

GRAFTON COUNTY COMMISSIONERS' MEETING  
3855 Dartmouth College Highway  
North Haverhill, NH 03774  
October 19, 2021

PRESENT: Commissioners Piper, Lauer, and Ahern, CA Dorsett and Administrative Assistant Norcross.

OTHERS PRESENT: Maintenance Supt. Oakes, Grant Administrator Tracey Secula, Denise Roy-Palmer-Wentworth Economic Development Corporation, Angel Larcom – Littleton Courier, Aimee Quimby– NCIC, Anne Duncan Cooley - GRDC, Justin Slattery – Belknap Economic Development Council

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

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

**Agenda Items**

1. Commissioner Piper asked if everyone had a chance to read the minutes from the October 12<sup>th</sup> meeting. Commissioner Lauer stated that she had a few grammatical corrections.

**MOTION:** Commissioner Lauer moved to approve the minutes as amended.  
Commissioner Piper seconded the motion and all were in favor. Commissioner Ahern abstained.

2. The Commissioners signed check registers 1039; 1046; 1050; 1053-1057; 2021-10.01.2021.

Grant Administrator Tracey Secula arrived for the MicroEnterprise COVID 19 mid grant public hearing. Also in attendance via Zoom were, Denise Roy-Palmer - Wentworth Economic Development Corporation, Aimee Quimby– NCIC, Anne Duncan Cooley - GRDC, Justin Slattery – Belknap Economic Development Council.

**SCRIPT FOR PUBLIC HEARING  
Public Hearing- 3:00 PM, October 19th, 2021**

**3:03 PM** Commissioner Piper opened the public hearing. She stated that this afternoon's Mid-Grant Public Hearing is for the 2020 CDBG Microenterprise COVID 19 Grant. This meeting was publicly advertised in three (3) public locations and in the Union Leader on September 27<sup>th</sup>. The County is holding this hearing in person and virtually by zoom link. This link can be found in all the noticing documents as well as on the County's website (<https://www.co.grafton.nh.us>). Commissioner Piper stated that she would now like to turn this hearing over to the Grant Administrator.

Tracey Secula of Lakes Region Planning Commission introduced herself as the Grant Administrator for the 2020 CDBG Microenterprise Grant COVID 19.

The purpose of this hearing is to provide a status update to the Grafton County Commissioners and the public and to gather comments about this project's performance.

**Award Details:** For this Grant Award, the Dept. of Housing and Urban Development (HUD) allocated additional Community Development Block Grant (CDBG) funds to New Hampshire through the CARES Act to address issues related to the impacts of COVID-19. These CDBG Covid funds were granted to both Grafton County and Cheshire County, as they were the existing grantees from the 2019 CDBG Microenterprise Technical Assistance Program funds. To carry out these activities, Grafton County sub-granted these funds to three Subrecipient Agencies:

1. **Belknap Economic Development Council (BEDC)** - which consists of a partnership of 4 agencies – known as the **QUADS**: 1. Belknap Economic Development Council (BEDC), 2. Coos Economic Development Corporation (CEDC), 3. Grafton Regional Development Corporation (GRDC) and 4. Wentworth Economic Development Corporation (WEDCO); (*With us today is Justin Slattery, Executive Director from BEDC; Anne-Duncan Cooley, Chief Executive Officer of GRDC and Denise Roy-Palmer, Executive Director of WEDCO*)
2. **Northern Community Investment Corporation (NCIC)** - (*Aimee Quimby, Business Programs Administrator is with us today*)
3. **Women's Rural Entrepreneurial Network (WREN)** – which involved a partnership with Grafton Regional Development Corporation to assist with implementation efforts (*Scarlett Moberly, Marketing and Programs Manager of WREN and Anne-Duncan Cooley-I mentioned earlier of GRDC are representing WREN in this partnership*)

**Fund Purpose:** The purpose of these Covid funds was to provide direct grants to microenterprises businesses (those with fewer than five employees and are of low to moderate income) to cover costs to prepare for, respond to, or recover from the COVID-19 pandemic. Subrecipients were able to award grants of up to \$2,500 per qualifying microenterprise beneficiary to cover costs associated with business stabilization and/or transition related to COVID. No more than \$1,999 were able to be used for construction. Subrecipients had to document that there was no duplication of benefit with other Federal funds used by microenterprise beneficiaries (*such as the Paycheck Protection Program, Economic Injury Disaster Loans, NH Main Street Relief Fund, etc.*).

**Project Status:** On March 3, 2021, NH's Governor and Council (G&C) approved the award for a total of \$421,365 with a required completion date of 12/31/2021 (approximately 10-month window) to support up to 128 beneficiaries.

As of mid-October, or just over 8 months into this project, 112 low and moderate income recipients have been approved/received funding for this grant award which means only 16 beneficiaries could still receive assistance.

Claims have been submitted monthly to assist with distributing these awards as quickly as possible to the beneficiaries. It is anticipated that the three organizations will be able to assist these remaining beneficiaries by the program end date of December 30, 2021.

