

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
June 13th 2023

PRESENT: Commissioners Piper, Commissioner Ahern and McLeod, County Administrator Libby and Administrative Assistant Norcross

OTHERS: Maintenance Supt. Oakes, County Attorney Hornick

Commissioner Piper called the meeting to order at 9:10 AM began with the Pledge of Allegiance.

Maintenance Supt. Oakes arrived and gave the following report (* see attached)

1. Test Well – see attached report for request details.

MOTION: Commissioner McLeod moved to accept the quote from Tristate of \$8,200 to complete the pump tests for both wells. Commissioner Ahern seconded the motion and all were in favor.

2. Line Striping – Supt. Oakes stated that he received the following two (2) quotes for the parking lot line striping. See attached report for further details.

- Peter's Line Striping LLC - \$9,136.00
- North American Infrared - \$9,800.00

MOTION: Commissioner Ahern moved to accept quote from Peter's Line Striping for \$9,136.00. Commissioner McLeod seconded the motion and all were in favor.

3. Crack Filling – Supt. Oakes stated that he reached out to three (3) companies for quotes to seal all parking lots and drives that are not being paved this summer but only received the following quote:

- Cameron Sealcoating - \$17,603.25

MOTION: Commissioner McLeod moved to accept the quote from Cameron's Sealcoating of \$17,603.25. Commissioner Ahern seconded the motion and all were in favor.

4. The Commissioners opened bids for the Makeup Air Unit replacement at the Nursing Home. The following two (2) bids were received:

Vermont Mechanical - \$ 58,985.00
Vermont Heating and Ventilating - \$ 64,999.00

Supt. Oakes stated that both bids exceed the budget. He explained that ARC Mechanical gave him the figure he used to budget for last year and that was \$33,000. He noted that ARC Mechanical was unable to bid because they are too busy. Commissioner Ahern questioned if this project could be put off a couple more years. Supt. Oakes explained that if he keeps this system, he would need to invest money into it and he personally does not like the idea of dumping money into something that will go away in a few years. CA Libby noted that this project is being funded through ARPA. Supt. Oakes stated that he had set aside \$88,000 for sprinkler work in the Nursing Home with the expectation that if any failed, that \$88,000 would replace every sprinkler head in the Nursing Home. He reported that all of the sprinkler heads passed the test. He added that there is some work he needs to do and he needs to do this same test in the Administration Building but there will still be enough funds available to cover the remaining cost for the MAU replacement.

MOTION: Commissioner McLeod moved to accept the bid from Vermont Mechanical in the amount of \$58,985.00. Commissioner Ahern seconded the motion and all were in favor.

5. Truck Purchase – Supt. Oakes stated that he received the following three (3) quotes. More details regarding the request can be seen in the attached report.

- Grappone Ford (Concord, NH) - 2022 Ford F450 with gas engine for \$82,578.
- Nucar Ford of Plymouth (Plymouth, NH) - 2023 Ford F550 with a diesel engine for \$93,559 but it is too big due to an extended wheelbase to accommodate a job box between the cab and dump body. It will not fit in our garage.
- Stone Chrysler, Dodge, Jeep, Ram (Middlebury, VT) - 2022 RAM 5500 with diesel engine for \$95,272.96

Supt. Oakes stated that he would request that the Commissioners accept the quote from Grappone Ford for \$82,578.00

MOTION: Commissioner McLeod moved to accept the quote from Grappone Ford for the purchase of a 2022 Ford F450 for \$82,578.00. Commissioner Ahern seconded the motion and all were in favor.

6. Contract Renewals – Supt. Oakes discussed three (3) vendor contract renewals with the Commissioners and answered questions. See attached report for details.

