

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
April 18th 2023

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

OTHERS: Supt. Oakes, Employee Council – Andre Sanders, Tiffany LaPoint, Ann Duncan Cooley – GRDC, Interim Farm Manager White

Commissioner Piper called the meeting to order at 2:00 PM began with the Pledge of Allegiance.

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

1. Intellihood System Quotes:

Melink - \$15,953
Ecoazur - \$18,115

Supt. Oakes requested the Commissioners accept the quote from Ecoazur even though it is the higher bid based on the reasons outlined in his report.

MOTION: Commissioner McLeod moved to accept the bid from Ecoazur for \$18,115 based on them being a local company and prior issues with MeLink. Commissioner Ahern seconded the motion, and all were in favor.

2. Glass Quotes:

Supt. Oakes stated that there are 100 panes of glass that need to be replaced throughout the Nursing Home and Administration Building. He received the following two (2) quotes:

Granite State Glass 14,199
Portland Glass – 12,253

MOTION: Commissioner McLeod moved to accept the quote from Portland glass for 12,253.00. Commissioner Ahern seconded the motion, and all were in favor.

Employee Council – Andre Sanders, Tiffany LaPointe

The Commissioners presented the attached counter offer to the Employee Council Request.

Commissioner Piper stated that the board thought it was a terrific idea to go with a dollar amount rather than a percentage for the COLA. She stated that the \$1 equals an average of 3.87% for employees and noted that employees who are eligible also receive a 3% step increase, which totals a 6.87% average increase.

A. Sanders asked how the Commissioners came to the \$1 COLA decision when the numbers CA Libby came up with based on their request was \$3.12. He stated that their request was backed by data. T. LaPointe stated that many places are getting a 10% increase come July.

A. Sanders stated that the shift differential, life insurance and the buyback are great benefits, but they only benefit a few staff and does not benefit every employee, where the raise is a benefit to every employee. T. LaPointe stated that there should be some level of appreciation for those employees that did not bail. Those who have been here and have stuck it out deserve something as well. She stated that \$1 is low and hurtful and there will be very upset employees with this counter. There has to be somewhere to meet in the middle. Commissioner Piper stated that she appreciates what the Employee Council is saying and noted that all Grafton County residents are suffering horribly. She knows many people who work here are taxpayers as well but the role of the Commissioners is different in that they have to look out for their taxpayers as well.

Commissioner Ahern stated that this is very hard, and these are not easy times. The Commissioners have a broad range of responsibilities, but he appreciates this discussion.

Commissioner McLeod stated that she understands what the Employee Council is asking for.

A. Sanders noted that people receiving social security received a significantly higher percentage than what the Commissioners are offering the employees. Commissioner McLeod stated that social security received an 8.7%. Commissioner Piper stated that the employees would receive an average of 6.87% increase, noting that this includes a 3% step increase. A. Sanders stated that the Commissioners are now combining the step increases and COLA when those are two (2) different topics. Commissioner Piper stated that that the people on social security did not receive a step increase. With the step increase included, the employees would be receiving 6.87%. A. Sanders stated that the Commissioners' offer is still 2% lower than social security by combining the COLA and step increases. Commissioner McLeod stated that step increases and the COLA are two (2) different things and the Council and the Commissioners should be clear when they are discussing each of these. The Commissioners are offering a \$1 increase with the 3% step.

T. LaPointe asked if putting Longevity back in place is something that can be negotiated. Commissioner Piper asked why that was originally done away with. HR Director Clough explained that longevity was eliminated at the direction of the Delegation at the time. The Commissioners agreed that the Employee Council is welcome to bring back another proposal. A. Sanders stated that he wanted to make the Commissioners aware that they are discussing longevity. He noted that they, as the Employee Council, brought the Commissioners a request of \$3 an hour and explained that they have employees to answer to as well and these figures they presented came from those employees. Commissioner Piper stated that the Commissioners would work to set a different meeting date next week, as they are unable to meet on Tuesday and let the Employee Council know when that meeting would be.