**Utilization of Funds:** The applications for this assistance covered a range of business and needs. Many of the businesses receiving the award were in the retail and service industries. However, there were craft, farming, health/fitness, hospitality, manufacturing, professional, and restaurant businesses as well. Many businesses had an income loss but no real decrease in their expenses and this award went to assist these businesses with their operating costs. In addition to this, some of these businesses used these funds for protective/cleaning materials while others were able to modify their services to meet Covid needs, and some started or expanded into an on-line/virtual market. There were also some new businesses that started.

Commissioner Piper stated that they are going to open this public hearing for any questions or comments from the Commissioners or the public regarding the 2020 CDBG Microenterprise COVID 19 Grant.

T. Secula answered various questions from the Commissioners.

Commissioner Piper asked if there were any comments from the public. There were none.

### **3:31PM Commissioner Piper closed the public hearing**

#### **Commissioner Issues:**

1. Farm DoC Discussion – The Commissioners had a discussion with CA Dorsett regarding timing of FarmDOC progress and expressed their desire to move up the timeline. Commissioner Lauer stated that they have a part time staff member on the farm, they can bring that employee in to free up Farm Manager Nelson to complete these tasks. Commissioner Piper stated that there is a good chance that it will fall in CA Dorsett’s lap if the tasks cannot be completed by the Farm Manager. She asked CA Dorsett if he is able to suspend conversations that are not ARPA, to the NACo Leadership Academy that he is attending or Department Head communications and meetings. CA Dorsett stated that he would manage the Department Heads to get this done and noted that he does not see his role to micromanage in getting their jobs done, but to lead and equip them to accomplish the work. He stated that he has reached out to FM Nelson to set up meetings this week and next week to discuss the Commissioners’ concerns.

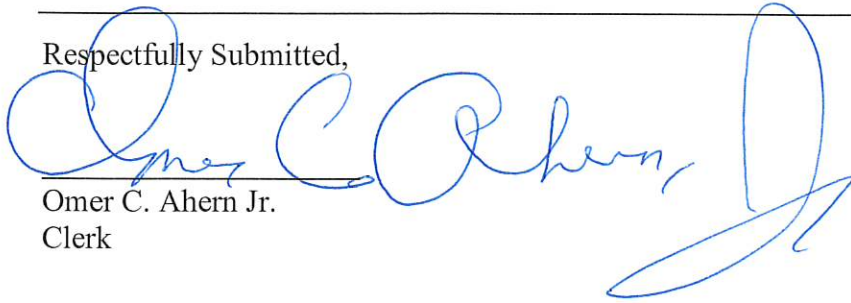
2. CA Dorsett reminded the Commissioners that next week’s meeting is at the Department of Corrections. He also noted that the Executive Committee is meeting on Monday the 25<sup>th</sup> at 8:00am.

3. CA Dorsett stated that he is working on the Master Services Agreement with eX2 for the broadband project.

4:00 PM With no further business, the meeting adjourned.

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Respectfully Submitted,

A handwritten signature in blue ink, reading "Omer C. Ahern Jr.", written in a cursive style. The signature is positioned to the right of the typed name and extends across the line.

Omer C. Ahern Jr.  
Clerk



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sep 21 – Oct 18, 2021

## COMPLEX

### **Building Automation System (BAS) Project**

Alliance technicians and my staff completed commissioning all the major air handlers in the Admin Building and Nursing Home. I am in the process of reviewing all the work Alliance said they completed. This is a very time-consuming process but essential. I've reviewed 50% so far and have found numerous portions that haven't been completed all the way and some completed areas are not working properly.

**Sprinkler Systems** – Hampshire Fire Protection and my staff completed the quarterly inspections and tests of all sprinkled buildings and the annual inspections and tests due in the Nursing Home and Maintenance/Farm building...everything passed.

**Fire Alarm Systems** – This week Alarmco and my staff are in the process of performing a primary inspection & test of all fire alarm systems throughout the campus.

**Generators & Automatic Transfer Switches (ATS)** – A couple of weeks ago Powers Generator completed a major inspection & test of all our generators and ATS's. Most passed without incident. They changed the battery leads on the Farm generator and had to adjust the main ATS supporting the Administration Building because it failed to transfer to generator load during test. They also performed an annual load bank test of the DOC generator.

## COURTHOUSE

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

**Circuit Court** - Uncommanded heat issue was induced in judge's chambers and hearing room when the pneumatic controls in these spaces experienced total loss of air pressure when air compressor tripped off line due to a power brown out. When we discovered the compressor off line hours later and restored it, the pneumatic controls in these spaces would not restore, thus the reason for Uncommanded heat. When we tried isolating those sections of fin tube we found the isolation valves frozen open. There other locations in the building have experienced somewhat similar issues.

**Glazing** – Jury Panel room window cracked. Granite State Glass replaced the window.

**HVAC Air compressor** – Power brown out burned contacts on compressor relay causing air compressor to not start, thus lost HVAC control throughout building. Cleaned contacts to and restarted compressor to recover HVAC control. Ordered & received new relay...awaiting install.

**Elevator** – periodically got hung up at bottom floor. Discovered outer door safety mechanism roller had flat spot. Replaced roller to correct problem.

