

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
October 18, 2022

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

EXCUSED: Commissioner Lauer

OTHERS PRESENT: Maintenance Supt. Oakes

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

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

The Commissioners had a discussion with Supt. Oakes regarding the labor shortage and its impact on the county.

Agenda Issues:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the October 11th meeting. Commissioner Piper had a few edits.

MOTION: Commissioner Ahern moved to approve the October 11th minutes as amended. Commissioner Piper seconded the motion and all were in favor.

2. CA Libby submitted the following CDBG drawdown paperwork for Commissioner Piper to sign:

- a. Mid-State Health/Child Learning - \$116,934.22
- b. Mid-State Health/Daycare - \$197,314.54
- c. GRDC Micro - \$24,100
- d. BEDCO-WEDCO Micro - \$20,240
- e. NCIC Micro - \$12,500

3. Certificate of Authority – CA Libby stated that the County Attorney's Office VAWA grant is renewing, and it is a \$30,000 grant, which offsets the VAWA attorney salary. She stated that the Commissioners would need to accept the grant funds and enter into agreement with the New Hampshire Department of Justice.

MOTION: Commissioner Ahern moved to accept the grant funds, enter into agreement with the New Hampshire Department of Justice, and authorize the County Attorney to

execute all documents necessary for the agreement. Commissioner Piper seconded the motion and all were in favor.

4. NH Division of Historical Resources – CA Libby stated that the Lower Interval Grange #321 has been entered into the National Register of Historic Places on September 29th by the National Park Service.

5. CA Libby stated that the Commissioners had previously discussed the \$31.5 million Johnson & Johnson Opioid Settlement. The state has received the money and Grafton County's portion of the settlement is \$312,539.74. She stated that gives the county a total of \$444,140.45 in the designated opioid abatement fund. She noted that the Department of Corrections has spent \$901.37 to date on MAT treatment. They will need to discuss ways to use that funding.

6. September Financial Reports – CA Libby stated that the county is receiving funding for designated purposes, but the operating revenues, especially the nursing home, are below where they should be through the first quarter. The nursing home budgeted a census of 100 residents and are at an average of 84 residents for the first three (3) months of the fiscal year. The nursing home is \$415,000 below in revenue. CA Libby noted that in the first quarter of the fiscal year, the county has spent \$1 million in contract nursing services and that is unprecedented. The nursing home budgeted \$1.9 million for the year. CA Libby stated that she does not know if there are any federal Provider Relief or additional GOFERR monies coming, but stated that is what has kept the nursing home above water the last couple of years.

CA Libby reviewed the Prorated Report, stated that the county is under revenue by \$320,000, and under expended by \$700,000 at this point in the fiscal year. She noted that the unassigned fund balance has dropped \$800,000 from where it was at the end of FY 22.

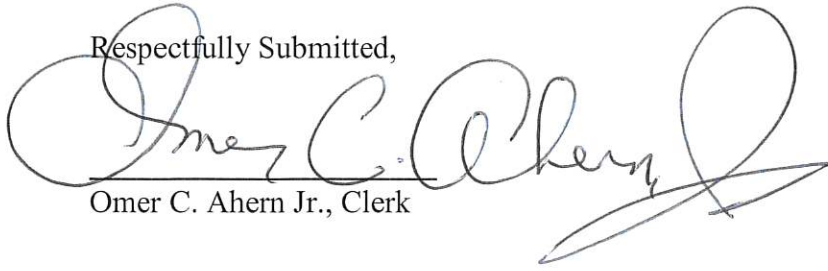
Commissioner Issues:

1. Commissioner Piper stated that she is going to be on a call as a listener, tomorrow, with the New Hampshire Commission on Aging and the Nursing Home Affiliate of the NHAC. The NH Commission on Aging has a task force on long-term services and supports. They are asking counties to use ARPA money to initiate some stay-at-home programs. Commissioner Ahern noted that reducing taxes would allow people to stay in their homes longer as well as programs such as Sensio that they were told about a few years ago. Commissioner Piper stated that they should have a conversation with NHA Labore and find out where that program is. The county is investing in broadband, which would allow for telehealth that a program such as Sensio would provide.

2. Commissioner Ahern stated that he received a copy of a letter from an agency that operates out of the Plymouth Senior Center. They are in need of drivers to deliver meals and they do not have enough volunteers.

10:30 AM with no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Omer C. Ahern Jr.", written in a cursive style. The signature is positioned above a horizontal line.

Omer C. Ahern Jr., Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

August 22 – October 17, 2022

COMPLEX

Building Automation System (BAS) Project (99% complete) Alliance Building Automation (ABA) Has to complete our final punch list and provide training. Once complete I will release their 10% retainage.

