

GRAFTON COUNTY COMMISSIONERS' MEETING  
Administration Building  
North Haverhill, NH 03774  
December 21<sup>st</sup> 2021

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

OTHERS PRESENT: Treasurer Hill, Supt. Elliott, Captain Kendall, Supt. Oakes, Shawn Tanguay,  
Carina Park

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

**Treasurer Hill arrived with the following letter regarding  
investment requests:**



TO: GRAFTON COUNTY COMMISSIONERS  
FROM: KAREN LIOT HILL, TREASURER  
SUBJECT: TREASURER'S INVESTMENT  
RECOMMENDATIONS  
DATE: DECEMBER 21, 2021

Investment letters were sent to all banks that have a branch located within Grafton County (see-  
attached list of banks that were invited to bid.) These letters were sent out on December 13, 2021  
with bids due back by the close of business on Friday, December 17, 2021.

We received proposals from five (5) banks. I have attached a spreadsheet that details the banks  
that responded. This spreadsheet shows the various different investment options that were  
provided by the different financial institutions.

Based on the investment proposals that were received and the practice of spreading funds out  
across the Commissioner districts, I am recommending the following investment plan for 2022:

Woodsville Guaranty Savings Bank – Insured Cash Sweep – .65% - All funds remaining in the  
County's possession after the investments below are made. This would be approximately  
\$20,000,000

Mascoma Savings Bank – Insured Cash Sweep – .20% - \$1,000,000

Bank of NH – Repurchase Agreement - .20% - \$1,000,000

Claremont Savings Bank – Insured Cash Sweep - .25% - \$1,000,000

Thank you for your consideration of this recommendation. I welcome your questions and  
thoughts.

**MOTION:** Commissioner Lauer moved to accept the investment recommendation as presented by the Treasurer. Commissioner Ahern seconded the motion and all were in favor.

**Department of Corrections – Supt. Elliott & Captain Kendall**

Supt. Elliott reported that they reached out to three (3) vendors to receive quotes for the Video Surveillance System purchase, which was approved with the use of ARPA funds. He explained that one was under quoted due to the fact that they did not understand the scope of work because they have never done work at a jail before. One vendor did not respond. He explained that the Bosch Cameras are what is in the facility and Cornerstone is the company that did all of this original work on the facility. He stated that he would like to request a bid waiver as this company has worked in and knows the facility. He noted that they were here four (4) years ago and held a training for the staff members as well.

**MOTION:** Commissioner Lauer moved to sole source the video surveillance upgrade to Cornerstone and Bosch based on their previous work and knowledge of the facility. Commissioner Ahern seconded the motion and all were in favor.

Supt. Elliott reported that they also reached out to three (3) vendors to receive quotes for a Thermal Body Scanner. He received the three (3) following quotes:

OD Security North America - \$138,000  
TEK 84 Inc. - \$138,500  
NUCTECH US – Quote 1 - \$125,000  
Quote 2 - \$100,000

Supt. Elliott stated that the only vendor to meet all the requirements that they need is OD Security North America and requested that the Commissioners approve their quote.

**MOTION:** Commissioner Lauer moved to accept the quote from OD Security North America for \$138,000. Commissioner Ahern seconded the motion and all were in favor.

Supt. Elliott noted three (3) additional COVID cases in inmates and stated they have been segregated.

**Agenda Items:**

1. The Commissioners signed check registers 1090-1091.
2. Commissioner Piper asked if everyone had a chance to read the minutes

**MOTION:** Commissioner Lauer moved to approve the minutes from the December 10<sup>th</sup> meeting. Commissioner Ahern seconded the motion and all were in favor.

**MOTION:** Commissioner Lauer moved to approve the minutes from the December 14<sup>th</sup> meeting. Commissioner Ahern seconded the motion and all were in favor.

3. CA Libby submitted CDBG Drawdown Requests for the WREN, BEDC and NCIC Covid Micro Grants for Commissioner Piper to sign.

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

Supt. Oakes presented the following quotes for the purchase of a Sewer Drain Cleaner & Camera System. He noted that these projects are using funds that were encumbered from the prior fiscal year.

Sewer Drain System:

Plumberscrib - \$3,591.28

Grainger - \$ \$3,779.36

Amazon - \$ 4,153.87

Camera System:

USA Borescopes - \$ 6,695.00

MPE Equip. & Supplies - \$6,895.00

American Tools, Inc. - \$9,048.29

**MOTION:** Commissioner Lauer moved to accept Plumberscrib's quote of \$3,591.28 for the purchase of a Sewer Drain System and USA Borescopes' quote of \$6,695.00 for the purchase of a Camera System. Commissioner Ahern seconded the motion and all were in favor.

