

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Hwy  
North Haverhill, NH 03774  
June 18, 2019

PRESENT: Commissioners Lauer and Piper, County Administrator Libby and Administrative Assistant Norcross

OTHERS PRESENT: Maintenance Superintendent Oakes

EXCUSED: Commissioner Morris

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

9:01 AM Commissioner Piper moved to temporarily adjourn this meeting for the purpose of consulting legal counsel. Commissioner Lauer seconded the motion and all were in favor. Commissioner Lauer stated that they will now adjourn this public meeting for the purpose of consulting with legal counsel. The public must leave the meeting room and the door will be closed.

9:17 AM Commissioner Lauer reconvened the meeting.

Supt. Oakes presented the following report:

**COMPLEX**

**Main Sewage Grinder** - Electric motor bearings starting to fail...replaced motor

**Fire Hydrants** – Performed 6-month flushing of hydrants

**COURTHOUSE**

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

**HVAC** – York AC system supporting Dispatch in off hours has bad condensing unit compressor (short to ground). North Country Mechanical (NCM) replaced compressor

**Sewage Pumps** - Pumps short cycling...suspect bad float...replaced float

**NURSING HOME**

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

**HVAC** – Laundry washer room AC system compressor failed. System was 12-years old and getting less supportable due to its age. Replaced entire system.

**HVAC** – 7.5 ton AC system for kitchen wing experienced Freon leak...NCM repaired leak and serviced the system back up with Freon

**HVAC** – 15-ton AC system for kitchen hood had a condensing fan motor fail...replaced motor

**Laundry** – Small LG washer bearings had a lot of play...replaced two drum shaft bearings, shaft seal and drum shroud seal.

**Kitchen** – Lower steamer right side contactor starting to fail...replaced contactor

**Electrical** - 69 elevator and kitchen hot water booster are not covered by generator power. Royal Electric transferred both systems from the MDP-S main breaker panel and tied them into the MDP-EQ generator covered circuit breaker panel.

#### **ADMINISTRATIVE BUILDING**

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

**HVAC** – Chiller condensing unit compressor failed (locked rotor)...NCM replaced compressor.

**HVAC** – Deeds Server Room AC system compressor failed. System was 15-years old and this was 3<sup>rd</sup> compressor to fail in its lifetime. NCM and my staff are in the process of replacing the entire AC system

**HVAC** – Air handler HRU 1 has worn exhaust fan sheaves...replaced sheaves

**HVAC** – Chiller had two bad crankcase heaters...replaced both heaters

**HVAC** – AC condensing unit ACCU 1 had bad contactor...replaced contactor

**HVAC** – AC condensing units ACCU 2 and 3 both had bad crankcase heaters...replaced heaters

**Fire Alarm** - Smoke detector 88 in North basement hallway in TROUBLE: dirty detector...tried cleaning – no good. Replaced detector

**Fire Alarm** - Supervisory TROUBLE: Style 6 negative loop 1...Norris technician checked circuit voltage and ohms...both were normal. Dumped power to alarm system and TROUBLE cleared.

**Emergency Generator** - Battery charger fail ALARM...installed replacement charging device

#### **Dept. of Corrections**

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

**HVAC** – Air handler ERU-F1 outside air damper actuator going bad (noisy)...ordered replacement

**HVAC** - Air handler ERU-C1 energy wheel has a lot of play...bearings worn...assessing what parts to order

**HVAC** – Heat pump B9 in ALARM. Code indicates low pressure alarm. Pressure fine, either bad low pressure switch or bad temp sensor. Controls wired in series. Access very difficult...assessing best way to access suspect parts

**HVAC** – Three ductless split AC system have electrical disconnects that are poorly supported. Braced all three disconnect supports

**HVAC** – Air handler AHU-H1 energy wheel drive belt broken...replaced broken belt and tension pulley

**HVAC** – Heat pump H1 water valve doesn't close when deenergized...replaced actuator

**Laundry** – Right side dryer will not start unless disconnect gets cycled. Had same problem with left dryer and had swapped electronic OPL controller to right dryer to see if issue followed. Replaced controller

**Laundry** – Left washer hot water solenoid sticking on...Disassembled and cleaned and reinstalled

**Cell A04** – Inmate smashed sink/toilet combo Inmate breaking welds on sink...welded to fix

#### MAINT/FARM BUILDING

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

**Farm Shop** – Man door has broken lockset...replaced lockset

#### FARM

**Dairy Barn** – Farm Manager requested we install a window in her office door...cut opening and installed Plexiglas window

#### BIOMASS PLANT

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

**Chip Bunker** - Exhaust fan does not work...replaced electric motor

**Building Automation System (BAS)** - Boiler shut down during power outage and Niagara did not send out alarm. IT checked server for Niagara notification...nothing. Called Alliance Building Automation to troubleshoot BAS. Alliance found last CTI server update created error code back in Aug 2018 and system had 189 ALARMS backed up in Que. Cleared error code and dumped Que. Performed test

#### ALTERNATIVE SENTENCING BUILDING

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

**HVAC** - Furthest furnace in economizer doesn't work...parts on back order

#### VEHICLES & EQUIPMENT

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

**John Deere 4115 Tractor** - Right front 4wd gear case leaking due to crack...Blackmount replaced gear case and serviced with gear oil

**Kubota RTV** – Three tires going bald. Replaced tires

#### OTHER

**Outbuilding Disassembly** – I solicited four contractors that specialize in the disassembly and resale of post & beam structures. While conducting site visits with each party, three out of the four stated they would bid this project. However, two called me a few days ago and said they changed their minds and the third one didn't follow through with his bid. I was told by one of the contractors that they know of another firm called Keifer Barns that may be interested. Keifer Barns is a contractor Howard Hatch used to take down a barn on one of his properties. *Keifer Barns wants the building but did not commit to a demo date this summer.*

**New Truck Bid** – Need to open and review truck bid quotes.

The Commissioners opened bids for the purchase of a ¾ Ton Plow Truck. Two (2) bids were received as follows:

- Crosstown Motors – 2019 Ram 2500 \$38,538.00
- St. J Auto Company – 2018 Ram 2500 \$37,222.00

Supt. Oakes stated that he would like time to review the bids and return with a recommendation.