MOTION: Commissioner Ahern moved to approve the three (3) year contract renewal for Stanley Elevator as follows, FY24 \$5,524 / FY25 \$5,880 / FY26 \$6260), three (3) year contract with Alarmco as follows, FY24 \$6,200 / FY25 \$6,600 / \$6,600 and a two (2) year contract with Alliance Building Automation as follows, FY24 \$6,664 / FY25 \$6,664. Commissioner McLeod seconded the motion and all were in favor.

County Attorney Hornick arrived

Atty. Hornick stated that she has hired an Assistant County Attorney on with the remaining ARPA funds and has a two (2) year commitment. She stated that with this position she is hoping to get the backlog of cases taken care of as well as plan for the removal of felonies first. She has also hired a new full-time Assistant County Attorney position filling a vacancy she has had. She noted that she needs the Commissioners' signatures on the appointments of these positions.

Atty. Hornick provided an open case list for the Commissioners to review and answered questions.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the June 6th meeting. Commissioner Piper and Commissioner Ahern both had a few edits.

MOTION: Commissioner Ahern moved to approve the minutes from the June 6th meeting as amended. Commissioner McLeod seconded the motion and all were in favor.

2. The Commissioners signed check registers 1167-1168; 1171; 2023-06.09.2023.

3. CA Libby submitted an Audit engagement letter for Commissioner Piper's signature.

4. CA Libby explained that in order for the new auditors to look at work papers from the old auditors, Marcum, formerly Melanson, is charging the County \$2,000 to release those documents and she wanted the Commissioners to be aware.

5. Targeted Increase – CA Libby stated that there is a suggested \$5 targeted increase for Correctional Officers. She explained that if no changes were made in the amount of surplus used, that would make for a 1.12% tax increase. She noted that this includes both the \$6 targeted increase for nursing staff and the \$5 for Correctional Officers. Commissioner Piper stated that she supports the targeted increase for the Correctional Officers. Commissioner Ahern stated that he would support this if surplus is used to offset the tax increase. CA Libby explained that decision would be up to the Executive Committee as the Commissioners have already set their budget. The Commissioners can recommend it and encourage the use of surplus, but it will be the Executive Committee's final decision. Commissioner Ahern stated that the County has to figure out a way to be more competitive in the market, for the good of the residents in the

Nursing Home. He believes it is in the best interest for all concerned and they need to do this increase; however, the County does have surplus and he hopes the Delegation will do what is best for all concerned as well. Commissioner McLeod stated that she feels this is fair and will help give these departments some relief.

MOTION: Commissioner McLeod moved to recommend the \$5 targeted increase for the Correctional Officers at the Department of Corrections. Commissioner Ahern seconded the motion and all were in favor.

6. Small Business Application – CA Libby explained that last week when she sent out the notices for the small business awards, Fig Tree Gallery was not on the list approved as the County did not receive a complete application; it was missing tax information. She stated that she had reached out to this business and never heard back. CA Libby stated that this business reached out to her once they saw they were not awarded and claimed they never received the email that she had sent them requesting the missing documents. CA Libby stated that they immediately sent all the documentation that was missing as soon as she reached out. CA Libby stated that this business has asked if there is any way to reconsider not funding her. Commissioner Piper stated that she thinks that the Board of Commissioners has tried to make this as user friendly as they possibly can so they can fulfill their intention of helping residents, and mistakes sometimes happen. Commissioner McLeod agreed, stating that these things happen with technology. Commissioner Ahern noted that he found out last night that there was supposed to be an application from the Town of Wentworth for improvements to the town hall. When he talked to one of the Selectboard members, the Selectman as shocked because he did what was supposed to be done and the application was not forwarded on to the County.

The Commissioners further discussed the application from Fig Tree Gallery and agreed to add them to the Executive Committee agenda for consideration.

7. Nonprofit ARPA Applications – CA Libby stated that she had follow up with the Littleton Elks Club with the Commissioners’ question and they have corrected their response.