**Broadband Committee – Carina Park & Shawn Tanguay**

Commissioner Piper requested to go into nonpublic session.

**MOTION:** \* 10:03 AM Commissioner Ahern moved to enter into non-public session for the purposes of matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant according to RSA 91-A: 3, II (c) Commissioner Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer "yes"; Commissioner Ahern "yes" Commissioner Piper "yes" Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

\* 10:32 AM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

**MOTION:** Commissioner Lauer moved to remove Andrew Dorsett from the Broadband Committee and appoint Ed Morris, Town Administrator of Enfield, to the committee based on the fact that the previous County Administrator is no longer associated with the County or a Town, and based on the recommendation from the Broadband Committee that the committee be limited to people that are associated with municipality or county operations. Commissioner Ahern seconded the motion and all were in favor.

CA Libby stated that the Commissioners approved the Master Services Agreement with EX2. She received Task Order 2 from Nik Coates for \$42,500, half of which is coming out of County ARPA funds and the other half coming out of the CDBG funds for the high-level designs. She asked the Commissioners if she could sign the task order as she was unsure how they have set this up.

**MOTION:** Commissioner Lauer moved to allow the Acting County Administrator to sign and execute the service agreement on behalf of Grafton County. Commissioner Ahern seconded the motion and all were in favor.

**Agenda Items:**

1. CA Libby stated that they have a BDAS Grant through the State of New Hampshire that they entered into a contract with. Amendments have been made and therefore the Commissioners need to approve a new Certificate of Authority to allow her to sign the amendment.

**MOTION:** Commissioner Lauer moved to allow Julie Libby, on behalf of Grafton County, to enter into agreement with the State. Commissioner Ahern seconded the motion and all were in favor.

2. CA Libby stated that ARPA Proposals are due to her on Thursday. She knows of ten (10) right now. She will put a spreadsheet together of all requests to send to the Commissioners for their review before their January 3<sup>rd</sup> meeting.

Commissioner Ahern asked if there was a dairy milk processing trailer request in the next round of ARPA proposals. CA Libby stated that she does not know what the status of that project is. She is unaware of who is supposed to be putting that proposal together, who is involved or where that stands. Commissioner Ahern stated that FM Nelson should be putting a proposal together. CA Libby stated that she met with FM Nelson on Friday and does not feel he has any plans on putting that request together this week. She stated that in her own opinion, they are not ready for that piece of FarmDoC, yet. She needs to see the other legwork that has been done. She has met

with Supt. Elliott and FM Nelson and discussed FarmDoC to some extent, but she needs time to look into things further and see where they are.

### 3. Monthly Finance Reports:

#### Monthly Variance Report

##### *Revenue*

CA Libby stated that not much has changed. The Nursing Home revenue is up \$800,000.000 due to a stimulus payment from the federal Department of Health and Human Services.

CA Libby reported that they have not received BDAS funding since October. There has been a change in their reporting requirements and she is working on getting those reports submitted.

##### *Expenses*

CA Libby reviewed the Expenses with the Commissioners noting that the Sheriff's Department and Farm are both showing over expended but there is nothing of concern at this time. She stated that overall, they are doing well despite the challenges. They are \$800,000 over in revenue and have an \$8.8 million unassigned fund balance.

#### **Commissioner Issues:**

Commissioner Lauer reported that all three (3) Commissioners attended the 4H Jingle Bell Parade. She also noted that she received a request for ARPA funds to rebuild the Rocks Estate in Bethlehem. She stated that she responded to them explaining that the County is working on internal projects right now. She noted that she would follow up with CA Libby.

**MOTION:** \* 10:57 AM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer "yes"; Commissioner Ahern "yes" Commissioner Piper "yes" Commissioner Piper stated that a majority of the board voted "yes" and would now go into non-public session.

\* 11:10 AM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer "yes" Commissioner Ahern "yes" Commissioner Piper "yes". Commissioner Piper stated that a majority of the board

voted “yes” and the motion passes.

