

GRAFTON COUNTY COMMISSIONERS' MEETING
Administration Building
North Haverhill, NH 03774
April 19, 2022

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

OTHERS PRESENT: Supt. Oakes

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

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

Supt. Oakes presented the following three (3) quotes for a tractor that was approved in the last round of ARPA requests.

Champlain Valley Equipment - \$43,679.85 - Kubota
United AG & Turf - \$ 49,278.54 – John Deere
Twin State Tractor - \$40,647.00 - Kioti

Supt. Oakes requested that the Commissioners approve the purchase of the Kubota from Champlain Valley Equipment. He explained that the Kioti from Twin State Tractor was the lowest quote but in reviewing online forums, it appears that this tractor has many transmission issues. He went on to state that since getting approval we've thought about our request more in an effort to get more bang for the buck. He stated that he has decided to get an articulating snowplow instead of a snow blower for their existing John Deer 2032R and would mount the PTO driven sander on it as well to accomplish the sidewalk work. The articulating plow was less money than the snow blower, which freed up a few thousand to allow buying a bit larger tractor with bucket loader.

MOTION: Commissioner Lauer moved to approve the purchase of the Kubota tractor from Champlain Valley Equipment for \$43,679.85 and a PTO Sander and Articulating snowplow from United Ag & Turf for \$11, 296.90. Commissioner Ahern seconded the motion and all were in favor.

Master Electrician Position – Supt. Oakes explained that he had one applicant apply for the master electrician position, which was vacated 6-weeks ago. The applicant wants \$32/hour. Currently, their master electrician position is a Grade 11 and pays between \$20.54 - \$27.60 per hour. Since losing the master electrician, Supt Oakes has had to hire electrical contractors to do this sort of work. When they heard what the County's position pays, they said the County would have a hard time finding someone with the master electrician license who would work for that amount of money and what they said is supported by the recent wage study. Supt. Oakes stated that he is requesting to move the master electrician position to a grade 12, which pays \$21.79 -

\$29.28 an hour. He stated that he would also request the same change to the master plumber position as well.

Commissioner Piper stated that her worry is that this increase to a Grade 12 is not enough to attract someone with the necessary license. CA Libby explained that part of the recommendations they will discuss during Thursday's budget meeting is putting all three (3) licensed positions in the same grade, which would have a pay range of \$22.45 – \$31.43 and would go into effect July 1st, if approved. She stated that this supports Supt. Oakes' request, and they could use this as an interim gap to try to hire someone. She would only move the electrician up a grade right now in an effort to try to fill this vacant position.

MOTION: Commissioner Lauer moved to move the Master Electrician position from Grade 11 to Grade 12 effective immediately. Commissioner Ahern seconded the motion and all were in favor.

Agenda Items:

1. Commissioner Piper asked if everyone had a chance to read the minutes from the March 24th, March 31st, April 4th and April 5th meetings.

MOTION: Commissioner Lauer moved to approve the minutes from the March 24th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

MOTION: Commissioner Lauer moved to approve the minutes from the March 31st meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

MOTION: Commissioner Lauer moved to approve the minutes from the April 4th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

MOTION: Commissioner Lauer moved to approve the minutes from the April 5th meeting as amended. Commissioner Ahern seconded the motion and all were in favor.

2. The Commissioners signed check registers 1150-1156 and 2022-04.15.2022.

3. CA Libby submitted the following drawdown requests for Commissioner Piper's signature:

- BEDC \$40,000
- NCIC - \$25,000
- WREN - \$10,000

4. The Commissioners opened bids for the sale of a 2014 Taurus Police Interceptor Sedan. The following three (3) bids were received:

BayRidge Motors - \$ 4,189.00
East Coast Classics Sales - \$5,176.50
Walter Radicioni - \$ 1,100.00

MOTION: Commissioner Lauer moved to accept East Coast Classics Sales' high bid of \$ 5,176.50. Commissioner Ahern seconded the motion and all were in favor.

5. CA Libby stated that the Commissioners are scheduled to meet with the Broadband Committee next Tuesday. The committee had asked for specific questions that the Commissioners had in advance of their meeting so they have time to prepare. CA Libby stated that she would like to get those questions to the committee. The Commissioners discussed the questions they have for the committee.