Vets Rest Stop – CA Libby stated that this was a late submission. Commissioner Piper stated that it sounds like there was guidance needed on the part of the nonprofit and there was a delay in the application because there was a misunderstanding about how much help was needed. CA Libby stated that with this application included, the total amount for funding is \$489,318.00, which is still within their \$500,000 allotment.

MOTION: Commissioner McLeod moved to advance the nonprofit applications to the Executive Committee. Commissioner Ahern seconded the motion and all were in favor.

8. Municipalities – CA Libby stated that last week the Commissioners had talked about making the max funding for each municipality \$40,000 rather than \$50,000 as they had more applications than funding available. She added that there are applications from Woodsville Water

and Light and Mountain Lakes District, both of which are precincts within the Town of Haverhill. WW&L submitted late on May 30th and Mountain Lakes applied on time. The Commissioners discussed and agreed to not fund WW&L and fund the application from Mountain Lakes. CA Libby reported that with \$40,000 being the max funding, the total comes to \$1,115,850.00. She stated that if they divided out that amount evenly between all municipalities, the max funding would be \$35,714. Commissioner Piper stated that the appearance of \$40,000 is much nicer than \$35,714. These are our towns, and it is good for relations. Commissioner Ahern agreed. The Commissioners agreed to fund \$40,000 for municipalities and request the additional \$115,850.00 from the Executive Committee.

MOTION: Commissioner McLeod moved to forward the municipality applications to the Executive Committee and request an additional \$115,850.00. Commissioner Ahern seconded the motion and all were in favor.

9. CA Libby requested a nonpublic session

MOTION: * 11:10 AM Commissioner Ahern moved to enter into non-public session for the purposes of the hiring of any person as a public employee. according to RSA 91-A: 3, II (b). Commissioner McLeod seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Ahern “yes”, Commissioner McLeod “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

*12:02 PM Commissioner Piper declared the meeting back in public session.

MOTION: Commissioner Ahern moved to permanently seal the minutes from the just completed non-public session because they could affect the reputation of someone other than those of the Board of Commissioners. Commissioner McLeod seconded the motion. Commissioner Piper called the roll. Commissioner Ahern “yes” Commissioner McLeod “yes” Commissioner Piper “yes”. Commissioner

10. CA Libby stated that the Commissioners would need to hold an afternoon meeting to accommodate a CDBG Mid-Grant Public Hearing. The Commissioners agreed to meet at 3:00pm on June 27th.

Commissioner Issues:

1. Commissioner Ahern stated that he would be attending a flag wave in Plymouth at 10:00 AM tomorrow to honor the Veterans.

2. Commissioner McLeod reported that partner groups put in a bill, SB36, which was approved as part of the budget. She explained that gives them a foundation to continue to work on home

and community-based services for people to stay in their homes. She further discussed the bill with the Commissioners.

3. Commissioner Piper stated that she attended the P3 Committee meeting. They discussed what happens now after the (state) budget has passed. A few items were mentioned in regards to the Medicaid rate increase implementation, which is 3% across the board to begin with. Commissioner Piper explained that this rate increase starts July 1st but it doesn't happen until January 1st and is retroactive back to July.

Commissioner Piper stated that there was a question about SB36 and what the share for Counties for long-term care and support services will be. There was mention of the long-term care summit that will be held in August in Portsmouth. Commissioner McLeod stated that this summit is home care and facility-based care focused. The purpose is to look at policy issues that need to be brought up next in the legislature. The Commissioners further discussed the summit and the goals of it.

Commissioner Piper noted that during this meeting they also discussed Dartmouth Health layoffs. She reported that 75 middle management positions have been laid off due to lack of revenue and the fact that traveling agencies have taken an enormous part of their budget.