Ann Duncan Cooley – Quarterly Update

A. Duncan Cooley handed out a document on GRDC's upcoming seminars for the Commissioners to review. She reported that they have been busy, particularly in lending, which is a statewide trend. She stated that they have not seen a trend like this in a long time in their lending department. She stated that they have done in six (6) months what they would typically do in a year. There are thirteen (13) loan prospects right now. Commissioner Ahern asked if they give out agriculture loans to small farmers. A. Duncan Cooley stated that they have not done agriculture loans but there is a new bank, Walden Bank, which is taking deposits to help agricultural businesses. She spoke with them, they do not provide loans under \$50,000 where GRDC does, and she stated that could be a potential partnership where GRDC helps a business get started with smaller loans and Walden Bank could help them, as they grow larger.

A. Duncan Cooley reported that they are keeping an eye on the NCIC situation that is on the horizon. She stated that NCIC is having a meeting tomorrow with their membership and potentially looking at dissolving. Their board voted roughly a month ago to recommend this to its members. An article in the Caledonian Record referenced financial challenges. She stated that this is a big deal that GRDC is following.

A. Duncan Cooley answered further questions from the Commissioners.

Sheriff Stiegler arrived and presented the following report (* see attached)

Sheriff Stiegler reported that he attended the County Chief's meeting by Zoom this morning. He noted that Police Chiefs are struggling to fill their ranks due to excessive turnover.

Sheriff Stiegler reported that the portable radios came in and Director Andross has been working to program them all.

The first new cruiser is being assembled right now at Ossipee Mountain Electronics. The in car camera systems are tentatively scheduled to be installed May 2-5.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the April 6th, April 11th and April 13th meetings. Commissioner Piper had a few edits in each set.

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

MOTION: Commissioner McLeod moved to approve the minutes from the April 11th meeting as amended. Commissioner Ahern seconded the motion, and all were in favor.

MOTION: Commissioner McLeod moved to approve the minutes from the April 13th meeting as amended. Commissioner Ahern seconded the motion, and all were in favor.

2. The Commissioners signed check registers 1138-1143; 04.14.2023

3. Commissioner Piper signed the following drawdown requests:

- WREN - \$2,043.24
- NCIC - \$2,043.24
- GRDC - \$2,724.31
- BEDC – WEDCO - \$3,927.55

Ben White arrived with a memo for consideration

Interim FM White stated that a new mixer wagon was approved through the ARPA process, and he has received the following quote from Hicks Sales and United Ag & Turf provided quotes on three (3) different models:

United Ag & Turf

- KUHN VS 127 Trailer - \$42,625.00
- KUHN VS 135 Trailer - \$ 44,375.00
- KUHN VS 143 Trailer - \$ 45,995.00

Hicks Sales - \$34,995.00

Interim FM suggested the Commissioners accept the bid from Hicks Sales.

MOTION: Commissioner Ahern moved to approve the purchase of the Valmetal Mixer Wagon from Hicks Sales for \$34,995.00. Commissioner McLeod seconded the motion.

Discussion: Commissioner Ahern asked how they could make this mixer wagon last longer than the previous. Interim FM White stated that the ten (10) years was a long time for a mixer wagon for how often they use it. He stated that this new one might last longer as they have stopped mixing the feed with a component that caused more wear and tear on the machine about five (5) years ago.

The Commissioners voted on the motion, and all were in favor.

Commissioner Ahern requested to go into nonpublic session.

MOTION: *3:50 PM Commissioner Ahern moved to enter into non-public session for the purposes of consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community according to RSA 91-A: 3, II (d). 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.

*3:57 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 Piper stated that a majority of the board voted “yes” and the motion passes.

Interim Farm Manager White answered questions from the Commissioners.