6. Foreign Flag Discussion – Commissioner Piper stated that there is another flag in the window of a County Attorney's Office employee in the Administration Building. She stated that the Commissioners made their decision to not have foreign flags on the property based on the employee handbook. CA Libby stated that she would look into it.

7. FarmDOC Discussion:

Commissioner Ahern stated that he reviewed the documentation again. In most RSAs, it states that these rules and regulations apply to the sale of dairy products. He stated that the County is not planning to sell the products, only for consuming on the complex.

Christmas Trees – Commissioner Piper asked who is going to perform the labor. Commissioner Ahern stated that he has access to a Christmas tree planter and the County would need to purchase the seedlings. He stated that the County has the equipment, and the farm staff can prepare the land. Commissioner Piper stated that from what the Commissioners are hearing from the Farm Manager, the staff does not have the time to do this. Commissioner Lauer noted that she shares the same concern with labor.

Root Cellar – CA Libby stated that if they can accomplish what they are looking to accomplish with the current set up, why they would need to start over with a new root cellar. Commissioner Ahern stated that the vegetables would store better underground.

Commissioner Piper stated that Commissioner Ahern made the comment that if the Commissioners are going to be concerned with labor and cost for this FarmDoc project then they might as well close FarmDOC. She stated that as a Commissioner and a decision maker, she thinks that they have to match the vision of this project with the facts of cost. Maybe Commissioner Ahern's comment is correct, and they should close the project now based on what she is seeing.

Beef – Commissioner Piper stated that it costs \$3.93/lb. to process our own meat vs \$3.53 for what we are paying now. She asked what they gain in providing better beef to the DoC. She asked Commissioner Ahern if he wants to spend \$3.93/lb. when he criticizes the cost of the current invoices at the DoC. Commissioner Ahern stated that they could possibly get around the statute in processing our own meat because we are not selling the meat.

CA Libby stated that the farm staff does not have the time to do all of these items in FarmDoC on top of their regular tasks. There is no inmate labor and the reality of using community service

people and mixing them with inmates are big concerns for FM Nelson and Alternative Sentencing Director DePalo.

Commissioner Ahern stated that the rules and regulations that exist are going to be the death of FarmDOC. Commissioner Lauer stated that she does not feel that they need to do away with FarmDOC but can look at individual ideas. Processing beef and dairy does not financially make sense. CA Libby stated that she does not think slaughtering animals on the complex is a good idea and everyone who would be involved with the process has concerns as well. If the majority of the people involved have concerns then they should not be doing it.

Commissioner Piper stated that she does not see how it is cost effective to implement planting and selling Christmas Trees. They do not have the labor to do it and cannot ask the Farm staff. Commissioner Piper stated that she appreciates the vision behind FarmDOC but she does not see how it is cost effective for taxpayers. Commissioner Ahern stated that in his opinion, he expected the Farm Manager to come back with a proposal on this and he is disappointed that he has not heard from him. CA Libby asked if FM Nelson was asked to do this. Commissioner Ahern stated that should have been a part of his job.

MOTION: Commissioner Lauer moved to suspend investigation into Christmas Trees, slaughtering animals on site, milk processing and root cellar as proposed. Commissioner Piper seconded the motion. Commissioner Lauer “yes”, Commissioner Piper” yes, Commissioner Ahern “no”. With the vote being two (2) in favor and one (1) in opposition the motion passes.

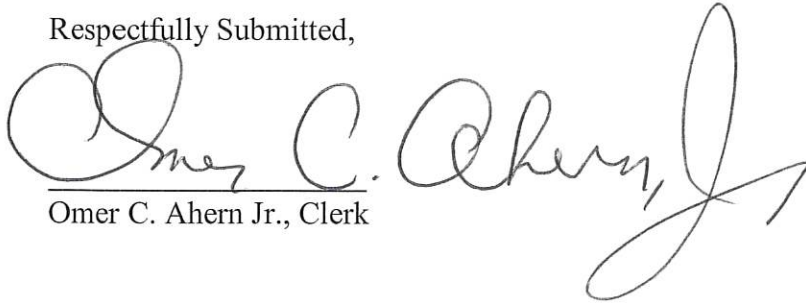
Commissioner Lauer stated that she understands Commissioner Ahern’s concerns as to having a plan in place if there were a disruption in the food supply. She will call Homeland Security Emergency Management. She believes there are emergency food depots throughout the country. She would like to know, in the event of a major disruption in the food chain, are there emergency food supplies.