12:19 PM with no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 16 – June 13, 2023

COMPLEX

ARPA Project Updates

1. Test Well 2 – Tristate finished drilling the 2nd test well. Its depth is 1,005-feet. A preliminary test showed a 30 to 35-gallon yield. It may be hydraulically linked to the 1st test well because the static flow of test well 1 decreased considerably once test well 2 was pumped. I have received water sample results back on test well 2 but haven't had time to analyze the results. The next step is to hire a contractor to do a more finite pump test on both wells at the same time to gauge their yields, collectively. Horizon's Engineering provided a scope of work to me for pump testing. *Tristate submitted a quote for \$8,200 to complete the pump tests for both wells. These tests are needed so we can determine the true yield of each and see if they are hydraulically connected. From talking to Jon Warzocha at Horizons, he said Tristate's quote is reasonable for the scope of work and he suggests the county use Tristate since we already have a working relationship with them. To support this suggestion further, Jon said he and his peers are having a tough time getting various well contractors to return phone calls about other work, thus indicating the busyness of the industry. We have plenty of budget to cover Tristate's proposal for the pump tests. With that said, I ask you accept Tristate's proposal so we can keep this process going and can complete the testing phase of this process to determine the true feasibility of pursuing our own wells.*
2. Man-lift – The new lift was delivered a few weeks ago and my staff have been using it frequently since it's arrival. Thank you for approving this ARPA request. It truly helps facilitate our work in a much safer manner.
3. BACnet Full Integration – We have finished most of the Administration Building other than a few rooms on the top floor. Alliance still needs to integrate the newly installed controllers on the top floor and a few on the basement level into the building's JACE, global controller.
4. Paving Project – Paige Excavating has scheduled all the paving prep work for the last week in July and Blaktop has scheduled the paving for the first week in August. I would like to complete the following associated work at the same time.
 - a. Line Striping: *I have two quotes for line striping. One is from Peter's Line Striping, LLC (Lancaster, NH) for \$9,136 and one from North American Infrared (Clairmont, NH) for \$9,800. I've never used either one but Tim Cramer from Blaktop has used Peter's Line Striping, LLC numerous times and highly recommended them. Please consider Peter's Line Striping, LLC for this work. I have \$5,700 in ARPA line striping money dedicated specifically for this work and the remaining \$3,436 would come from uncommitted funds in the ARPA paving project account.*
 - b. Crack Filling: *Although I reached out to three crack filling companies Cameron Sealcoating (Jefferson, NH) was the only one who sent me a quote. They quoted \$17,603.25 to seal all our parking lots and drives that are not getting paved this summer. Both HD Seal & Stripe (Concord, NH) and Manchester Seal Coating (Manchester, NH) both said they are too busy to take on more work. The*

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 16 – June 13, 2023

following companies strongly recommended Cameron Sealcoating because they are conscience and thorough.

- i. Blaktop – Tim Cramer, Estimator*
- ii. Woodsville Guaranty – Mark Pollock, Facilities Manager*
- iii. State of NH Dept. of Bureau Visitor Services - Department of Business and Economic Affairs – Jason Brace, Plant Maintenance Engineer III*

There is enough budget in the ARPA paving to cover the cost of this work and still leave \$34,000 uncommitted funds to cover potential fuel/oil escalation cost should that occur with the paving contract clause.