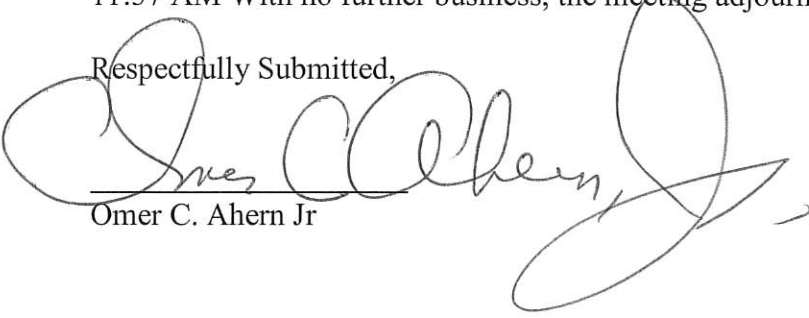
**MOTION:** \* 11:10 AM Commissioner Ahern moved to enter into non-public session for the purposes of the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted according to RSA 91-A: 3, II (a) Commissioner Lauer seconded the motion. This motion requires a roll call vote. Commissioner Piper called the roll. Commissioner Lauer “yes”; Commissioner Ahern “yes” Commissioner Piper “yes” Commissioner Piper stated that a majority of the board voted “yes” and would now go into non-public session.

\* 11:37 AM Commissioner Piper declared the meeting back in public session.

**MOTION:** Commissioner Lauer 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 Ahern seconded the motion. Commissioner Piper called the roll. Commissioner Lauer “yes” Commissioner Ahern “yes” Commissioner Piper “yes”. Commissioner Piper stated that a majority of the board voted “yes” and the motion passes.

11:37 AM With no further business, the meeting adjourned.

Respectfully Submitted,

  
Omer C. Ahern Jr

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Nov 16 – Dec 20, 2021

## COMPLEX

### Building Automation System (BAS) Project (90% complete)

I met with Alliance Building Automation's (ABA) project manager last week to review findings from my team's 2<sup>nd</sup> review of their completed work. ABA will rectify what they can. However, they told me they can't access a few Trane controllers deep enough to fully integrate those systems over to the new JACE global controllers due to proprietary encrypted coding by Trane. Two locations are for unit ventilators on Maple and Profile resident dining rooms and the other is the air handler for the Activities Department. We will have to replace the Trane controllers in these units with BACnet replacements to get them to function in a desired manner. ABA said they would give us a good deal on the hardware for the trouble this has caused. I am currently waiting for their quote.

**Underground Storage Tanks (UST's)** – Lakes Region Environmental completed the annual inspections and tests of our four UST's used for fuel storage. Nursing Home & DOC UST systems passed without incident.

Courthouse – 1) Bad UST drop tube, 2) fuel pipes in direct contact with cement and 3) no fire-proof enclosure around plastic fuel supply lines entering building. I ordered the drop tube and will install it upon arrival. Steve Whitcomb removed the concrete from around the fuel pipes in three locations. Dennis McLamb will fabricate and install a steel fire-proof enclosure to cover the plastic supply lines. We are still awaiting the replacement drop tube I ordered over a month ago.

### Water System

- NH DES conducted a 3-year site survey of our water tank and distribution system. They happy to hear we are drilling a test well to determine the viability of creating a ground source water supply for the complex. They have concerns over elevated disinfection byproducts in the water we receive from Woodsville Water & Light's, which stems from heavy chlorination of a surface source water. Overall, we did well on the survey.
- As of 2/1/22 AT&T will no longer support or water tank SCADA system 3G Radio transmitting unit due to phase out. Missions Control said they would replace it free of charge but customers must wait for their systems to stop working before they will ship new radios. I felt this was counterintuitive. Due to liability reasons I could not let the system go dead, so I paid \$250 for a new radio 2-weeks ago and installed it to maintain uninterrupted service.

## COURTHOUSE

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

**Elevator** – Jack seal leaking...Stanley Elevator repacked the jack seal.

### Electrical

- Burnt neutral in panel LE in main electrical room. Traced circuit to see what it fed. Found it fed three locations, which included the basement vending machine. Isolated circuit and found neutral loose at panel. Replaced section of burnt wire in panel before restoring power.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Nov 16 – Dec 20, 2021

- Not enough outlets feeding Sheriff Dept. receptionist area, thus some equipment was run off extension cords as permanent wiring, which is unauthorized per NFPA 70. Ran four new circuits to that location and tied into work station outlets.
- Installed new 20-amp circuit in main electrical room to support new UPS installed by SNS for Dispatch man-down alert system.
- Three circuits feeding Sheriff Dept. kitchen area have shared neutral. Too loaded and cause for tripping breaker. Also found tied to elevator light/fan circuit, which we believe was cause for past elevator anomalies. Ran four new circuits to kitchen to support microwave, coffee pot and other high amp appliances. Also ran new circuit for elevator light/fan.

## NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Fire Drill – Helped Lindsey conduct fire drill to test dayshift Meadow staffing.

### Kitchen

- Kitchen refrigerator thermostat failed...installed new thermostat.
- Hood make up air unit blowing cold air...cleaned burner orifices.

HVAC - Granite resident dining room baseboard heat not working...replaced zone valve.

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

Elevator – Freight elevator continued to bump loudly when descending from 2<sup>nd</sup> floor. Stanley Elevator replaced guide shoes.

Domestic Hot Water – Flange gasket leaving heat exchanger eroded and leaking. Implemented scheduled water outage and replaced gasket.

### Employee Entrance

- Outer sliding doors close and then settle to 1" apart at final closing. Letting cold air in and causing heat to run continuously. Door Controls, Inc. adjusted door sensors.
- Inner sliding doors intermittently not opening when they should and sometimes slam...Found loose connections on relay. Secured wires in place.

## ADMINISTRATIVE BUILDING

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



# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Nov 16 – Dec 20, 2021

Biomass Connection - Bypass valve bracket broken so valve is not operating properly. Fabricated and installed new support bracket.

Generator – On recent service Powers Generator determined the engine water pump is leaking, the cooling system needed to be serviced, and the external fuel filter needed to be replaced. On 12/15 their tech replaced the fuel filter and replaced the coolant. However, the water pump he brought did not fit so that work has been postponed.

## Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

### HVAC

- 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.
- 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. Installed new heat pump, connected wiring and geothermal connections. Ordered new ductwork to adapt. In process of connecting new heat pump to ductwork.

Phone Lines – Since our last meeting Simplex came and reprogrammed the fire panel to eliminate 10-digit dialing format problem at the DOC.

### Lighting

- Four exit lights in alarm...replaced batteries

### Kitchen

- Ice machine water pump failed...replaced pump.
- Dishwasher gusher head broke...replaced head

Security – Two doors in Area A not alarming properly...replaced lock and unlock relays in both locations.

# MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Nov 16 – Dec 20, 2021

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>. *Had to reschedule since the part they procured was wrong part.*

## MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

## FARM

Preventative Maintenance (PM) – Performed various PM tasks throughout

### Dairy Barn

- Milk room Modine heater fan stopped working and unit overheated. It melted the Protecto wire above heater causing fire alarm to go off. Modine fan and circuit board are bad. Unit is old, corroded and was planned for replacement next year. Fixed fire alarm Protecto wire system and replaced Modine heater.
- Pressure tank failed that supports water reclamation system to calf & heifer barns...replaced tank.
- Sliding barn door - Still in process of installing large sliding door in South elevation of South Barn so skid steer can access sawdust storage area.

### Pig Barn

- Main level floor smashed in where skid steer was placing corn cutting machine for winter storage...rebuilt floor in this area.
- Main level floor thin and sections rotting/broken where vehicles get parked near entrance...Removed bad sections of floor and installed double layer in its place
- Step leading to loft area was broken and loose...Installed loose piece and screwed it back in place

## BIOMASS PLANT

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

## ALTERNATIVE SENTENCING BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

Security System – I met with Tasco Security to solicit quotes for a panic alarm and security camera systems. Since meeting with them I gave Renee their quotes, and I believe she intends to request ARPA funding for them.

Front Façade - Aluminum flashing blew off the front of building. Found wood underneath had not been protected by house wrap so it was heavily rotted. Temp installed flashing for winter and will have to do a more permanent repair next summer.

## VEHICLES & EQUIPMENT

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

**MAINTENANCE DEPARTMENT REPORT  
TO GRAFTON COUNTY COMMISSIONERS**

**Nov 16 – Dec 20, 2021**

Sander - Spreader bearings & shaft heavily corroded and cause for failure. Spreader conveyor switches bad too. Replaced all parts and ordered spares for future use.

Kubota RTV – Hydraulic fitting ruptured...replaced fitting and reserviced hydraulics. Also throttle cable failed due to rot. Replaced cable.

Dodge 2500 – Broke LH mirror shroud backing into 3-bay garage...installed replacement.

OTHER

Sewer Drain Cleaner & Camera System (See attachments)