Commissioner Issues:

1. Commissioner Lauer attended the Broadband Committee meeting with the Mutual Aid Organizations, Lakes Region and Twin State. They were getting information on the Broadband Committee’s work.
2. Commissioner Ahern stated that he will be going on a tour of the Little Antlers Daycare Center in Plymouth Friday morning
3. CA Libby stated that the plan for Thursday is to discuss the wage study and the recommendation from the project team for implementation and wages for FY23. They will have wage charts for the Commissioners’ consideration and the costs of the implementation of those wage charts. This is going to have a significant impact on the budget. CA Libby stated that the Commissioners would not have an idea of what the budget looks like until they decide what they want to do with these recommendations and she can then implement those changes into the budget.

10:48 AM With no further business, the meeting adjourned.

Respectfully Submitted,

A handwritten signature in cursive script, reading "Omer C. Ahern Jr.", written in black ink. The signature is fluid and stylized, with a large initial "O" and a long, sweeping tail on the "J".

Omer C. Ahern Jr., Clerk

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Mar 15 – April 18, 2022

COMPLEX

Building Automation System (BAS) Project (97% complete) The upgrades of the nursing home unit ventilators UV-1 and UV-2 & air handler HVAC-1 are complete. Alliance Building Automation (ABA) Has to complete our final punch list and provide training. Once complete I will release their 10% retainage.

ARPA JACE Replacement Project (100% complete) – Other than a few minor clichés this project went smoothly and is now complete.

Full Integration to BACnet BAS Project (0% complete) – All our project documents are executed and ABA placed the order for all the material.

Fire Alarm Systems – Alarmco completed our secondary inspections of our fire alarms systems throughout and found no discrepancies. They also worked with Stanley Elevator activating all the smoke and heat detectors tied to the elevators to test each elevator’s fireman recall and shunt trip functions. All passed test.

Elevator Systems – Addition to testing fireman recall and shunt trip functions, Stanley Elevator completed the quarterly inspections on all our elevators. All passed inspection.

Sprinkler Systems – Hampshire Fire Protection completed quarterly inspections/tests of all our sprinkler systems, the annual partial trip test of the Dept. of Corrections three dry systems, a 5-year internal valve and pipe inspection of the DOC wet and dry systems and a 5-year internal valve and pipe inspection of the Biomass Plant system. One of the dry system valves at the DOC shows wear at a hinge pin assembly and will require repair. All systems are fully functional.

COURTHOUSE

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

Sheriff Dept Wall (ARPA Project) – We’ve secured most of the materials for this project but are awaiting the new door frame and lock assembly. Once all parts are on hand I will coordinate having Granite State Glass remove the interior glass curtain wall.

Judge Chamber 1 – Fixed window above sliding window is broken. Granite State Glass provided a quote. Our insurer said they would cover the cost minus \$1,000 deductible. Glass is ordered and hope to have Granite State Glass replace it sometime n early May.

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.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Mar 15 – April 18, 2022

New Dryer – Scheduled for delivery on 4/19. My staff will do the gas work, ducting and pneumatics. I have a contractor lined up to do the electrical.

HVAC

- HRU 2 air handler heat coil froze and burst. Soldered coil to fix leak. Troubleshot unit to determine cause of freezing. Found three different mechanical issues that we believe were cause for the freeze up.
 - Discovered heat valve is undersized and does not meet engineer's design specification...ordered and received the right size heat valve...*Installed and passed flow test*
 - Discovered balance valve is undersized per engineering specifications...received valve... *installed and passed flow test*

Plumbing

- A 2003 Building domestic hot water line distribution pipe at the hot water storage tank is leaking at a union. We need to disassemble and clean the union pieces and put it back together...*This job did not go well. Had to order more parts to complete...awaiting parts.*
- 2 ½ inch domestic hot water line in the In-Service restroom above ceiling area has a small, slow leak...*parts on hand...completed repair*
- 2003 Building small tempering valve on domestic hot water system failed...replaced thermostatic group

Activities Yard – Craig requested my department cut down four birch trees in the yard due to always dropping branches and causing a tripping hazard. We cut all four trees last week.