5. Nursing Home Landscape Project – Since my last report with you, Craig and I have reviewed Jay Miller’s Bid Drawings and Specifications. He is currently updating them based on my feedback. We anticipate being able to bid this work sometime in the next few weeks.
6. Intellihood System – Kitchen Energy Solutions ordered our equipment and received our equipment on 6/12/23. Kitchen Energy Solutions is scheduled to install it June 26th and 27th.
7. Makeup Air Unit (MAU) – I solicited five companies to provide quotes for replacing our MAU at the nursing home. They are Granite State Plumbing & Heating (Manchester, NH), Alliance Mechanical (Lebanon, NH) ARC Mechanical (Bradford, VT), Vermont Mechanical (Williston, VT) and Vermont Heating and Ventilation (Winooski & Williston, VT). Of the five solicited only the last two mentioned performed site visits and said they would submit proposals. Granite State and ARC said they were too busy and Alliance never responded to my solicitation. Today I would like to review those bids and hopefully select a contractor for this project.
8. Farm Generator – Giguere Electric has received our generator and we’ve tentatively scheduled its installation for the week of July 10th – 14th. I’m in the process of trying to firm up an asbestos abatement contractor to remove asbestos off the old generator muffler. I should have that firmed up sometime this week. This week we will excavate a trench from the generator enclosure to a 1,000-gallon above ground propane tank located behind the milk room so we can run an underground propane line to support the new generator.
9. Sewer Grinder - Last week we started this project by mounting and powering up the new sewer grinder controller in our farm generator switchgear room. The department’s electricians will lay underground conduit in the same trench we are digging for the underground propane service, but run it to the sewer grinder pit location. Both the generator and sewage grinder excavation will be done at the same time to mitigate cost. Two other department employees have started work to install the new grinder assembly. My goal is to have the new sewer grinder operational by the end of this week.

5-Year Fire Department Connection Testing – All buildings other than the DOC leaked, thus those that leaked failed. Hampshire Fire Protection had to cancel and I am awaiting their scheduling availability.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 16 – June 13, 2023

Change of Fuel Vendors – Dead River is scheduled to swap out all 120-lb above ground fuel tanks on July 3rd. On July 5th they will conduct safety inspections of all buildings being served by our underground tanks, prior to servicing those tanks. They will also place a 1,000-gallon above ground tank behind the milk room to support the farm and new generator. Once the tanks are swapped out I will contact Irving to pick up their tanks.

COURTHOUSE

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

NURSING HOME

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Lighting – In various locations we converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

Sprinkler System

- Hampshire Fire replaced the dry pendent head under Physical Therapy porch roof.
- Hampshire Fire replaced leaking sprinkler pipes that were weeping above PT exercise Room ceiling.
- Hampshire Fire replaced the leaking 4' dry pipe in lower attic to HRU 2.
- Hampshire Fire replaced a section of rotted 2" sprinkler pipe at the sprinkler riser in the 03 basement.
- Four 1 ¼ pipes above corridor ceiling show signs of weeping on Granite...scheduled for repair 7/5/23

Laundry

- Washer 1, which is the newest washer, had its motor bearings fail. Daniels Equipment Co. replaced this motor under warranty, covering both parts and labor.
- Washer 2 is scheduled for replacement on 7/18/23
- Washer 4 Cold and hot water feed pipes to washer were not supported well from ceiling beam. Installed new support brackets.
- Dryers 2 and 3 have cracked burner tubes...new burner tubes are backordered.

Kitchen

- Walk-in freezer door seal torn, sweep worn and door anti-frost harness shorted out. Replaced all.
- Dishwasher wash temperature was too low. Replaced a burnt contactor and two burnt electrical leads.

Main Entrance – The concrete is spalled, columns cracked and base trim falling apart. Patched spalled concrete and fabricated & installed new column base moldings.

Security – Replaced access code keypad leading to Meadow housing unit.

Domestic Hot Water (DHW) – The DHW would not stay stabilized between 95 and 110-degrees Fahrenheit. We installed a 1-way check valve in the cold water make up line to prevent hot water migrating back to the mixing valve.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 16 – June 13, 2023

ADMINISTRATIVE BUILDING

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

Windows – Replaced 44 fogged windows throughout.