**Boiler 2** - Will not start after cleaning. Fire Eye burner control reads safety lockout. In process of troubleshooting.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sep 21 – Oct 18, 2021

## NURSING HOME

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

**Life Safety Inspection** – Health & Humans Services completed the annual life safety inspection of the nursing home facility and all my department's life safety records. My department received a zero-defect rating.

**Sprinkler System** – Leaking sprinkler line above desk in Financial office...Hampshire Fire Protection replaced a bad section of line.

**Awnings** – Otter Creek Awnings installed two new motorized awnings on the front of the 69 Building. One arrived with a broken cover, so they did not install that part. They also did not install the awnings the way we specified, so when they return to install a good cover they will reposition the two awnings to the correct location. Our in-house electrician did all the electrical work for this job.

### **Laundry**

- Dryer 1: Reviewed drawings for new replacement dryer...determined it would work in that location. Placed order for it...3-4-month lead time. In the interim we will order the pieces and parts to replumb the gas line to it.
- Dryer 2: Newer Milnor dryer would not start...replaced spark module. Submitted warranty claim and received replacement part to replenish a part we used from our stock.

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

### **Kitchen/dining room**

- Walk-in cooler Freon lines in RH corner icing up more frequently... Removed loose insulation. Spray-foamed and covered back with pipe insulation
- Walk-in freezer door closer not working because door skin delaminated... riveted skin back to core of door and remounted closer.

### **Bathing Systems**

- Apollo tub on granite leaking from two locations under its reservoir and is cause for water leaking down through wall to Meadow housekeeping closet. Removed tub from service and ordered repair parts.
- Penner tub on Maple has a lift chair pendant controller that is working intermittently...ordered replacement pendant controller.

**Custodial Equipment** – Floor scrubber harness and relay bad...replaced both items.

## ADMINISTRATIVE BUILDING

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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

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

**Exterior Façade** - In process of power washing fascia, soffits and other painted surfaces in preparation for scrapping and painting. Power-washed and scrapped 1/3 of building and painted about ¼ of the building so far. Due to the perpetual rainy weather we have not been able to resume work because the bare wood areas need ample time to dry out to apply primer and paint.

## Dept. of Corrections

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

### HVAC

- Heat pump WHP-F2 main controller not working...operating unit in manual mode via slave controller as interim measure until we determine exact cause. Multi-stack technician confirmed main controller circuit board is bad and needs replacement. Part is obsolete but may be able to get one on eBay.
- Heat Pump HP-H10 inoperable due to inoperable high-pressure sensor. The part is extremely difficult to get access and will require removing unit from ceiling. This unit is grossly undersized (9,000 Btu) and should be 48,000 Btu size. This heat pump serves the maintenance area office, bathroom and shop. Found a Trane heat pump that will work in this location with minimal change to ductwork. Ordered heat pump.
- Boilers kept short cycling on and off even though there was no demand. Reset LON controller to restore normal operation.

### Lighting

- Converted numerous light fixtures from ballasted fluorescents to low energy non-ballasted LED ones.
- Four exit lights in alarm...ordered replacement backup batteries

**Laundry** – Bad ozone concentrator. Daniels Equipment Co. replace ozone generator to correct problem.

**Sprinklers** – Hampshire Fire Protection replaced 9 out of 10 dry pendent heads that were due 10-year replacement. They have one last head to replace in Area C, which is scheduled for Nov 2<sup>nd</sup>.

## MAINT/FARM BUILDING

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

## FARM



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Sep 21 – Oct 18, 2021

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

**Dairy Barn** - Office door lock broken. Temporarily secured with hasp and padlock. Part arrived...awaiting install.

**Dairy Barn** – In process of installing large sliding door in South elevation of South Barn so skid steer can access sawdust storage area. Cut opening and installed curb to keep out water. Still need to frame door opening and

**Grain Bin** – Patches holes in sidewalls to stop water intrusion and subsequent clumping of grain.

## BIOMASS PLANT

**Preventative Maintenance (PM)** – Performed various PM tasks throughout. We plan to take the plant down next week to complete the fall cleaning of the boiler & multi-stack system.

**Wood Chip Contractor** – The quality of wood chips being delivered lately have been much better than what we initially received.

## ALTERNATIVE SENTENCING BUILDING

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

## VEHICLES & EQUIPMENT

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

**Man-lift** – United Rentals replaced a few hoses, decals and adjusted a joystick controller on our 60' boom lift.

**John Deere 2032R Tractor** – One of my staff accidently broke the rear window on the tractor when opening it. He failed to see a shovel secured behind the window. We are in the process of securing a new window for it.

## OTHER

**Manning** – The department's manning is unchanged from April. I am still seeking to fill a vacant position and I still have an employee who is out of work 16-24 hours per pay period due to an intermittent FMLA requirement.

**Winter Preparation** – Ordered road salt, ice melt and shovels. Over the next 2-weeks we will be staking utilities and walkways, turning off and blowing out season water lines and turning on heat generating devices to protect vulnerable utilities that must operate throughout the winter.