Sprinkler System – Leak in 4" diameter dry system pipe above Purchasing Storeroom ceiling. Hampshire Fire replaced bad section.

ADMINISTRATIVE BUILDING

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

IT Server Room – SNS requested 110V drop down circuits for this space to eliminate cords draped across the floor to outlets. Met with an electrical contractor on this work and had SNS approve their quote once received. The electrical contractor is awaiting the materials for this job and will start once he has them.

Deeds Vault – Humidifier not working. Sought manufacturer tech support to troubleshoot and determined the unit needs new control circuit boards to the tune of \$1,750. A replacement humidifier would have cost \$6,500. *Ordered circuit boards and they delivered yesterday afternoon. We will install them in the next day or so.*

Roadside Sign – The Human Resource Office portion of the sign fell off due to rot. I've purchased new wood to make all new office specific signs that go below the main upper sign. I also ordered lettering kits as well.

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Mar 15 – April 18, 2022

Dept. of Corrections

Preventative Maintenance (PM) – Performed various PM tasks throughout

Clean Chemical Fire Suppression Systems – Interstate Fire Protection completed the 6-month inspection of our systems. All passed inspection.

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. *Checked on part back order... vendor has not received it from the manufacturer and has no delivery date.*
- 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.*

Plumbing

- Pressure reducing valve malfunction is cause for erratic pressure fluctuations. *Secured parts to rebuild valve...Completed rebuild.*
- Copper pipe feeding main mixing valve in H103 boiler room leaking by valve...*soldered line feeding mixing valve.*

Intake & Booking - Inmate in cell A05 destroyed the rubber padding on the floor in front of the cell door. The kit to repair this is \$2,000. *Kit arrived...completed repair.*

MAINT/FARM BUILDING

Preventative Maintenance (PM) – Performed various PM tasks throughout

FARM

Preventative Maintenance (PM) – Performed various PM tasks throughout

Dairy Barn - Bulk tank washer control box on East wall had bad solenoid valve...replaced valve

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Mar 15 – April 18, 2022

BIOMASS PLANT

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

ALTERNATIVE SENTENCING BUILDING

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

Panic Alarm and CCTV Monitoring Systems (ARPA Project) – Tasco Security completed the installation of the panic alarm and camera CCTV monitoring station.

Flagpole Light – Found snapped off...replaced fixture.

VEHICLES & EQUIPMENT

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

OTHER

Tractor & Implement Quotes (ARPA Funded) This morning I have three quotes for a new tractor and two implements for the maintenance department. The initial quote used to establish our budget was predicated upon a smaller John Deere tractor with cab, bucket loader, snow blower and PTO driven sander. The commissioners and Delegation approved the budget of \$56,200 for this request. Since getting approval we've thought about our request more in an effort to get more bang for the buck. We decided to get an articulating snow plow instead of a snow blower for our existing John Deere 2032R and would mount the PTO driven sander on it as well to accomplish the sidewalk work. The articulating plow was less money than the snow blower, which freed up a few thousand to allow buying a bit larger tractor with bucket loader. See the attached spreadsheet for details.

Master Electrician & Master Plumber Positions – I've had one applicant apply for the master electrician position, which was vacated 6-weeks ago. The applicant wants \$32 and hour. Currently, our master electrician position is a Grade 11 and pays between \$20.54 - \$27.60 per hour. Since losing our master electrician I've had to hire electrical contractors to do this sort of work. When they heard what our position pays they said we would be hard pressed to find someone with the master electrician license who would work for that. What they said is supported by the recent wage study. With your permission, I would like to move the master electrician position to a grade 12, which pays \$21.79 - \$29.28 and hour. If you do this, I than want to make the same change to the master plumber position as well.