back in service in the new fire alarm room and washer room
- Durling Cleaning used to wash some high windows – test run for work to come
- Office moves completed
- Applied for State permit to operate our two existing boilers and one generator
- AHU-5 compressor failed – existing R22, cannot replace larger than 5-ton condenser

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- Van replacement RFP completed
- Budgets completed for MNH, WTP and WWTP
- Replaced one of two blowers at the WWTP – vintage equipment
- Temporary #2 oil tank, piping and pump installed and operational
- Ran the last #4 oil on 9/24/18
- Admin demo begins
- Xlink failed / repaired – converts the building system language from ALF to the EBI
- Training – Attend NEHES seminars at Dartmouth, reviewed their active shooter incident

**Concerns**

- ALF – Nurse Call system is obsolete – parts no longer available
- Snow removal challenges with all the added obstacles – jersey barriers, trailers, etc.
- Higher heating costs this season
- Honeywell systems support the further we get into our project

**Budget**

<b>Account - Q2 2018</b>	<b>2018 Budget</b>	<b>June Actual</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>Percent Remain</b>
P/R Staff MNH	\$318,497	\$25,982	\$158,100	\$160,397	50.36%
P/R Overtime MNH	\$8,500	\$260	\$3,464	\$5,036	59.24%
Outside Services MNH	\$147,061	\$5,832	\$68,762	\$78,299	53.24%
Supplies MNH	\$9,300	\$532	\$2,582	\$6,718	72.24%
Electricity MNH	\$145,000	\$13,837	\$71,517	\$73,483	50.68%
Gas/LPG MNH	\$49,200	\$4,718	\$20,129	\$29,071	59.09%
Fuel #4 MNH	\$147,541	\$11,063	\$79,411	\$68,130	46.18%
Auto Repair MNH	\$12,500	\$10,112	\$18,259	-\$5,759	-46.08%
Building Repair MNH	\$47,350	\$1,641	\$13,649	\$33,701	71.18%
Equipment Repair MNH	\$40,000	\$4,787	\$18,336	\$21,664	54.16%
<b>Total MNH Facilities</b>	<b>\$1,140,865</b>	<b>\$95,762</b>	<b>\$555,872</b>	<b>\$584,993</b>	<b>51.28%</b>

<b>Account - Q3 2018</b>	<b>2018 Budget</b>	<b>Sept. Actual</b>	<b>YTD Actual</b>	<b>Budget Balance</b>	<b>Percent Remain</b>
P/R Staff MNH	\$318,497	\$26,329	\$237,538	\$80,959	25.42%
P/R Overtime MNH	\$8,500	\$103	\$4,441	\$4,059	47.75%
Outside Services MNH	\$147,061	\$5,712	\$103,078	\$43,983	29.91%
Supplies MNH	\$9,300	\$7	\$2,589	\$6,711	72.16%
Electricity MNH	\$145,000	\$39	\$101,258	\$43,742	30.17%

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Gas/LPG MNH	\$49,200	\$2,679	\$27,341	\$21,859	44.43%
Fuel #4 MNH	\$147,541	\$3,205	\$82,841	\$64,700	43.85%
Auto Repair MNH	\$12,500	\$0	\$12,549	-\$49	0.39%
Building Repair MNH	\$47,350	\$6,234	\$27,347	\$20,003	42.25%
Equipment Repair MNH	\$40,000	\$1,918	\$26,809	\$13,191	32.98%
<b>Total MNH Facilities</b>	<b>\$1,140,865</b>	<b>\$63,212</b>	<b>\$778,313</b>	<b>\$362,552</b>	<b>31.78%</b>

**Looking Forward**

- Winter prep – trucks and plows serviced, sander mounted and tested
- Oil tanker in arrives – operational guidelines put in place
- Continued support of the building project

Bruce Harrison  
 Facilities Director  
 Maplewood Nursing Home

The Commissioners thanked Harrison for his report and then recognized Maplewood Owners Representative Steve Horton to discuss Master Agenda Item #622: Maplewood Reconstruction Project Update.

Horton said that the foundations for the new wing have begun and 74 cubic yards of concrete was poured for beginning of the foundation installation.

He then recognized Mike Davey from EEI who the contractor for HVAC systems to be installed at the nursing home. He discussed that he will be presenting six HVAC options for review today and then passed out two documents.

Horton reviewed the history of the HVAC project to date and outlined some of the costs of the six (6) options being considered.

He then discussed the various configuration options and the mix of multiple fuel options that would be available for the currently specified system that is under consideration. Davey then discussed the option for the nursing home and recommended that the options being considered should include at least one secondary fuel for the project due to location and necessity of keeping the facility running at all times under all conditions and presented the two (2) documents below:

RE: Heating System Fuel Options for Maplewood

Option #1- Propane Fuel System

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There would not be a second type of fuel in case of an emergency or failure in the delivery system. There are many vendors selling propane. This system and cost is carried in the present budget. The propane design has \$0.00 initial added costs. If chosen there would be \$650,000 savings to the project budget.

**Option #2- Multi Fuel Biomass/Propane System**

The proposed design would allow for three fuel types. The three types are propane, 25% dry chip, and wood pellets. By having the three fuel types, the County would be able to regularly request competitive pricing for the three fuel types. This would prohibit the possibility of one fuel type failure to deliver or emergency condition. This system and cost is carried in the present budget. This system has an initial added cost of \$650,000 and has a 5.23-year payback. No additional funds would be needed for the project.