Unscheduled Power Outage - On August 3 Woodsville Water & Light had a regulator in their substation fail, which caused their system to send out dirty power. This created havoc here at the complex, especially in the Dept. of Corrections, which has a lot of sensitive equipment that shuts down on safety to prevent damage. This precipitated us to run on generator power for 26 hours and resulted in having to call Alliance Building Automation to recover much of our building automation system devices in the DOC. The cost of this outage cost the county just shy of \$4,000 in diesel fuel and contractor services. *Primex covered the claim, minus our deductible.*

Water System SCADA (supervisory control and data acquisition) – is a category of software applications for controlling industrial processes, which is the gathering of data in real time from remote locations in order to control equipment and conditions. The water tank's SCADA cell radio was compromised during a recent lightening event and requires replacement. *Installed new board but problem persisted. Champlin Associates came and found the new board, which was slightly different in configuration, wasn't wired correctly. They fixed the wiring to make it work.*

Boiler & Pressure Vessel Inspections – Last week St. Paul Travelers Insurance inspected our multiple boilers and pressure vessels throughout the complex. The inspector discovered our air tank at the courthouse that controls the HVAC controls is 51 years old and exceeds the 50-year replacement criteria established by NH Dept of Safety. He signed the inspection paperwork authorizing 2-more years of use but said we would have to replace it before the next 2-year visit. A replacement dual compressor/air tank will run \$8,000 and incidentals another \$500 or less. Because of the precariousness of the building and a desire to save money, I will transfer a little used single compressor/air tank from the DOC to the courthouse and pump air from the existing dual compressors to the new air tank as an interim measure. Lastly, the inspector wants to inspect the water side of the biomass boiler next time we take the biomass boiler down for maintenance. Currently, it is scheduled to be down for maintenance on October 19th. *Since our last meeting we've moved the air tank from the DOC to the courthouse and plan to plumb it into the system over the winter. In regard to the Biomass, Travelers will be on site on Wednesday to inspect the water side of the biomass boiler.*

Catch Basins – Bellemore Basin Cleaners performed a 2-year cleaning of all 44 catch basins around the complex.

Trash & Recycling – We transitioned from Pete's Rubbish to Casella Waste Management in late August without incident.

Generators & Automatic Transfer Switches (ATS) – Powers Generator completed the annual preventative maintenance on all generators and ATS's around the complex. All passed inspection and test. They did find a water pump leak on the DOC generator and one of the DOC ATS's is missing a spring. I'm awaiting quotes. The annual load bank test of the DOC generator will take place after the water pump is resealed.

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Hydrants – Last week we completed 6-month hydrant flushing of the complex's 13 hydrants, in coordination with Woodsville Water & Light's public notice.

Fuel Polishing – Over the last few months we've polished all the fuel in our generator base tanks and the courthouse Underground Storage Tank (UST). *We have since completed the nursing home and DOC UST's. The Administration Building UST is the last one left.*

ARPA Projects Status

1. Tractor implements – United Ag installed our new directional plow and drop sander on our small John Deere tractor.
2. Sewage Grinder – The new grinder and control assembly delivered but I don't have the manning to install it this fall. That will now become a spring project.
3. Generator – I approved the submittals for this project. Based on long-lead times the estimated delivery date for the generator is sometime in April.
4. Admin Building Flooring Round 1 – Mayo's Flooring installed new carpeting in four IT offices, the payroll office and the UNH Extension Corridor. They installed new vinyl flooring in the Maintenance Bathroom and vinyl planking in the UNH Extension Conference Room.
5. Admin & Nursing Home Flooring Round 2 – Due to inflation Mayo's has increased their quotes for this ARPA request. There won't be enough money to cover the planned scope of work.
6. Septic System Feasibility Study – As you know, Woodsville Fire District disapproved of the county disconnecting from its sewer treatment plant per RSA 147-8. I paid Horizons Engineering for their time expended on the project to-date. We are now in the holding pattern awaiting a legislative solution to this problem.
7. Test Well – Since your selection of Tristate Drilling & Boring for the drilling project we've been in the holding pattern. However, I met with the owner last week and he assured me they would start drilling on Monday, Oct 17th. He anticipates it will take 3- days to complete.
8. BACnet Full Integration – This project has been on hold due to staffing issues in my department. We've been down 2-positions for much of the summer and on top of that a few FMLA's. I am meeting with Alliance on Friday, 10/21 to discuss options going forward.

COURTHOUSE

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

HVAC – The 60-ton AC system that supports the Southern ½ of the building had its #2 compressor fail in one of its two circuits. I have a new compressor on hand along with the associated materials and gases to repair it. *Since our last meeting Lee Pennock discovered the cause of failure was likely due to low refrigerant based on finding leak at distributor connection at the evaporator. Due to extremely low manning we have not been able to repair the evaporator or replace the compressor, a 2-3-day job for two people.*

Dispatch – Kitchen faucet leaking. Parts unavailable due to obsolescence. Installed a new faucet.

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Carport Entrance – Hydraulic door closer failed. Replaced door closer

Elevator – Car stuck on bottom floor with door open. Stanley Elevator replaced a worn interlock roller.

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Lighting – Converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

Kitchen

1. Ice machine not keeping up with ice production...installed new thermistor and cleaned coil. That helped some but not enough. Replaced water valve but that did not fix it. *Installed a water level sensor and that fixed the issue.*
2. Hand wash sink faucet leaking. Parts unavailable due to obsolescence. Installed a new faucet.
3. Steamer – Top steamer working intermittently...replaced contactor
4. Maple food warming cart stopped working...replaced power switch

Plumbing - A 2003 Building domestic hot water line distribution pipe at the hot water storage tank has minor leak...still awaiting repair.