Commissioner Lauer asked if everyone had a chance to read the minutes from the June 11<sup>th</sup> meeting. Commissioner Piper had a few grammatical corrections.

**MOTION:** Commissioner Piper moved to approve the minutes from the June 11<sup>th</sup> meeting as amended. Commissioner Lauer seconded the motion and all were in favor.

The Commissioners signed check registers 52-53; 1182-1186.

Wentworth Community Housing Grand Opening – CA Libby stated that the event is next Tuesday at 4:00pm and if the Commissioners would like to attend they need to RSVP by Friday.

CA Libby handed out a spreadsheet that includes the changes made by the Executive Committee to the FY20. She stated that the Executive Committee cut \$12,000 from the Social Services budget and the Commissioners need to decide where that money is being cut from.

### **Mid Grant Public Hearing**

#### **10:00 AM Commissioner Lauer opened the public hearing**

Pat Garvin stated that this public hearing is to report on the results of CDBG grant #17-405CDCA. This grant provided funds to the members of the NH Alliance of Regional Development Corporations to provide technical assistance to businesses. In exchange for up to \$19,000 to each RDC, they had to provide evidence that they had provided \$19,000 worth of staff time providing business technical assistance to businesses in each of their regions. They also had to provide documentation that at least one job was created and filled by a low-to-moderate income person by a business receiving that technical assistance. She has received all the necessary documentation for 17 jobs created, all filled by LMI persons. This is a new record for this Business TA grant compared to other years. The businesses served

included 2 breweries, a childcare center, a senior care provider, an auto body shop and an auto sales and repair company.

In addition to the business technical assistance funding there was a consultant fund available to provide services that could not be provided with RDC staff. The Monadnock Economic Development Corp is utilizing \$20,000 of these funds to match a consultant contract to prepare a plan for an arts and culture corridor in downtown Keene.

Commissioner Lauer asked if there were any questions from the public. No members of the public were present.

### **10:05 AM Commissioner Lauer closed public hearing**

The Commissioners further discussed their options for reducing the social services agencies by \$12,000. After discussing their options, the Commissioners agreed to reduce from the agencies that supported children and families as these agencies did not meet one of their primary goals for social services funding. They were in agreement that they did not want to eliminate funding to any specific agency with this short notice. The Commissioners agreed to reduce Pemi Youth Center, Boys & Girls Club and TLC by \$3,000 each, Granite United Way by \$2,000 and Children's Center of the Upper Valley by \$1,000 for a total of \$12,000.

**MOTION:** Commissioner Piper moved to, at the direction of the Executive Committee; reduce funding for Pemi Youth Center, Boys & Girls Club and TLC by \$3,000 each, Granite United Way by \$2,000 and Children's Center of the Upper Valley by \$1,000 for a total of \$12,000. Commissioner Lauer seconded the motion and all were in favor.

Commissioner Piper requested that a letter be sent out to the agencies affected stating that at the direction of the Executive Committee the Commissioners were required to reduce social service funding by \$12,000. She stated that she would like the letter to also say that the agencies can speak to their representatives and attend the full delegation meeting on Monday June 24<sup>th</sup> when they will act on the budget.

CA Libby submitted the following CDFR Drawdown requests for Commissioner Lauer to sign:

GRDC - \$20,000  
WREN - \$12,500

Farm Committee – CA Libby stated that FM Knapton has recommended that Commissioner Lauer and Commissioner Morris, CA Libby, Heather Bryant and Glenn Libby be a part of the committee as well as a representative from the Department of Corrections.

CA Libby stated that the County Administrator Job Description has been updated and requested that the Commissioners approve it. She noted that there are no major changes.

**MOTION:** Commissioner Piper moved to accept the updated County Administrator job description. Commissioner Lauer seconded the motion and all were in favor.

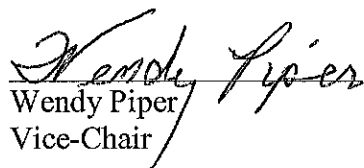
## Commissioner Issues

Commissioner Piper attended the Integrated Delivery Network Subcommittee meeting with the Executive Directors of the IDNs. After they left, it was suggested by Jim Monahan that they get together to look at the formula for funding and one suggestion that was made was that funding be made based on a percentage and a utilization fee. She stated that Carroll County does not want to provide as much funding to an IDN that another county benefits more from. Commissioner Piper noted that there were strong disagreements against the utilization fee. It was also stated that they need to decide on what type of reporting they want from the IDNs and send them notifications on how frequently they would like reports and data. Commissioner Lauer stated that she understands how the utilization fee would be difficult as they would need quantifiable data on how much each county uses the IDNs and that information seems to be subjective not objective.

Commissioner Lauer stated that the Town of Bristol is having their 200<sup>th</sup> Anniversary Celebration at the end of the month. She will talk to Commissioner Morris to see if she was planning to do a proclamation.

10:49 AM with no further business the meeting adjourned.

Respectfully Submitted,

  
Wendy Piper  
Vice-Chair