

## GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Highway

North Haverhill, NH 03774

February 13, 2018

PRESENT: Commissioners Lauer, Ahern and Piper, County Administrator Libby, Admin. Asst. Norcross.

OTHERS PRESENT: Todd Eck, Farm Manager Kimball, HR Director Clough, Maintenance Superintendent Oakes, Register of Deeds Monahan and Kimberli Carpenter.

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

Farm Manager Kimball arrived and gave the following report:

1. Currently milking 74 cows. We are shipping 6,200 lbs. daily, averaging 83 lbs. per cow.
2. Price of milk is still dropping, now at \$18.03 per hundred weight.
3. As everyone is aware, the price of fluid milk is still continuing to drop.
4. We are back to a full crew and vacations are now caught up.
5. Ordered five ton of potato seed. Getting the rest of the seed order ready. Planning on Open Barn Day June 23<sup>rd</sup>.

Commissioner Lauer asked if any adjustments need to be made to the seed order to compensate for the lack of inmate help. FM Kimball stated that DoC Supt. Elliott stated that he will have enough help.

FM Kimball stated that he has some equipment that they no longer use and he would like to sell it to bring in some revenue to help offset the price of milk. He stated that he has a manure spreader, bail buncher, a set of 3 bottom plows, and potato planter. He asked for some direction on how to go about selling the equipment. Commissioner Ahern suggested advertising in the Weekly Market Bulletin and the Farm Bureau newspaper. Commissioner Ahern stated that he would like to see the equipment he is looking to sell.

Commissioner Lauer requested to go into nonpublic session.

\*9:15AM Commissioner Ahern moved to enter into non-public session for the purposes of Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present according to RSA 91-A: 3, II (1). Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer "yes"; Commissioner Ahern "yes"; Commissioner Piper "yes" Commissioner Lauer stated that a majority of the board voted "yes" and would now go into non-public session.

\* 9:42 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because divulgence of the information in the minutes would likely adversely affect the reputation of any person other than a member of the public body itself. Commissioner Piper seconded the motion and all were in favor.

Human Resources Director Clough arrived and requested to go into nonpublic session.

9:43 AM Commissioner Piper moved to enter into non-public session for the purposes of discussing a personnel matter pursuant to RSA 91-A: 3, II (a) and matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself pursuant to RSA 91-A:3, II (c) Commissioner Ahern seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\*9:59 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because divulgence of the information in the minutes would likely adversely affect the reputation of any person other than a member of the public body itself. Commissioner Piper seconded the motion and all were in favor.

\* 10:00AM – Commissioner Ahern moved to enter into non-public session for the purposes of discussing a personnel matter pursuant to RSA 91-A: 3, II (a) and matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself pursuant to RSA 91-A:3, II (c). Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\* 10:26 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because divulgence of the information in the minutes would likely adversely affect the reputation of any person other than a member of the public body itself. Commissioner Piper seconded the motion and all were in favor.

Maintenance Supt. Oakes arrived and gave the following report:

### **COMPLEX**

#### **Force Main Sewer Project**

- Notice of Award set, signed and returned

- Declination letters sent to those whose bids were declined
- Preconstruction meeting held Wednesday 1/31
  - Signed Agreement
  - Collected bonds and Certificate of Insurance
  - Issued notice to proceed
  - Started submittal process

**Generator** – The Nursing Home / Biomass generator never went through the NH DES engineering registration approval process when it was initially installed in 2002. Over the last year I've worked with DES to retroactively register it, specifically the Above-ground Storage Tank (AST) portion of this unit. Because it wasn't initially registered, we are obligated to follow newer, more stringent DES rule changes implemented in 2013, which have added complication and expense. The Connecticut River Advisory Group reviewed everything and said everything looked fine and they have no input. I need to complete a final review to ensure I've addressed everything DES identified and schedule a site visit. *I've put this on hold to work other more pressing matters. I will circle back to this in the spring when the snow is gone, since a portion of the inspection involves checking barriers protecting the generator shed and many of those barriers are currently buried under snow piles.*

**Generator** – During routine in-house testing the nursing home/biomass generator experienced erratic voltage losses, causing erratic functioning of interior and exterior electrical devices. Powers Generator sent a tech to troubleshoot the problem, but he couldn't duplicate the problem.