HVAC

1. Main entrance heater blower not working...replaced fan motor
2. Hot water pump to 69 building heat leaking...rebuilt pump with shaft seal kit and new volute gasket

ADMINISTRATIVE BUILDING

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

Lighting – Converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.

Dept. of Corrections

Preventative Maintenance (PM) – 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

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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. *Scheduled for repair Friday, 10/21.*

2. Heat pump WHP-G1, circuit B shut down on low pressure...troubleshoot to bad slave controller. Will use one from WHP-F1 when contractor upgrades the controllers on that unit. Operating off circuit A as interim measure. *Scheduled for repair Friday, 10/21.*
3. Heat pump HP-B17 is woefully inadequate to heat and cool the locker room spaces. Lee Pennock calculated the size of a new replacement and the proposal I have for this work is \$5,169, which requires your approval to purchase. We have a Trane system; hence the replacement heat pump is a properly sized, compatible Trane unit. *New heat pump is ordered...awaiting delivery.*
4. Heat pump HP-B11 will not power back up after taking geothermal system down. Replaced switch in disconnect.
5. Air handler ERU-C1 stopped working due to failed intake damper actuator...replaced actuator.
6. Geothermal Supply – Leak on 6" supply line to building, approximately 100' from geo-pit. The leak is at a Victaulic fitting and is leaking approximately ½ -gallon every 24-hours. Due to the location of the leak, it will take draining a few thousand gallons of glycol to do the work safely and without flooding the building. Granite State Plumbing & Heating, the original installer, quoted this job \$24,585. Their plan is to hire a cryogenics firm from Massachusetts to freeze both sides of the pipe to do the repair vs. draining the whole system. *The repair was completed October 5th. Their insulator still needs to come back and finish insulating the pipes. When they are done we will restore the ceiling grid above.*

Laundry - Left hand dryer kept blowing fuses during reverse rotation. Replaced bad contactor

Kitchen – Middle walk-in cooler hinges worn, causing door to sag and not close properly...replaced hinges.

UPS – Eaton Electronics replaced batteries in UPS. Scheduled to do 5-year PM work in early November.

Security – Electronically controlled door release mechanism stopped working...replaced door release mechanism.

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

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3-Bay Garage – middle door spring broken...Overhead Door replaced the spring.

FARM

Preventative Maintenance (PM) – Performed various PM tasks throughout

Milk Line

1. Milk tank up to 50 degrees and agitator not working...tightened belt.
2. Pipe washing system not pumping acid into line for cleaning...replaced broken tubing.

Farm Stand – Water line break behind building...dug up ground to access and replaced split elbow.

BIOMASS PLANT

Preventative Maintenance (PM) – Performed various PM tasks throughout. Took plant off line on Monday to perform 6-month boiler and multi-cyclone cleaning. Also, a Travelers Insurance rep will be on site Wednesday to inspect the water side of the boiler.

Wood Chips – Shortly after returning to work I emailed Bob Berti and reminded him we were supposed to assess moving the chip price back to the contract price in October, assuming diesel prices had gone down. Based on my review, prices had indeed gone down so I told him we wanted to resume original contract pricing. I said, if diesel prices go up substantially again then we would reassess contract pricing again. He was agreeable to dropping the price back down and thanked us for being agreeable to working with him on this.

ALTERNATIVE SENTENCING BUILDING

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

North Vent - Sections of North vent are rotted and need replacement – Rebuilt vent and scraped and painted all building vents

Siding – Cleaned with siding cleaner and pressure washed entire building

VEHICLES & EQUIPMENT

Preventative Maintenance (PM) – Performed various PM tasks on various vehicles and equipment.

Trucks – Had Olivarian Auto perform the annual PM work on both department trucks to prepare them for winter operations.

Lifts – United Rentals will be on site today to complete the annual ANSI inspection on the department's two lifts.

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STAFFING

The department continues to be understaffed, which adversely affects moral, has severely delayed large jobs and special projects and has deeply backed up our preventative maintenance program.

Vacant Positions

1. Master Electrician – Vacant since March. Trying to fill position with Skilled Maintenance Assistant. Offered position to two applicants and both turned it down because it is an evening shift job, even though the job is posted as an evening shift position.
2. Maintenance Assistant – This position was vacant for a month and was recently filled by an internal candidate. Yesterday he gave his notice, so the position was posted again yesterday.

FMLA's

1. I was on FMLA for six weeks and have been back on the job 2-weeks.
2. My assistant superintendent has been on FMLA for several weeks. His estimated return date is Nov 12th.
3. Our master plumber was on FMLA from Jun 23rd – Aug 5th but is now back to work on limited duty.
4. A custodian has been on FMLA since Sep 19th and is estimated to return to work Nov 1st.
5. Another custodian went on FMLA Friday and is estimated to return Nov 26th.

Other Absences

1. One employee is out with Covid this entire week
2. Another employee is off part of this week to attend to his mother who recently fell.