Commissioner Items:

1. Commissioner Piper stated that she would not be able to be here next week and they so they would not have a quorum. Therefore the Board of Commissioners will not have a meeting on April 25th. Commissioner Ahern will come in to sign invoices.
 2. Commissioner McLeod stated that she finally received the information for the NHAC Executive Committee and was put on the email list. She will try to attend the next meeting via Zoom.
 3. Recovery Housing Program – Commissioner Ahern stated that he had copies made for each of the Commissioners from the program he attended. He noted that there are two (2) certified recovery housing programs in Commissioner McLeod’s district and there are other uncertified houses. He stated that he had mentioned to AS Director Mitchell about Grafton County getting more recovery houses. She stated the need, and the money is there for these programs, but you have to find the buildings for these people.
 3. Commissioner McLeod stated that she participated on a call with the Commission on Aging yesterday. She discussed details about that call with the Commissioners. The Commissioners also discussed the childcare crisis and Commissioner McLeod noted that she would be attending a meeting on that situation tomorrow.
- 4:27 PM with no further business, the meeting adjourned.

Respectfully Submitted,



Martha S. McLeod, Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

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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.
2. BACnet Full Integration – My staff continued running BACnet cable in the nursing home. At the nursing home Alliance Building Automation installed the more complex controls for the boilers and the hydronic distribution and radiant flooring controls. In the Administration Building my staff are in the process of installing new controls throughout the basement level spaces.
3. Paving Project – I put this project out to bid late last week. Thus far I've met with one paving company and have two more lined up for site visits on Wednesday and Thursday of this week. I've specked out a start no later than date of August 9th with a 4-week completion timeframe.
4. Nursing Home Landscape Project – Yesterday, Craig Labore and I met with Jay Miller, the landscape architect authorized to oversee this project. We refamiliarized ourselves with the project details and discussed the paving project, which will have some bearing on the landscape project. We also identified various trees and shrubs that will have to be removed by my department to facilitate the project. Jay has promised to have a draft copy of bidding plans and documents ready within the next 3-weeks. We will then meet and review them before he finalizes them.
5. Intellihood System – I have quotes for Melink and Ecoazur systems to replace the existing Melink system. The quotes are as follows:

Melink \$15,953 (installed by Melink – North Carolina company)

Ecoazur \$18,115 (installed by Kitchen Energy Solutions – New Hampshire company)

I would like to go with the Ecoazur system, the higher of the two quotes, for the following reasons: Melink was very cumbersome to deal with when trying to fix our existing system because they are out of state and were quite costly to bring someone on site from North Carolina to troubleshoot it. Secondly, early on in our troubleshooting of the DOC system, Melink sent us an unprogrammed circuit board, unbeknown to us at the time, and when we installed it, it failed to correct the problem. After that we spent countless hours troubleshooting the system in coordination with their remote tech support and still were unable to fix the problem. At that juncture I paid for an on-site tech support visit to troubleshoot the problem in person and the tech that came installed the very same circuit board we previously replaced and when he discovered it was not preprogrammed, he had the equipment to do so on site and that fixed the problem. When I tried getting Melink to eat some of their bill for all our time previously wasted due to they sending us an

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unprogrammed circuit board early on in the troubleshooting, Melink would not yield and take accountability for our wasted man-hours that they caused.

I've had opportunity to see the Ecoazur system components in person and it appears to be a better designed system than the Melink. Secondly, the company installing it is a New Hampshire based company that can easily service it should we have problems.

I am seeking authorization to purchase the Ecoazur system through Kitchen Energy Solutions.