During our next in-house test, following Powers on site visit, the problem reoccurred. Powers Generator sent a tech a 2<sup>nd</sup> time and load-banked the generator for a few hours but the voltage held steady as a rock.

Following the 2<sup>nd</sup> Powers visit we conducted another in-house test and the problem reoccurred. Powers Generator sent a tech up a 3<sup>rd</sup> time and he changed the Voltage Regulator (VR). He also tried to find why our generator is eating up VR's, but he could not find anything conclusive. This generator is now on its fourth VR and the removed VR had failed at 9-months, 3-months beyond its 6-month warranty. He also downloaded the VR history and took it back to their shop to analyze.

We conducted another in-house test following the VR change and the voltage was normal. However, something is causing premature failure of this generator's VR's. I received a letter from Powers saying they discussed our generator issue with their peers and it was suggested to modify one of the VR parameters (see attached letter). A Powers tech will be on site today (2/13) to do this work. Lastly, Powers said that the parameter change may not make a difference and we will likely need to have a Caterpillar Generator engineer look into this issue further. Apparently other entities with this same generator have experienced similar problems.

## COURTHOUSE

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

**Circuit Court Office Ceiling Abatement Project** - Renovation of all areas are complete and we moved the Circuit Court staff back into their offices on January 23<sup>rd</sup>

**Security** - Mortised lock in double doors leading from sitting lobby to back hallway is worn out.  
*Replaced lock*

**Security** – Dispatch camera on J-connector stopped working...*replaced transformer.*

**Plumbing** – Pressure Reducing Valve (PRV) on domestic water supply at building entrance stopped working...pressures too high. Ordered rebuild kit for PRV.

### **NURSING HOME**

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

**Bathroom Floors** – Epoxy floors in four resident bathrooms in the 69 Building have come un-bonded to the *cement. Notified Tim Estes from Estes & Gallup to see if there is any recourse through CPI, the original installer. The installer is no longer in the floor business*

**Fire Alarm** – Intermittent Ground fault in loop 1 TROUBLE. *Tried troubleshooting numerous times but due to the erratic manifestation of this problem, the fault usually last a few minutes at a time and then disappears for hours. I had ALARMCO also look at it but they experienced the elusiveness as we. Until it becomes a hard fault that holds for a few hours, we can't pinpoint the problem*

**Laundry** – Dryer 1 drive motor is making squealing noise...replaced the bearings. Problem persists but not quite as loud. Ordered new drive motor.

**Laundry** – Washers 1 & 2 doors not latching properly. *Found solenoid plunger worn excessively. Door latches, which accept solenoid plunger is worn and misaligned. Ordered door handle casting and door latch casting to fix. Installed parts...tested good.*

**Laundry** – Washer 1 drain valve failed...*replaced drain valve assembly.*

**HVAC** – Hydronic pump 3 love-joy coupling failed...*replaced coupling.*

**Kitchen** – Lower convection oven mode select switch failed...*replaced switch*

**Kitchen** – Upper convection oven wouldn't light...*replaced gas valve.*

**Kitchen** – Lower steamer RH contactor failed...*replaced contactor*

**Electric beds** – Completed assembling all 25 new beds and distributed them to the units.  
*Disassembled old style beds for scrap.*

### **ADMINISTRATIVE BUILDING**

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

**Domestic Water** – Backflow device on domestic water feed failed test...*ordered rebuild kits for both check valves.*

**HVAC** – Room 263 heating system not communicating with Building Automation System front end...*replaced transformer on local control.*

### **Dept. of Corrections**

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

**HVAC** – Heat pump WHP-C1 stuck in cooling mode on circuit B when circuit A experienced a cracked fitting on the reversing valve causing it to lose all its oil in circuit A. *North Country Mechanical shot direct voltage to the reversing valve on Circuit B to get it to take over heating of Area C and then ordered reversing valve rebuild kits for both A & B circuits.*

**HVAC** – Hydronic pump 11B leaked a shaft seal...*installed new shaft seal kit and body gasket.*

**Kitchen** – Three convection ovens have buzzers that don't work to indicate completion of cooking process and one has a broken light switch. *Awaiting ordered parts. Also, replaced timer on one of these ovens.*