Dept. of Corrections (DOC)

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

HVAC

1. Heat pump WHP-F2 main controller circuit board bad...operating unit in manual mode via slave controller as interim measure until we can get a replacement part. The circuit boards in our heat pumps are obsolete and hard to find. Multistack found one and wanted to charge us \$2,260 for the part, installation and programming. However, they could not provide a warranty. They do have newer versions of this circuit board, but for it to work they must replace the circuit board in the slave controller too so the two controllers are compatible. The material, installation and programming for the two newer versions will cost \$4,900, but at least they will come with a 1-year warranty. I had them order the two newer version controllers, which are slated for delivery sometime in the Feb/Mar timeframe. Checked on part back order... vendor has not received it from the manufacturer and has no delivery date. A contractor replaced these boards on 10/21. The new controllers are configured differently than the old ones, thus requires Alliance Building Automation to change their building automation system wiring to match it. Running in hand mode until this work is complete. I coordinated a site visit between Alliance Building Automation and Multi-stack East Coast Systems (MECS). During that visit MECS determined the controller they installed a few months back did not have it Building Automation System interface circuit card preprogrammed like it should have been. They had to take the circuit card with them to send it out for programming. *The new programmed circuit board came in and we installed it. The heat pump still is not right. I am in the process of trying to get MECS and Alliance back on site to further troubleshoot the problem.*

Laundry

- Both dryer lint drawers warped on both dryers causing intermittent mating of lint door switches. *Fabricated and installed stiffening plates.*
- Left hand dryer is overheating...troubleshoot to bad thermostat and thermistor...ordered and awaiting parts.

Intake & Booking – A 2-inch water line was leaking above the ceiling near cell A09...*disassembled, cleaned and soldered pipe to fix leak.*

Kitchen - Hood Ansul System keeps sending TROUBLE to fire panel for a few hours each evening. Troubleshoot to bad relay in hood area. *Installed a new relay to correct the problem.*

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 16 – June 13, 2023

MAINT/FARM BUILDING

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

FARM

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

BIOMASS PLANT

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

BTU Meter – Meter stopped working...troubleshoot to bad circuit board. Shipped meter back to manufacturer for repair.

ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – My staff performed various PM tasks throughout.

SENIOR CENTER

Nothing to report

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – My staff performed various PM tasks on the dept. vehicles and grounds equipment.

OTHER

New Truck – Since we last met Rick Colbeth, my assistant, contacted 12 dealerships to solicit pricing for the vehicle we intend to purchase. In this process he discovered most dealerships contacted do not sell commercial trucks larger than 1-ton; only select dealerships do. Of the few that do, most did not have what we are looking for from available inventory or from stock being shipped to them. None could make an offer on 2024 models yet because they are still awaiting pricing from the manufacturers. The dealers listed below made the following offers:

Grappone Ford (Concord, NH) has a 2022 Ford F450 with gas engine for \$82,578.

Nucar Ford of Plymouth (Plymouth, NH) has a 2023 Ford F550 with a diesel engine for \$93,559 but it is too big due to an extended wheel base to accommodate a job box between the cab and dump body. It won't fit in our garage.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

May 16 – June 13, 2023

Stone Chrysler, Dodge, Jeep, Ram (Middlebury, VT) has a 2022 RAM 5500 with diesel engine for \$95,272.96

Contract Renewals Requiring Commissioner Approval – The following vendors are ones who we ‘ve used for many years based on the cost savings and demonstrated competency and reliability. I would like to continue using them due to an established good working relationship with them and their familiarity with our complex and various systems. RSA 28:8 does not allow me to independently approve their contract services due to a \$5,000 funding cap for such decisions. My FY24 budget is predicated on their proposals, thus the funding is budgeted, assuming the delegation approves the FY24 budget. Would you please approve my continued use of these contractors?

Stanley Elevator (elevator inspection/testing) – New 3-year contract (FY24 \$5,524 / FY25 \$5,880 / FY26 \$6,260)
- *Independent of this quarterly Preventative Maintenance (PM) work above, the DOC elevator is due a 5-year Full load CAT 5 Overspeed Valve Test costing \$1,600, thus FY24 combined work will be \$7,124)*

Alarmco (fire alarm inspection/testing) – New 3-year contract (FY24 \$6,200 / FY25 \$6,600 / \$6,600)

Alliance Building Automation (building automation system PM work) – New 2-year contract (FY24 \$6,664 / FY25 \$6,664)