Sewage Pump Station – The station serving the Maintenance/Farm Building had a control panel fail, so the station will not pump automatically when full. However, we are able to pump it down manually as an interim measure. *I cannot find a replacement control panel due to the age of the system. My staff will install a stand-alone sump pump system that will work off floats to keep the wet well pumped down.*

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 - When we had extremely low wind-chill factors a couple months ago a dry pendent sprinkler head under the Physical Therapy Porch ceiling ruptured. We isolated the leak and temporarily plugged that location. *Hampshire Fire Protection technicians tried installing a new custom length head and found it too short. They reordered another one.*

Flooring – Six resident bathrooms and two staff bathrooms that received new sheet vinyl flooring in 2020 are experiencing lifting at the doorways. *Mayo's Flooring repaired five out of eight bathrooms. The remaining three need the vinyl to be changed out completely. That work is scheduled for April 28th.*

Domestic Hot Water (DHW) – Pump #5, the pump that pumps DHW water from the 2003 building's heat exchanger to its holding tank, had its bearings fail. *We replaced the bearings.*

HVAC – Hydronic pumps 2 and 4, which pump 180-degree heating water throughout the building, had pump-to-motor couplings starting to fail. *We replaced these couplings.*

ADMINISTRATIVE BUILDING

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

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Attics – The ceiling panels secured to the rafters that hold insulation in place were starting to fall down in certain areas throughout the attics. Thus far we've reattached quite a few in the North and South attics. We are in the process of doing the same in the central attic.

Deeds – To enhance security and facilitate egress from all their offices, my staff fulfilled the Register of Deed's request to install a locking lockset in the door between the main service area and the adjacent printing room. We also exercised all the windows and lubed the tracks to facilitate easy opening should someone need to escape through an office window.

Fire Alarm - Dispatch received an intermittent TROUBLE alarm, but the message was ambiguous as to a specific location. One of my staff determined the TROUBLE was caused by a bad pull station in the boiler room. He replaced the pull station and that cleared the TROUBLE.

Dept. of Corrections (DOC)

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

Intake & Booking – Per DOC staffing requests, my staff installed remote flush switches for the toilets in cells A03, A04 and A05.

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.*
2. Heat pump WHP-G1 – the power transformer for the controllers has failed...I ordered a replacement.
3. Heat Pump HP-B8 stopped working. *We had to replace the compressor and reversing valve in this unit.*

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4. Air handler ERU-F1 had its supply fan motor bearings fail and its heat exchanger motor fail. *We replaced the supply fan motor bearings and replaced the heat exchanger wheel motor.*
5. Pumps 11A & B, hydronic pumps that circulate 180-degree water through the building, both developed leaks at the shaft seals. *We removed the pumps, installed rebuild kits and then reinstalled the pumps back in place.*

MAINT/FARM BUILDING

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

Farm Shop – The garage door tracks and door trim were smashed up from accidental wear and tear by tractors going in and out of the building. *We replaced numerous sections of track, hinges, rollers and retrimmed both doors.*

Woodshop – The Modine propane-fire heater in the woodshop stopped working. *We replaced the igniter to fix the problem.*

FARM

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

Dairy Barn

1. The North gutter cleaner stopped working due to wires burning up at a motor connection. *We cut out the bad section and spliced in new ones to correct the problem.*
2. The milk system pump was leaking at a ball seat. *To correct the problem, we replaced the ball.*

BIOMASS PLANT

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

Boiler

1. Several cast iron grates are warped. I ordered and received the new grates. *We will replace when the boiler is down for spring Preventative Maintenance (PM).*
2. We need to install boiler drains on the low point legs of the boiler to periodically flush sediment from the boiler. *I have the parts on hand and we plan to do this in the next week while the boiler is down for spring PM. It will require isolating the boiler and draining about 1,600-gallons of water from the boiler. We are*

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reclaiming the water because of the nitrate chemicals in the water are expensive, thus we will pump it all back in when complete.

3. The firebox refractory is chunking off the ash clean out door. *I've budgeted to replace the door and rebuild the existing one for a spare.*

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

Staffing - 2-weeks ago I hired a new maintenance assistant, thus filling the entry level position in the department. On Monday I interviewed a master electrician and I am in the process of checking references.

Glass Quotes – I received quotes from Granite State Glass and Portland Glass for new sashes for the Administration Building and Nursing Home. The quotes are as follows:

Granite State Glass \$14,199

Portland Glass \$12,253

I recommend you authorize me to purchase the glass through Portland Glass.