**Safety** – CO2 sensor in vehicle sally-port reached end of life...*replaced sensor.*

**Security** – Had a door location showing open when they were confirmed physically closed and locked...*made adjustments to door sensors and micro-switches.*

### **MAINT/FARM BUILDING**

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

### **FARM**

**Bulk tank** - Diversion valve not working on pipeline washer...*replaced solenoid.*

**Heifer Barn** - Water line froze and split at North waterer...*replaced section of line.*

### **BIOMASS PLANT**

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

**Chip Delivery System** – Found metering auger gearbox leaking at shaft seals...*secured seals and will change them at spring shutdown (current leak is minor)*

**Boiler** – Messersmith tech performed annual tuning of boiler

**Multi-cyclone** - Induced draft fan failed...*replaced belts.*

#### **ALTERNATIVE SENTENCING BUILDING**

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

#### **VEHICLES & EQUIPMENT**

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

**¾ Ton Truck** - Heat not working...bad heater core...*replaced heater core*

#### **1-ton Truck**

- LH rear outer tire sidewall gouged...*Fadden Automotive replaced tire*
- V-plow right wing hose failed...*replaced hose and serviced fluids*

#### **OTHER**

**Backflow Tester Recertification** – John Bishop just completed recertification (good for 3-years)

Supt. Oakes requested to go into nonpublic session.

10:40 AM Commissioner Ahern moved to enter into non-public session for the purposes of discussing a personnel matter pursuant to RSA 91-A: 3, II (a) and matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself pursuant to RSA 91-A:3, II (c). Commissioner Piper seconded the motion. This motion requires a roll call vote, Commissioner Lauer called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes”; Commissioner Piper “yes” Commissioner Lauer stated that a majority of the board voted “yes” and would now go into non-public session.

\*10:57 AM Commissioner Lauer declared the meeting back in public session.

Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because divulgence of the information in the minutes would likely

adversely affect the reputation of any person other than a member of the public body itself. Commissioner Piper seconded the motion and all were in favor.

Register of Deeds Monahan arrived and gave the following report:

**Grafton County Registry of Deeds  
Kelley J. Monahan Register  
Report to Commissioners  
February 13, 2018**

**January Revenue**

County Revenue 1/2009	\$ 52,410.89	State Revenue 1/2009	\$ 271,090.56
County Revenue 1/2010	\$ 57,423.27	State Revenue 1/2010	\$ 339,951.36
County Revenue 1/2011	\$ 68,696.89	State Revenue 1/2011	\$ 324,824.64
County Revenue 1/2012	\$ 62,139.27	State Revenue 1/2012	\$ 256,680.00
County Revenue 1/2013	\$ 64,370.72	State Revenue 1/2013	\$ 301,115.52
County Revenue 1/2014	\$ 55,367.36	State Revenue 1/2014	\$ 405,148.80
County Revenue 1/2015	\$ 54,735.80	State Revenue 1/2015	\$ 396,939.84
County Revenue 1/2016	\$ 58,411.93	State Revenue 1/2016	\$ 451,148.80
County Revenue 1/2017	\$101,073.90	State Revenue 1/2017	\$1,207,218.24
County Revenue 1/2018	\$ 64,011.41	State Revenue 1/2018	\$ 595,952.80

**Foreclosures**

2009 14 year to date  
2010 21 year to date  
2011 14 year to date  
2012 12 year to date  
2013 19 year to date  
2014 15 year to date  
2015 13 year to date  
2016 14 year to date  
2017 5 year to date  
2018 4 year to date

1. The hiring process dominated a great deal of time in January. We are very happy to have a new addition to our staff, Kimberli Carpenter of Benton started with the Registry on Monday 2/12/18.
2. HB 1478 that I brought to the attention of the GCBC and the Executive Committee in January has been voted ITL, inexpedient to legislate. I have scheduled this as an agenda item for our next NH Register of Deeds Association meeting, as I believe that the calculations were done incorrectly and the effect on state and county revenue has been understated.
3. We had an unusual request for return of RETT Real Estate Transfer Tax. An error was made at closing by the party recording the document. The request for return documentation was presented by the NH DRA and a debit of the amount of \$9,052.00 was made to our monthly report with NH DRA. Documents attached.
4. Now that we have an additional staff person, we will be addressing the old book storage project in

the basement, since losing a member of the staff 3 years ago, we have only been able to manage the daily work load and have put important projects on hold.