**Option #2A-30% Dry Chip Added as Fourth Fuel Option**

This option could be used with the same equipment as Option #2 and provide a fourth fuel option. There might be a need for the addition of a blower to unload the 30% dry chips-if the vendors do not upgrade their own delivery vehicles between now and the fall of 2019. The combined total of the Option #2 system cost and the addition of a blower for Option #2A would be \$925,000. There would be a 7.03-year payback. This blower cost would require adding \$275,000 to the project budget.

**Option #3-Green Chip Fuel Biomass/Propane System**

The green chip design would have two fuel types; propane and 45% green chips. The County would be able to regularly request competitive pricing for the two fuel types. This would prohibit the possibility of one fuel type failure to deliver or another emergency condition. This system and cost is not carried in the present budget. This system has an initial cost of between \$1,032,000 and \$1,500,000. That equates to between 5.88 years and 8.55-year payback. To choose this system would require adding between \$382,000 and \$550,000 to project budget.

<b>Heating System Fuel Options Listed From Lowest to Highest Payback Years</b>								
<b>Fuel Type</b>	<b>Price per Unit</b>	<b>Qty. of Units</b>	<b>Units</b>	<b>Cost with REC</b>	<b>Annual Savings</b>	<b>Initial System Cost</b>	<b>Simple Payback-years</b>	<b>Fuel Source Notes</b>
Propane	\$1.57	151,648	Gallons	\$238,087	\$36,913	\$0	0.00	No second fuel source
Comm. Cartwright	\$62.00	1605	Tons	\$99,510	\$175,512	\$1,032,175	5.0+/-	Multiple Suppliers
25% Dry Chip	\$120.00	1255	Tons	\$150,600	\$124,400	\$650,000	5.0+/-	Two suppliers at this time
30 % Dry Chips	\$102.50	1400	Tons	\$143,500	\$131,500	\$925,000	7.03	Two suppliers at this time
Orig. Green Chip	\$62.00	1605	Tons	\$99,510	\$175,512	\$1,400,000	7.98	Multiple suppliers
Wood Pellets	\$237.00	863	Tons	\$204,413	\$70,588	650,000.00	9.21	Multiple suppliers
Oil Basis Inform.	\$2.75	100,000	Gallons	\$275,000	\$0	??	??	Not an option because of fuel costs

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Davey addressed his projected costs that were submitted and said that to modify his original cost structure to move to green chips which require the installation of a bunker and modifications to the boiler room an additional \$500,000.00 cost would be incurred.

The various costs were discussed and Harrison was asked what his opinion was and he said that he preferred a simple system to operate and maintain.

**Following extended discussion, Commissioner Weed moved to rescind the previous motion for the implementation of a dry chip boiler for the Maplewood Project based on the proposed cost of \$1,032,175.00 for a green chip boiler and its projected savings. The motion is contingent on verification of the actual costs to be determined by the project team. Commissioner Cartwright seconded the motion. Upon vote the motion passed with two Yea's (Weed and Cartwright). Commissioner Graves voted Nay on the motion.**

**At 11:15AM Pursuant to RSA 91-A:2, I: The Commissioners voted unanimously to enter into a Non-Meeting to discuss Union matters.**

**At 12:10 PM The Commissioners voted unanimously to re-enter public session.**

Coates was then recognized for the Weekly Operations Report.

Coates reviewed the meeting that was held this week with Attorney Robert Bonsignore who is acting as counsel to County on the Pharma class action lawsuit with senior staff and Commissioner Weed in attendance. Bonsignore reviewed and discussed the background history of the lawsuit, recapped the current status, and answered questions about issues that have occurred at the County. A question and answer segment about the cost to the County and its' taxpayers began. Further dialogue concerning the effect of opiates on the community and the effect and relevancy of various particular situations was addressed. A discussion on the staff's time and to research and respond was also covered.

Coates then said that he and Trombly will be meeting with IPG in Keene (the County insurance advisors) to discuss County employee healthcare plan options for the coming year.

He then said that on November 16<sup>th</sup> in Concord at the Holiday Inn the Dupont Group will host a "Capitol Insider" seminar to discuss the impact of the State of NH budget on communities.

Coates then reminded the Commissioners that this coming Sunday, October 28<sup>th</sup>, the Blood Farm will be used by the Westmoreland Fire Department as live fire training session that will result in the demolition of the house.

Coates covered the recent meeting(s) held at Maplewood with Maplewood Administrator Kindopp and her staff as well as Finance Director Trombly and HR Director May to discuss employee hiring and retention issues. He said that the meetings have been positive and insightful and the dialogue has been helpful in addressing these concerns.

He then discussed that the traffic on the Maplewood construction site is being closely monitored and controlled for the safety of residents, employees, and construction workers and that overall things have

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been going well. He went on to say that with the River Road bridge being temporarily closed for culvert repairs the remaining access roads into Maplewood, Partridge Brook Road and the western end of River Road are very busy as all traffic in the area is being funneled to these two roads.

Coates then said that he has met with Tim Murphy of Southwest Regional Planning and Jack Dugan of Monadnock Economic Development to discuss the best ways to bring an area Economic Development Coordinator to the County. Discussion will be on-going.

Old Business:

New Business:

The Weekly Census was then reviewed.

**The minutes of Oct 10, 2018 were then reviewed and Commissioner Cartwright moved to accept the minutes as amended and was seconded by Commissioner Weed. Upon vote the motion passed unanimously.**

**The calendar was then reviewed.**

The Weekly Manifest was then reviewed with questions from the Commissioners. **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.**

**General Discussion:** None

**At 12:38PM there being no further business to discuss, Commissioner Cartwright moved to adjourn the meeting. The motion to adjourn was seconded by Commissioner Graves and upon vote the motion passed unanimously.**

Respectfully Submitted,

Charles Weed  
Clerk, Board of Commissioners