5. The museum cabinets have arrived and soon we will have some of our historic records on display for the benefit of the public. We are converting my current office into more of a lobby/museum for the public. We will be using two small offices in the basement for myself and the new hire. We will be undertaking a major overhaul of the storage and access of our data base over the next 12 months. Staff will conduct the scanning process of our remaining 300 books 1870-1930. By utilizing the expertise of the present staff members, we will be saving the county almost \$800,000.00, as quoted by a trusted vendor for completion of that project, and in doing so, we will retain the quality control oversight.
6. In accordance with Grafton County Board of Commissioners new policy, on 2/7/2018 I submitted six (6) memos to the County Administrator for review prior to my monthly meeting. Three (3) memos pertained to items that I would like to display in our lobby, I was told that these actions did not require memos. The other three (3) memos pertained to personnel issues that I wanted to address with the Commissioners. Once I received the agenda on 2/8 which had scheduled three (3) non-public sessions as “fact finding” meetings, with the individuals involved in the personnel issues, I communicated with County Administrator Libby that I found this method unacceptable, questioned the legality of the choice of RSA 91A:3 II(a) as a “fact finding” discussion. I called Commissioner Lauer to express my dissatisfaction with this method of attempted conflict resolution. On Monday, I was informed via email from Commissioner Lauer that the meetings would proceed as scheduled. This is far from best practices in seeking conflict resolution. For the above reasons and the history of my experiences with the management of Grafton County, I refuse the non-public session scheduled at 10:45. I have sought legal counsel, who is currently on vacation, returning next week. After speaking with council and documenting all of my experiences and emails, I request a rescheduling of the non-public session within 3 weeks. As a 4 term Constitutional Officer of the State of New Hampshire, I seek transparency and to safeguard my reputation.

Respectfully Submitted,  
Kelley J. Monahan

Commissioner Lauer asked if everyone had a chance to read the minutes from the February 6<sup>th</sup> meeting. Commissioner Piper had an edit.

Commissioner Ahern moved to approve the minutes as amended. Commissioner Piper seconded the motion and all were in favor.

The Commissioners signed check registers 47-49; 1127-1132.

CA Libby handed out a summary of social service and other funding by the other counties in New Hampshire. She stated that many of the counties fund the Child Advocacy Centers as well as the Economic Development Corporations so she included Grafton County’s funding totals for those agencies as well in her totals that were sent to the other County Administrators. She noted



that all counties fund UNH Cooperative Extension as they have a MOU with the University.

CA Libby stated that Sheriff Steven Kieliszewski from the Alpena County Sheriff's Department in Michigan along with one (1) Commissioner and two (2) Jail personnel came to tour our Department of Corrections. She explained that they are in the process of selecting an architect and designing a new Correctional Facility for their county. One (1) of the finalists for their architect is SMRT who designed the Grafton County Department of Corrections. They spent the afternoon touring the entire jail and answering questions for them. She noted that they were very impressed that after occupying the jail for six (6) years it looks as good as it does.

Commissioner Issues:

Commissioner Ahern stated that he is going to be attending a dinner with Vermont Governor Phil Scott. He asked how many Grafton County employees are from Vermont. CA Libby stated that she would get that information after the meeting.

Commissioner Ahern and Commissioner Lauer attended the Crossroads graduation. Commissioner Lauer stated that there were (7) clients and it was very nicely done. There is a graduation tomorrow in Alternative Sentencing that was postponed from last week. None of the Commissioners will be able to attend.

Commissioner Lauer stated that she encourages the Commissioners to take a look at everything they gathered today. She stated that she feels it is important to get everyone's side of the story. Commissioner Ahern stated that RSA 478:2-A is critical to this discussion. He stated that it states that the Register of Deeds may employ individuals to assist him in the performance of his official duties. Salaries of the assistants and any other expenses of the Office of the Register of Deeds shall be paid by the County.

11:29 AM with no further business the meeting adjourned.

Respectfully Submitted,

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Wendy A. Piper,  
Clerk